Purchase Order & Requisition Tracking

Last Updated: 8/2/2022

Here are some important points to remember for using ProCard in PORT.

Advantages for ProCard Use

- No manual approvals for ProCard orders in PORT
- Ability to expedite Amazon, Staples, Office Depot, Forms and Supply, CDW-G, GovConnection, Grainger, ACR, Fastenal, Fisher Scientific Co, VWR, Life Technologies, Bio-Rad Labs, Santa Cruz Biotechnology, Henry Schein, and Lowe's orders based on business needs
- Office Supply Orders submitted before 3:00, should be received the next business day
- Since reconciling occurs in Works like all other ProCard transactions, departments can split fund these orders

Additional points to remember

- Only Amazon, Staples, Office Depot, Forms and Supply, CDW-G, GovConnection, Grainger, ACR, Fastenal, Fisher Scientific Co, VWR, Life Technologies, Bio-Rad Labs, Santa Cruz Biotechnology, Henry Schein, and Lowe's are enabled for using ProCard in PORT
- Only use ProCard payment method for punch-out items - **NOT** non-catalog items
- Packing slips for CDW-G, GovConnection, Grainger, and Fisher Scientific Co will be used as your receipt
- In addition, CDW-G, Fisher, and Life Technologies orders will also have to print off a copy of the PORT purchase order (status tab) with pricing information
- Go to Office Depot punch-out and select **Orders**. Click on view all recent orders, search for your order, click on the order number, and print the order detail.
- Go to Staples punch-out and select **My Accounts**. Search for your order, click on charges/credits, and print order detail.
- Go to Amazon punch-out and select **Your Orders**. Click on Printable Order Summary for desired order and print to have a receipt for your records.
- Go to Forms & Supply punch-out and select **My Accounts**. Click on Order History, select search tab, search for order and select check box, and click Print (Print PDF).
- If you have back ordered items for these orders that cross the reconciliation period, you will still reconcile the entire order with your appropriate FOAP string and send your packing slips (for items received) with your statement. Once you receive the back ordered items and packing slip/order summary, you will send in your documentation for the next statement cycle.
- ProCard users should only use their own ProCard. Using another ProCard holders card is a violation of the User Guidelines and could result in a termination of the card (See 3.5 Additional card limitations : https://purchasing.ecu.edu/procard/
- There is a permission enabled for this feature: Edit Credit Card
- All purchase orders with ProCard as the payment method, have a PO # with the CC prefix.
- You can easily search PORT Document Search for these orders by using the CC prefix or you can exclude them by using the P prefix for regular Pos and office supply orders with FOAP as the payment method, and EC for our campus storeroom orders.
- Receiving in PORT is not required for these ProCard orders.

Purchase Order & Requisition Tracking

Last Updated: 8/2/2022

- Do not exceed your single transaction limit for ProCard orders in PORT

Supplier	ProCard Only Go-Live Date	How to Retrieve Receipt Document
Amazon	7/1/2019	Go to Amazon to print invoice
Forms & Supply	7/1/2019	Go to Forms & Supply to print invoice
Office Depot	7/1/2019	Go to Office Depot to print invoice
Staples	7/1/2019	Go to Staples to print invoice
Fisher Scientific LLC	8/15/2019	Go to Fisher Scientific to print invoice
Life Technologies	8/15/2019	Email order confirmation to ship to email contact
CDW-G	9/1/2019	Email order confirmation to ship to email contact or go to CDW-G to print invoice
GovConnection	9/1/2019	Go to GovConnection to print invoice or email pam.duval@connection.com to request
VWR	9/1/2019	Email order confirmation or go to VWR to print invoice
ACR	10/1/2019	Email order confirmation
Fastenal	10/1/2019	Packing slip
Grainger	10/1/2019	Email invoice to ship to email contact
Bio-Rad	11/1/2019	Email order confirmation to ship to email contact or go to Bio-Rad to print invoice
Santa Cruz	11/1/2019	Email order confirmation to ship to email contact or call 800-457-3801 or email cc@scbt.com
Lowes	8/25/2020	Go to Lowe's to print invoice
*Henry Schein		Email order confirmation to ship to email contact or go to Henry Schein to print invoice or call 800-851-0400