

Instructions for Downloading Invoices from Aggie Enterprise Punchouts

Use these instructions when you've used a PPM CoA and need an invoice for reporting on the award. Click on each of the following for punchout-specific instructions.

BEST PRACTICE: Once order is received, download all invoices associated with your order and place with your award files so you have it for any possible audit.

Contents

Amazon Business	1
CDW-G	4
Dell	7
ODP (Office Depot)	10
Fisher Scientific	10

Amazon Business

Note: Requisition Submitter must be the one to log in and download the invoice.

From inside the punchout, click on Returns & Orders in the top right corner, just to the left of the Cart symbol:



Sign into Amazon Business with the password you use to log into Aggie Enterprise. It will show you your recent orders.

Your Account > Your Orders

Your Orders

🔍 Item, order or PO number...

Search Orders

- [Orders](#)
[Buy Again](#)
[Not Yet Shipped](#)
[Digital Orders](#)
[Amazon Pay](#)
[Cancelled Orders](#)

Viewing 6 orders placed in

All orders ▾

Last 3 months ▾

View order reports

Order placed November 14, 2025	Total \$143.26	Ship to Elizabeth Bezar k ▾	Placed by Elizabeth ▾ UC_Davis Oracle...	PO# UCDP000224610 Order # 111-7194303-7077807 View order details Printable Order Summary
-----------------------------------	-------------------	--------------------------------------	--	---

i This order was approved in your purchasing system.

Delivered November 17
It was handed directly to a receptionist or someone at a front desk.

 **Pentel Hi-Polymer Block Eraser, White, 10/Box (ZEH10PC10)**
Return or replace items: Eligible through January 31, 2026
\$8.49
[Buy it again](#)

 **YIKIADA Blue Consecutive Number Stickers 1 Inch 1-100 Vinyl Self-Adhesive Round Labels Waterproof Inventory Organizing Dot Colored Decals for School Office Classroom Bins 10 Sheets**
Return or replace items: Eligible through January 31, 2026
\$6.99
[Buy it again](#)

 **BIC Brite Liner Highlighters, Chisel Tip, 12-Count Pack of Pink**

[Get product support](#)

[Print packing slip](#)

[Track package](#)

[Return or replace items](#)

[Write a product review](#)

[Mark as received](#)

[Share gift receipt](#)

Click on View order details

Order placed November 14, 2025	Total \$143.26	Ship to Elizabeth Bezar k ▾	Placed by Elizabeth ▾ UC_Davis Oracle...	PO# UCDP000224610 Order # 111-7194303-7077807 View order details Printable Order Summary
-----------------------------------	-------------------	--------------------------------------	--	---

Click on Invoice

Your Account > Your Orders > Order Details

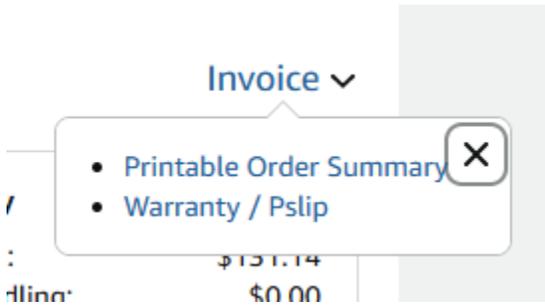
✔ This order was approved in your purchasing system

Order Details

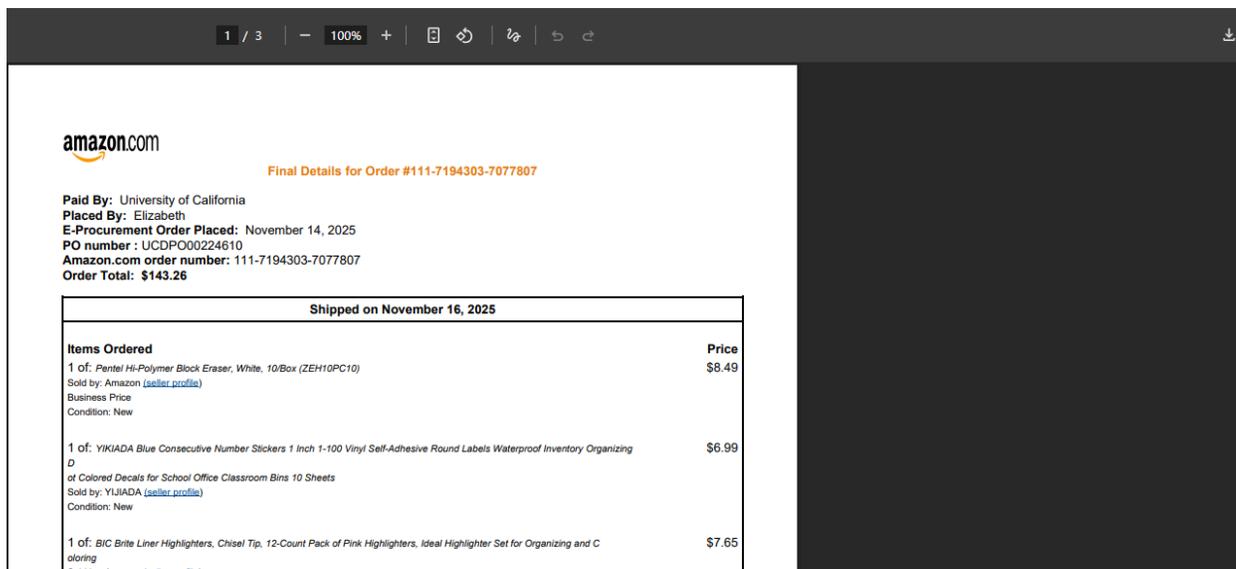
PO# UCDP000224610 [Invoice ▾](#)
Order placed November 14, 2025 | Order # 111-7194303-7077807

Ship to Elizabeth Bezar 2801 2nd ST, MS48822 RM 0101 Davis, CA 95618 United States	Payment method  Visa ending in 5549 View related transactions	Order Summary Item(s) Subtotal: \$131.14 Shipping & Handling: \$0.00 Total before tax: \$131.14 Estimated tax to be collected: \$12.12 Grand Total: \$143.26
Placed by Elizabeth		

Click on Printable Order Summary



Download file, save as PDF, and include with your reporting for the award you used.



Video Instructions from Amazon:

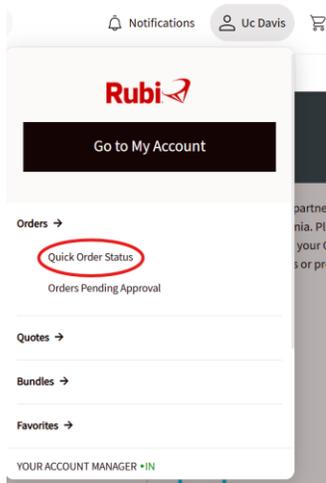
https://www.amazon.com/gp/help/customer/display.html?ref=hp_gcs_csd_d2_000_2_GRP UHK7RC_NVRBURD_JnJVUqkr0Y&nodeId=GRP UHK7RCNVRBURD&qid=1764117814402&sr=2

CDW-G

Click on UC Davis is top right corner (anyone can search anyone's order)



Click on Order Status



Don't change anything in this section. Scroll down to Account 12527700 - Uc Davis Contracting Services

Orders

[View and Create Order Reports →](#)

Orders Shipments Order Again

Account Selection			
<input type="checkbox"/> All	Account #	Account Name	Address
<input checked="" type="checkbox"/>	12527700	Uc Davis Contracting Services	1 Shields Ave Davis CA 95616-5270
<input type="checkbox"/>	11465057	University Of California - Davis	3215 Apiary Drive Davis CA 95616
<input type="checkbox"/>	11465057	University Of California - Davis	3215 Apiary Drive Davis CA 95616

Apply

You can enter the Order Number in Search and change the search time frame.

All Orders (627 Results)



Past 6 Months

Search Orders

Download All Open Orders XLS

ORDER #	PO #	PURCHASED BY	ACCOUNT	DATE	SUBTOTAL	STATUS	
∨ MFD7123	UCDPO002269	JANINE CARLS...	Uc Davis Contr... 12527700	Purchased 11/21/2025	\$1,804.82	Not yet shipped	View Order
∧ MDZ8404	UCDPO002263	PAUL HRVATIN	Uc Davis Contr... 12527700	Purchased 11/20/2025	\$44.63	Some items shipped	View Invoice

Carrier: UPS

Est. Delivery: 11/26/2025

● On Its Way

[Track Shipment](#)

Once you search an invoice number you can then click on view invoice

All Orders (1 Results)

Past 6 Months

mdz8404

Download All Open Orders XLS

ORDER #	PO #	PURCHASED BY	ACCOUNT	DATE	SUBTOTAL	STATUS	
∧ MDZ8404	UCDPO002263	PAUL HRVATIN	Uc Davis Contr... 12527700	Purchased 11/20/2025	\$44.63	Some items shipped	View Invoice

You can print a copy of the invoice.

Print

Invoice List for Order MDZ8404

Request Return

Order Details

STATUS	PURCHASE DATE	PO #	PURCHASED BY	CUSTOMER #
Some items shipped	11/19/2025	UCDPO00226325	PAUL HRVATIN	12527700
Purchase Reference				
Undefined: MS07617				
Undefined: Davis Accounts Payable				
Undefined: a6adb50b6eff425e973c15a9df72cc83				
Undefined: US				
Undefined: US				
Undefined: 94-6036494				
Undefined: 2025-11-20T00:03:37Z				
Undefined: 20251120.000341117.PROD.doc-1-3642883				
Undefined: DAVIS				
Undefined: UCD Business Unit				
Undefined: 95618				
Undefined: CA				
Undefined: 1441 Research Park Drive				
Undefined: Room 170				
Undefined: 364230110				

Invoice # AG91A1V [View Invoice](#) | [Packing List](#) [Show All Serial #](#)

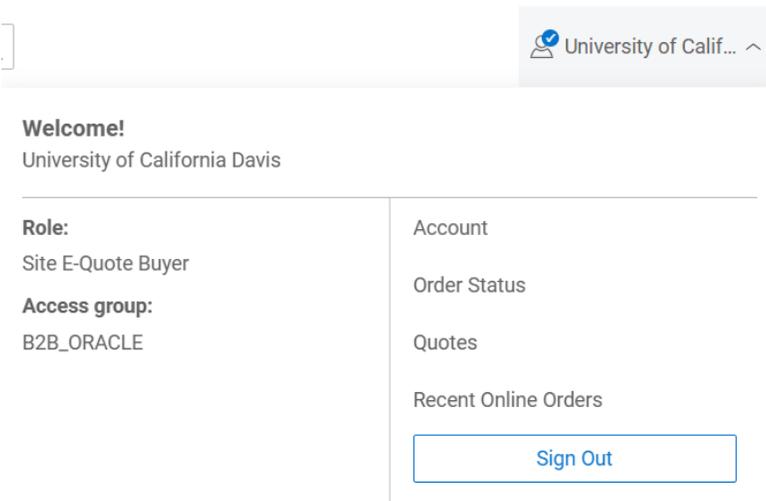
PRODUCTS	CDW PART #	MFG PART #	QTY	UNIT PRICE	EXT.PRICE
StarTech.com 30cm (1ft) High Speed HDMI Cable, 4K 60Hz/1440p 144Hz, 18Gbps.	8438275	HDMI2-CABLE-4K60-30C	1	\$5.78	\$5.78
Link 3" Mini DisplayPort (M) to HDMI (F) Video Adapter	4077895	MDP-H-TM	2	\$13.23	\$26.46
▼ Serial# (2)					
StarTech.com 6ft (1.8m) DisplayPort to DVI Cable, DP to DVI-D Video Adapter	2185930	DP2DVI2MM6	1	\$5.78	\$5.78
Subtotal					\$38.02
Shipping					\$0.00
Tax					\$2.76
Total					\$40.78



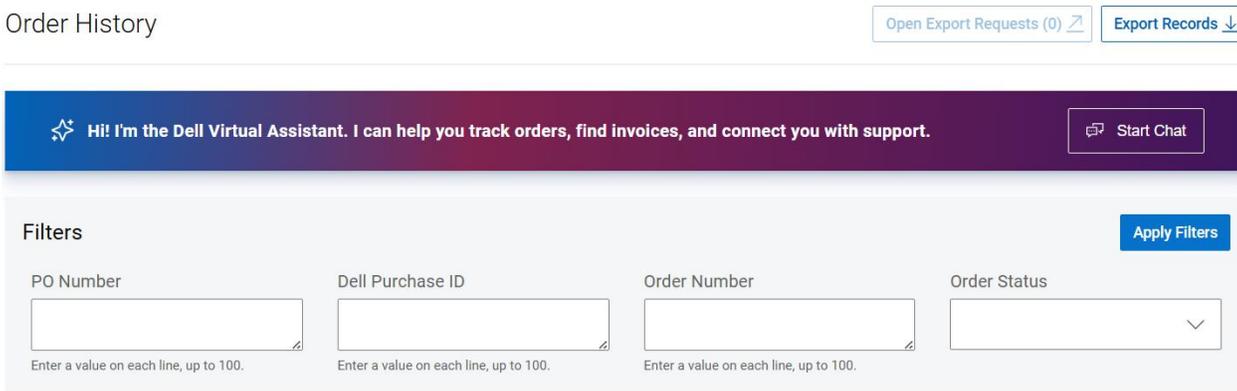
Click on University of California in right hand corner (anyone can search anyone's order)



Click on Order Status



You can then enter the any of the fields below an apply the filters to search for an order.



Click on the down arrow to get more details

Filters Apply Filters

PO Number <input type="text" value="UCDPO00219956"/> <small>Enter a value on each line, up to 100.</small>	Dell Purchase ID <input type="text"/> <small>Enter a value on each line, up to 100.</small>	Order Number <input type="text"/> <small>Enter a value on each line, up to 100.</small>	Order Status <input type="text" value="▼"/>
--	---	---	--

Filter results (1): PO Number (1) x [Clear Filters](#)

Showing 1 - 1 of 1 items in the last ▼

[Access the original view or review purchases made before Sep 1, 2024.](#)

Purchase Date	PO Number	Dell Purchase ID	Order Total
<input checked="" type="checkbox"/> Oct 31, 2025	UCDPO00219956	2009736590042	\$3,184.67

Click on More – DO NOT click on Invoices

Overview ~~Invoices~~

VLA WINDOWS REMOTE DESKTOP SERVICES DEVICE CLIENT L/SA ALL LANGUAGES DEVICE CAL

Quantity: 6

Shipping Address: 1 SHIELDS AVE, GHAUSI HALL, RM 1014A, 480 BAINER HALL DR M, DAVIS, CALIFORNIA, UNITED STATES, 95616-5270

Status	Delivery	Quantity	Actions
● Available	Available Nov 6, 2025	6	View Details More

Click on Order Details

Actions

[View Details](#) [More](#) :

- Track Orders
- Order Details**
- Packing Slips
- Get Help

Actions

Click on Open Order Details

My Account / Order History

← Back

Any software bundled with this product can be accessed from [Dell Digital Locker](#)

Status: Available

Delivery: Available Nov 6, 2025

PO Number: UCDP000220168 Dell Purchase ID: 2009736776005

Order Number	Product Description	Actions
1026253187	Multiple Items (2)	Open Order Details

Click on Open Invoice

Order Details

Dell Purchase ID: 2009736776005 Order Number: 1026253187

Item Details			
Description	Qty	Unit Price	Total Price

[Open Invoice](#)

Invoice will open in new window. You can download and save.

DELLTechnologies
DELL MARKETING L.P.
One Dell Way
Round Rock, TX 78682
FID Number: 74-2616805
Inquiries: www.dell.com/ordersupport/
Dell Online: <http://www.dell.com>

Invoice

BILL TO:
UNIV OF CALIFORNIA DAVIS
ACCOUNTS PAYABLE
1 SHIELDS AVE
DAVIS, CA 95616-5270

SHIP TO:
GHAUSI HALL, 480 BAINER HALL D
NATHAN BENEDICTO
1 SHIELDS AVE, GHAUSI HALL
RM 1014A, 480 BAINER HALL DR M
DAVIS, CA 95616-5270

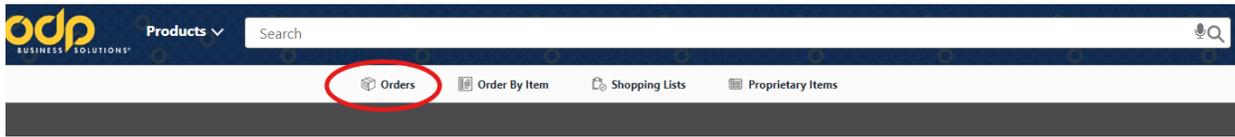
PLEASE REVIEW DELL'S [TERMS & CONDITIONS OF SALE AND POLICIES](#) , WHICH GOVERN THIS TRANSACTION
[VIEW YOUR ORDER DETAILS ONLINE](#)

Invoice No: 10845572148 Customer No: 530002112476 Order No: 1026253187 Page 1 of 1

Purchase Order: UCDP000220168 Customer Agreement #: 2022003449
Payment Terms: Credit/Deb.Card Contract Code: C000001026007
Invoice Date: 11/06/2025 Waybill Number: 0

ODP (Office Depot)

Click on Orders center top of screen. Only the person who places the order can pull their invoices.



Enter your filters and then click search

Orders

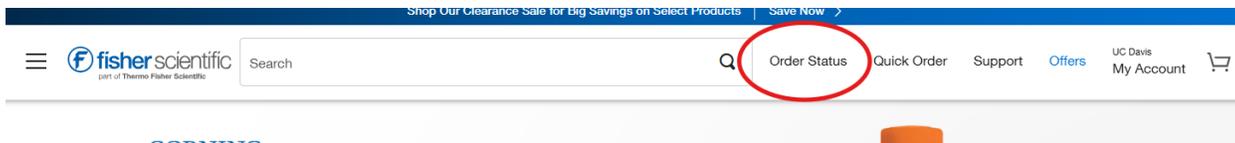
Order Number

Select By Status: Approver User ID: Date From: Date To: Min Order Total: Max Order Total:

All Orders

Fisher Scientific

Click on Order Status (anyone can search anyone's order)



Enter the PO or Order number and change the time frame

Order Status

SELECT ACCOUNT
068443013
 All Orders
 My Web Orders

SEARCH ORDER HISTORY

Past 6 months

Orders (7811) Items (18545) Invoices (11265) Show Entries

Order Date	PO#	Order#	Status	
11/21/2025	UCDPO00225215	A53250791	Open	View Details
11/21/2025	UCDPO00227004	H53254932	Open	View Details
11/21/2025	UCDPO00226990	H53254795	Open	View Details
11/21/2025	UCDPO00226987	H53254777	Open	View Details
11/21/2025	UCDPO00218477	H53254768	Open	View Details

Click on View Invoice for the order you need the invoice

Order Date	PO#	Order#	Status		
11/20/2025	UCDPO00226671	H53242321	Complete	View Invoice	View Details
11/20/2025	UCDPO00226608	H53241722	Complete	View Invoice	View Details

The invoice will open in a new window. You can download and save.

1 / 1 | - 100% + | [Icons] [Download] [Print]

Fisher Scientific Part of Thermo Fisher Scientific		REMIT TO: ACCT# 068443-013 13551 COLLECTIONS CTR DR CHICAGO IL 60693		INQUIRE AT: (800) 640-0640 11450 COMPAQ CENTER WEST HOUSTON TX 77070		D-U-N-S-00-432-1519 FEIN 23-2942737 ORIGINAL INVOICE	
CUSTOMER PURCHASE ORDER NUMBER - RELEASE NUMBER UCDPO00226671				INV DATE 11/20/2025		PLEASE REFER TO THIS INVOICE NUMBER ON YOUR REMITTANCE 5108736	
ORDER NO. H53242321	ACCOUNT NO. 068443-013	CSO HUS	F.O.B. SHIPPING POINT	ORDER ENTRY DATE 11/20/2025	PAGE 1	DUPLICATE	
SOLD TO: ACCOUNTS PAYABLE UNIVERSITY OF CALIFORNIA DAVIS CONTRACTING SERV INVOICE DESK ONE SHIELDS AVENUE DAVIS CA 95616		SHIP TO: XIAOSA XU UNIV OF CA DAVIS 1 SHIELDS AVE GRN HALL RM1002 605 HUTCHISON DR(M) DAVIS CA 95616-5270		INVOICE TYPE: DUE: 12/20/2025 TERMS: 2% 10 NET 30 DAYS PAYABLE IN U.S. CURRENCY.		FOM CON THIS IS A PARTIAL SHIPMENT <input type="checkbox"/>	