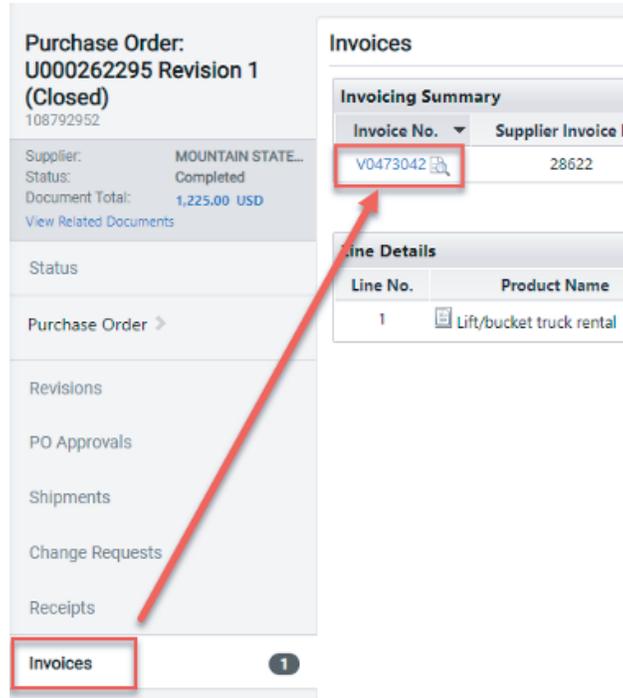


Follow these steps to view invoices that have been scanned to OnBase.

1. Open the PO in UShop. Click on the Invoices tab, then on the Invoice number.



Purchase Order:
U000262295 Revision 1
(Closed)
 108792952

Supplier: MOUNTAIN STATE...
 Status: Completed
 Document Total: 1,225.00 USD
[View Related Documents](#)

Status

[Purchase Order >](#)

[Revisions](#)

[PO Approvals](#)

[Shipments](#)

[Change Requests](#)

[Receipts](#)

Invoices 1

Invoices

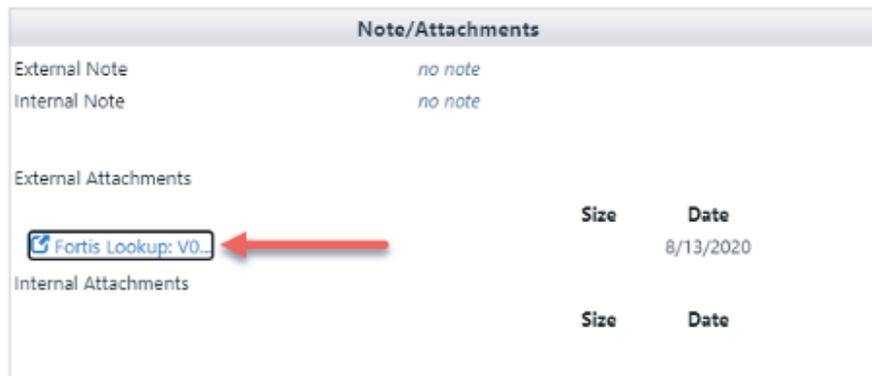
Invoicing Summary

Invoice No.	Supplier Invoice
V0473042	28622

Line Details

Line No.	Product Name
1	Lift/bucket truck rental

2. On the *Summary* tab on the invoice, find the *Note/Attachments* section. If there is a link to *Fortis Lookup* or *OnBase Lookup*, click on it. (Fortis was recently replaced by OnBase.)



Note/Attachments

External Note no note

Internal Note no note

External Attachments

	Size	Date
Fortis Lookup: V0...		8/13/2020

Internal Attachments

	Size	Date
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3. This will take you to the *OnBase Lookup* page where you may view and/or download the invoice.

The screenshot shows the 'OnBase Lookup' interface. At the top, there is a red header with the text 'OnBase Lookup'. Below it, a blue bar displays 'Document ID 13651563'. The main content area includes a form with fields for 'Document Type' (AP - UShop Voucher) and 'Keyword'. A red box highlights a button that says 'CLICK HERE TO DOWNLOAD 13651563.PDF'. Below this, a preview of an invoice is shown. The invoice is from 'MOUNTAIN STATES INDUSTRIAL SERVICES, INC.' and is dated 7/28/20. It lists items such as 'RENTAL A-SB', 'WEEK RENTAL', and 'Delivery fee'. A handwritten note at the bottom of the invoice reads 'Please pay on P.O. 262295'.

4. If there is not an link to either *Fortis Lookup* or *OnBase Lookup* on the voucher, open the *Invoice Lookup(OnBase)* link found on the UShop Shopping Dashboard.

The screenshot shows the 'Quick Links' section of the UShop Shopping Dashboard. The links listed are: 'Granting Financial Authority (GFA)', 'Invoice Lookup (OnBase)', 'Peoplesoft PO/Voucher Lookup', and 'PCARD Only Suppliers'. The 'Invoice Lookup (OnBase)' link is highlighted with a red box. There is also a 'View Forms' link at the bottom of the list.

5. Here you may provide either the PO number or the Voucher number to filter your search.

The screenshot shows the 'UShop onBase Lookup' search interface. At the top, there is a red header with the text 'UShop onBase Lookup MARKETPLACE'. Below this, the text 'Lookup Documents by :' is displayed. There are two search fields: 'PO Number' and 'Voucher Number'. The 'PO Number' field contains the value 'U000262295'. Red arrows point from the 'Search' buttons to the input fields.