Use this guide to learn how to access the interface for UShop invoices that have been added to Fortis.

I. Locate the Invoice Lookup link in the My Resources section of the UShop dashboard.

II. You only have to add the significant digits from the PO and the form will fill in the rest.
III. You will then get a list of the invoices that have been scanned against the PO. In this case, there is only one but subsequent invoices would be linked here.