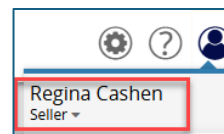


FAQ: How can I use OregonBuys to check the status of an invoice?

Note that not all state agencies pay invoices through OregonBuys. If the agency does use OregonBuys, you can use the system to check an invoice's status. Here are the steps:

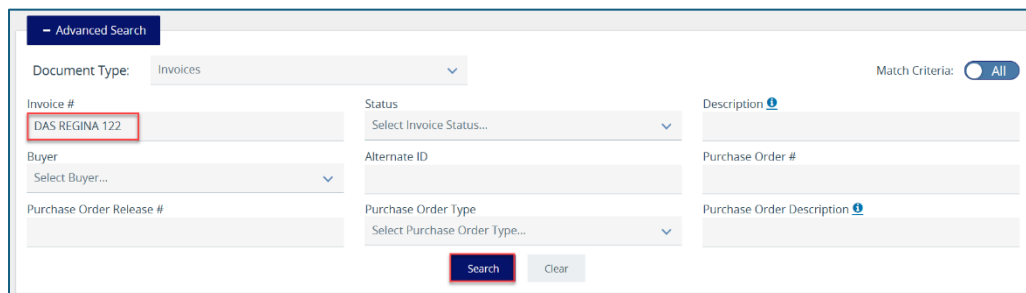
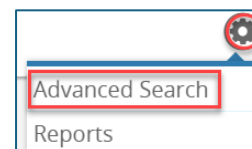
1. Log in to OregonBuys
2. Ensure you are in Seller role (not seller administrator)



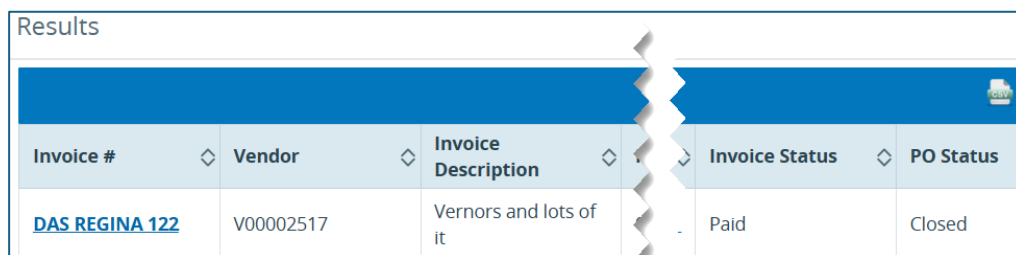
3. Locate the invoice. There are a few options

- a. Option 1: Use Advanced Search Features

- i. Select the gear icon, then **Advanced Search**.
- ii. For Document Type, select **Invoices**
- iii. Use available fields to narrow your search.
- iv. Click Search

A screenshot of the 'Advanced Search' form in the OregonBuys system. The 'Document Type' is set to 'Invoices'. The 'Invoice #' field contains 'DAS REGINA 122', which is highlighted with a red box. Other fields include 'Status', 'Description', 'Buyer', 'Alternate ID', 'Purchase Order Release #', 'Purchase Order Type', 'Purchase Order #', and 'Purchase Order Description'. A 'Search' button is at the bottom right.

- v. The status will display in the second column from the right.



Results					
Invoice #	Vendor	Invoice Description	Invoice Status	PO Status	
DAS REGINA 122	V00002517	Vernors and lots of it	Paid	Closed	


- b. Option 2: From the home screen select the Invoices tab.



- i. Click **Invoices Submitted**



Below is an example of invoice statuses for a mock vendor in the system. The statuses are in the far-right column:

Invoices - Submitted						
Invoice #	Vendor	Invoice Description	Invoice Date	Invoice Amt.	PO #	Invoice Status 
54321	V00002517 - RC Sundry UAT Enterprises		08/07/2024	\$16.00	PO-10700-00029731	4IP - Paid
789123	V00002517 - RC Sundry UAT Enterprises		05/16/2025	\$5.00	PO-10700-00030398	4IP - Paid
DAS REGINA 122	V00002517 - RC Sundry UAT Enterprises	Vernors	02/13/2025	\$203,550.00	PO-10700-00030128	4IP - Paid
45678	V00002517 - RC Sundry UAT Enterprises	Emergency cleanup of BUYS-39059	07/30/2024	\$12,001.00	RPA1396	4II - In Progress
45679	V00002517 - RC Sundry UAT Enterprises	Services from Storm on 7/29/24	07/30/2024	\$0.00	RPA1396	4IC - Canceled
DAS-REGINA-01	V00002517 - RC Sundry UAT Enterprises	Vernors from Dr. Pepper Inc.	02/13/2025	\$162,840.00	PO-10700-00030128	4IC - Canceled
12345	V00002517 - RC Sundry UAT Enterprises	Boat -	03/25/2025	\$126,000.00	PO-10700-00030239	4IC - Canceled
RCSINV1	V00002517 - RC Sundry UAT Enterprises	Using RCSundryCM1	02/27/2025	\$203,550.00	PO-10700-00030155	4IA - Approved for Payment
5443	V00002517 - RC Sundry UAT Enterprises		05/12/2025	\$480.00	PO-10700-00030336	4IA - Approved for Payment
66554	V00002517 - RC Sundry UAT Enterprises		05/12/2025	\$26,900.00	PO-10700-00030336	4IA - Approved for Payment

Status key:

Status	Description
Paid	Payment has been processed through either check or ACH.
In Progress	The invoice has been entered into OregonBuys but has not yet been submitted for required approvals.
Ready for Approval	The invoice has been submitted for the required approval(s) prior to the Accounts Payable Supervisor processing payment.
Canceled	This invoice will not be processed. Note that this does not necessarily mean payment will not be issued. A new invoice entry may have been created due to an agency adjustment.
Approved for Payment	The Accounts Payable Supervisor has approved the invoice, and the check is in the process of being issued or has already been issued.