Invoice Status Lookup

UCSF Controller's Office

To begin checking the status of your invoice please login to the Supplier Portal at [UCSF BearBuy Supplier Portal](#)

Invoice Status Lookup Instructions

1. Log in using the username and password created during the registration process
2. In the Find Invoice section of the screen, enter the Invoice number you would like to check in the **Invoice Number(s)** field and click **Search**
3. The results of that invoice status will be displayed under the Invoice Status section

If you are unable to find your invoice, please contact Gilbert Ortega at [eInvoiceInquiries@ucsf.edu](#) .

Secure Account Login

Email

Password

Login Trouble logging in?

If you are already have an account, please login by entering your e-mail address, password, and then click on the "Login" button. Otherwise, click the "Create Account" button below.

Create Account

Welcome to the UC San Francisco - BearBuy Portal for Suppliers

The BearBuy Supplier Portal was created to facilitate and streamline the Procure-to-Pay process between UCSF and its suppliers. In this portal, you will be able to:

- View your Purchase Order details
- Submit your invoices for payment
- Check the payment status of your invoices

Full instructions on how to use this BearBuy Supplier Portal.

Find Invoice | ?

Advanced Search

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click on the "Search" button.

Invoice Number(s) _____ 2

Search

Showing 1 - 1 of 1 Results					All Dates				
Results Per Page 20					Sort by: Best match			Page 1 of 1	?
Invoice Number	Customer	Created By	Sales Order No	PO No	Invoice Date	Submit Date	Type	Invoice Status	Total
14.3test1.2	UCSFCO	System	1432863	B00000748C	5/6/2015	5/6/2015 3:56 PM	Invoice	Status: Payable / Paid Date: / Payment Method: Unknown	1,200.00 USD