

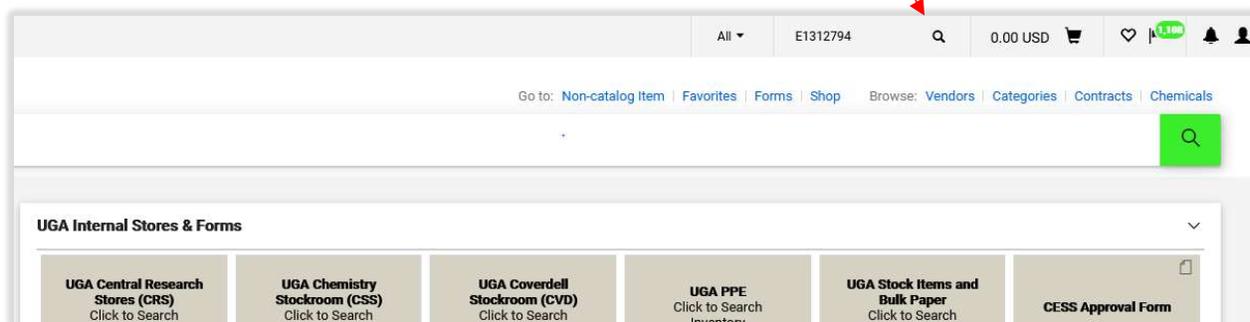
Looking up UGAmart Payment Information

To retrieve payment information within UGAmart, log into UGAmart. You should see the UGAmart homepage:

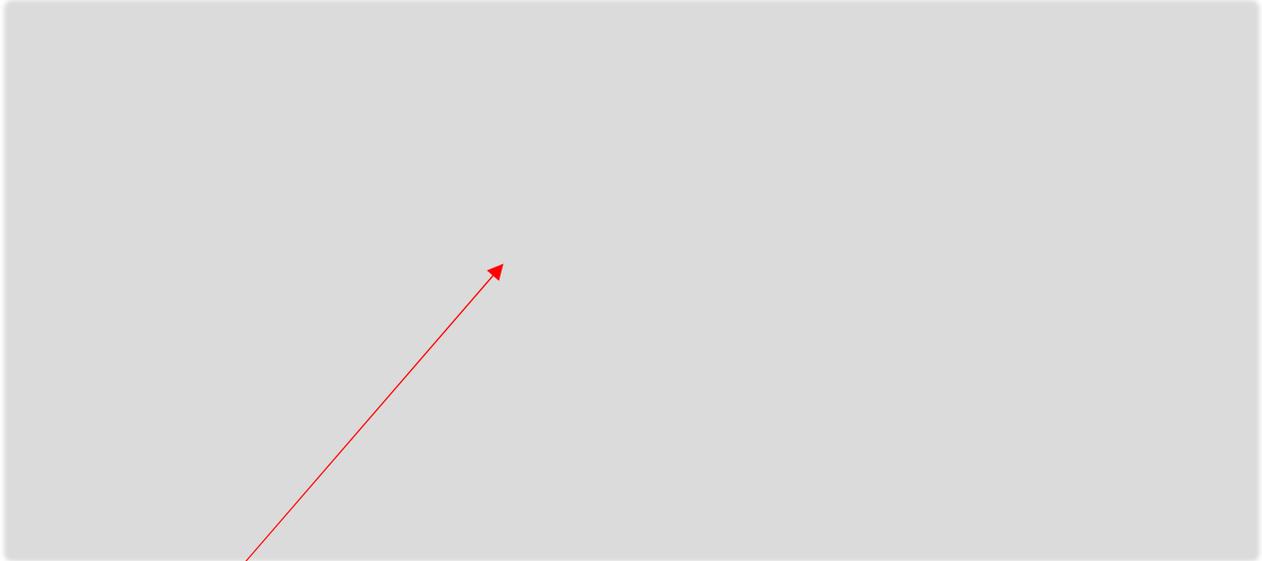


From the homepage, input your Purchase Order number into the Search field located in the upper right corner of your screen.

After typing your Purchase Order number, click on the magnifying glass icon located in the search box.

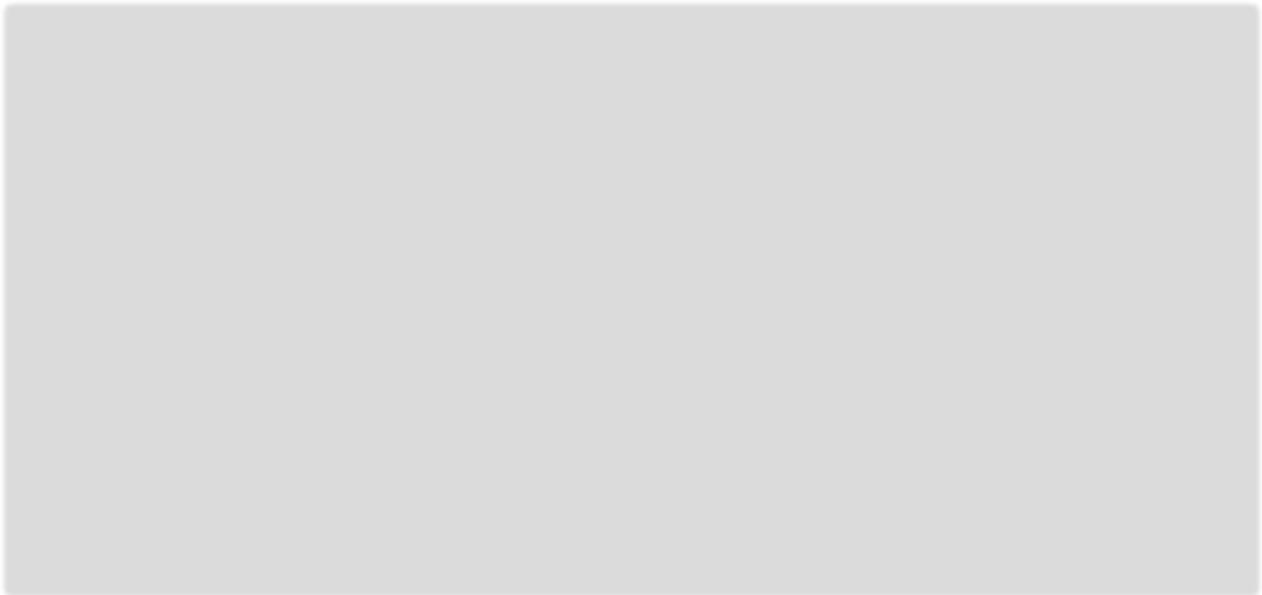


This will return the documents associated with that purchase order number.



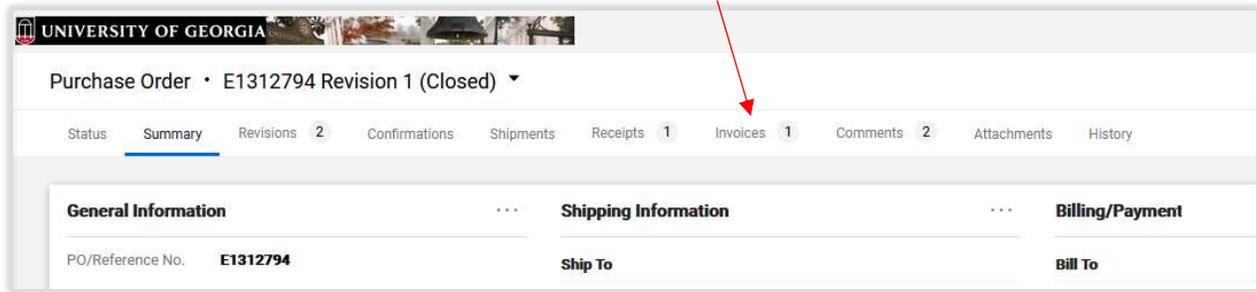
Click on the Purchase Order number.

This will retrieve the purchase order for your review:



Several options will be listed across the top of the purchase order. This allows you to review the Status of the purchase order, a Summary of the purchase order, Revisions to the purchase

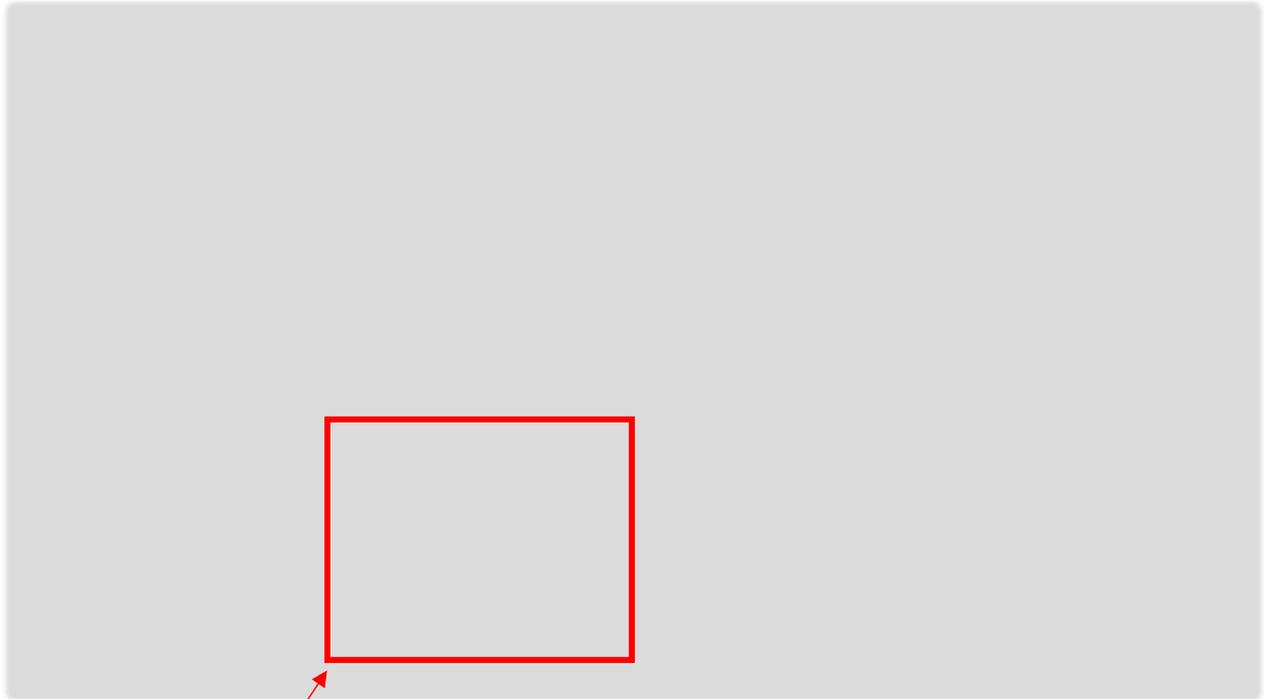
order and several other options as well. Click on the Invoice option.



This will display the Invoice page that will list all invoices associated with the referenced purchase order.



Click on the Invoice No. in blue. Please note, the UGAmart invoice number will begin with I. The Vendor Invoice Number is also provided in the second column for cross referencing. After clicking on the Invoice Number, the Invoice detail page will open:



Review the Payment Information portion of the page. Below is a magnified version of the Payment Information section.

Payment Information



Accounting Date	6/1/2022
F.O.B.	Destination
Payment Method	Check
Check Number	5000273391
Check Date	6/1/2022
PS Voucher Number	10898020
PS PO Number	E1312794

Here the Payment Method, Check (or ACH) Number, and Payment Date are provided. Additionally, the PeopleSoft Voucher number is provided for cross-referencing into the Financial Management System if needed.

If a copy of the invoice is needed, it is often easiest to locate by using the Attachments tab at the top of the Invoice Detail page.

