To begin checking the status of your invoice please login to the Supplier Portal at [UCSF BearBuy Supplier Portal](https://bearbuy.ucsf.edu).

**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](mailto:eInvoiceInquiries@ucsf.edu).