Retrieving Documents

Table of Contents
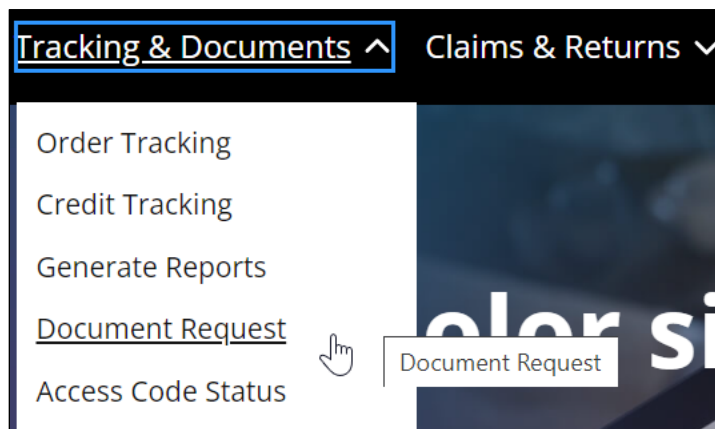
Overview

This OASIS (Order and Shipment Information System) Retrieving Documents User Guide documents how to request billing account statements, invoices, and credit memos on the OASIS website. Refer to the sections below for more information.
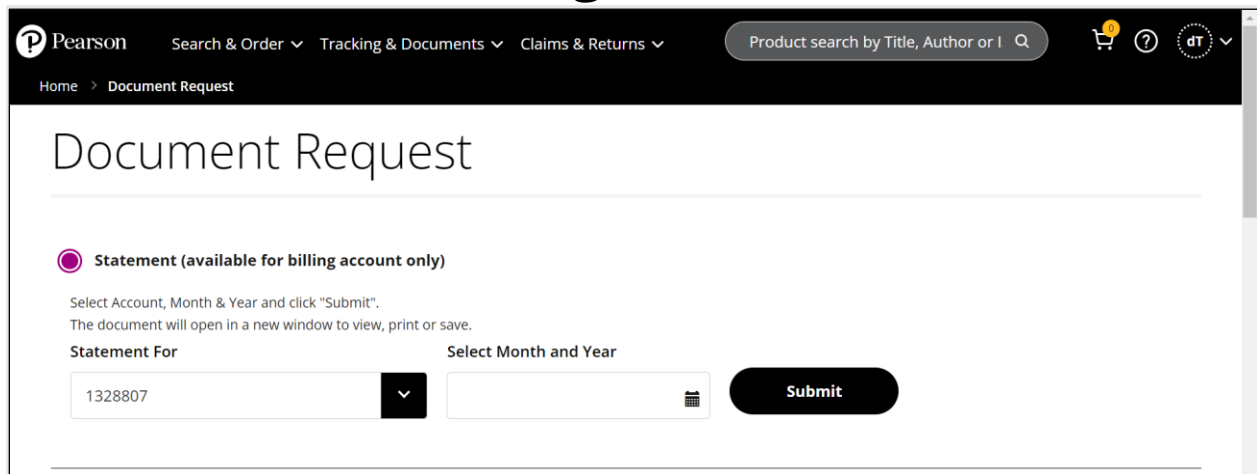
Request Invoices and Credit Memos

1. Click **Tracking & Documents**.

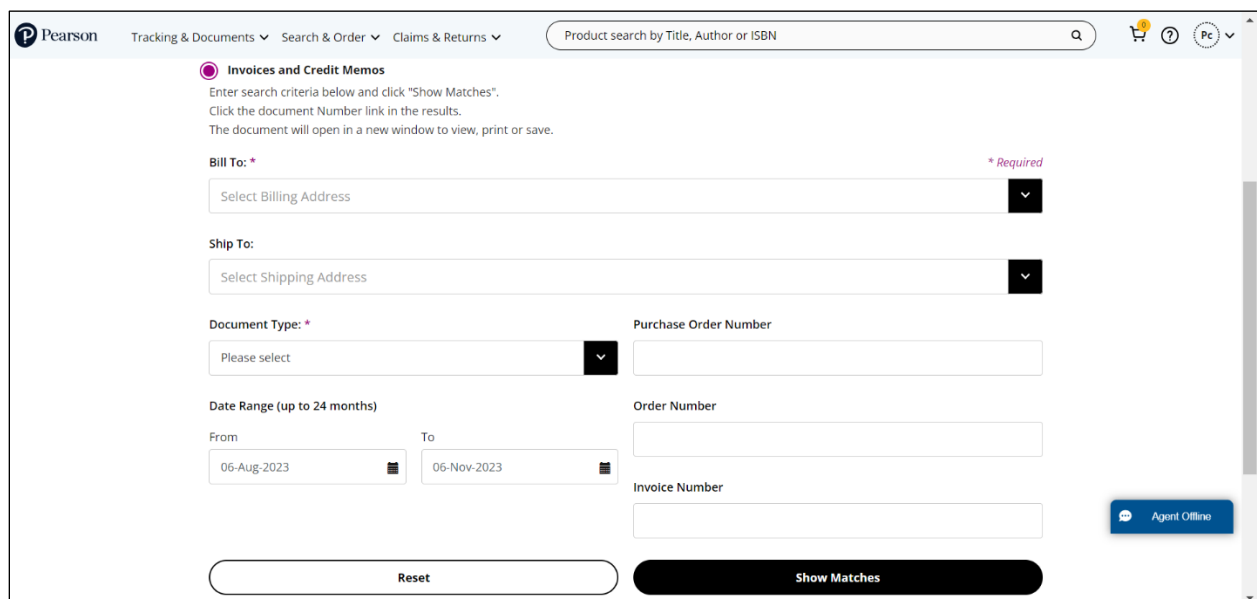2. Select **Document Request**.

Retrieving Documents

3. Select **Invoices and Credit Memos.**
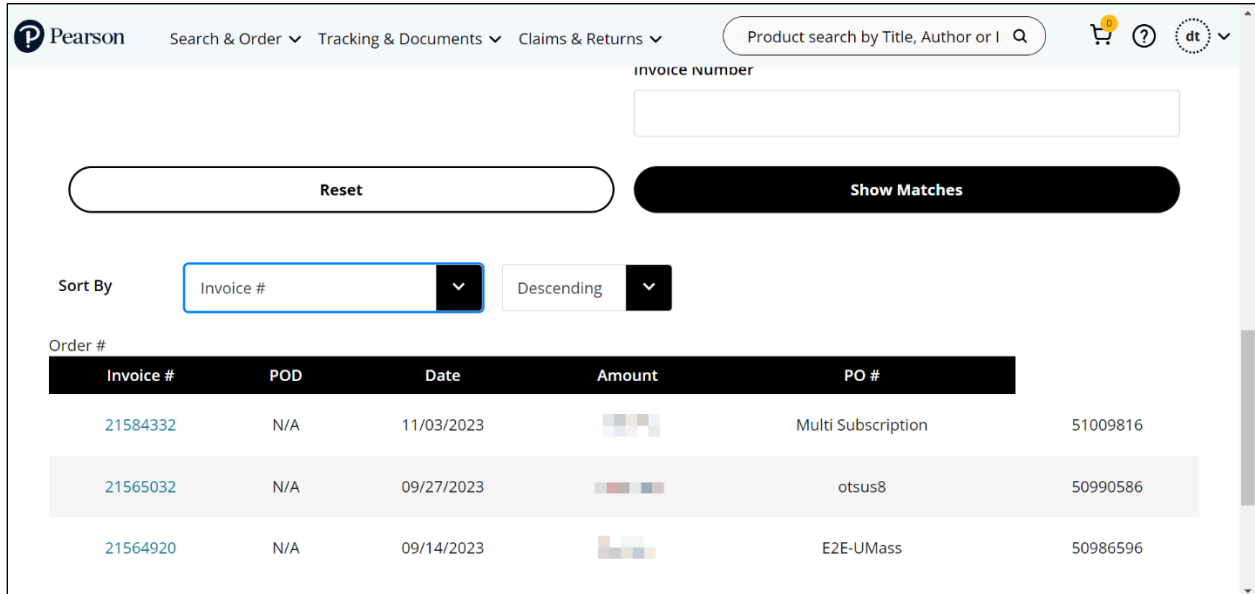

4. Select the **Bill To** address from the dropdown.
5. If needed, select the **Ship To** address from the dropdown.
6. As an option, click the checkbox to add all shipping addresses associated with the selected Bill To address (including one time ship-to addresses) to your search.
7. Select one of the following from the **Document Type** dropdown:
   - Invoices
   - Credit Memos
8. Complete optional fields, such as date ranges and invoice numbers, to filter your results.

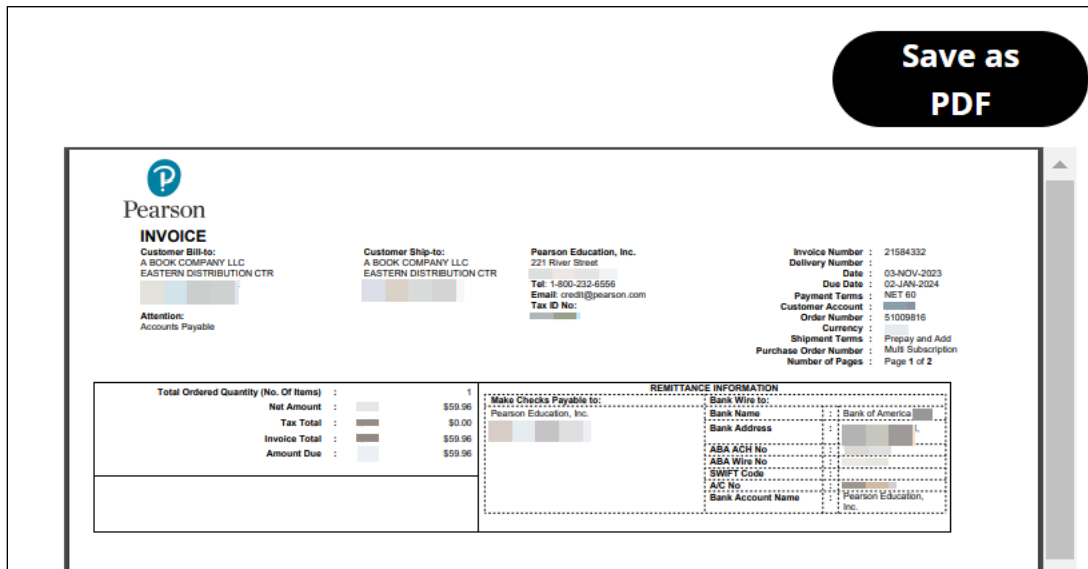# Retrieving Documents

9. Click **Show Matches**.

10. Click the blue hypertext field (for example, an invoice number) to display the document. A popup window with the document will be displayed.
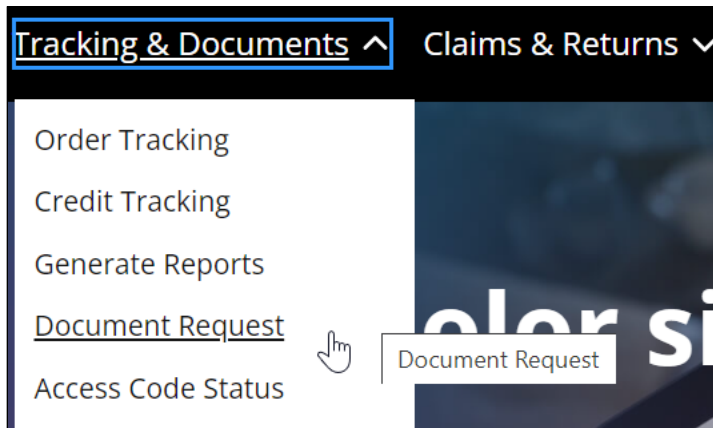

11. Click **Save as PDF** to save the document to your computer.
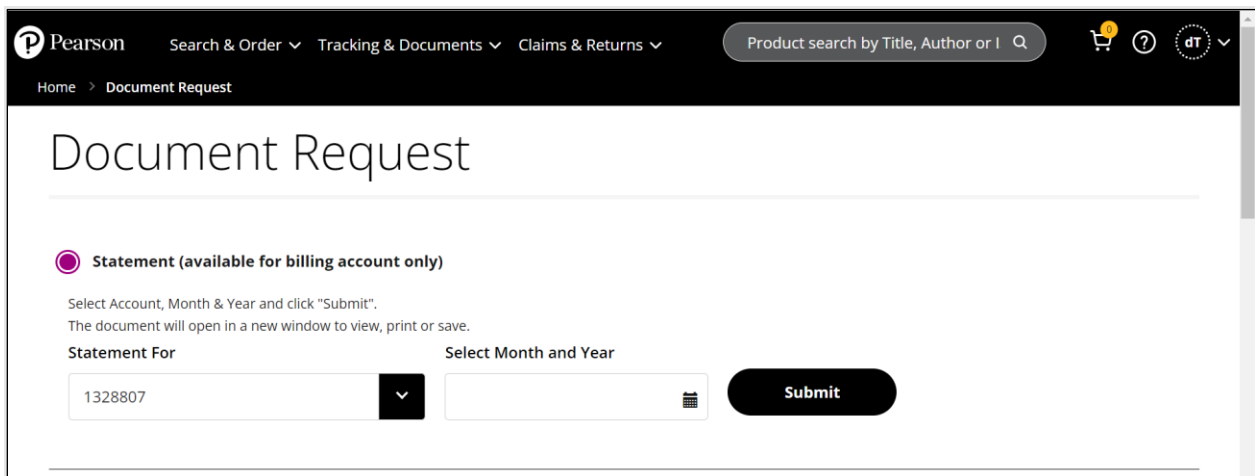
Retrieving Documents

Request billing account statements

Note: Statements are only available for billing accounts.

1. Click **Tracking & Documents**.

2. Select **Document Request**.

3. Select **Statement (available for billing account only)**.
4. Select the account number from the **Statement For** dropdown.
5. Click the calendar icon and select the month and year.

Retrieving Documents

6. Click **Submit**.

7. Click **Save as PDF** to save the document to your computer.