Retrieving Documents

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Overview

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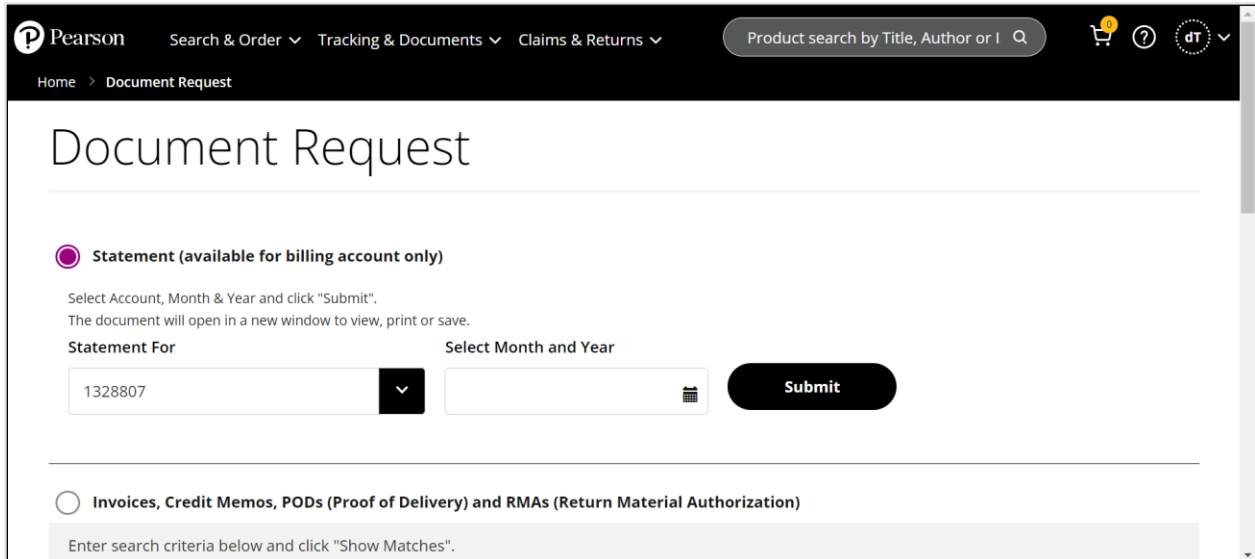
Request Invoices, Credit Memos, PODs, and RMAs

1. Click **Tracking & Documents**.
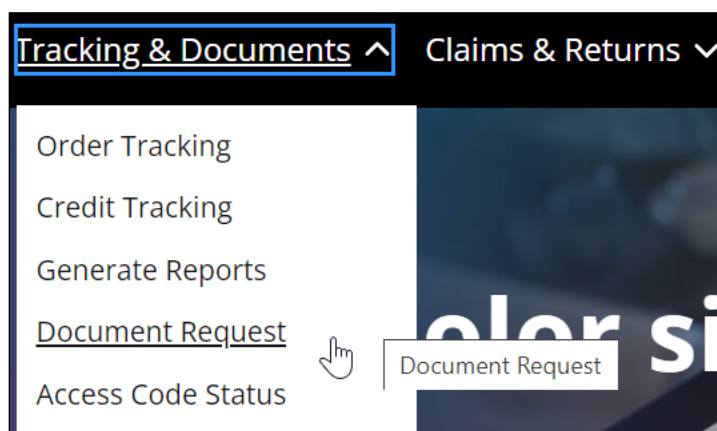
2. Select **Document Request**.

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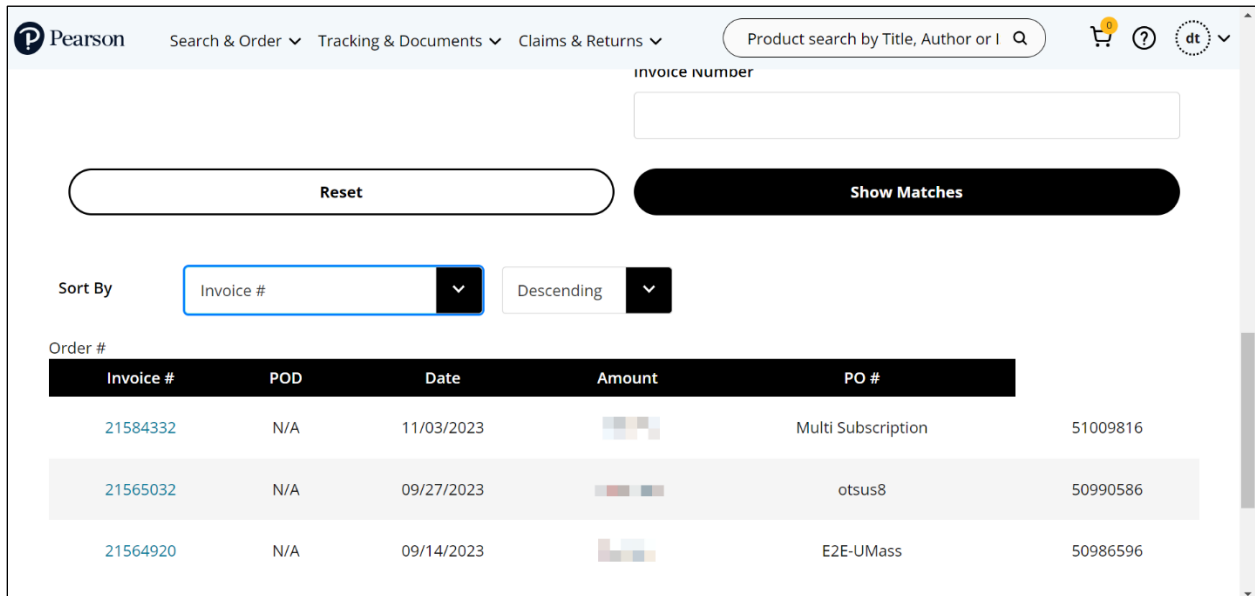3. Select **Invoices, Credit Memos, PODs (Proof of Delivery) and RMAs (Return Material Authorization)**.

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:
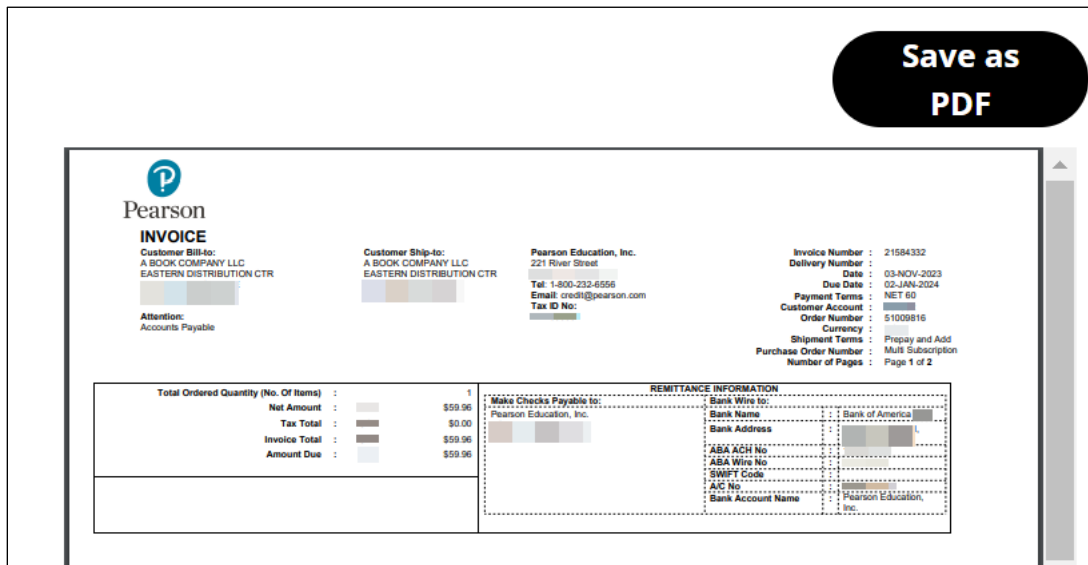   - Invoices

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- Credit Memos
- Proof of Delivery
- Return Material Authorization (RMA)

8. Complete optional fields, such as date ranges and invoice numbers, to filter your results.

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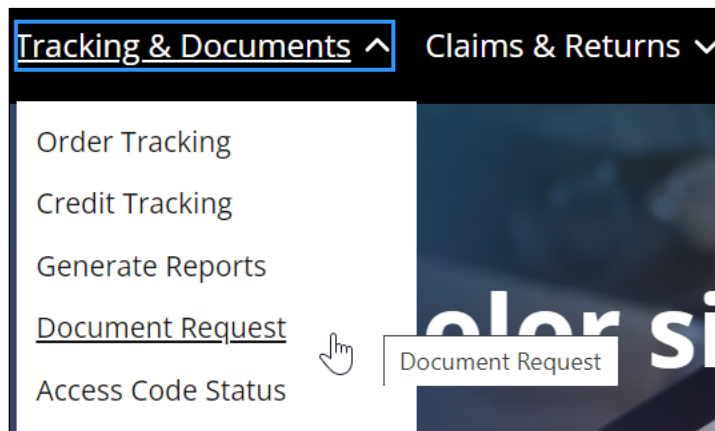
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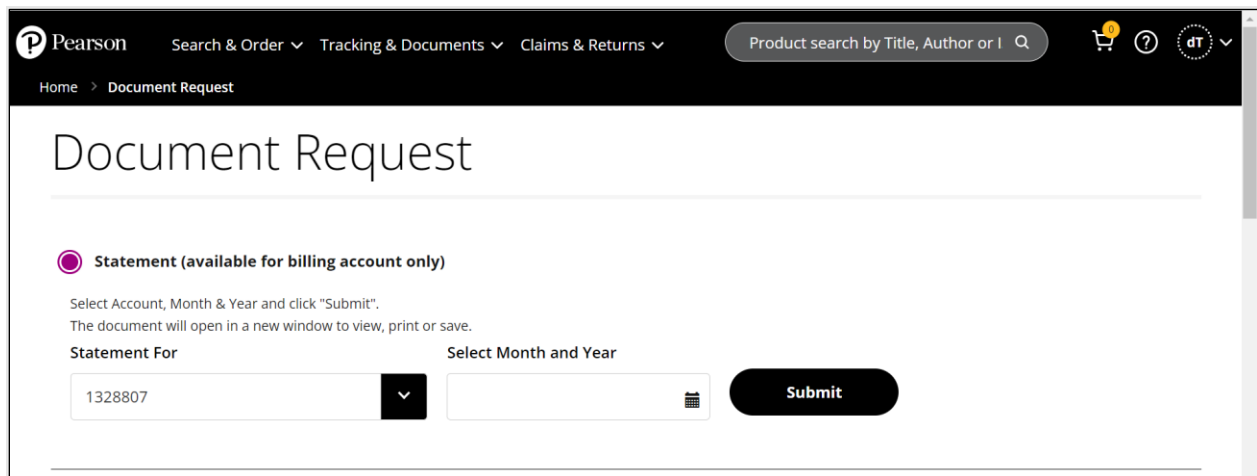11. Click **Save as PDF** to save the document to your computer.

Request billing account statements

Note: Statements are only available for billing accounts.

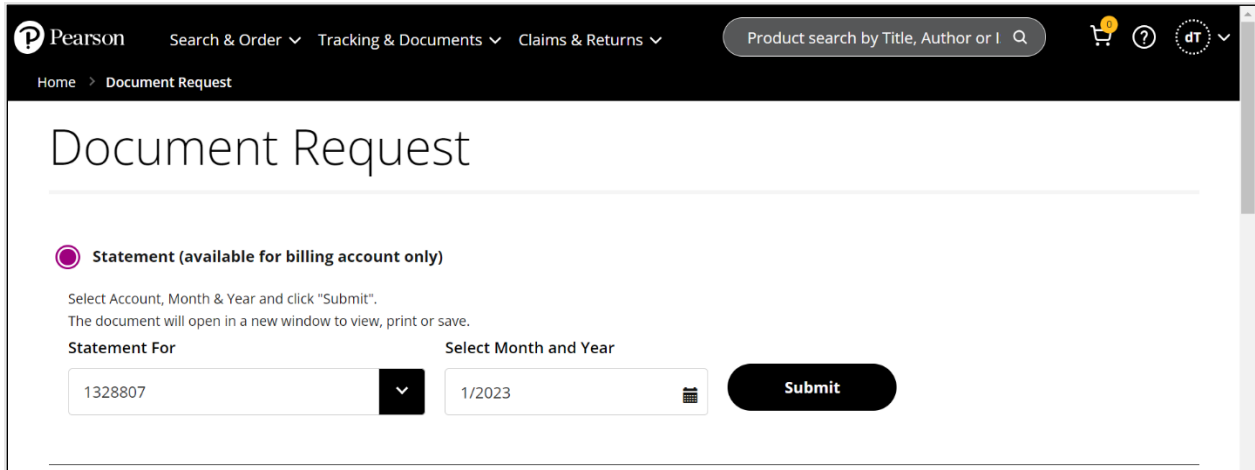1. Click **Tracking & Documents**.

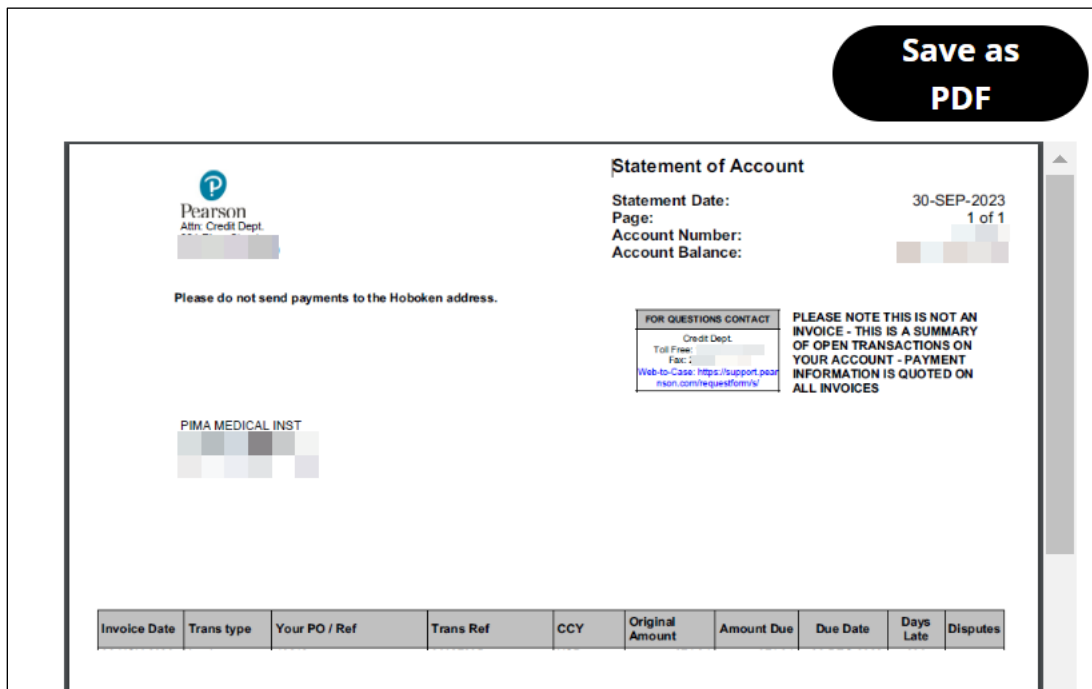2. Select **Document Request**.

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.

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6. Click **Submit**.

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