Users have the ability to view scanned images of supporting documentation related to Purchase Orders, Invoices and Journal Vouchers through Finance Self-Service.

To view documents log into the MyUNM portal in LoboWeb select the Finance tab and select **View Documents**:

Choose the type of document you’d like to view: Purchase Requisition, Purchase Order, Invoice or Journal Voucher. Other documents are not scanned.

Select **View document**:

Click on the hyperlink: **BDMS - Display Document**. Note: If the hyperlink does not appear, there are no scanned supporting documents for the document selected.

A scanned image of your document will be available for viewing.

***END***