

# HELP CENTER – INVOICES

It's a simple process to keep track of invoices and expenses

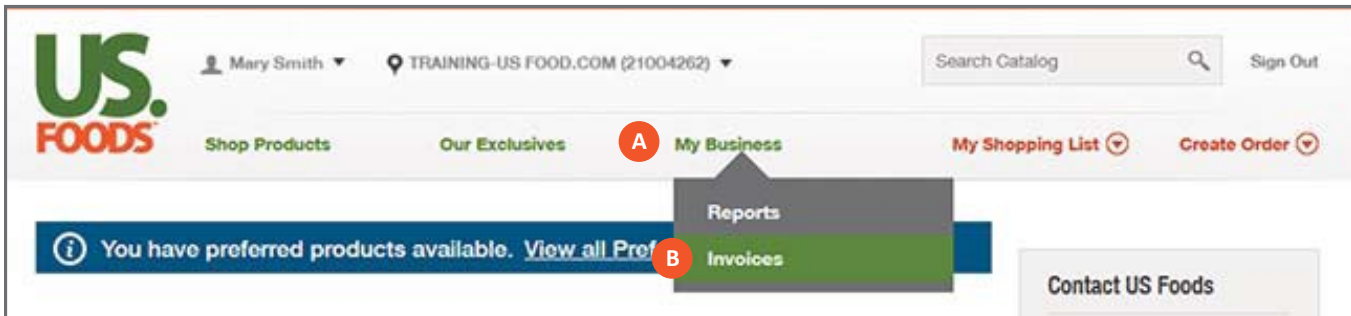
## SECTIONS

1. View Invoices
1. Check Account Status

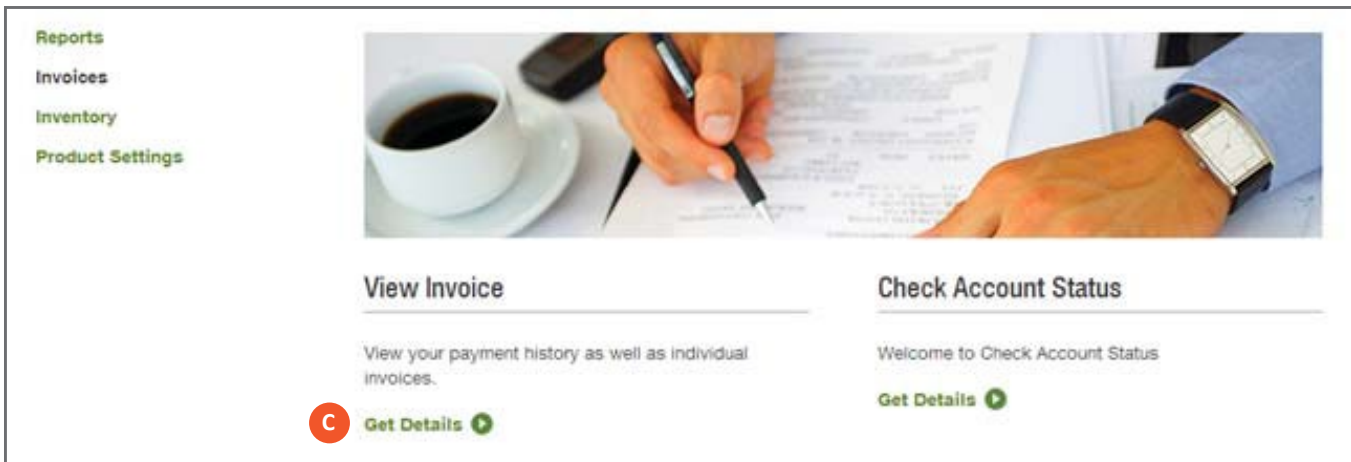
## 1. VIEW INVOICES

To view the invoices for your current customer location:

- A. Hover your mouse over My Business at the top of any page.
- B. Click on **Invoices**.



- C. Under View Invoice click **Get Details**.



- D. Adjust the Start and End dates and click **Search** to find invoices posted within a certain time period.
- E. You can also find an invoice by typing in its invoice number and clicking **Search Invoices**.
- F. The different types of Invoices available are: Invoice (standard), Will Call Invoice, Vendor Ship Invoice and Credit/Debit Memos.
- G. Check the box next to the invoices you want to view. You can check multiple invoices at a time.
- H. Checking Select All will select all of the invoices currently displayed to you.
- I. Select the file format you want to view your invoice in.
- J. Click **Download Invoices**. If you selected multiple invoices, they will be packaged into a ZIP file. You will need to unzip this file in order to view the invoices you downloaded. You can select and download up to 50 invoices at a time.

The screenshot shows an invoice management interface. On the left, there are two filter sections: 'Filter By Date' and 'Filter By Number'. The 'Filter By Date' section has 'Start' and 'End' date pickers, a 'Search' button, and a 'Reset' button. The 'Filter By Number' section has an 'Invoice Number' input field and a 'Search Invoices' button. On the right, there is a table of invoices with columns for 'DATE', 'TYPE', 'INVOICE NUMBER', 'CM/DM NUMBER', and 'AMOUNT'. A 'Download Invoices' button is located above the table. A 'Select Invoice Format' dropdown menu is also present. Callouts A through J point to various elements: A points to the 'Search' button, B points to the 'Search Invoices' button, C points to the 'Start' date picker, D points to the 'End' date picker, E points to the 'Invoice Number' input field, F points to the 'Search Invoices' button, G points to the checkbox in the first row of the table, H points to the 'Select All' checkbox, I points to the 'Select Invoice Format' dropdown, and J points to the 'Download Invoices' button.

	DATE	TYPE	INVOICE NUMBER	CM/DM NUMBER	AMOUNT
<input type="checkbox"/>	09/30/2013	Will Call Invoice	1395361		\$145.76
<input type="checkbox"/>	09/27/2013	Will Call Invoice	1345876		\$165.87
<input checked="" type="checkbox"/>	09/26/2013	Invoice	1267683		\$835.04

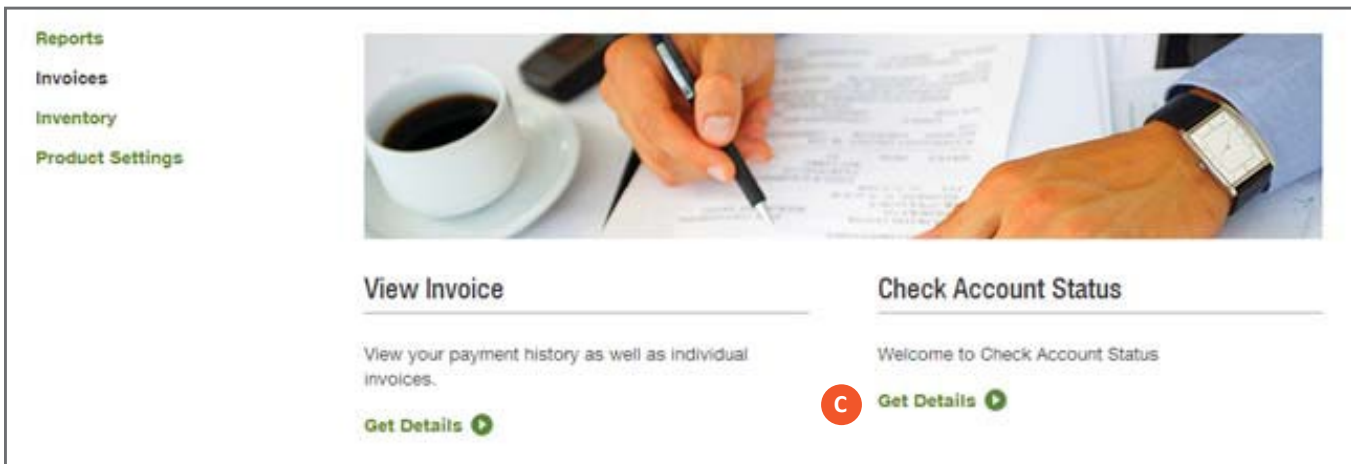
## 2. CHECK ACCOUNT STATUS

You can view a list of all open invoices and unused credits for your currently selected customer on the Check Account Status page.

- A. Hover your mouse over My Business at the top of any page.
- B. Click on **Invoices**.

The screenshot shows the top navigation bar of the US Foods website. The US Foods logo is on the left. To the right of the logo are the user name 'Mary Smith', the location 'TRAINING-US FOOD.COM (21004262)', a search bar, and a 'Sign Out' link. Below the logo are links for 'Shop Products', 'Our Exclusives', 'My Business', 'My Shopping List', and 'Create Order'. A callout A points to the 'My Business' link. Below the navigation bar is a blue banner with the text 'You have preferred products available. View all Prof'. A callout B points to the 'Invoices' link in the dropdown menu under 'My Business'. A 'Contact US Foods' button is located at the bottom right.

C. Under Check Account Status click **Get Details**.



Reports  
Invoices  
Inventory  
Product Settings

**View Invoice**

View your payment history as well as individual invoices.

**Get Details**

**Check Account Status**

Welcome to Check Account Status

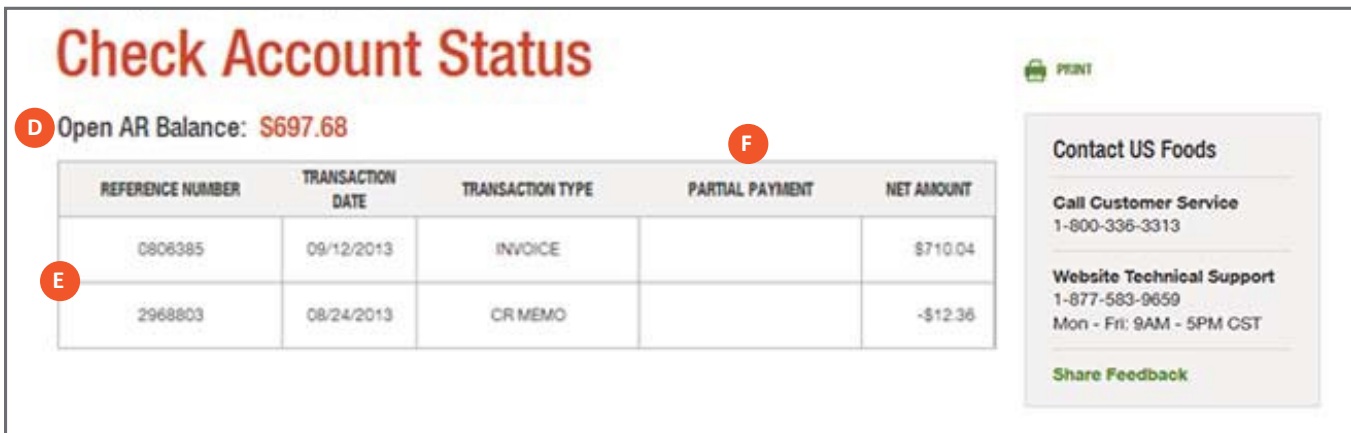
**Get Details**

The Check Account Status page displays the following for your currently selected customer:

D. Your current Accounts Receivable Balance with US Foods®,

E. A list of all open invoices and unused credits, and

F. Whether or not you have made a partial payment on one of the open invoices.



## Check Account Status

**Open AR Balance: \$697.68**

REFERENCE NUMBER	TRANSACTION DATE	TRANSACTION TYPE	PARTIAL PAYMENT	NET AMOUNT
0808385	09/12/2013	INVOICE		\$710.04
2968803	08/24/2013	CR MEMO		-\$12.36

**Contact US Foods**

**Call Customer Service**  
1-800-336-3313

**Website Technical Support**  
1-877-583-9659  
Mon - Fri: 9AM - 5PM CST

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