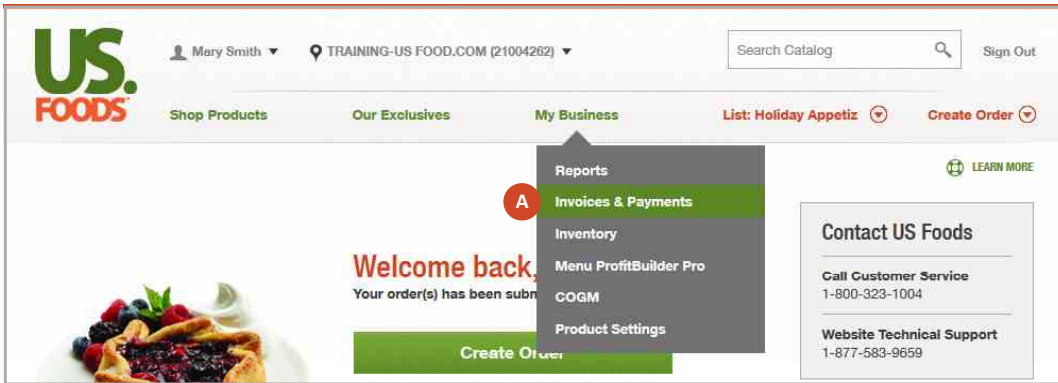


One-Time Payments

Scheduling a One-Time Payment

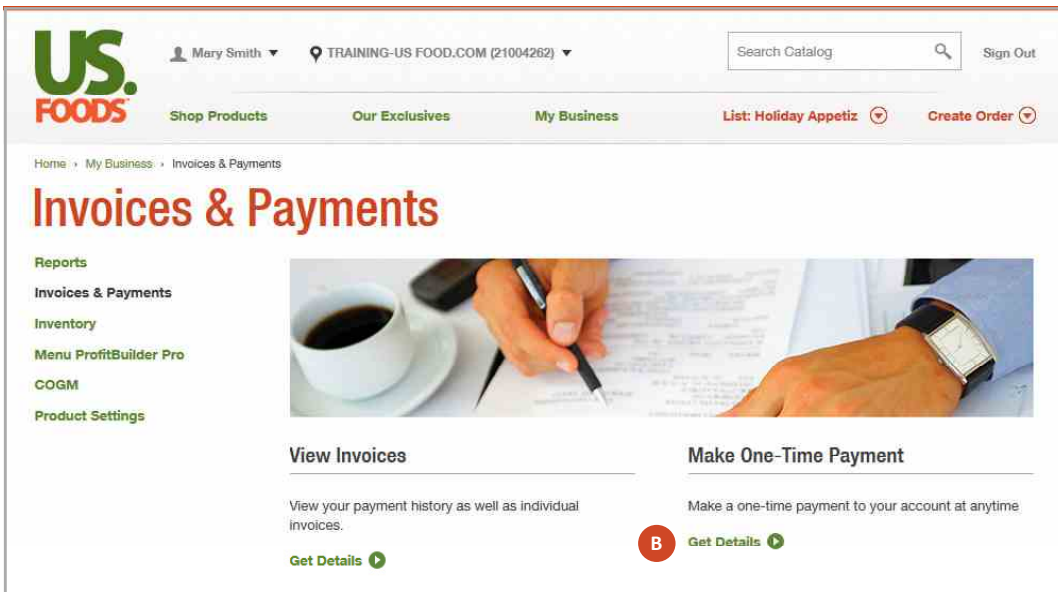
To schedule a one-time payment:

- A. Hover your cursor over **My Business** and click on **Invoices & Payments** on any page.



If you do not see **Payments** as an option under **My Business** and you would like to make payments online from your bank account, contact your Territory Manager or US Foods representative to request access.

- B. Under **Make One-Time Payment** click **Get Details**.



On the **Make One-Time Payment** page you see a list of all **open invoices and available credits** for all customer locations associated with your account.

- C. If you don't have an email address on file you will need to provide us one before you can make payments online. Once you save your email address you will move to the **Make One-Time Payment** page.
- D. To make this process easier, you can **Select all due invoices (1)** or **select all open credits and invoices (2)**.
- E. If you intend to submit a **partial payment** for an invoice, change the invoice's **payment amount**.
- F. The number of line **items you have selected** and the current **payment total** will display at the top of the page.
- G. When you're ready to submit your payment click **Next**.

Home > My Business > Invoices & Payments > Make One-Time Payment LEARN MORE

Make One-Time Payment

Items Selected for Payment: **3** F Payment Total: **\$2,321.95**

Sort Columns By... D1 Select all due invoices Next

<input type="checkbox"/>	ADDRESS	DATE	TRANSACTION #	TYPE	AMOUNT	BALANCE DUE	DUE DATE	PAYMENT AMOUNT
<input checked="" type="checkbox"/>	VALUED CUSTOMER* (7083497) 1051 AMBOY AVENUE, PERTH AMBOY, NJ	01/18/2013	2988865	CREDIT MEMO	-\$43.80	-\$43.80	01/18/2013	\$ -43.80
<input checked="" type="checkbox"/>	VALUED CUSTOMER* (7083497) 1051 AMBOY AVENUE, PERTH AMBOY, NJ	09/09/2013	687552	INVOICE	\$1,688.81	\$1,688.81	09/09/2013	\$ 1,688.81
<input checked="" type="checkbox"/>	"A VALUED CUSTOMER" (702738) 118 BEACH ROAD , ISLAND PARK, NY	08/14/2013	168223	INVOICE	\$676.94	\$676.94	08/14/2013	E 676.94
<input type="checkbox"/>	VALUED CUSTOMER* (7083497) 1051 AMBOY AVENUE, PERTH AMBOY, NJ	08/14/2013	264700	INVOICE	\$3,901.98	\$3,901.98	08/14/2013	\$

G Next

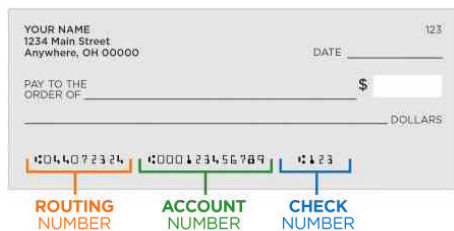
If you are making payments for more than one customer:

- H. We **group all invoices and credits** you selected by **customer location**.
- I. The **number of selected invoices and credits** for each customer location will display under **# of Invoices**.
- J. The **total of all invoices and credits** for each customer location will display under **Amount**.
- K. You will need to specify the bank account(s) for payment. For each customer location click **Add Bank Account**.

LOCATION	# OF INVOICES	AMOUNT	BANK	ACCOUNT
"A VALUED CUSTOMER" (702738) 118 BEACH ROAD , ISLAND PARK, NY	3	\$5,288.51		Add Bank Account
VALUED CUSTOMER (7083497) 1051 AMBOY AVENUE, PERTH AMBOY, NJ	3	\$758.68		Add Bank Account

If you previously made a payment to US Foods from your bank account, then the bank account may already be set up in our system. Validate the bank name and the last 4 digits of the checking account number to confirm.

- L. Start with your **routing number**. Click the **green ? circle** if you are unsure on how to identify routing number.



- M. Your **bank name** may load automatically if it is already on file.

Add Bank Account

L * Routing Number ?

M * Bank Name

* Checking Account Number ?

* Confirm Checking Account Number

If your **Bank Name** does not automatically display, you will need to enter the name of your bank.

- N. Enter your **checking account number**.
- O. Confirm your checking account number.
- P. Review and agree to the terms and conditions.
- Q. Click **Continue**.

If you want to **schedule your payment in advance**, change the payment date. Payments may be scheduled up to seven days in advance.

- S. Once you've set up payments to your liking, click **Submit**.
- T. To change the invoices you want to submit your payment for, click **Edit**.

Add Bank Account

*Routing Number

*Bank Name

N *Checking Account Number

O *Confirm Checking Account Number

ACH/Direct Debit

General Authorization:

The undersigned (i) understands and acknowledges that the bank account(s) and related bank account(s) information designated herein (the "On File Bank Account") to be used for payment of all legitimate amounts billed to the customer by US Foods is required to be kept on file at the US Foods facility or the facility of one of its agents and that each transaction is subject to authorization from the applicable bank

P I agree to these terms and conditions.

Cancel **Continue** Q

Home > My Business > Invoices & Payments > Make One-Time Payment LEARN MORE

Review and Submit Payment

Your payment is not complete. Please review and submit the payment below.

Total Payment Amount: **\$2,607.38** Payment Date: 07/08/2014

LOCATION	# OF INVOICES	AMOUNT	BANK	ACCOUNT	
"A VALUED CUSTOMER" (702738) 118 BEACH ROAD , ISLAND PARK, NY	2	\$2,607.38	LJSAKDF	*4567	Change Bank Account

S **Submit** T **Edit** **Cancel**

By clicking on submit you are accepting the [Terms & Conditions](#)

We will take you to your Payment Confirmation and send an email, confirming your scheduled payment, to the email address on file for your account. From the **Payment Confirmation** you can:

- U. View your scheduled payment's details.
- V. Submit another one-time payment for more invoices by clicking **Manage Payments**.

Home · My Business · Invoices & Payments · Make One-Time Payment LEARN MORE

Payment Confirmation

Thank you for your payment.
You may wish to print this confirmation for your records. Should you have any questions regarding this payment, please call 1-800-214-6262.

Total Payment Amount: \$2,607.38 Total Invoices: 2 Payment Date: 07/08/2014

U [Show Detail](#)

BROOKFIELD PIZZA (40472497) 22 GOLF LANE, BROOKFIELD, NY	No. of invoices 2	Amount \$2,607.38	Bank LJSAKDF	Account *4567
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V [Manage Payments](#)