

HELP CENTER – INVOICES

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

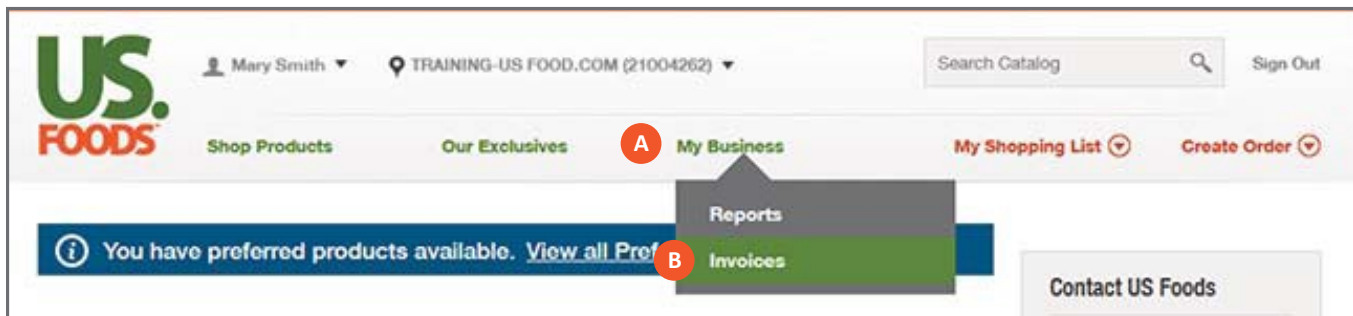
SECTIONS

1. View Invoices
1. Check Account Status

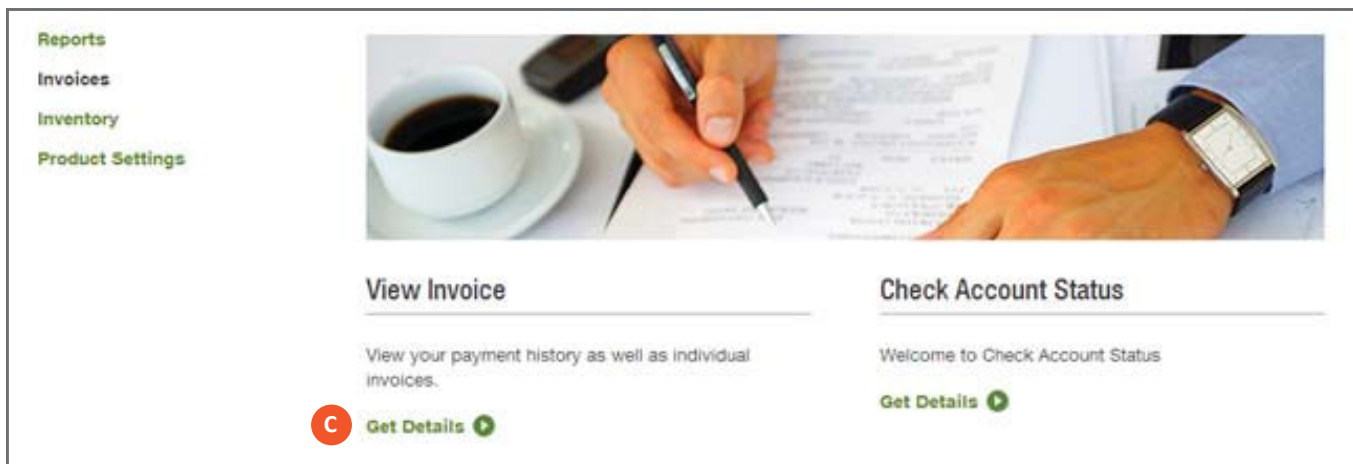
1. VIEW INVOICES

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.

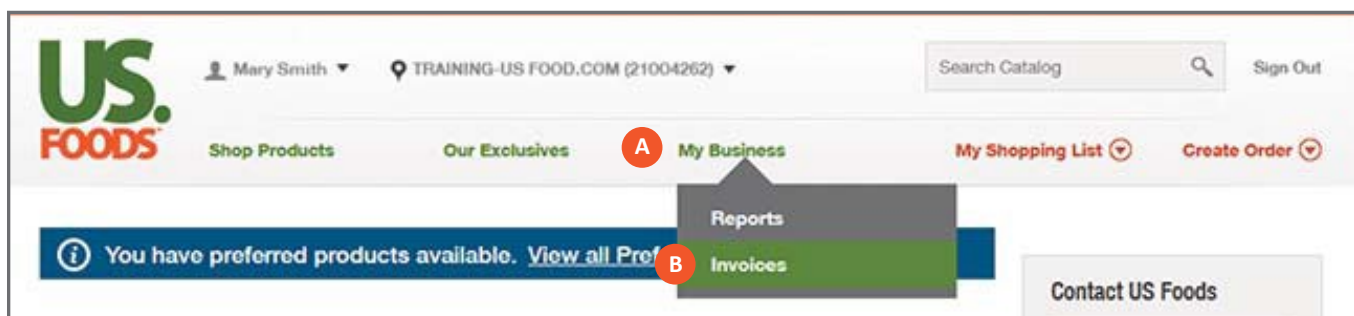
The screenshot shows the 'Filter By Date' section on the left with 'Start' (09/26/2013) and 'End' (09/30/2013) date pickers, a 'Search' button, and a 'Reset' button. Below this is the 'Filter By Number' section with an 'Invoice Number' input field and a 'Search Invoices' button. On the right, there is a 'Select Invoice Format' dropdown menu and a green 'Download Invoices' button. Below these is a table of invoices.

	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**.



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

C [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

 [PRINT](#)

D Open AR Balance: **\$697.68**

E

REFERENCE NUMBER	TRANSACTION DATE	TRANSACTION TYPE	PARTIAL PAYMENT	NET AMOUNT
0806385	09/12/2013	INVOICE		\$710.04
2968803	08/24/2013	CR MEMO		-\$12.36

F

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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