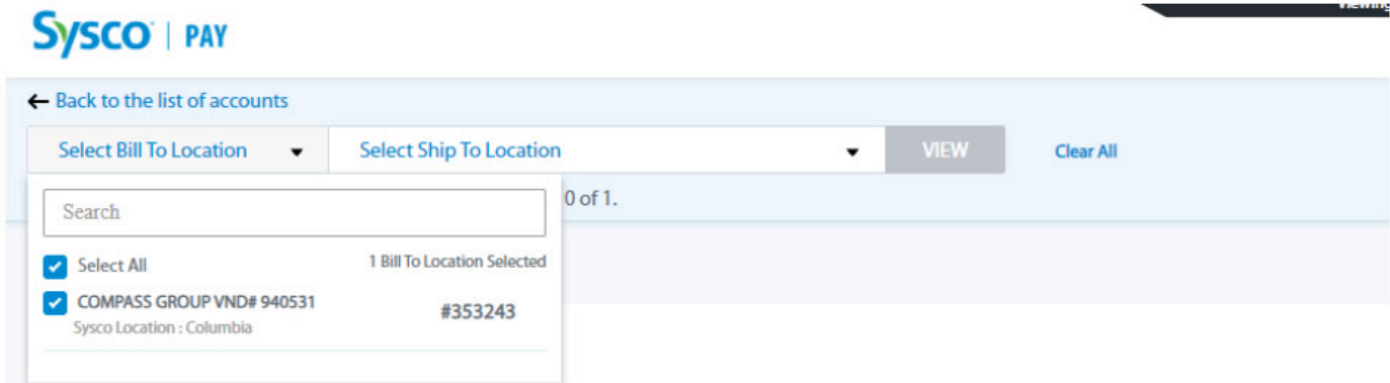


Sysco Pay Invoice Printing Instructions

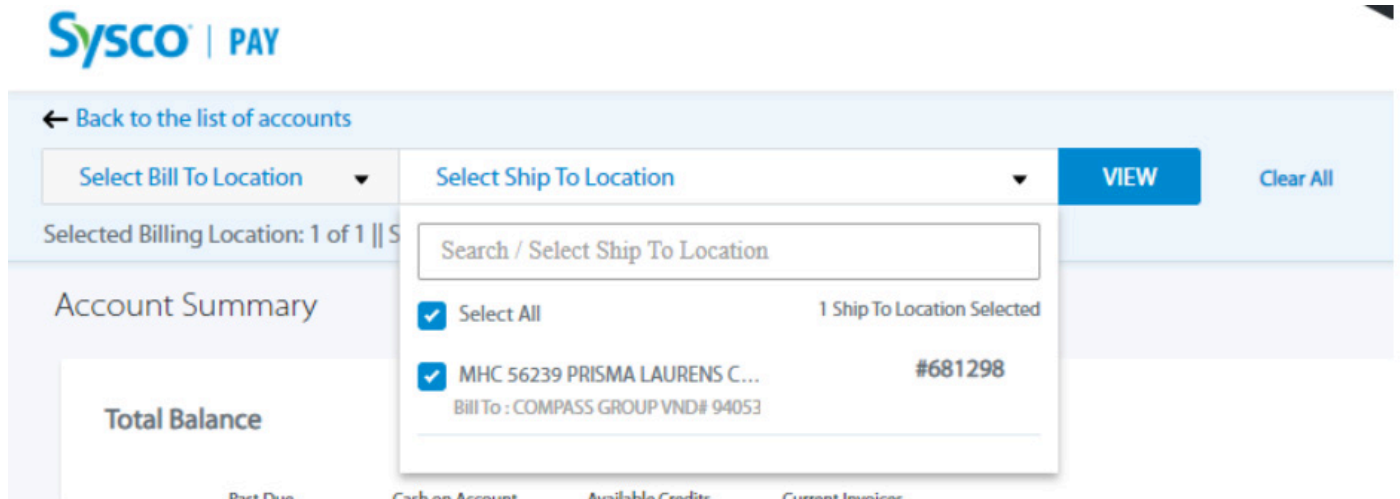
Follow the steps to access and print invoices from the Sysco Pay system.

1. Visit <https://portal.sysco.com/login> to access your account
2. To get an invoice copy, choose your **Bill To Location** from the drop down arrow



The screenshot shows the Sysco Pay interface. At the top left is the Sysco | PAY logo. Below it is a navigation link: "← Back to the list of accounts". The main area contains two dropdown menus: "Select Bill To Location" and "Select Ship To Location". To the right of these are buttons for "VIEW" and "Clear All". Below the "Select Bill To Location" dropdown, a search box is visible with the text "0 of 1." to its right. A dropdown menu is open, showing a search bar and a list of items. The first item is "COMPASS GROUP VND# 940531" with a Sysco Location of "Columbia" and a number "#353243". There is a "Select All" checkbox and a "1 Bill To Location Selected" indicator.




3. Next, select your **Ship To Location** from the drop down arrow



The screenshot shows the Sysco Pay interface. At the top left is the Sysco | PAY logo. Below it is a navigation link: "← Back to the list of accounts". The main area contains two dropdown menus: "Select Bill To Location" and "Select Ship To Location". To the right of these are buttons for "VIEW" and "Clear All". Below the "Select Ship To Location" dropdown, a search box is visible with the text "Search / Select Ship To Location". A dropdown menu is open, showing a search bar and a list of items. The first item is "MHC 56239 PRISMA LAURENS C..." with a number "#681298" and a "Bill To : COMPASS GROUP VND# 94053" label. There is a "Select All" checkbox and a "1 Ship To Location Selected" indicator. On the left side of the interface, there is an "Account Summary" section with a "Total Balance" field. At the bottom, there are several small, partially visible labels: "Past Due", "Cash on Account", "Available Credits", and "Current Invoices".

4. Then, click **View**. Your invoices will load on the screen

▼ **VIEW** Clear All

Invoices		Account & Statements		
 Download	 Email	Total Amount: 76.19		
 Invoice #	Invoice Date	Due Date	PO#	
<input type="checkbox"/> 330466916	05/26/21	07/31/21	DROP/SHIP	
<input type="checkbox"/> 330466931	05/26/21	07/31/21	DROP/SHIP	
<input type="checkbox"/> 330518919	06/29/21	09/04/21	JH 6-28-21	
<input type="checkbox"/> 330521062	06/30/21	06/30/21	330518919	
<input type="checkbox"/> 13027646P	08/11/21	08/11/21	1307031	
<input type="checkbox"/> 330643407	09/13/21	09/13/21	330640179	
<input type="checkbox"/> 330677850	10/01/21	12/04/21	JH -Trays for 10	
<input type="checkbox"/> 330677851	10/01/21	12/04/21	BL Sys for 10/1	
<input type="checkbox"/> 330683864	10/05/21	12/11/21	BL Sys for 10/5	
<input checked="" type="checkbox"/> 330683865	10/05/21	12/11/21	BL sys (add)for	

5. Choose the invoice(s) you wish to print by checking the box next to the invoice number
6. Then click **Download PDF**

The screenshot shows a web interface with two main sections: 'Invoices' and 'Account & Statements'. Under 'Invoices', there are buttons for 'Download' (with a download icon) and 'Email' (with a share icon). A dropdown menu is open under the 'Download' button, showing two options: 'Download CSV' and 'Download PDF'. The 'Download PDF' option is highlighted. To the right, the 'Account & Statements' section shows a 'Total Amount: 76.19'. Below this is a table with columns for 'Invoice Date', 'Due Date', and 'PO#'. The first row of data shows an invoice date of '05/26/21', a due date of '07/31/21', and a PO# of 'DRDP'. The invoice number '330466916' is visible in red text below the table.

Invoice Date	Due Date	PO#
05/26/21	07/31/21	DRDP

7. Your invoice copy will load and open in a separate tab for printing