

US Foods Help Center Invoice Instructions

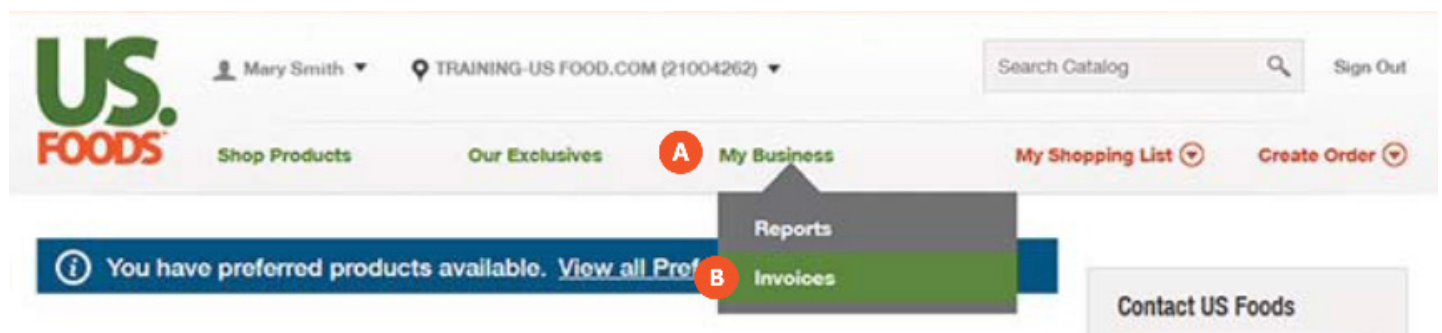
Follow the steps to keep track of invoices and expenses.

Visit <https://www3.usfoods.com/order> to log into your account

To view your invoices:

A. Hover your mouse over **My Business** at the top of any page

B. Then, click on **Invoices**



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

Reports
Invoices
Inventory
Product Settings



View Invoice

View your payment history as well as individual invoices.

C [Get Details](#)

Check Account Status

Welcome to Check Account Status

[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 the invoice number and clicking **Search Invoices**.
- F. There are four types of invoices available: 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.
- I. Select the file format in which you want to view your invoice(s).
- J. Click **Download Invoices**. You can select and download up to 50 invoices at a time. If you select 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.

Filter By Date

D Start

End

Search **Reset**

Filter By Number

Invoice Number

E **Search Invoices**

I Select Invoice Format

J **Download Invoices**

<input type="checkbox"/>	DATE	TYPE	INVOICE NUMBER	CM/DM NUMBER	AMOUNT
<input type="checkbox"/>	09/30/2013	Will Call Invoice	1395381		\$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

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