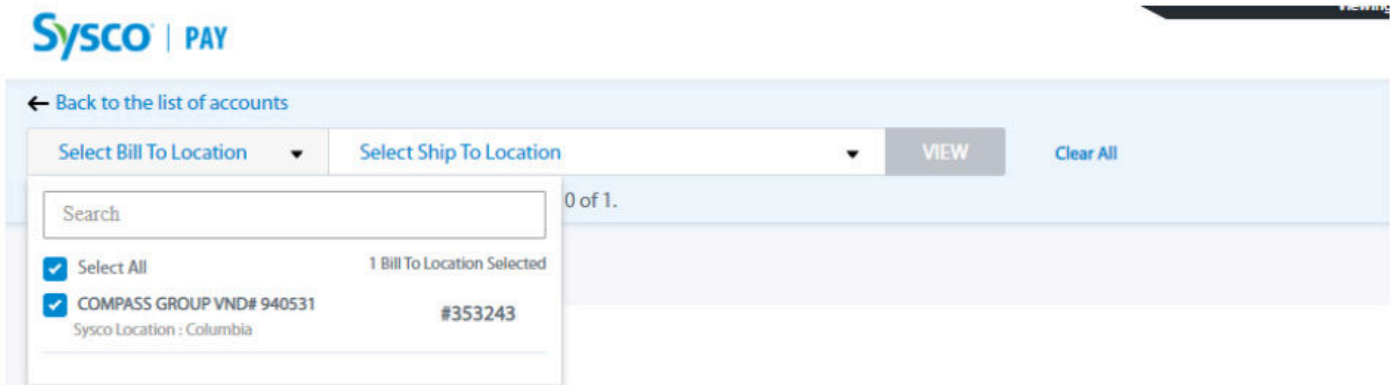


Sysco Pay Invoice Printing Instructions

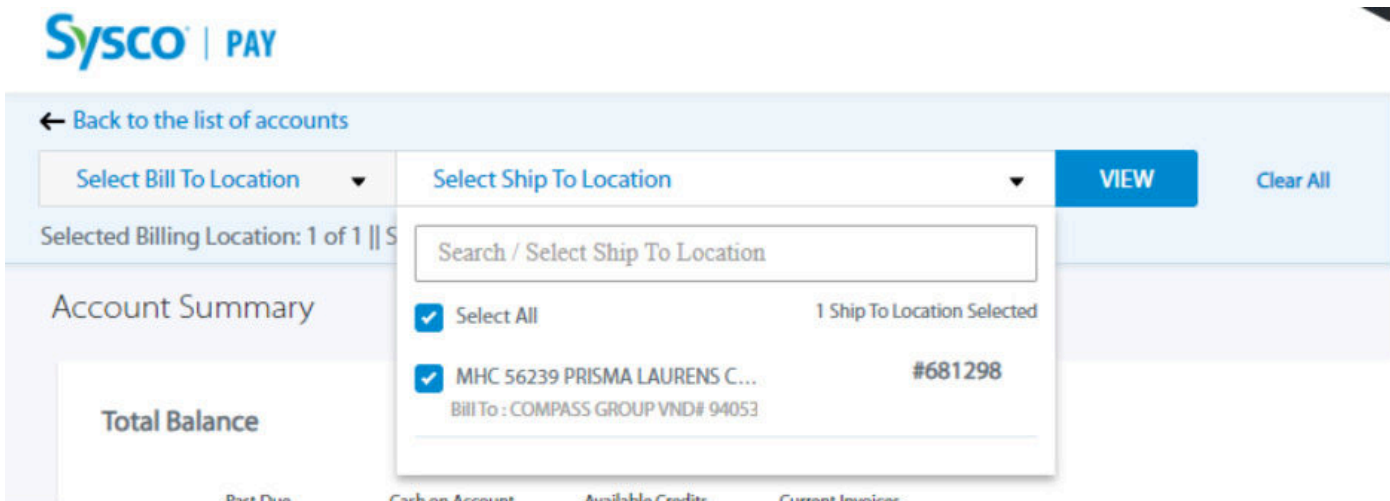
Follow the steps to access and print invoices from the Sysco Pay system.

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". A search bar is positioned above the dropdowns. The "Select Bill To Location" dropdown is open, showing a search bar with the text "0 of 1." and a list of options. The first option is "Select All" with a checked checkbox and the text "1 Bill To Location Selected". The second option is "COMPASS GROUP VND# 940531" with a checked checkbox, the text "Sysco Location : Columbia", and the ID "#353243".




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



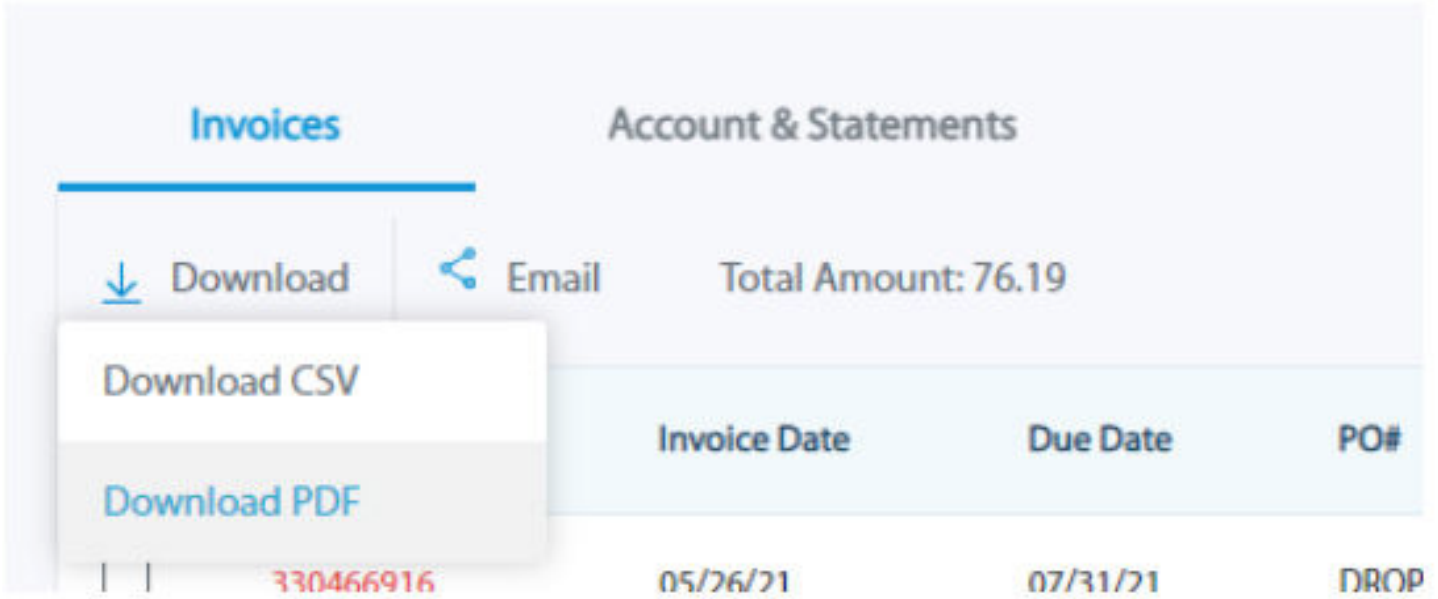
The screenshot shows the Sysco Pay interface. At the top left is the Sysco | PAY logo. Below it is a navigation link: "← Back to the list of accounts". The main area contains two dropdown menus: "Select Bill To Location" and "Select Ship To Location". To the right of these are buttons for "VIEW" and "Clear All". A search bar is positioned above the dropdowns. The "Select Ship To Location" dropdown is open, showing a search bar with the text "Search / Select Ship To Location" and a list of options. The first option is "Select All" with a checked checkbox and the text "1 Ship To Location Selected". The second option is "MHC 56239 PRISMA LAURENS C..." with a checked checkbox, the text "Bill To : COMPASS GROUP VND# 94053", and the ID "#681298".

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 downward arrow icon) and 'Email' (with a share icon). A dropdown menu is open from the 'Download' button, showing two options: 'Download CSV' and 'Download PDF'. The 'Download PDF' option is highlighted. To the right, the 'Account & Statements' section displays 'Total Amount: 76.19'. Below this is a table with the following data:

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

The invoice number 330466916 is visible in red text below the table.

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