

US Foods Help Center Invoice Instructions

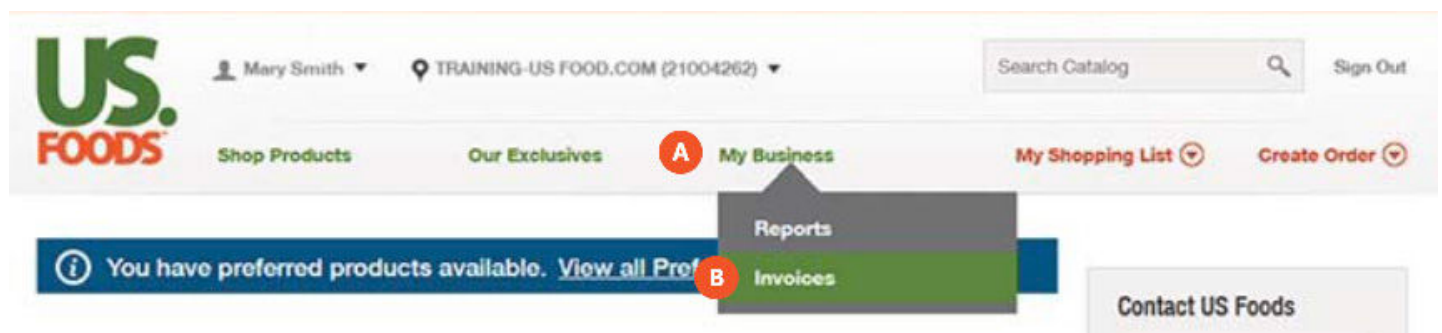
Follow the steps to keep track of invoices and expenses.

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

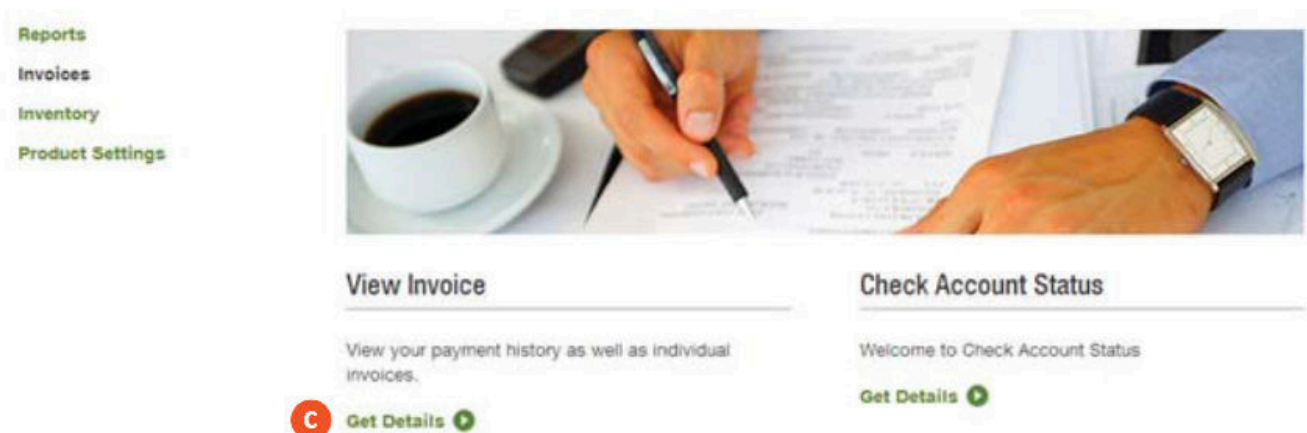
To view your invoices:

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**



- 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.

The screenshot shows a web interface for searching invoices. On the left, there are two filter sections: 'Filter By Date' and 'Filter By Number'. The 'Filter By Date' section has 'Start' and 'End' date pickers, a 'Search' button, and a 'Reset' button. The 'Filter By Number' section has an 'Invoice Number' input field and a 'Search Invoices' button. On the right, there is a table of invoices with columns for 'DATE', 'TYPE', 'INVOICE NUMBER', 'CM/DM NUMBER', and 'AMOUNT'. Above the table is a control bar with a 'Select Invoice Format' dropdown and a 'Download Invoices' button. Red callout letters A through J are placed over the interface to indicate specific features: A points to the 'Select Invoice Format' dropdown, B points to the 'Download Invoices' button, C points to the 'Start' date picker, D points to the 'End' date picker, E points to the 'Invoice Number' input field, F points to the 'Search Invoices' button, G points to the checkbox for the invoice dated 09/26/2013, H points to the 'Select All' checkbox, I points to the 'Select Invoice Format' dropdown, and J points to the 'Download Invoices' button.

	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	1345676		\$165.67
<input checked="" type="checkbox"/>	09/26/2013	Invoice	1267683		\$835.04