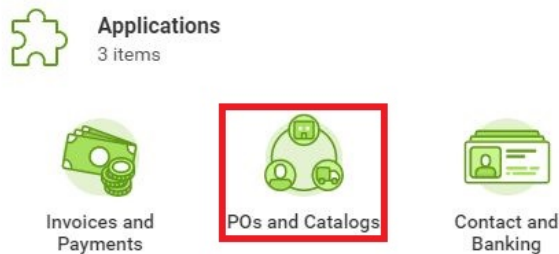


This guide provides instructions on how to find purchase orders and review their status within the Shake Shack Supplier Portal. If you have any questions about the Purchase Order, please reach out to your Shake Shack contact.

## FIND A PURCHASE ORDER

1. Within 'Applications', select **POs and Catalogs**.



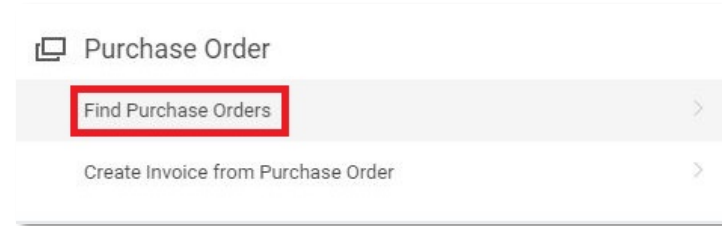
2. If the purchase order is recent, it may appear under most recent purchase orders.

Most Recent Purchase Orders ⚙️

Purchase Order	Document Date	Status	Amount
<a href="#">PO-000498</a>	07/22/2019	Issued	1,850.25
<a href="#">PO-000499</a>	07/22/2019	Issued	5,000.00
<a href="#">PO-000500</a>	07/22/2019	Issued	1,499.00
<a href="#">PO-000501</a>	07/22/2019	Issued	7,425.00

[View More Details...](#)

3. If not, click on **Find Purchase Orders**.



4. Here you can adjust calendar date ranges to search for a PO or enter a PO number.

Document Date On or After  📅

Document Date On or Before  📅

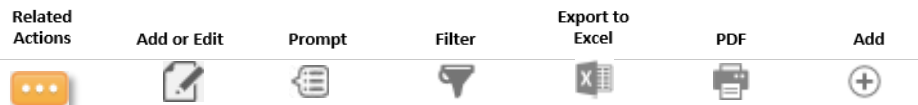
Purchase Order

5. Click **OK**.
6. From the Purchase Order list, click the PO number to display details including contact information and line items.

Purchase Order	Document Date	Status	Amount
<a href="#">PO-000498</a>	07/22/2019	Issued	1,850.25

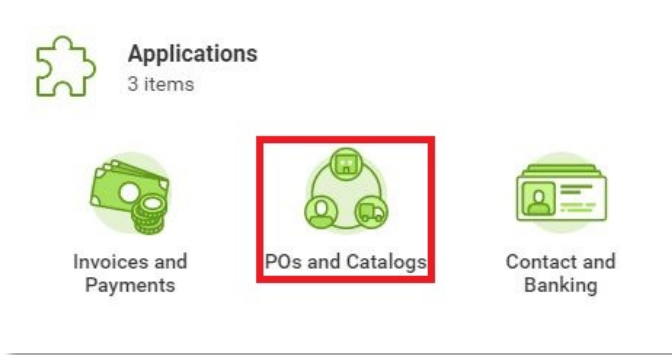


Workday Navigation Tips:

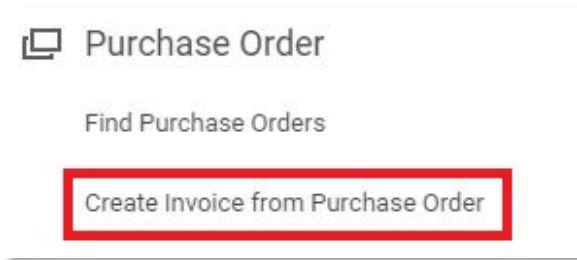


## CREATE INVOICE FROM PURCHASE ORDER

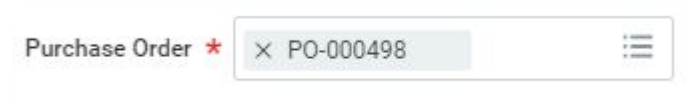
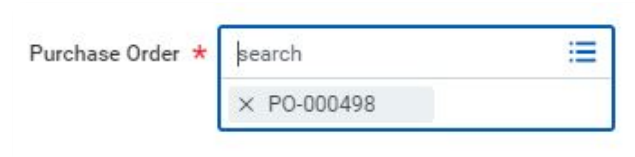
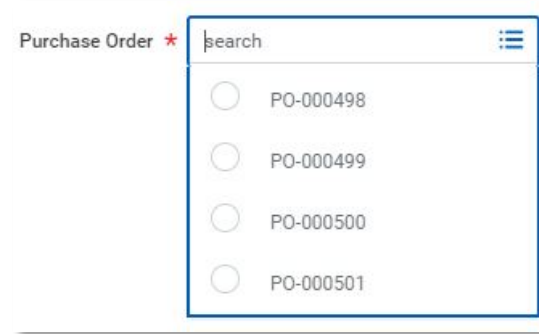
1. Within 'Applications', select **POs and Catalogs**.



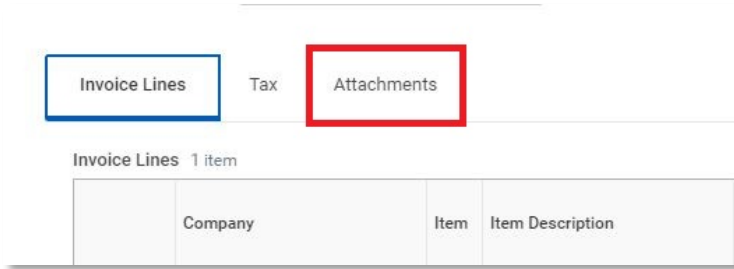
2. Click **Create Invoice from Purchase Order**.



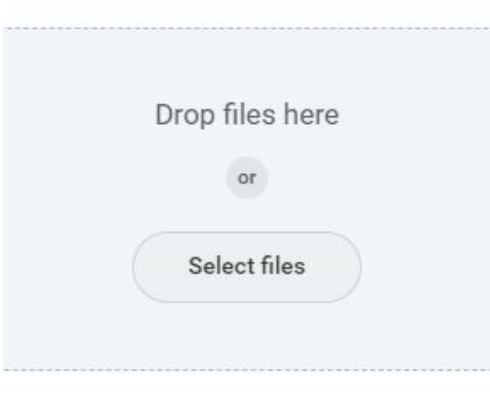
3. Click in the 'Purchase Order' box to enter a PO # or pick from a dropdown list of POs.



4. Click **OK**.
5. Next fill in any pertaining fields. Fields with a red asterisk must be filled out to proceed. These include:
  - Invoice Date
  - Supplier's Invoice Number
6. Please note message at top of screen:
  - **Important Supplier Message: Invoice Attachment is REQUIRED (Missing or Incomplete Invoices will Delay Payment)**
7. To enter the attachment, click **Attachments**.



- 8. Next, click **Select files** to select the invoice you want to upload. You can also drag and drop your attachment onto the following area of your screen which will work as well.



- 9. Click **Submit** and **Done** when finished.