

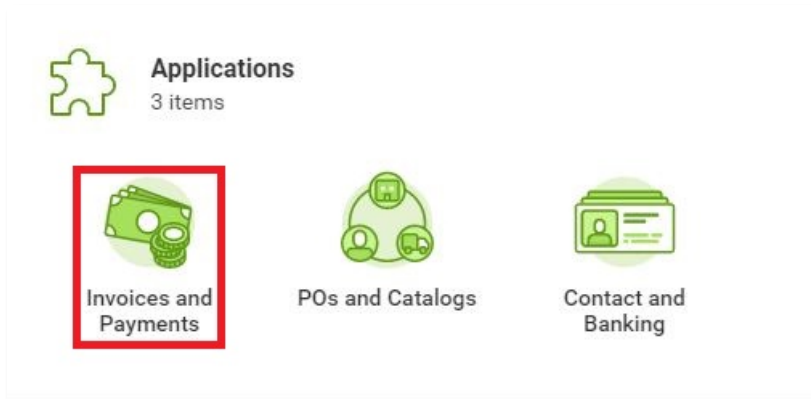
This guide provides instructions on how to find invoices and review their status within the Shake Shack Supplier Portal. This allows you to view approval and payment status.

Tip: To navigate back to the Home Screen, click the Shack Burger Logo on the upper left corner.

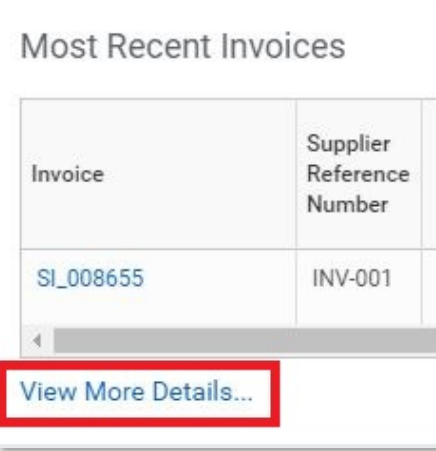


FIND AN INVOICE

1. Within 'Applications', select **Invoices and Payments**.



2. If the invoice is recent, it may appear under '**Most Recent Invoices**'. This includes our invoice number, your invoice number, amount, due date and invoice status (In Progress or Approved). To view more details, click the blue Invoice Number.
3. To search for other invoices, click on **View More Details**.



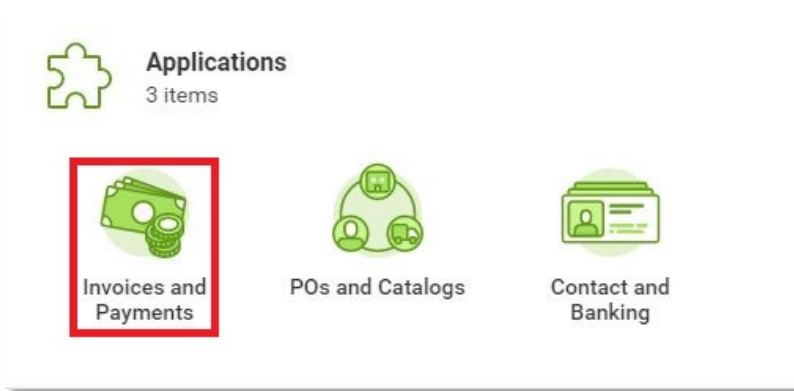
4. Here you can adjust calendar date ranges to search for an invoice or enter an **Invoice Number**. An invoice can also be searched for by **Invoice Status** or **Payment Status**.

Invoice Due Date On or After	06 / 23 / 2019
Invoice Due Date On or Before	MM / DD / YYYY
Invoice Number	<input type="text"/>
Supplier Reference Number	<input type="text"/>
Invoice Status	<input type="text"/>
Payment Status	<input type="text"/>

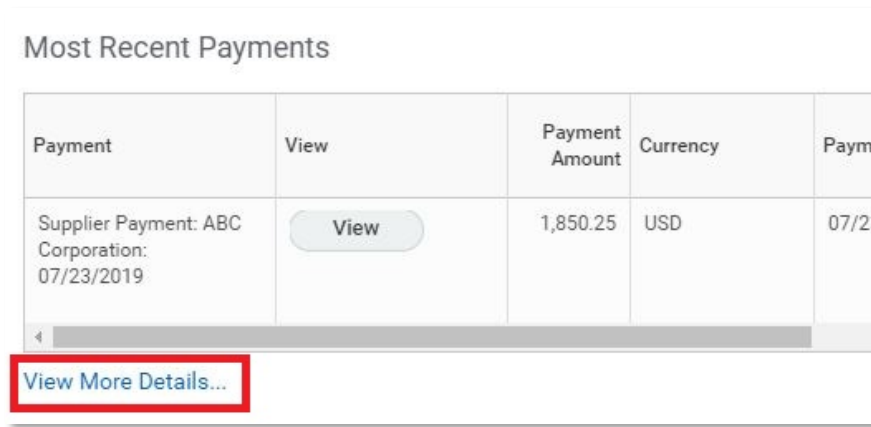
5. Click **OK** and click on the desired invoice number.

FIND A PAYMENT

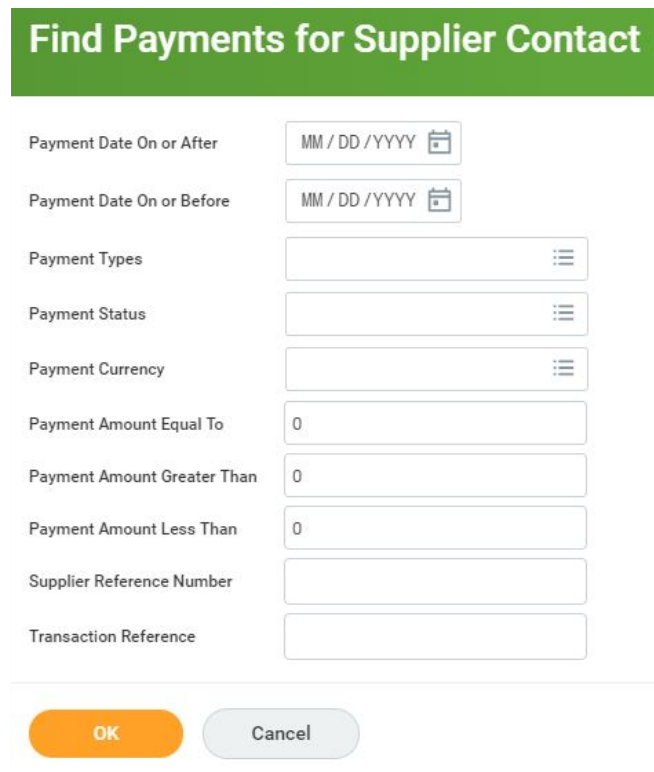
1. Within 'Applications', select **Invoices and Payments**.



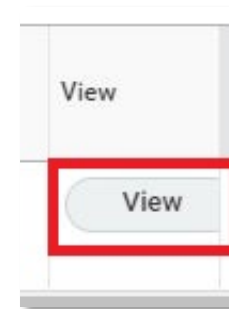
2. If the payment is recent, it may appear under 'Most Recent Payments'. Click on **View** to display payment details including invoices paid.
3. To find other payments, click on **View More Details**.



4. Here you can perform a search using calendar dates, payment type, payment status, cost values, reference number, etc.



5. Click **OK** and then click on **View** to view the selected payment.



6. Here you will be able to view the payment details including invoices paid.