Supplier Portal: View Invoices and Payments

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.



- 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.

Invoice	Supplier Reference Number
SI_008655	INV-001

 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	
Supplier Reference Number	
Invoice Status	=
Payment Status	:=

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



FIND A PAYMENT

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



- 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.

Most Recent Payments

Payment	View	Payment Amount	Currency	Paym
Supplier Payment: ABC Corporation: 07/23/2019	View	1,850.25	USD	07/2
∢ View More Details				

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

Find Payments for Supplier Contact

Payment Date On or After	MM / DD / YYYY
Payment Date On or Before	MM/DD/YYYY
Payment Types	
Payment Status	
Payment Currency	
Payment Amount Equal To	0
Payment Amount Greater Than	0
Payment Amount Less Than	0
Supplier Reference Number	
Transaction Reference	

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



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

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Related Actions	Add or Edit	Prompt	Filter	Export to Excel
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