## Waste Connections Vendor Portal – How to Guide



What is a simple inquiry & how do I execute it?	<ul> <li>A simple inquiry occurs only when you need to look up a single invoice inquiry.</li> <li>1. Enter two of the available fields.</li> <li>2. Click "Search"</li> <li>3. Once you have successfully received at least one valid response during the session, you may use date ranges if desired.</li> </ul>
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Invoice Payment Information How to Use this Portal FAQ's Contact Us	The data is updated daily and reflects the activity over the last 12 months. <b>Please enter data into two of the fields below.</b> Once you have successfully found one invoice and locked in the vendor number, you will be able to perform date range searches.
1	Invoice Number:
2	Sort Report by   Ascending  Ascending Ascendi

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						Welcome	e to Was	te Con	necti	ons In	voice an	d Paym	ient Statu	is Porta	ĺ.	
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I received a "No Data Found" message. What should I do? If you receive the "No Data Found" message, your invoice may not have been received or processed for payment.
1. Click on "Upload Invoices" on the left, upload your invoice and message Waste Connections with your inquiry.
2. If your invoice was found but unpaid and it is more than 30 days old, click on "Contact Us" or contact

@wasteconnections.com directly to inquire about

invoice status.

	Welcome to Waste Connections Invoice and Payment Status Portal
Invoice Payment Information	The data is updated daily and reflects the activity over the last 12 months.
How to Use this Portal	Please enter data into two of the fields below. Once you have successfully found one invoice and locked in the vendor number, you will
FAQ's	be able to perform date range searches.
Contact Us	Invoice Number. 12345
	Vendor Number: 67890
	PO Number:
	Invoice Amount:
	Invoice Date:
	Check Number:
	Check Date:
	Sort Report by   Ascending
	Search Reset No Data Found - Please Retry Your Query (1)

## Waste Connections Vendor Portal – How to Guide



## What is a multi-invoice inquiry & how do I execute it?

- If you are interested in inquiring about invoices for a range of dates, you must first perform the simple inquiry.
  - 1. Follow the steps outlined to execute a simple inquiry.
  - 2. Upon successful completion, the "date range" option will be presented for Date Submitted and Payment Date.

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