

Waste Connections Vendor Portal – How to Guide



WASTE CONNECTIONS
Connect with the Future

What is a simple inquiry & how do I execute it?

A simple inquiry occurs only when you need to look up a single invoice inquiry.

1. Enter two of the available fields.
2. Click "Search"
3. Once you have successfully received at least one valid response during the session, you may use date ranges if desired.

Waste Connections
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Welcome to Waste Connections Invoice and Payment Status Portal

Invoice Payment Information
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The data is updated daily and reflects the activity over the last 12 months.
Please enter data into two of the fields below.
Once you have successfully found one invoice and locked in the vendor number, you will be able to perform date range searches.

Invoice Number:

Vendor Number:

PO Number:

Invoice Amount:

Invoice Date:

Check Number:

Check Date:

Sort Report by

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Below are all the invoices received by Waste Connections. If the invoice you are looking for is not in the list, please use the "Upload Invoice" link to send us a copy of the missing invoice.

Invoice Number:

Vendor Number:

PO Number:

Invoice Amount:

Invoice Date: TO

Check Number:

Check Date: TO

Sort Report by

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Download Results in CSV Format

Vendor Number	PO Number	Invoice Number	Invoice Date	Invoice Amount	Currency	Invoice Status	Posting Date	Terms	Sch Pay Date	Payment Mode	Payment Amount	Payment Currency	Payment Reference	Clear Date	Voucher Number	Payment Date
				4941.00	USD	Approved	02-FEB-2017	65		CHECK	19652.61	USD		15-JUN-2017		

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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](mailto:WasteConnections@wasteconnections.com) directly to inquire about invoice status.

The screenshot shows the Waste Connections Vendor Portal interface. At the top, there is a green header with the text "Welcome to Waste Connections Invoice and Payment Status Portal". Below the header, on the left, is a navigation menu with links for "Invoice Payment Information", "How to Use this Portal", "FAQ's", and "Contact Us". The main content area contains a message: "The data is updated daily and reflects the activity over the last 12 months. Please enter data into two of the fields below. Once you have successfully found one invoice and locked in the vendor number, you will be able to perform date range searches." Below this message are several input fields: "Invoice Number:" (with "12345" entered), "Vendor Number:" (with "67890" entered), "PO Number:", "Invoice Amount:", "Invoice Date:", "Check Number:", and "Check Date:". Below the input fields is a "Sort Report by" dropdown menu set to "Ascending". At the bottom of the search area are "Search" and "Reset" buttons. Below these buttons, a message box displays "No Data Found - Please Retry Your Query (1)", with a green arrow pointing to it from the right.

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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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Below are all the invoices received by Waste Connections. If the invoice you are looking for is not in the list, please use the "Upload Invoice" link to send us a copy of the missing invoice.

Invoice Number:

Vendor Number:

PO Number:

Invoice Amount:

Invoice Date: TO [Date Range Search](#) [Clear Dates](#)

Check Number:

Check Date: TO [Date Range Search](#) [Clear Dates](#)

Sort Report by Ascending



[Search](#) [Reset](#)

Download Results in CSV Format

Vendor Number	PO Number	Invoice Number	Invoice Date	Invoice Amount	Currency	Invoice Status	Posting Date	Terms	Sch Pay Date	Payment Mode	Payment Amount	Payment Currency	Payment Reference	Clear Date	Voucher Number	Payment Date
015888812575	015888812575	0000107 PERM01 07 18 18	14-AUG-2018	0.50 USD	USD	Approved	13-AUG-2018	1	11-AUG-2018	CHECK	0.50 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000107 PERM01 07 18 18	14-AUG-2018	7.20 USD	USD	Approved	13-AUG-2018	1	11-AUG-2018	CHECK	7.20 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000107 PERM01 07 18 18	14-AUG-2018	4.24 USD	USD	Approved	13-AUG-2018	1	11-AUG-2018	CHECK	4.24 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	1208.00 USD	USD	Approved	08-AUG-2018	1	01-AUG-2018	CHECK	1208.00 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	10428.00 USD	USD	Approved	06-AUG-2018	1	01-AUG-2018	CHECK	10428.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	14740.00 USD	USD	Approved	06-AUG-2018	1	01-AUG-2018	CHECK	14740.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0000107 PERM01 07 18 18	01-AUG-2018	18012.00 USD	USD	Approved	08-AUG-2018	1	01-AUG-2018	CHECK	18012.00 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000107 PERM01 07 18 18	01-AUG-2018	30528.00 USD	USD	Approved	06-AUG-2018	1	01-AUG-2018	CHECK	30528.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0000107 PERM01 07 18 18	01-AUG-2018	5688.00 USD	USD	Approved	08-AUG-2018	1	01-AUG-2018	CHECK	5688.00 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	9380.00 USD	USD	Approved	03-AUG-2018	1	01-AUG-2018	CHECK	9380.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0000107 PERM01 07 18 18	01-AUG-2018	27360.00 USD	USD	Approved	08-AUG-2018	1	01-AUG-2018	CHECK	27360.00 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	45792.00 USD	USD	Approved	03-AUG-2018	1	01-AUG-2018	CHECK	45792.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	77760.00 USD	USD	Approved	03-AUG-2018	1	01-AUG-2018	CHECK	77760.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0000107 PERM01 07 18 18	01-AUG-2018	51840.00 USD	USD	Approved	06-AUG-2018	1	01-AUG-2018	CHECK	51840.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	2680.00 USD	USD	Approved	08-AUG-2018	1	01-AUG-2018	CHECK	2680.00 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	8640.00 USD	USD	Approved	08-AUG-2018	1	01-AUG-2018	CHECK	8640.00 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0000108 PERM01 07 18 18	01-AUG-2018	6636.00 USD	USD	Approved	03-AUG-2018	1	01-AUG-2018	CHECK	6636.00 USD	USD	015888812575	14-AUG-2018	015888812575	07-AUG-2018
015888812575	015888812575	0178 PERM01 07 18 18	09-AUG-2018	11520.00 USD	USD	Approved	13-AUG-2018	1	24-JUL-2018	CHECK	11520.00 USD	USD	015888812575		015888812575	14-AUG-2018
015888812575	015888812575	0178 PERM01 07 18 18	09-AUG-2018	7584.00 USD	USD	Approved	09-AUG-2018	1	24-JUL-2018	CHECK	7584.00 USD	USD	015888812575		015888812575	14-AUG-2018

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