

**GRUBHUB** seamless

CORPORATE ACCOUNTS



# Invoicing on Grubhub

Learn about saving time and money with invoicing in your new Grubhub/Seamless account



# Accessing your invoices

## How does invoicing work in my Grubhub/Seamless account?

A receipt is created for each order you or your employees place on Grubhub. This receipt is emailed to the person who placed the order. It's also accessible in the **Order History** tab in the **Admin Portal**.

Your corporate account is paid through invoices, rather than individual orders or receipts.

By accessing the Admin Portal, you can view everything related to your invoices. This helps you stay organized and avoid any fees from late payments.

You can easily access your invoices through the **Billing** tab in your Admin Portal. Simply click **Invoices** to view all your invoices. You can see the Invoice Number, Period, Total, Amount Owed, and Due Date. You can also download each in CSV and PDF form.

GRUBHUB							<a href="#">Create a new order</a>	<a href="#">Client Setup Home</a>
<a href="#">Account Home</a>	<a href="#">Employees &amp; Groups</a>	<a href="#">Ordering permissions</a>	<a href="#">Orders</a>	<a href="#">Billing</a>	<a href="#">Company details</a>			
Invoices								
<a href="#">Admin home</a>								
Invoices								
Invoice Number	Invoice Period	Total	You Owe	Due Date	Download			
DCVNTH-53	12/01/19 - 12/31/19	\$444.82	\$444.82	02/14/20	<a href="#">CSV</a>	<a href="#">PDF</a>		
DCVNTH-52	11/01/19 - 11/30/19	\$447.90	\$447.90	01/14/20	<a href="#">CSV</a>	<a href="#">PDF</a>		
DCVNTH-51	09/30/19 - 10/31/19	\$1,145.72	\$1,145.72	12/15/19	<a href="#">CSV</a>	<a href="#">PDF</a>		



# Setting invoice recipients

You can now send invoices directly to designated invoice recipients from our platform. Set this up by selecting **Invoice Recipients** in **Billing** in your Admin Portal.

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## Invoice Recipients

[Admin home](#) > [Settings](#)

### Add a new invoice recipient

The following recipients will be emailed all invoice-related emails for this company.

First name *	Last name *	Email *	Direct phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="( ) - _ -"/>



**What's new with invoicing on my account?**



## Invoicing cadence

Paying your invoices on time is easy. You can:

- Work with your CSM to set the frequency you would like to be invoiced: weekly, bi-weekly, or monthly. This means the invoices you access will include orders per week, per two weeks, or per month.
- Receive emailed PDF summaries (sent to designated invoice recipients) at this frequency.
- Access detailed CSV reports from your Admin Portal to provide any supporting documents to the PDF summary.



# ★ CSV report:

Download a detailed invoice by clicking **Invoices** under the **Billing** tab in your Admin Tool. This CSV report includes Order Number, Orderer Name, Vendor, Product Total, Fees, Expense Codes, Comments, and more.

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## Invoices

[Admin home](#)

Invoice Number	Invoice Period	Total	You Owe	Due Date	Download
DCVNTH-53	12/01/19 - 12/31/19	\$444.82	\$444.82	02/14/20	<a href="#">CSV</a> <a href="#">PDF</a>
DCVNTH-52	11/01/19 - 11/30/19	\$447.90	\$447.90	01/14/20	<a href="#">CSV</a> <a href="#">PDF</a>
DCVNTH-51	09/30/19 - 10/31/19	\$1,145.72	\$1,145.72	12/15/19	<a href="#">CSV</a> <a href="#">PDF</a>
DCVNTH-50	09/23/19 - 09/29/19	\$394.86	\$394.86	10/14/19	<a href="#">CSV</a> <a href="#">PDF</a>

Click the **'CSV'** or **'PDF'** links on the invoice you would like to download.

invoice	invoiceLin	lineOfCr	transact	order	invoice	orderNum	orderTime	orderDeliver	firm	transactionId	firstN	lastN	vendorName	budget/	otherPa	grand	productTot	taxAm	tip	delive	Expense	expenseC	cate	expense
20191	24.2	23.96	0.24	Meal	DCVNTH	66850961	2019-11-01	1	2019-11-01	1	DCVI	8bb58e83-e4fa-4dd4-	Krishn Madh Taco Bell Tr	999	0	23.96	12.51	1.91	3.5	3.99	12345	Team Lunch		
20191	18.73	18.54	0.19	Meal	DCVNTH	30190963	2019-11-03	0	2019-11-03	0	DCVI	03473adf-bdd3-412c-	Krishn Madh Taco Bell 1	100	0	18.54	14.19	1.26	3.0	0	67891			
20191	54.73	54.19	0.54	Meal	DCVNTH	54320964	2019-11-04	0	2019-11-04	0	DCVI	7b5fcdac-bfbc-488e-4	Zohail Zama Bluth's Bar	999	0	54.19	34.86	3.97	8.5	0	12345			
20191	52.92	52.4	0.52	Meal	DCVNTH	54320964	2019-11-04	1	2019-11-04	1	DCVI	08df48e6-1ef2-46d2-f	Aless Marra DSINGH-TE	999	0	52.4	31.96	4.13	7.5	3	67891			
20191	28.56	25.96	2.6	Meal	DCVNTH	67090966	2019-11-06	1	2019-11-06	1	DCVI	c598f9b3-85e8-4c5f-t	Anjani Thirur Bluth's Bar	999	0	25.96	14.79	1.88	4.5	0	12345	Traveling		
20191	59.61	54.19	5.42	Meal	DCVNTH	88580966	2019-11-06	1	2019-11-06	1	DCVI	23e3db29-8ec7-4d42-	Zohail Zama Bluth's Bar	999	0	54.19	34.86	3.97	8.5	0	67891			
20191	6.9	6.27	0.63	Meal	DCVNTH	75110971	2019-11-11	1	2019-11-11	1	DCVI	2c8571e2-53cf-4caa-	Anjani Thirur Bluth's Bar	999	1.17	7.44	3.33	0.44	1.2	0	12345	Team Lunch		
20191	8.59	7.81	0.78	Meal	DCVNTH	58020973	2019-11-13	1	2019-11-13	1	DCVI	943e5979-f17b-4ef0-4	Anjani Thirur Bluth's Bar	999	0	7.81	3.33	0.57	1.5	0	67891	Team Lunch		
20191	46.11	41.92	4.19	Meal	DCVNTH	29330973	2019-11-13	1	2019-11-13	1	DCVI	f3094b44-380f-4e44-4	Krishn Madh Test GHD F	999	0	41.92	27.45	2.75	6.5	4.73	12345			
20191	90.43	82.21	8.22	Meal	DCVNTH	90550978	2019-11-18	1	2019-11-18	1	DCVI	e01dc312-3b3c-4b6f-	Krishn Madh Hummus &	999	3	85.21	78.35	6.86	0	0	67891			
20191	28.56	25.96	2.6	Meal	DCVNTH	55210979	2019-11-18	1	2019-11-18	1	DCVI	803bf20a-d677-4e30-	Anjani Thirur Bluth's Bar	999	0	25.96	14.79	1.88	4.5	0	12345			
20191	28.56	25.96	2.6	Meal	DCVNTH	87050979	2019-11-19	0	2019-11-19	0	DCVI	24512210-304f-4768-	Anjani Thirur Bluth's Bar	999	0	25.96	14.79	1.88	4.5	0	67891			





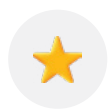
## My company needs more information than the PDF Summary or the CSV report.

No problem! You can view the Company Order History (COH) for a more detailed receipt. Note: this tab contains receipts per order, rather than invoices for all orders for a specified amount of time.

Do this by clicking **Order History** under **Orders** on the Group Admin Tool.

You will see a list of orders with the Orderer Name, Total, Order Type, Department, Location, Expense Code, and Vendor (Restaurant). Access a detailed receipt for each order by clicking the receipt icon on the right of any order.

Delivery date ↓	Name ↕	Total	Order type	Department	Location	Expense code ↕	Restaurant ↕
Wed, Jan 15 at 11:38am	Krishna-Ma... 1	\$ 34.06	Regular	Unassigned			Two Italians Deli and Pi...
Fri, Jan 3 at 5:21pm	Krishna-Ma... 1	\$ 108.85	Regular	Unassigned			Hummus & Pita Co.
Dec 26 2019 at 8:20pm	anjana tk 1	\$ 16.13	Regular	Unassigned			Bluth's Banana Stand
Dec 17 2019 at 12:00pm	Dave H Jay... 1	\$ 98.73	Regular	Unassigned		123	Grubhub Candy Bar (R...
Dec 9 2019 at 3:50pm	Dave JayEig... 1	\$ 73.57	Regular	Unassigned		456	Grubhub Candy Bar (R...



## Streamline operations

No matter what your company's departments are looking for, you can find it on your Admin Portal. This eliminates the need to email PDF receipts to several departments. If Accounts Payable or Accounting need a copy of a receipt, they can retrieve it from the admin portal.

# Questions?

Set up a call with your Client Success Manager to brainstorm how we can help make invoicing more streamlined and efficient for your team.