

Heartland Hub: Billing

- Invoices will be emailed to the billing contact(s) at your program and posted to Heartland Hub the morning of delivery/pick-up.
- Statements can be generated in Heartland Hub by your program at the end of each month.
- Invoices/Statements may be paid by credit/debit card or ACH on Heartland Hub, or by check to Second Harvest Heartland.
- If you would like access to pay invoices/statements at the Agency level, for all your program accounts please contact [Agency Customer Service](#).

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Go to [Heartland Hub](#)

- Click on the hyperlink above, or here: <https://heartlandhub.2harvest.org>

Select Program Account

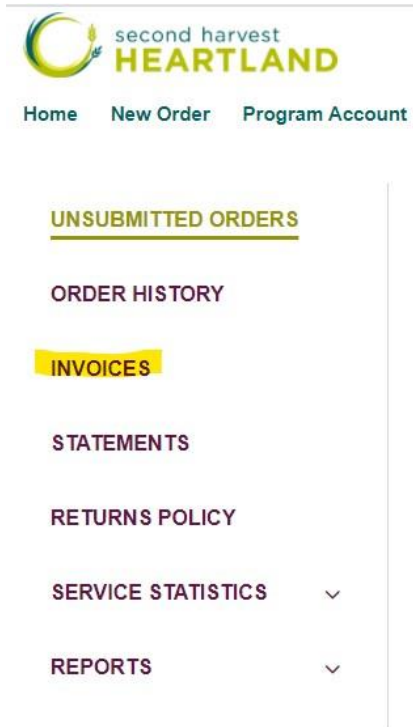
After [logging in](#) select, the program from the drop-down menu on the upper right-hand side.

After selecting the program, click on Program Account.



Invoices

To view/pay invoices click on the invoices section on the left-hand side of the screen.



View/Pay Invoice

After clicking on the invoice section of Heartland Hub you will see all invoices for your selected program.

Invoices

Open Paid in Full

Show All   By Due Date 

	Date	Amount	Due date
Invoice #INV109	3/2/2022	\$486.21	

- Click “Open” to see all unpaid invoices for your program.
- Click “Paid in Full” to see all paid invoices for your program.
 - Please note, your invoice history in Heartland Hub begins with the conversion in April 2022.
 - If you require invoices from any previous month/year please reach out to [Agency Customer Service](#).

To view detail and/or pay an invoice click on the invoice number (e.g., #INV109).

On the invoice screen you will see all items received on the order.

- Please reach out to [Agency Customer Service](#) within 3 business days of your delivery to report and receive credit for any missing or damaged items.

Invoice #INV109

31 Items

Print/Pay Invoice

Agency Name: ABC Food Shelf
Agency Number:
Invoice Date: 3/2/2022
Created from: **Purchase #SO279**
Due Date: N/A
Status: Open

Subtotal: \$486.21
Shipping: \$0.00
Amount Due: \$486.21

Item #	Item Description	Weight	Quantity	Unit Price	Total
300030	VENISON various	10.00	10	\$0.00	\$0.00
110	110	0	20	\$22.31	\$446.21
259	259	0	1	\$40.00	\$40.00

Billing

ABC Food Shelf
123 Main St
City Minnesota 55116
United States

Terms:
N/A

Click **Print/Pay Invoice** to print or pay the invoice via credit/debit card or ACH.

- This will generate a PDF invoice that you can also print.

Invoice #INV109

31 Items

[Print/Pay Invoice](#)

Agency Name: ABC Food Shelf
Agency Number:
Invoice Date: 3/2/2022
Created from: **Purchase #SO279**
Due Date: N/A
Status: Open

Subtotal: \$486.21
Shipping: \$0.00
Amount Due: \$486.21

On the final page of the PDF there is a “click to pay now” button that you can click to pay the invoice via credit/debit card or direct bank deposit (ACH).



AGENCY INVOICE

Page: 2



After clicking “click to pay now” you will be brought to the payment portal.

Here you will see a summary of the items/applicable delivery fees on the invoice and the total.

ABC Food Shelf
123 Main St
City MN 55116

ABC Food Shelf
test@2harvest.org

Item	Qty	Price	Total
	10	\$0.00	\$0.00
PUR: Spaghetti Sauce, Low Sodium	20	\$22.31	\$446.21
	1	\$40.00	\$40.00
		SubTotal:	\$486.21
		Tax:	\$0.00
		Total: \$	486.21

Payment Amount: **\$486.21**

You can select to pay via credit/debit card or ACH.

Credit/Debit Card Payment

Payment Method

*Card Number

*Expiration Date

*CVV

Billing Address

*First Name:

*Last Name:

*Address:

*City:

*State/Province:

*Postal Code:

*Country:

Afghanistan

Submit

ACH Payment

Payment Method

*Bank Account #

*Bank Routing #

Billing Address

*First Name:

*Last Name:

*Address:

*City:

*State/Province:

*Postal Code:

*Country:

Afghanistan

By clicking Submit and authorizing this transaction, customer agrees that merchant may convert this transaction into an Electronic Funds Transfer (EFT) via ACH transaction and to debit this bank account for the amount specified. Additionally, in the event this EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or ACH. In the event you choose to revoke this authorization, please do so by contacting the merchant directly. Please note that processing times may not allow for revocation of this authorization.

Submit

Monthly Statements

To generate/pay statements click on the statements section on the left-hand side of the screen.



[Home](#) [New Order](#) [Program Account](#)

UNSUBMITTED ORDERS

ORDER HISTORY

INVOICES

STATEMENTS

RETURNS POLICY

SERVICE STATISTICS ∨

REPORTS ∨

View/Pay Statement

Print a Statement

Required *

Statement date *

Start date (optional)

- Print in customer's locale
- Show only Open Transactions
- Consolidated Statement

Download as PDF

Email

To view/print/pay a statement enter the last day of the month you wish to view in the statement date field.

- E.g., To view the statement for March 2022, enter March 31, 2022, in the statement date field.

Your statement will include all invoices and credits for the month selected, as well as any unpaid invoices from prior months.

- Select “Show only open transactions” if you only wish to include UNPAID invoices in your statement.

Click “Download as PDF” to continue to the payment portal or to download the statement for saving/printing.

On the final page of the PDF there is a “click to pay now” button that you can click to pay the statement or select invoices on the statement via credit/debit card or direct bank deposit (ACH).



Second Harvest Heartland
 7101 Winnetka Ave N
 Brooklyn Park MN 55428
 United States

Statement

3/31/2022

Billing Address
 ABC Food Shelf
 123 Main St
 City MN 55116
 United States

					Amount Due
					\$486.21

Date	Description	Charge	Payment	Balance
3/2/2022	Invoice #INV109	\$486.21		\$486.21

Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	Amount Due
\$0.00	\$486.21	\$0.00	\$0.00	\$0.00	\$486.21



After clicking “click to pay now” you will be brought to the payment portal.

Here you will see a summary of invoices during the selected month, as well as any unpaid invoices from previous months.



ABC Food Shelf

test@2harvest.org


[View](#)

<input type="checkbox"/> Invoice #INV109	\$486.21
Total Payment	\$0.00

Payment

Payment Method

To view more detail about any of the invoices click the + button next to view:


 View

<input type="checkbox"/> Invoice #INV147	\$88.13
Total Payment	\$88.13

Payment

Payment Method _____

To pay invoices from the statement check the box next to each invoice you would like to pay:

 View

<input checked="" type="checkbox"/> Invoice #INV147	\$88.13
Total Payment	\$88.13

Payment

Payment Method _____

As invoices are selected for payment the "total payment" amount will reflect the payment amount.

You can select to pay via credit/debit card or ACH.

Credit/Debit Card Payment

Payment Method

Credit Card

*Card Number

*Expiration Date

01

2022

*CVV

Billing Address

*First Name:

*Last Name:

*Address:

*City:

*State/Province:

*Postal Code:

*Country:

ACH Payment

Payment Method

Personal Bank Account (ACH)

*Bank Account #

*Bank Routing #

Billing Address

*First Name:

*Last Name:

*Address:

*City:

*State/Province:

*Postal Code:

*Country:

By clicking Submit and authorizing this transaction, customer agrees that merchant may convert this transaction into an Electronic Funds Transfer (EFT) via ACH transaction and to debit this bank account for the amount specified.
Additionally, in the event this EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or ACH.
In the event you choose to revoke this authorization, please do so by contacting the merchant directly.
Please note that processing times may not allow for revocation of this authorization.