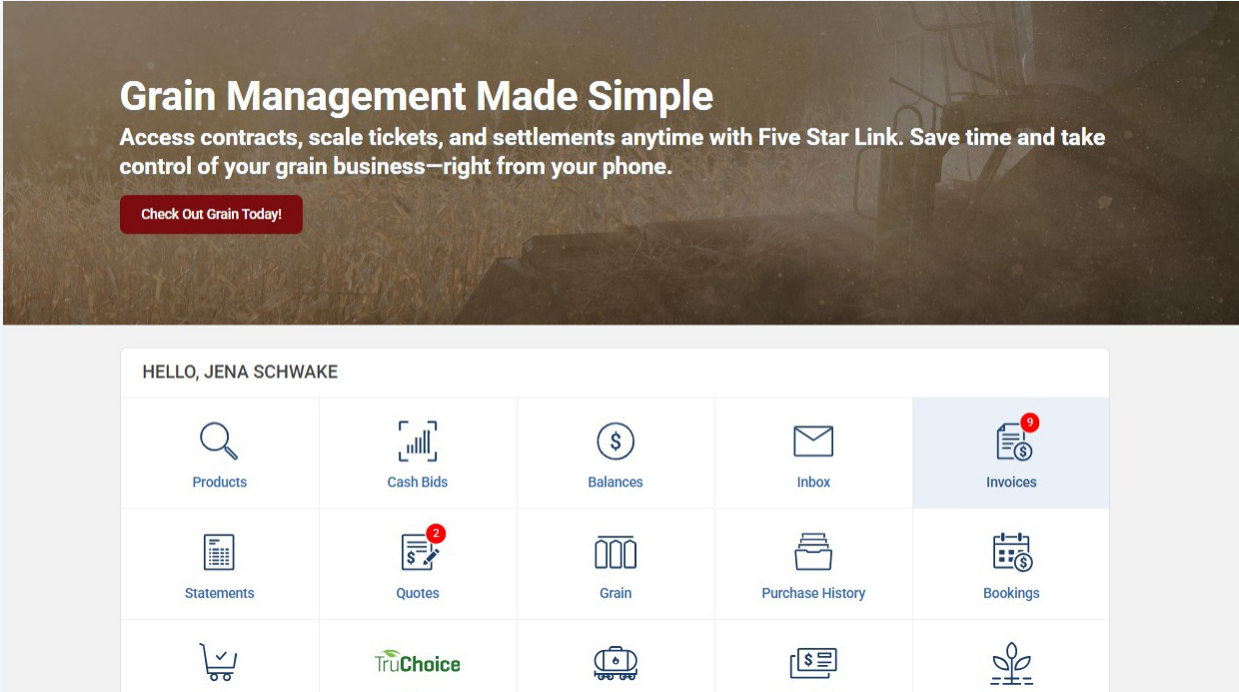


# How to access and export feed purchase history



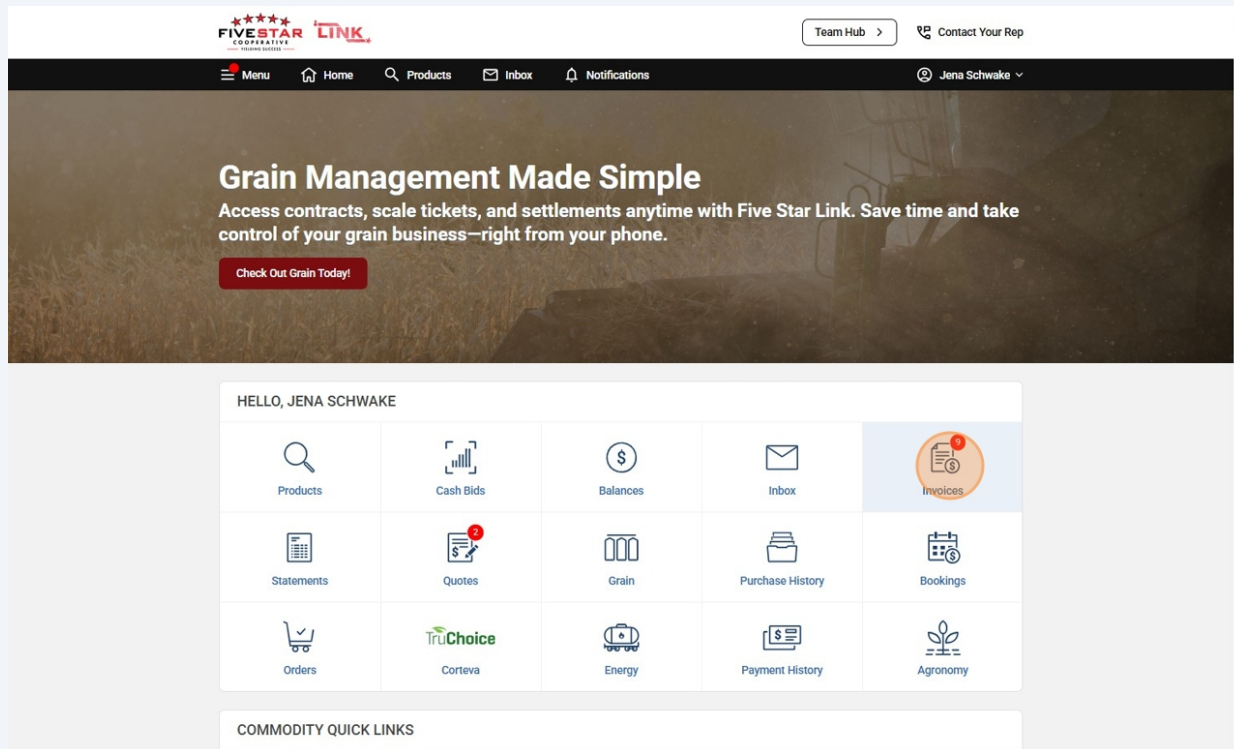
1    Navigate to <https://www.fivestarlink.com/>



2

Navigate to <https://www.fivestarlink.com/> or access the Five Star Link mobile app.

Click the "Invoices" tile or select it from the main menu.



### 3 All invoices for all products will be listed on this screen.

The screenshot shows the 'Invoices' section of the FIVE STAR LINK portal. At the top, there's a navigation bar with 'Menu', 'Home', 'Products', 'Inbox', and 'Notifications'. Below this, the 'Invoices' title is followed by a dropdown menu set to 'All accounts'. A search bar is located on the right. Below the search bar, there are filters for 'All time' and a summary of invoice statuses: 'All Invoices' (selected), 'Unpaid (9) \$15,266.86', 'Past Due (0) \$0.00', 'Deferred (0) \$0.00', and 'Invoice Credit (0) \$0.00'. The main table lists invoices with columns for Invoice, Account, Description, Invoice Date, Due Date, Charges, and Balance. The first three invoices are highlighted with orange circles: 1238283 (CL Premium Diesel Delivered), 1238282 (Fieldmaster Dyed Delivered), and 1238169 (65 /NO DDGS PHY 200-250# 222...).

| Invoice | Account | Description                     | Invoice Date | Due Date   | Charges    | Balance      |
|---------|---------|---------------------------------|--------------|------------|------------|--------------|
| 1238283 |         | CL Premium Diesel Delivered     | 10/01/2025   | 11/15/2025 | \$1,280.20 | \$1,280.20   |
| 1238282 |         | Fieldmaster Dyed Delivered      | 10/01/2025   | 11/15/2025 | \$4,874.85 | \$4,874.85   |
| 1238169 |         | 65 /NO DDGS PHY 200-250# 222... | 10/01/2025   | 11/15/2025 | \$469.46   | Paid in Full |
| 1238168 |         | 120+/NO DDGS PHY                | 10/01/2025   | 11/15/2025 | \$409.69   | Paid in Full |
| 1238167 |         | 85/NO DDGS 120-150#             | 10/01/2025   | 11/15/2025 | \$929.89   | Paid in Full |

### 4 Enter the desired group number into the Search field. The group number can typically be found in the description column.

The screenshot shows the 'Invoices' section of the FIVE STAR LINK portal with a search filter applied. The search bar contains the text '250630'. The summary of invoice statuses is updated: 'All Invoices' (selected), 'Unpaid (0) \$0.00', 'Past Due (0) \$0.00', 'Deferred (0) \$0.00', and 'Invoice Credit (0) \$0.00'. The main table lists invoices with columns for Invoice, Account, Description, Invoice Date, Due Date, Charges, and Balance. The first three invoices are highlighted with orange circles: 1235219 (95/NO DDGS 90-120# PFTK 250630), 1234540 (105/NO DDGS 60-90#), and 1234539 (95/NO DDGS 90-120#).

| Invoice | Account | Description                    | Invoice Date | Due Date   | Charges    | Balance      |
|---------|---------|--------------------------------|--------------|------------|------------|--------------|
| 1235219 |         | 95/NO DDGS 90-120# PFTK 250630 | 08/28/2025   | 09/15/2025 | \$3,195.96 | Paid in Full |
| 1234540 |         | 105/NO DDGS 60-90#             | 08/21/2025   | 09/15/2025 | \$786.43   | Paid in Full |
| 1234539 |         | 95/NO DDGS 90-120#             | 08/21/2025   | 09/15/2025 | \$715.32   | Paid in Full |
| 1233495 |         | 105/NO DDGS 60-90#             | 08/11/2025   | 09/15/2025 | \$2,352.23 | Paid in Full |

5

Check the box next to the "Invoice" header to select all invoices associated with that group number.

The screenshot shows the FIVE STAR COOPERATIVE LINK portal. The top navigation bar includes links for Menu, Home, Products, Inbox, and Notifications. The user is logged in as Jena Schwake. The main section is titled "Invoices" and shows a list of invoices. The "Invoice" header checkbox is highlighted with an orange circle.

| Invoice                          | Account | Description                       | Invoice Date | Due Date   | Charges    | Balance      |
|----------------------------------|---------|-----------------------------------|--------------|------------|------------|--------------|
| <input type="checkbox"/> 1235219 |         | 95/NO DDGS 90-120#<br>PFTK 250630 | 08/28/2025   | 09/15/2025 | \$3,195.96 | Paid in Full |
| <input type="checkbox"/> 1234540 |         | 105/NO DDGS 60-90#                | 08/21/2025   | 09/15/2025 | \$786.43   | Paid in Full |
| <input type="checkbox"/> 1234539 |         | 95/NO DDGS 90-120#                | 08/21/2025   | 09/15/2025 | \$715.32   | Paid in Full |
| <input type="checkbox"/> 1233495 |         | 105/NO DDGS 60-90#                | 08/11/2025   | 09/15/2025 | \$2,352.23 | Paid in Full |

6

Click "Download" and choose "Download Excel". The Excel document will download to your device.

The screenshot shows the FIVE STAR COOPERATIVE LINK portal. The top navigation bar includes links for Menu, Home, Products, Inbox, and Notifications. The user is logged in as Jena Schwake. The main section is titled "Invoices" and shows a list of invoices. The "Download" button is highlighted with an orange circle, and the "Download Excel" option is selected in the dropdown menu.

Buttons: ☒ All 9 invoices selected, Print, Download, Make a Payment

| Invoice                                     | Account        | Description                                      | Invoice Date | Due Date   | Charges    | Balance      |
|---------------------------------------------|----------------|--------------------------------------------------|--------------|------------|------------|--------------|
| <input checked="" type="checkbox"/> 1235219 | Poppe Farms TK | 95/NO DDGS 90-120#<br>PFTK 250630<br>POPPE FARMS | 08/28/2025   | 09/15/2025 | \$3,195.96 | Paid in Full |
| <input checked="" type="checkbox"/> 1234540 | Poppe Farms TK | 105/NO DDGS 60-90#<br>PFTK 250630<br>POPPE FARMS | 08/21/2025   | 09/15/2025 | \$786.43   | Paid in Full |