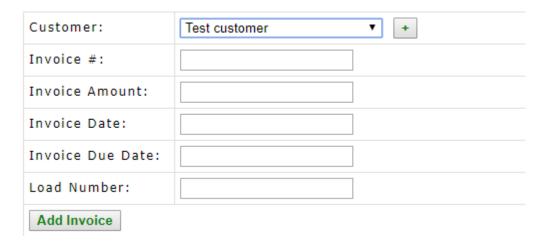
Client Portal Clicks to know: From Your *Computer*

• <u>Invoice Entry</u>: Select the "Invoice Entry" option in the menu items on the left of the page to submit new invoices.

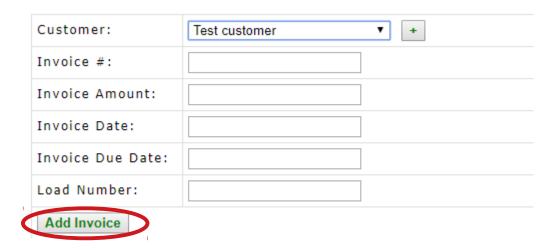


Main Menu

• Click the customer drop down arrow to select a customer, type in invoice number, invoice amount, invoice date, date due per agreement (your agreed upon pay terms), and load number.



• Then click the "Add invoice" button.



• Once the invoice is added, the added invoice will display directly under the "Invoice Entry" form as seen below. To add supporting documents, click the paperclip icon to the right of the invoice entry.

| Invoice Date | Invoice Due Date | |
|--------------|------------------|------------|
| 01/21/2019 | 03/21/2019 | Ø × |

• Select the "Choose File" button to add required paperwork such as: invoices, Bill of Lading, Rate confirmation, and any other supporting documents you may have. You are required to name each file or document you upload.



• Type in the description of each document or file you are uploading and select the "Upload File" button. You may upload each document separate or as one file with several pages. **Your choice!** Any file you upload will populate under the upload file button.

| Your document has been attached successfully! | | | | | | |
|--|----------------------------|--|--|--|--|--|
| Upload New Attachment | | | | | | |
| Please enter a file description, select a file by clicking on 'Browse' | | | | | | |
| Description: | INV | | | | | |
| Select File: | Choose File No file chosen | | | | | |
| Upload File Back | k to Invoice Entry | | | | | |

• You will see a successfully attached notification at the top of the page when done. You may upload each document separate or as one file with several pages. Any file you upload will populate under the upload file button.



• When all required documents have been uploaded, click the "Back to Invoice Entry" button. This takes you back to the original Invoice Entry screen. You will see your invoice entry you submitted, but notice the document or documents you uploaded are now numbered by the paperclip icon on the right side of the invoice entry.



• Next, simply click the "Submit Invoices" button on the left side of the invoice entry.

| Submit | Customer | Invoice # |
|----------------------|-------------------------------|-----------|
| • | Test customer | 123 |
| Submit Invoices Impo | ort Invoices from Spreadsheet | |

Boom, you have successfully submitted your invoice/ invoices to Eagle Capital Corporation!

• Below is an example of what a successfully submitted invoice looks like:

Below are invoices that you have submitted, but have not been accepted by the Factor yet.

| Status | Customer | Invoice # | Amount |
|----------|---------------|-----------------------|------------|
| Pending | Test customer | 123 | \$1,000.00 |
| Lord Nov | | in Data Jawaisa Dua F | |

| Load Number | Invoice Date | Invoice Due Date | |
|-------------|--------------|------------------|------------|
| 456 | 01/22/2019 | 02/21/2019 | ∞ × |