

Client Portal Clicks to know: From Your Computer

- **Invoice Entry:** Select the “Invoice Entry” option in the menu items on the left of the page to submit new invoices.


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- 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.

Customer:	<input type="text" value="Test customer"/> ▼ <input type="button" value="+"/>
Invoice #:	<input type="text"/>
Invoice Amount:	<input type="text"/>
Invoice Date:	<input type="text"/>
Invoice Due Date:	<input type="text"/>
Load Number:	<input type="text"/>
<input type="button" value="Add Invoice"/>	

- Then click the “Add invoice” button.

Customer:	Test customer	
Invoice #:	<input type="text"/>	
Invoice Amount:	<input type="text"/>	
Invoice Date:	<input type="text"/>	
Invoice Due Date:	<input type="text"/>	
Load Number:	<input type="text"/>	
Add Invoice		

- 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	 

- 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.

Description:	<input type="text"/>
Select File:	Choose File No file chosen
Upload File	Back to Invoice Entry

- 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:

Select File: No file chosen

- 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.

Document Description
INV

- 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.

Document Description
INV

Load Number	Invoice Date	Invoice Due Date	
456	01/21/2019	03/21/2019	

- Next, simply click the “Submit Invoices” button on the left side of the invoice entry.

Submit	Customer	Invoice #
<input checked="" type="checkbox"/>	Test customer	123

Submit Invoices

Import 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

Load Number	Invoice Date	Invoice Due Date	
456	01/22/2019	02/21/2019	