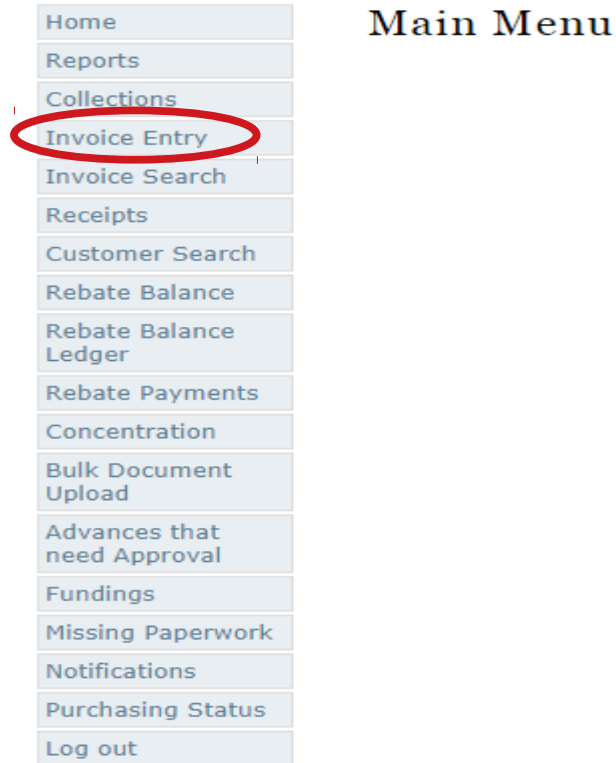
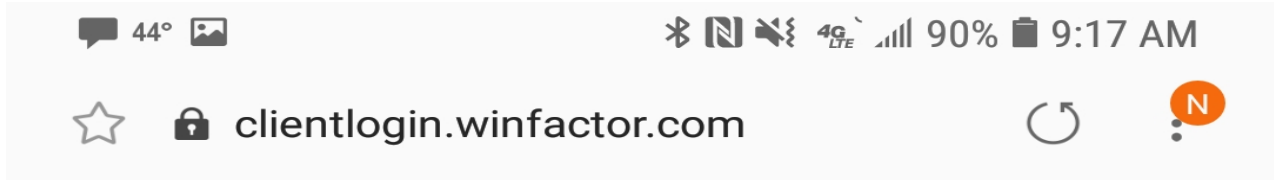


**Client Portal Clicks to know:**  
**From your Smart Phone on Full Website**

- **Invoice Entry**: Select the “Invoice Entry” option in the menu items.



- At the top of the page select your customer from the customer drop down arrow. Select Done when you've finished selecting your customer.



Logged in as **Ayala, Lareli Doroteo dba LJ Trucking** (log out)

- Home
- Reports
- Collections
- Invoice Entry
- Invoice Search
- Receipts
- Customer Search
- Rebate Balance
- Rebate Balance Ledger
- Rebate Payments
- Concentration
- Bulk Document Upload
- Advances that need Approval
- Fundings
- Missing Paperwork
- Notifications
- Purchasing Status
- Log out

## Invoice Entry

Below, you can either add an invoice into the system, add a new customer, or import invoices from a [properly formatted spreadsheet](#).

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"/>		

Submit	Customer	Invoice #	Amount	Load Number	Invoice Date	Invoice Due Date	
<input checked="" type="checkbox"/>	Test customer	123	\$1,000.00	456	01/21/2019	03/21/2019	
<input checked="" type="checkbox"/>	Test customer	1234	\$1,000.00	4567	01/28/2019	02/27/2019	

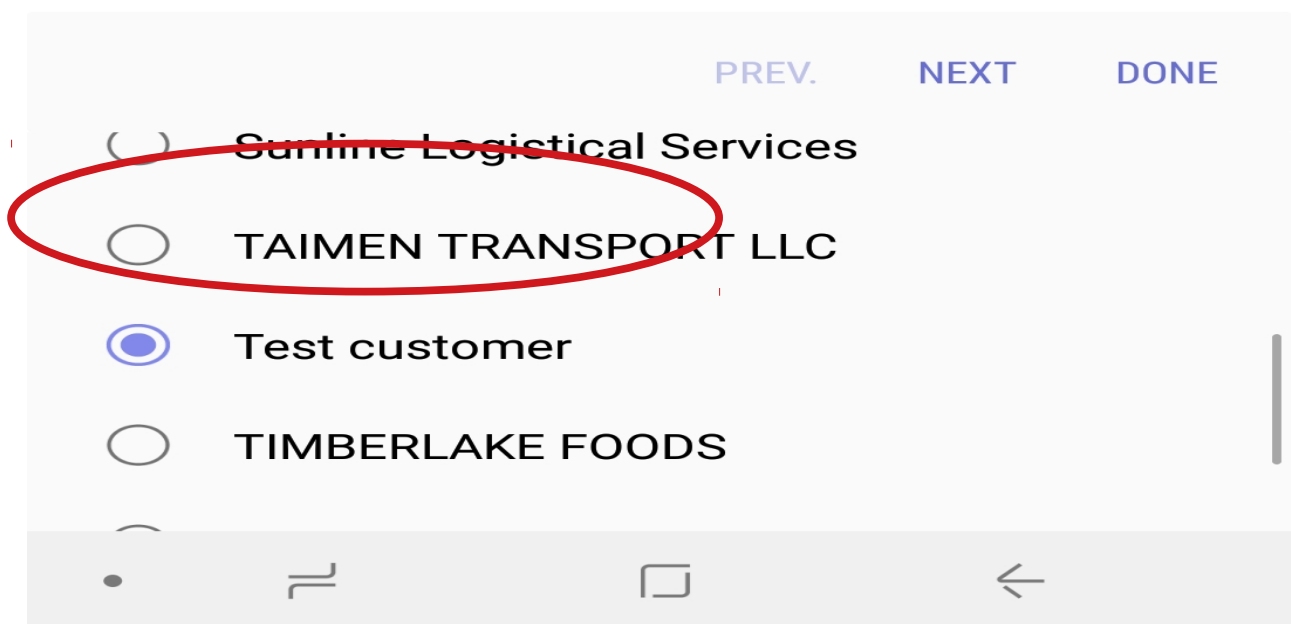
Below are invoices that you have submitted, but have not been accepted by the Factor yet.

- = Delete Invoice
- = Edit Invoice Attachments

powered by WinFactor.com | [Send Us a Suggestion](#)

✖ = Delete Invoice  
✎ = Edit Invoice Attachments


powered by WinFactor.com | Send Us a Suggestion



- Type in invoice number, invoice amount, date of invoice, and due date per agreement terms (your agreed upon pay terms), and the load number. Then click the “Add Invoices” button. You will notice your invoice entry has populated under the add invoices tab.

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"/>	

- Select the paperclip icon on the right side of the entry to attach documents.

Invoice Date	Invoice Due Date	
01/21/2019	03/21/2019	

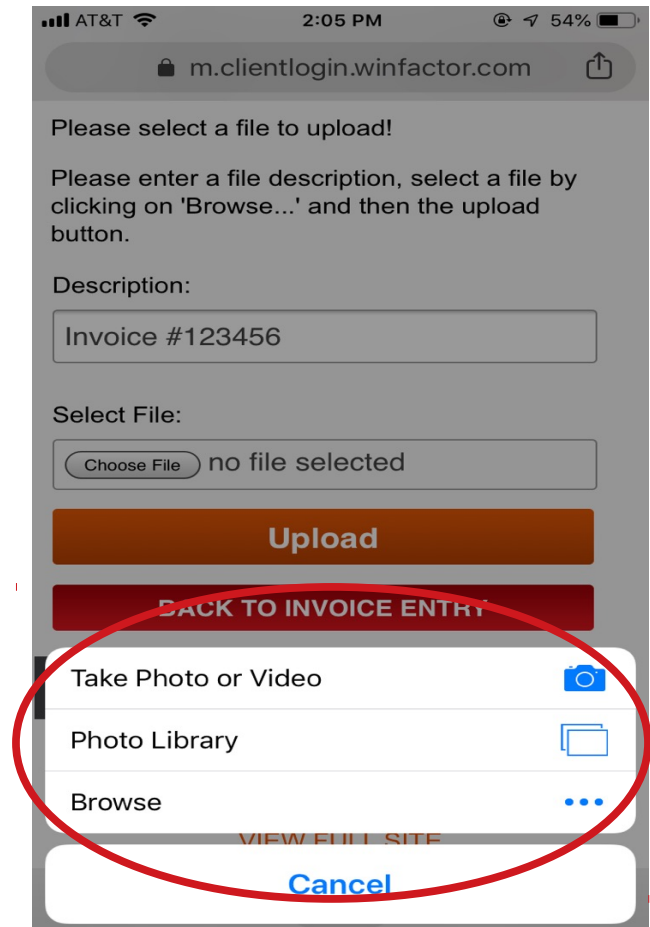
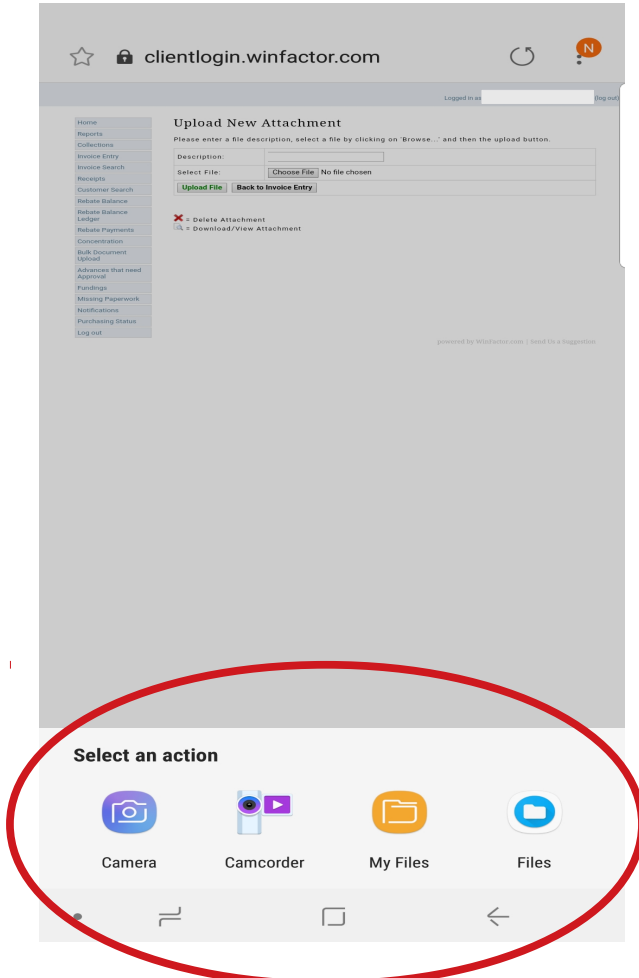
- Then select the “Choose File” button in the “Select File” field. This will give you the option to select your camera to take pictures of your invoices, Bill of Lading, rate confirmation, and any other supporting or required documents.

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

- **For Android:** Please select from your options to take a picture of your documents, or upload your documents from the “My Files” tab. You will only find your documents in the “My Files” tab if you have taken a picture of your documents previously.
- **For iPhone:** Please select from your options to take a picture of your documents, or upload your documents from the “Photo Library” tab. You will only find your documents in the “Photo Library” tab if you have taken pictures of your documents previously.

For Android

For Iphone



- If you choose to take pictures of your documents you will get an immediate look at the picture to confirm it is in focus and centered, (If you can't see it, we can't see it) then select OK on your phone when ready to upload the photo. You will see the picture has been selected in the "Select File" field.

**[Your Company Name]**  
[Address]  
[City, State, Zip Code]  
[Phone Number]

INVOICE	
DATE	INVOICE NUMBER

**BILL TO:**

[Customer Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]

Purchase Order / Load Number: \_\_\_\_\_

QUANTITY	DESCRIPTION	RATE	AMOUNT
<b>TOTAL AMOUNT DUE</b>			

**PLEASE REMIT TO:**

EAGLE CAPITAL CORPORATION  
P.O. BOX 4215  
TUPELO, MS 38803  
800-483-7079  
FAX: 662-842-6218

\*Please call Eagle for Wire/ACH Instructions

**PAY TERMS: NET 30 DAYS**

- In the description box, type the name of the document you are submitting (ex. Invoice, BOL). **You are required to name any documents you submit.** Click the "Upload File" button when you are ready to upload your documents.

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:	<input type="button" value="Choose File"/> <span style="margin-left: 20px;">No file chosen</span>
<input type="button" value="Upload File"/> <span style="margin-left: 20px;"><input type="button" value="Back to Invoice Entry"/></span>	

- Your picture will populate under attachments when attached. Continue same process until all documents for the invoice is attached.
- When all 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 made, but notice the document or documents you uploaded are now numbered by the paperclip icon on the right side of the invoice entry.

Upload File **Back to 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 or 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	