

# Quick Start Guide



## EIPP – Customer Portal

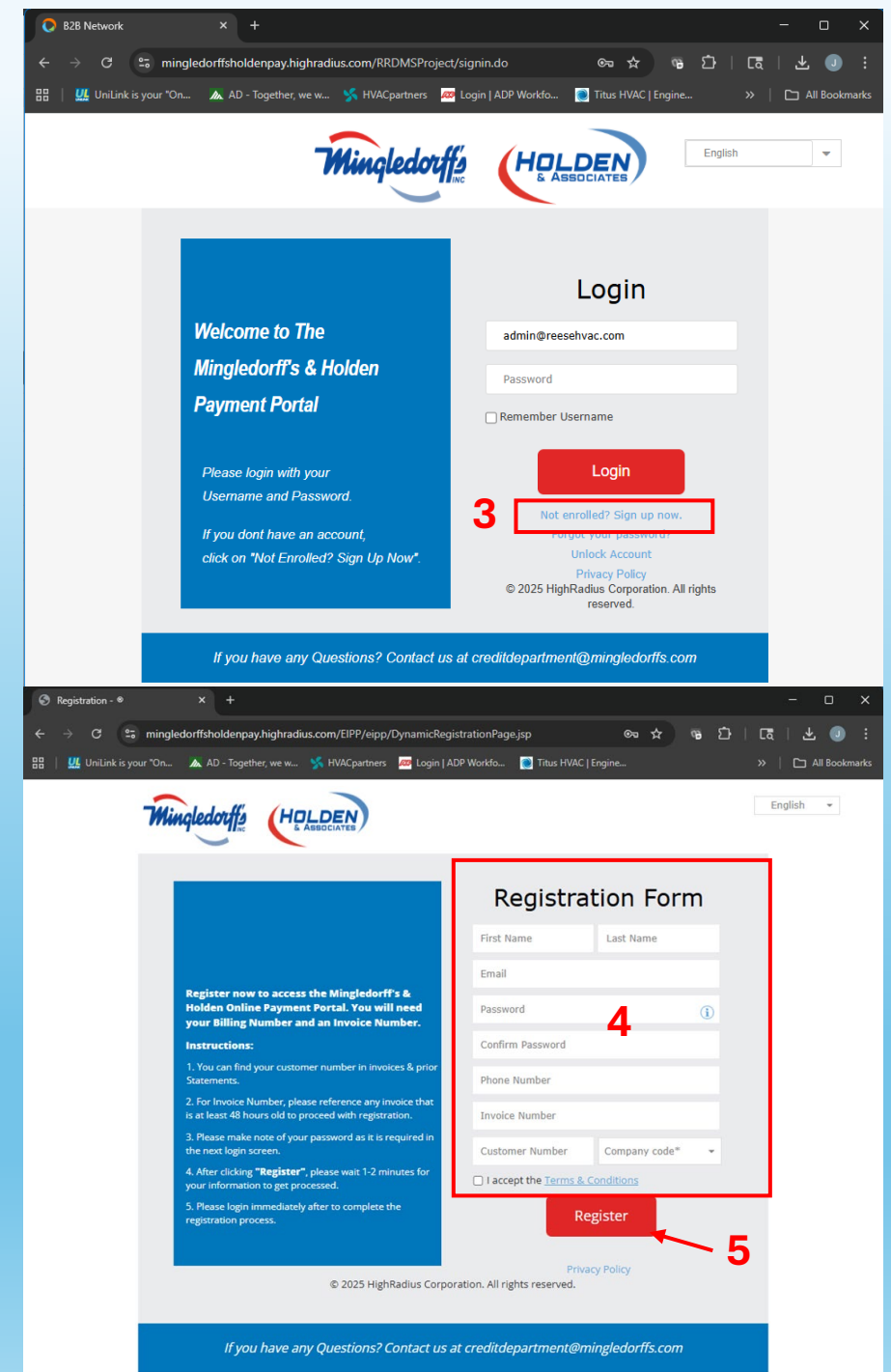
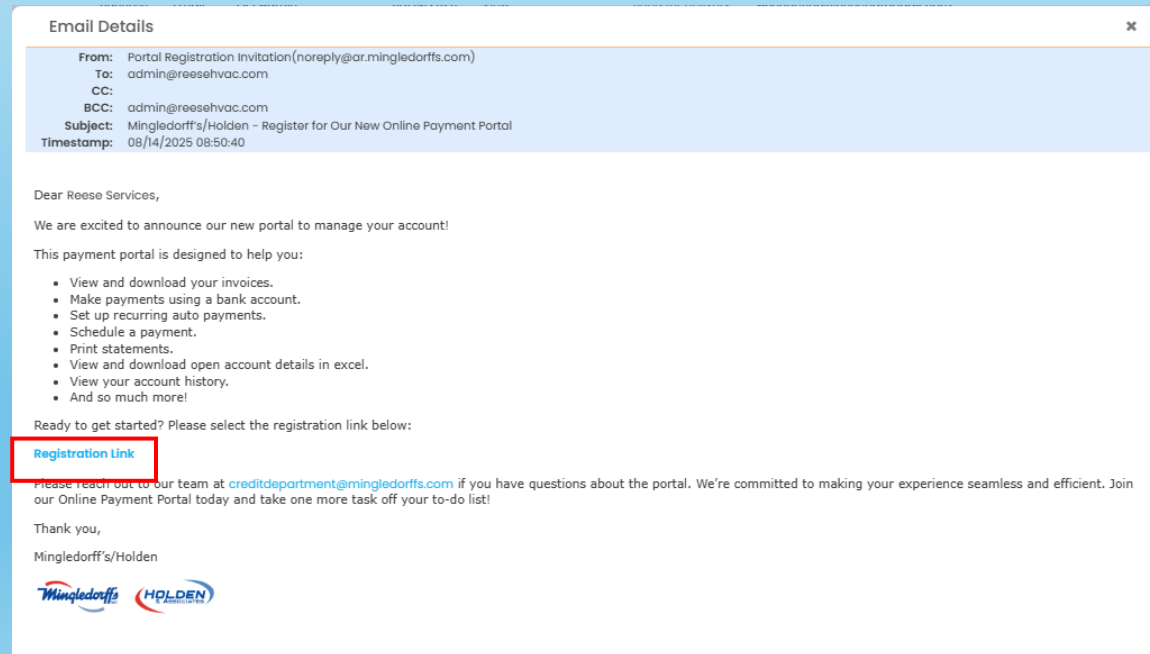
09.08.25

**Customer URL:** <http://mingledorffsholdenpay.highradius.com/>



## Onboarding a Customer

1. Email invite sent to the customer
2. Select the Registration Link
3. Select Sign up Now
4. Fill in the form
5. Select Register
  - ❖ Use the same username and password for all accounts
    - 1000 - Mingledorff's Company Code
    - 2000- Holden & Associates Company Code



# Workboard – Landing Page

## Navigation Buttons

- Workboard
- Open Bills
- Closed Bills
- Administration
- Payment History
- Payment On Account
- Disputes

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Workboard

Customer Details

All Customers

Download Statement

Manage Payments

Setup Autopay on invoices

One-time payment on account

Contact Supplier

Amount Due By Aging Buckets

USD

Payable Amount

400K

300K

200K

100K

0

-100K

Current

1-30 days

61-90 days

91-120 days

120+ days

Last Payment Details

Amount Paid

NA

Date

NA

Number of Bills

NA

Mode

NA

Due Amount

Change Customer

Total Outstanding Amount

Amount Due

USD 283,970.80

Number of Bills

522

Bank

Pay Amount Now

Use this feature to download a statement

User can manage all customer payment methods setup

Quick link to enable/disable auto payment on invoices

Change between company code or accounts

Quick link to pay directly on account

Quick link to contact Mingledorff's/Holden team by email

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## Open Bills – view all open invoices

### Advanced Search – Used to filter data

1. Customer Number
2. Customer Name
3. Company Code
4. Invoice Number
5. Invoice Due Date
6. Invoice Date
7. Invoice Amount
8. Open Amount
9. Payable Amount
10. PO Number
11. Sales Order number
12. Item Text
13. Ship To/Job Account
14. Reference Document Number

### Tool Bar

1. Select/Deselect all invoices to pay
2. Export
3. Save layout view
4. Download/email invoices
5. Pay selected invoices
6. Download/email statements
7. Setup autopay on invoices
8. Dispute an invoice
9. Setup recurring payments – payment plan

Advanced Search

Customer Number:

Customer Name:

Company Code:

Invoice Number:

Invoice Due Date (CST):

Invoice Date (CST):

Invoice Amount:

Open Amount:

Payable Amount:

PO Number:

Sales Order Number:

Item Text:

Ship To/Job Account:

Reference Document Number:

Reset

Clear

Save Filter

Search

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Open Bills

Total Open Amount : 290,116.77 USD Customer: All Customers

Selected Payable Amount: 0.00 (0 Invoice(s) selected)

Please Note: The Company Code 1000 indicates Mingledorff's and 2000 is Holden

Select filter to search...

Advanced Search

Select All/Deselect All

Export

Save Layout

Invoices

Pay Selected Bills

Statements

Setup Autopay on Invoices

Dispute

Recurring Payment on Account

|                          | Company Code | Customer Number | Ship To/Job Account | Customer Name | Invoice Date | Invoice Due Date | Invoice Number | Sales Order Number | PO Number | Item Text | Reference Document... | Invoice Amount | Open Amount | Payable Amount | Discount Value | Dispute Amount |
|--------------------------|--------------|-----------------|---------------------|---------------|--------------|------------------|----------------|--------------------|-----------|-----------|-----------------------|----------------|-------------|----------------|----------------|----------------|
| <input type="checkbox"/> | 2000         |                 |                     |               |              |                  |                |                    |           |           |                       | 912.59         | 912.59      | 912.59         | 0.00           |                |
| <input type="checkbox"/> | 2000         |                 |                     |               |              |                  |                |                    |           |           |                       | 1,444.50       | 1,444.50    | 1,444.50       | 0.00           |                |
| <input type="checkbox"/> | 2000         |                 |                     |               |              |                  |                |                    |           |           |                       | 9,028.66       | 9,028.66    | 9,028.66       | 0.00           |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 59.68          | 59.68       | 59.68          | 0.60           |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 1,452.32       | 1,452.32    | 1,452.32       | 14.52          |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 243.95         | 243.95      | 243.95         | 2.44           |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 4,636.51       | 4,636.51    | 4,636.51       | 43.33          |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 133.05         | 133.05      | 133.05         | 1.33           |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 31.34          | 31.34       | 31.34          | 0.31           |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 114.17         | 114.17      | 114.17         | 1.14           |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 840.00         | 840.00      | 840.00         | 8.40           |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 1,750.16       | 1,750.16    | 1,750.16       | 16.36          |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 18,769.94      | 18,769.94   | 18,769.94      | 175.42         |                |
| <input type="checkbox"/> | 1000         |                 |                     |               |              |                  |                |                    |           |           |                       | 503.15         | 503.15      | 503.15         | 4.70           |                |

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Rows Per Page: 100

Open Bills 1 - 100 of 516

## Closed Bills – view all invoices closed in SAP

User can filter the same data similar to the open bills tab

Tool bar changed  
User can still download/email  
invoices

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Closed Bills

Customer All Customers

Select filter to search... Advanced Search

### Advanced Search

Reset
Clear
Save Filter
Search

|                  |                         |                            |
|------------------|-------------------------|----------------------------|
| Customer Number: | Invoice Number:         | Sales Order Number:        |
| Customer Name:   | Invoice Amount:         | PO Number:                 |
| Company Code:    | Invoice Date (CST):     | Ship To/Job Account:       |
|                  | Invoice Due Date (CST): | Reference Document Number: |
|                  | Clearing Date (CST):    | Item Text:                 |

Reset
Clear
Save Filter
Search

Select All/Deselect All
Invoices

|                          | Company Code | Customer Number | Ship To/Job Account | Customer Name | Invoice Date | Invoice Due Date | Invoice Number | Sales Order Number | PO Number | Invoice Amount | Reference Document... | Item Text  | Clearing Date |
|--------------------------|--------------|-----------------|---------------------|---------------|--------------|------------------|----------------|--------------------|-----------|----------------|-----------------------|------------|---------------|
| <input type="checkbox"/> | 1000         |                 |                     |               | 07/25/20...  | 08/31/2025       |                |                    |           | -604.11        | 130063BOWE            | 08/11/2025 |               |
| <input type="checkbox"/> | 1000         |                 |                     |               | 07/25/20...  | 08/31/2025       |                |                    |           | -1,746.02      | 130074MCIN            | 08/11/2025 |               |
| <input type="checkbox"/> | 1000         |                 |                     |               | 07/25/20...  | 08/31/2025       |                |                    |           | -183.17        | 130066HARR            | 08/11/2025 |               |
| <input type="checkbox"/> | 1000         |                 |                     |               | 07/25/20...  | 08/31/2025       |                |                    |           | -484.83        | 130078BOON            | 08/11/2025 |               |

# Administration

## 1. Manage Bank Account

- ❖ Add/Delete banking information

Administration

Manage Bank Accounts

Manage Users

Manage Contacts

Preferences

+ Add

- Delete

Select Payer:

Account Number

Account Holder's Name

Routing Number

Bank Name

Bank Country

Accessible By...

Saved On

Account Status

No Records to display

## 2. Manage Users

- ❖ Activate/Deactivate user access
- ❖ Verify last user login
- ❖ Verify user security roles

Administration

Manage Bank Accounts

Manage Users

Manage Contacts

Preferences

Select filter to search...

Activate/Deactivate User/Contact

Customer Number

Customer Name

Title

First Name

Last Name

Username

Email

Phone Number

Security Role

Default Menu

## 3. Manage Contacts

- ❖ Add/Edit/Invite customer contact
- ❖ Activate/Deactivate contacts
- ❖ Verify contact status
- ❖ Verify recipient role

Administration

Manage Bank Accounts

Manage Users

Manage Contacts

Preferences

Select filter to search...

+ Add Contact

Edit Contact

Invite Contact

Activate/Deactivate Contact/User

Customer Number

Customer Name

Company Code

Recipient Role

Email Id

Phone(Mo...

Phone(Business)

Status

## 4. Preferences

- ❖ Enable/Disable invoice delivery
- ❖ Enable/Disable Statement delivery
- ❖ Select delivery mode
- ❖ Select delivery frequency

Administration

Manage Bank Accounts

Manage Users

Manage Contacts

Preferences

Customer \* :

Correspondence

Type of correspondence

Enabled/Disabled

Preferred Mode

Preferred Frequency

Document Type

AR Statement Print

Disabled

Email

Monthly

PDF

New Invoice Notification

Enabled

Email

Daily

PDF

# Payment History

1. Schedule Payment
  - View schedule payment
  - Cancel scheduled payment
  - View scheduled payment invoice list
2. Successful Payment
  - Verify payment status
  - Download remittance details
  - View invoices paid
  - Print/Email remittance detail
3. Advanced Search
  - Payment Period
    - ❖ 1, 3, 12 months
  - Payment Status
    - ❖ Schedule, Success, Cancelled, Failed

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Payment History

Select filter to search...Data displayed reflects the past 3 months by default. Expand search to view older data.

Advanced Search

«<Page1of1>»

Cancel scheduled paymentDownload Remittance Details

| <input type="checkbox"/> | Company Code | Customer Number | Customer Name | Transaction ID | Transaction Type | Paid Amount | Total Discount | Payment Status | Refund Status | Payment Initiated On | Invoices Paid        | Receipt | Paid By | Scheduled Date | Invoices Ignored/C... | POA Attachme... |
|--------------------------|--------------|-----------------|---------------|----------------|------------------|-------------|----------------|----------------|---------------|----------------------|----------------------|---------|---------|----------------|-----------------------|-----------------|
| <input type="checkbox"/> | 1000         |                 |               |                | PAY              |             | 3,638.13       | Scheduled      |               |                      | <a href="#">View</a> |         |         | 09/10/2025     | Not Availa...         | Not Availa...   |

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Payment History

Select filter to search...Data displayed reflects the past 3 months by default. Expand search to view older data.

Advanced Search

«<Page1of1>»

Cancel scheduled paymentDownload Remittance Details

| <input type="checkbox"/> | Company Code | Customer Number | Customer Name | Transaction ID | Transaction Type | Paid Amount | Total Discount | Payment Status | Refund Status | Payment Initiated On | Invoices Paid        | Receipt   | Paid By | Scheduled Date | Invoices Ignored/C... | POA Attachme... |
|--------------------------|--------------|-----------------|---------------|----------------|------------------|-------------|----------------|----------------|---------------|----------------------|----------------------|---|---------|----------------|-----------------------|-----------------|
| <input type="checkbox"/> | 1000         |                 |               |                | PAY              | 275,372.43  | 3,638.13       | Success        |               | 09/10/2025...        | <a href="#">View</a> |   |         | 09/10/2025     | Not Availa...         | Not Availa...   |

## Payment on Account

- ❖ This transaction creates a one-time lump sum payment
- ❖ Required fields:
  - Payment Type
  - Customer
  - Amount
  - Currency – USD
  - Comments
- ❖ Upload documentation on how to apply payment

**EIPP** Mingledorff HOLDEN ASSOCIATES

### Payment On Account

Payment Type\*:

Customer\*:

Amount\*:

Currency\*:

Purchase Order No:

Sales Order No:

Comments\*:

Additional Documents: [Upload/View](#)

Press Submit to proceed with the payment

Fields marked with \* are mandatory



- View status
- Withdraw disputes

