

Quick Start Guide



EIPP – Customer Portal

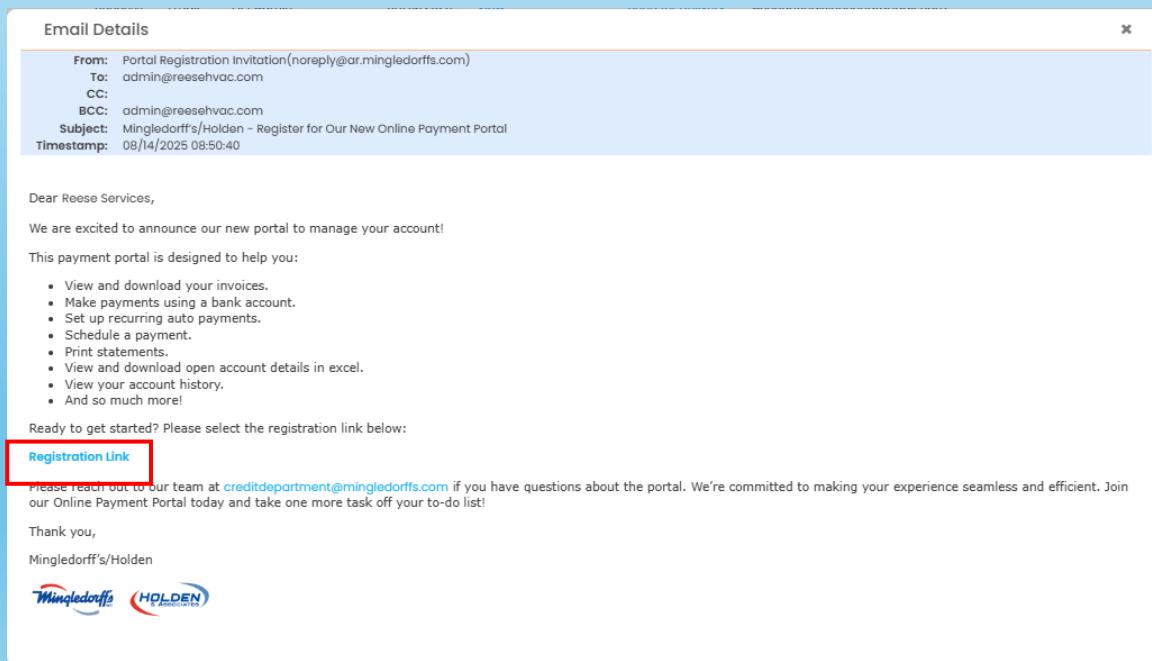
09.08.25

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



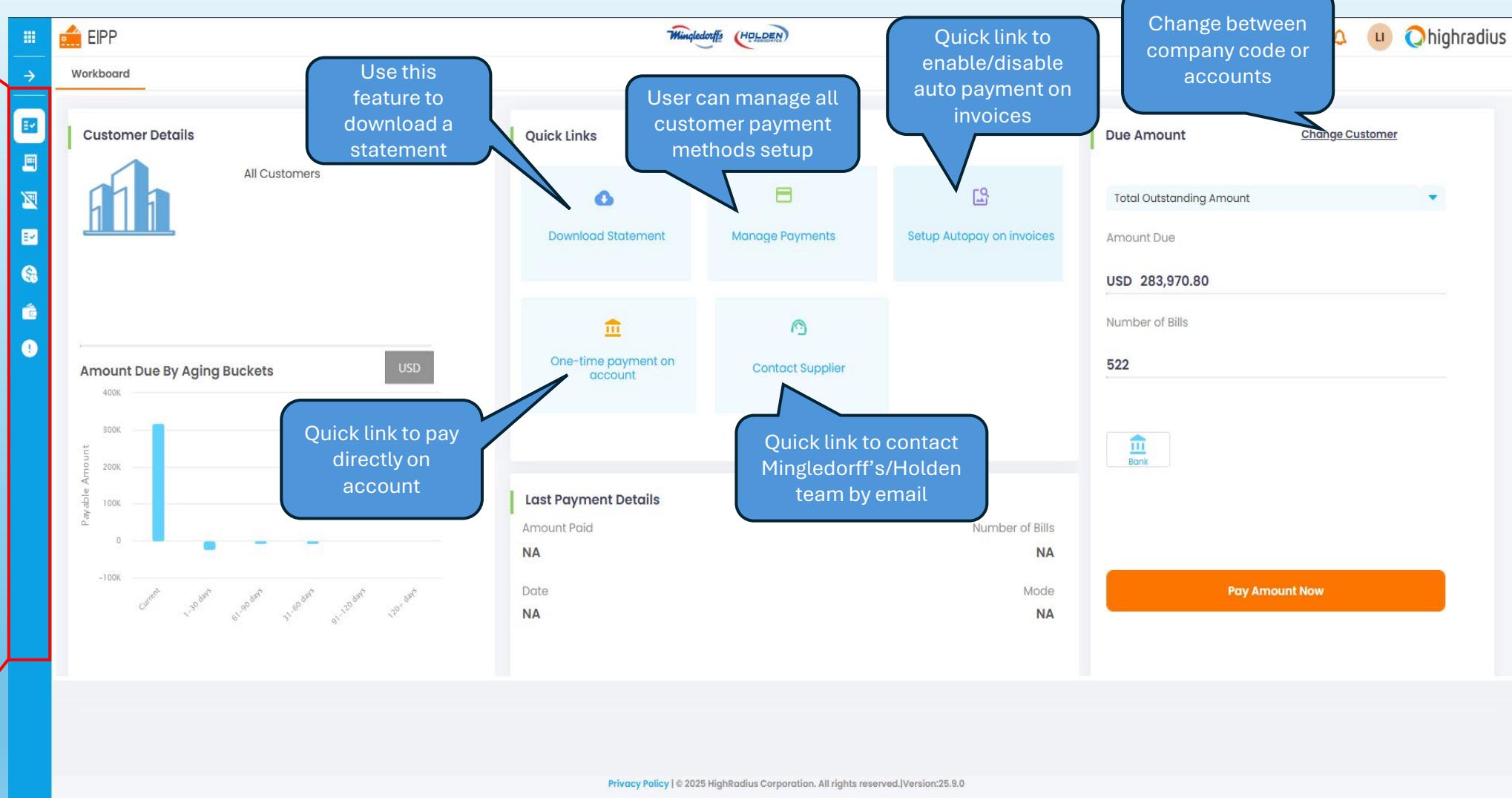
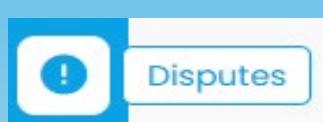
The image shows two screenshots of the Mingledorff's/Holden Payment Portal registration process:

Top Screenshot (Step 3): The 'Login' page. It features the 'Mingledorff's' and 'Holden & Associates' logos. The 'Login' form includes fields for 'Username' (admin@reesehvac.com) and 'Password', a 'Remember Username' checkbox, and a 'Login' button. A red box highlights the 'Not enrolled? Sign up now.' link below the login form, with the number '3' next to it. Below the form are links for 'Forgot your password?', 'Unlock Account', and 'Privacy Policy'. A copyright notice at the bottom states '© 2025 HighRadius Corporation. All rights reserved.'

Bottom Screenshot (Step 4-5): The 'Registration' page. It features the 'Mingledorff's' and 'Holden & Associates' logos. The 'Registration Form' section includes fields for 'First Name' and 'Last Name', 'Email' (4), 'Password', 'Confirm Password', 'Phone Number', 'Invoice Number', 'Customer Number', and 'Company code'. A red box highlights the 'I accept the Terms & Conditions' checkbox. A red arrow points to the 'Register' button at the bottom right, with the number '5' next to it. The page also includes instructions and a 'Privacy Policy' link.

Workboard – Landing Page

Navigation Buttons



The screenshot shows the Workboard – Landing Page. A vertical navigation bar on the left is highlighted with a red box. The main content area displays the following features:

- Customer Details:** Shows a bar chart of "Amount Due By Aging Buckets" with a total of 300K. A callout says: "Quick link to pay directly on account".
- Quick Links:** Includes "Download Statement", "Manage Payments", "Setup Autopay on invoices", and "One-time payment on account".
- Last Payment Details:** Shows "Amount Paid: NA", "Date: NA", and "Number of Bills: NA".
- Bank:** Shows "Total Outstanding Amount: USD 283,970.80", "Amount Due: 522", and a "Pay Amount Now" button.
- Logos:** Mingledorff's and Holden.
- Navigation:** Includes "Change Customer" and "Change between company code or accounts".

Red arrows point from the "Workboard", "Payment On Account", and "Disputes" buttons on the left to the corresponding sections on the landing page.

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

Reset Clear Save Filter Search

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

Reset Clear Save Filter Search

EIPP  

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 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
2000											912.59	912.59	912.59	0.00	
2000											1,444.50	1,444.50	1,444.50	0.00	
2000											9,028.66	9,028.66	9,028.66	0.00	
1000											59.68	59.68	59.68	0.60	
1000											1,452.32	1,452.32	1,452.32	14.52	
1000											243.95	243.95	243.95	2.44	
1000											4,636.51	4,636.51	4,636.51	43.33	
1000											133.05	133.05	133.05	1.33	
1000											31.34	31.34	31.34	0.31	
1000											114.17	114.17	114.17	1.14	
1000											840.00	840.00	840.00	8.40	
1000											1,750.16	1,750.16	1,750.16	16.36	
1000											18,769.94	18,769.94	18,769.94	175.42	
1000											503.15	503.15	503.15	4.70	

Page 1 of 6 < > C 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

The screenshot shows the EIPP (Enterprise Invoicing and Payment) application interface for viewing closed bills. The top navigation bar includes the EIPP logo, a search bar, and various system icons. The main header is 'Closed Bills' with a sub-header 'Customer All Customers'. A blue speech bubble on the left points to the search and filter area, stating: 'User can filter the same data similar to the open bills tab'. Another blue speech bubble points to the toolbar, stating: 'Tool bar changed User can still download/email invoices'. The interface features an 'Advanced Search' section with numerous filter fields for customer, invoice, and sales information. Below this is a toolbar with icons for search, refresh, and file operations. The main content area displays a table of closed invoices with columns for 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, and Clearing Date. The table shows four rows of data, with the customer name and sales order number columns redacted with gray boxes.

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
1000				07/25/20...	08/31/2025				-604.11	I30063BOWE	08/11/2025	
1000				07/25/20...	08/31/2025				-1,746.02	I30074MCIN	08/11/2025	
1000				07/25/20...	08/31/2025				-183.17	I30066HARR	08/11/2025	
1000				07/25/20...	08/31/2025				-484.83	I30078BOON	08/11/2025	

Administration

1. Manage Bank Account

- ❖ Add/Delete banking information

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

Customer Number	Customer Name	Title	First Name	Last Name	Username	Email	Phone Number	Security Role	Default Menu
Select filter to search...									

3. Manage Contacts

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

Customer Number	Customer Name	Company Code	Recipient Role	Email Id	Phone(Mobile)	Phone(Business)	Status
Select filter to search...							

4. Preferences

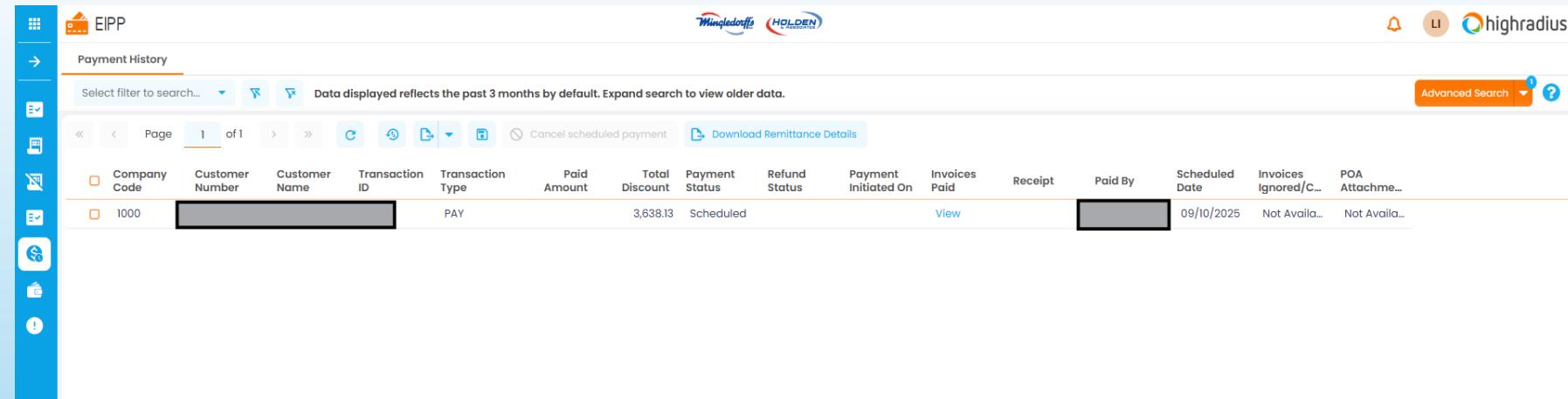
- ❖ Enable/Disable invoice delivery
- ❖ Enable/Disable Statement delivery
- ❖ Select delivery mode
- ❖ Select delivery frequency

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

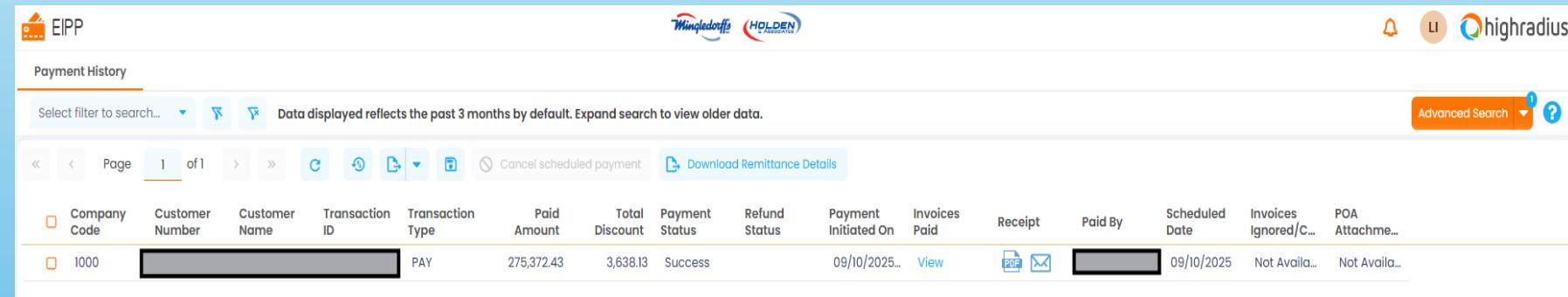


The screenshot shows the EIPP Payment History screen. The table displays a single scheduled payment record. The columns include Company Code, Customer Number, Customer Name, Transaction ID, Transaction Type, Paid Amount, Total Discount, Payment Status, Refund Status, Payment Initiated On, Invoices Paid, Receipt, Paid By, Scheduled Date, Invoices Ignored/C..., and POA Attachme... The payment details are: Company Code 1000, Transaction Type PAY, Paid Amount 3,638.13, Payment Status Scheduled, Payment Initiated On 09/10/2025, Invoices Paid View, Paid By [redacted], Scheduled Date 09/10/2025, and Invoices Ignored/C... Not Available, POA Attachme... Not Available.

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...
1000	[redacted]			PAY	3,638.13		Scheduled		09/10/2025...	View		[redacted]	09/10/2025	Not Available	Not Available

2. Successful Payment

- Verify payment status
- Download remittance details
- View invoices paid
- Print/Email remittance detail



The screenshot shows the EIPP Payment History screen. The table displays a successful payment record. The columns include 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..., and POA Attachme... The payment details are: Company Code 1000, Transaction Type PAY, Paid Amount 275,372.43, Payment Status Success, Payment Initiated On 09/10/2025, Invoices Paid View, Paid By [redacted], Scheduled Date 09/10/2025, and Invoices Ignored/C... Not Available, POA Attachme... Not Available.

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...
1000	[redacted]			PAY	275,372.43	3,638.13	Success		09/10/2025...	View	[PDF] [Email]	[redacted]	09/10/2025	Not Available	Not Available

3. Advanced Search

- Payment Period
 - ❖ 1, 3, 12 months
- Payment Status
 - ❖ Schedule, Success, Cancelled, Failed

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

Payment On Account

Payment Type*:

Customer*:

Amount*:

Currency*:

Purchase Order No:

Sales Order No:

Comments*:

Max. 255 characters allowed.

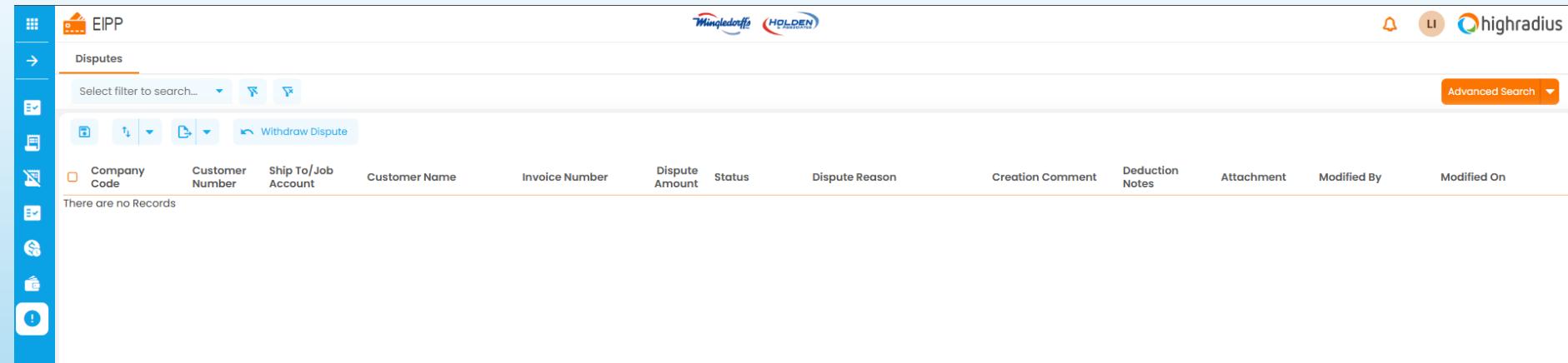
Additional Documents: [Upload/View](#)

Press Submit to proceed with the payment [Submit](#)

Fields marked with * are mandatory

Disputes

- View status
- Withdraw disputes



EIPP

Disputes

Select filter to search...

Company Code	Customer Number	Ship To/Job Account	Customer Name	Invoice Number	Dispute Amount	Status	Dispute Reason	Creation Comment	Deduction Notes	Attachment	Modified By	Modified On
There are no Records												