



CONDENSED EIPP CUSTOMER GUIDE





SYSTEM NAVIGATION

- User's permissions determine features displayed

The screenshot shows a web application interface for Red Bull. At the top left is the Red Bull logo. The top right shows session information: 'Session expires in: 58 mins and 28 secs', 'Welcome [User Name]', and 'Last Logged in Time: 9 February, 2024, 10:32:46 am CST'. Below this is a blue banner with 'EIPP' and 'Exports' tabs. A sub-menu below the banner includes 'Administration', 'Payment History', 'Open Bills' (highlighted), 'Closed Bills', and 'Workboard'. Below the sub-menu, it displays 'Total Open Amount: 128,959.91 CAD' and a 'View Collector Details' button. A search bar with 'Select filter to search...' and 'Advanced Search' is present. Below the search bar is a toolbar with buttons for 'Select All/Deselect All', 'Invoices', 'Pay Selected Bills', 'Statements', and 'Enable/Disable Auto Pay'. At the bottom is a table header with columns: Company Code, Customer Number, Customer Name, Sales Invoice PDF, Invoice Number, Assignment Id, Baseline Date, Document Date, Invoice Due Date, Invoice Amount, Open Amount, Invoice Amount, Payable Amount, and Scheduled Amount. Numbered callouts 1 through 8 point to these elements: 1 (Banner Frame), 2 (Main Menu), 3 (Sub Menu), 4 (Search Bar), 5 (Tool Bar), 6 (Pagination Bar), 7 (Grid Header), and 8 (Grid).

1 Banner Frame

3 Sub Menu

5 Tool Bar

7 Grid Header

2 Main Menu

4 Search Bar

6 Pagination Bar

8 Grid



SEARCH BAR

- Search Bar for invoices and/or payments.

The screenshot shows the 'EIPP' interface with the 'Open Bills' tab selected. The search bar is highlighted with a red border and contains the text 'Select filter to search...'. Below the search bar are several filter buttons: 'Select All/Deselect All', 'Invoices', 'Pay Selected Bills', 'Statements', and 'Enable/Disable Auto Pay'. The table below the filters has columns for 'Company Code', 'Customer Number', 'Customer Name', 'Sales Invoice PDF', 'Invoice Number', 'Assignment Id', 'Baseline Date', 'Document Date', 'Invoice Due Date', 'Invoice Amount', 'Open Amount', 'Invoice Amount', 'Payable Amount', and 'Schedule Amount'.

Advanced Search

Save Filter

Search Filter

Edit Filter

Delete Filter



BANK ACCOUNTS

Red Bull EIPP

Session expires in: 56 mins and 27 secs | Welcome, [User] | Last Logged in Time: 2 February, 2024, 1:45:37 pm CST

1 EIPP Exports

2 Administration Payment History Open Bill Closed Bills Workboard

3 Manage Bank Accounts

4 Add Edit Delete | Select Payer: Fas Gas 40267-3000

Account Number	Account Holder's Name	Routing Number	Transit/Branch Number (5...)	Financial Institute(Br...	Bank Name	Bank Country	Accessible By Merchant	Saved On	Account Status	Account Type
<input type="checkbox"/> XXXXX6789					Optimize Fe...	US	Yes	12/21/2023 08:02:25	Active	Checking

- Admin and View & Pay access can add and delete Bank Accounts
- Click Add to add new bank account



BANK ACCOUNTS

- Canada Required Fields: Bank Country, Currency, Account Type, Account Number, Branch Number, Financial Institute Number, Account Holder's Name
- US Fields vary slightly

Add Bank Account [x]

Bank Country*: CA [v]

Currency*: CAD [v]

Cancel Proceed



Add Bank Account

Bank Country*: CA [v]

Currency*: CAD [v]

Bank Name: [text]

Account Type*: [v]

Account Number*: [text] ?

Re-enter Account Number*: [text]

Transit(Branch) Number (5 digits)*: [text] ?

Financial Institute(Branch) Number (3 digits)*: [text] ?

Account Holder's Name*: [text]

Fields marked with * are mandatory



MANAGE USER/CONTACTS

- The admin role can view/add/edit/deactivate users.
- View & Pay can view users

The screenshot shows a software interface for managing users. The top navigation bar includes 'EIPP Exports' (marked with a red circle 1) and 'Administration' (marked with a red circle 2). The left sidebar menu has 'Manage Users' highlighted with a red box and a red circle 3. The main content area features a search filter, an 'Advanced Search' button, and three action buttons: 'Add User/Contact', 'Edit User/Contact', and 'Activate/Deactivate User/Contact'. Below these is a table with columns for Customer Number, Customer Name, First Name, Last Name, Username, Email, Phone Number, Security Role, Functional Role, Default Menu, Last Login, and Status. The table contains three rows of user data.

<input type="checkbox"/>	Customer Number	Customer Name	First Name	Last Name	Username	Email	Phone Number	Security Role	Functional Role	Default Menu	Last Login	Status
<input type="checkbox"/>	380000000...				70702_mult...	inquiry@op...	(507)-123-4...	Customer A...	EIPP Custo...	Open Bills	02/08/202...	Active
<input type="checkbox"/>	3800000016							Customer A...	EIPP Custo...	Open Bills		Active
<input type="checkbox"/>	380000007...				70702_mult...			Customer A...	EIPP Custo...	Open Bills		Active

- **Note:** once a user/contact is created then click on Invite contact in Manage Contacts Grid.



OPEN BILLS/INVOICES OVERVIEW

- All user roles can view Open Bills screen

The screenshot displays the 'Open Bills' interface. At the top, there are tabs for 'Administration', 'Payment History', 'Open Bills' (highlighted with a red box), 'Closed Bills', and 'Workboard'. Below the tabs, the 'Total Open Amount' is shown as 56,354.15 USD. A 'View Collector Details' button and 'Selected Payable Amount: 0.00 (0 Invoice(s) selected)' are also visible. The main area contains a search bar with 'Select filter to search...' and 'Advanced Search' options. Below the search bar is a toolbar with buttons for 'Select All/Deselect All', 'Invoices', 'Pay Selected Bills', 'Statements', and 'Enable/Disable Auto Pay'. The table below shows the following data:

<input type="checkbox"/>	Company Code	Customer Number	Customer Name	Sales Invoice PDF	Invoice Number	Assignment Id	Baseline Date	Document Date	Invoice Due Date	Invoice Amount	A
<input type="checkbox"/>	5930						10/18/2022	10/18/2022	11/18/2022	398.33	
<input type="checkbox"/>	5930						12/16/2022	12/16/2022	12/16/2022	-3.44	
<input type="checkbox"/>	5930						12/23/2022	12/23/2022	12/23/2022	-10.97	
<input type="checkbox"/>	5930						12/30/2022	12/30/2022	12/30/2022	-6.13	



VIEW INVOICES

- If an invoice is available, view it from the **Invoices** dropdown or from the **'View'** link on the details of the bill.

Administration Payment History **Open Bills** Closed Bills Workboard

Total Open Amount : 50,272.73 CAD View Collector Details Selected Payable Amount: USD 49.25 (1 Invoice(s) selected)

Select filter to search... Advanced Search

Select All/Deselect All Invoices Pay Selected Bills Statements Enable/Disable Auto Pay

	Customer Name	Sales Invoice PDF	Assignment Id	Baseline Date	Document Date	Invoice Due Date	Invoice Amount
<input type="checkbox"/>	5930	View	44667	08/04/2023	08/04/2023	09/19/2023	49.25
<input type="checkbox"/>	5930	View		09/22/2023	09/22/2023	09/22/2023	-195.01
<input type="checkbox"/>	5930	View	12345	08/10/2023	08/10/2023	09/25/2023	265.33

If 'View' is showing, there is an invoice available for viewing



PAY BILLS

- Bills can be paid by ACH from this screen, select the bill(s) and click **Pay Selected Bills** dropdown to **Pay by ACH**

The screenshot displays the 'Open Bills' interface. At the top, there are tabs for 'Administration', 'Payment History', 'Open Bills', 'Closed Bills', and 'Workboard'. Below the tabs, the 'Total Open Amount' is shown as 50,272.73 CAD. A 'View Collector Details' button and 'Selected Payable Amount: US' are also visible. The main area contains a table of bills with the following columns: Company Code, Customer Number, Customer Name, Sales Invoice PDF, Invoice Number, Baseline Date, Document Date, Invoice Due Date, and Invoice Amount. The table contains three rows of data. A red box highlights the 'Pay by ACH' option in the 'Pay Selected Bills' dropdown menu. Red circles with numbers 1, 2, 3, and 4 indicate the steps: 1. Click 'Open Bills', 2. Select a bill, 3. Click 'Pay Selected Bills', and 4. Click 'Pay by ACH'.

<input type="checkbox"/>	Company Code	Customer Number	Customer Name	Sales Invoice PDF	Invoice Number	Baseline Date	Document Date	Invoice Due Date	Invoice Amount	A
<input type="checkbox"/>	5930			View		44667	08/04/2023	08/04/2023	09/19/2023	49.25
<input type="checkbox"/>	5930			View			09/22/2023	09/22/2023	09/22/2023	-195.01
<input checked="" type="checkbox"/>	5930			View		12345	08/10/2023	08/10/2023	09/25/2023	265.33



PAY BILLS

- The Invoices to pay can be adjusted by clicking the (-) button, if adjusted click **Re-Calculate** then click **Proceed to Pay**

Pay Selected Bills

Invoices
Preview or Edit the Invoices

Select Bank
Choose the Bank Account for Payment

Receipt
Print or send receipt via email

	Company Code	Customer Name	Customer Number	Invoice Number	Payable Amount	Net Payment Amount
⊖	5930				49.25	49.25
⊖	5930				265.33	265.33

Use the (-) sign to remove unwanted invoices

Page 1 of 1

Total Net Payable Amount: **314.58 USD**

Cancel Re-Calculate Proceed to Pay



PAY BILLS

Pay Now

- Choose Payer
 - Choose Bank Account
 - Setup New Bank Account
 - Can save bank account for later use

Pay Later

- Schedule a payment to be made at a later date
- Select the Payer
- Select the Bank Account or setup new Account

The screenshot shows the 'Pay Bills' interface with the following elements:

- Navigation:** Invoices (Preview or Edit the Invoices), Select Bank (Choose the Bank Account for Payment), and Receipt (Print or send receipt via email).
- Payment Method:** Radio buttons for 'Pay Now' (selected) and 'Pay Later' (with a calendar icon).
- PAYER:** A dropdown menu labeled 'Select Payer'.
- CHOOSE A BANK ACCOUNT:** Radio buttons for 'Saved Bank Account' (selected) and 'New Bank Account'. A checkbox for 'Save Bank Account For Reuse' is present.
- Payment Summary:** A light blue box containing:
 - Payment Amount: 314.58 USD
 - Amount Payable: 314.58 USD
- Buttons:** 'Cancel' and 'Proceed' at the bottom right.



PAY BILLS - AUTHORIZATION

- Once **Proceed** has been clicked, the Authorization Page will pop-up, click '**I Accept Terms of Agreement**' and then click '**Pay**'

Authorization Page - Please read and accept the below terms.

Terms and Conditions

You are not required to pay us via our Internet payment option. However, by choosing this payment option you agree to be bound by the terms and conditions stated below and hereby confirm the following:

- 1) You may use your checking/saving account when making a payment to us.
- 2) You understand it may take up to 6 business days, prior to your first payment transaction, to set up your Internet payment option with your bank.
- 3) You are authorized to make payments/withdrawals from the checking/saving account.
- 4) You have sufficient funds in your checking/saving account at the time your payment transaction reaches your bank.
- 5) RedBull Inc. with sufficient time to process your request, payments made before 8:00 PM central time will reflect that day's posting day, payments received after 8:00 PM Central Time will reflect the following day as a posting date.

Once submitted, your personal information is stored in a secure environment and used only to conduct secure online transactions. It is your responsibility to exercise caution in transacting business on the Internet and to keep all account information and passwords confidential.

I Accept Terms of Agreement

Cancel



PAY BILLS – PAYMENT RESPONSE

- Once payment has been made a Payment Response with an overview of payment details will pop up.

Payment Response

Invoices **Select Bank** **Receipt**

Preview or Edit the Invoices Choose the Bank Account for Payment Print or send receipt via email

Invoice Number	Payment Amount	Transaction Id	Payment Status	Payment Response...	Debit Credit Indicator
	49.25	RBXJDK33SL			Debit
	265.33	RBXJDK33SL			Debit

Close



ENABLE/DISABLE AUTOPAY

- Enabling and Disabling AutoPay is available on the Open Bills screen once an item has been selected.

The screenshot shows the Red Bull EIPP interface. At the top right, it displays 'Session expires in: 57 mins and 41 secs' and 'Welcome test customer Last Logged in Time : 5 December, 2023, 5:55:29 am CST'. The main navigation bar includes 'Administration', 'Payment History', 'Open Bills' (selected), 'Closed Bills', and 'Invoices'. Below this, it shows 'Total Open Amount : 9,388.14 USD' and 'Selected Payable Amount: USD 644.85 (1 Invoice(s) selected)'. A search bar with 'Select filter to search...' and 'Advanced Search' is present. The toolbar contains buttons for 'Select All/Deselect All', 'Invoices', 'Pay Selected Bills', 'Statements', and a highlighted 'Enable/Disable Auto Pay' button. The table below lists three invoices for company code 5930.

<input type="checkbox"/>	Company Code	Customer Name	Customer Number	Bill To	Ship To	Invoice Number	Discount Value	Invoice Amount	Dispute Amount	Open Amount	Payable Amount	Paid Amount	Total Overpaid	Docum Numbe
<input checked="" type="checkbox"/>	5930						0.00	644.85		644.85	644.85	0.00		70079
<input type="checkbox"/>	5930						0.00	351.00		351.00	351.00	0.00		70079
<input type="checkbox"/>	5930						0.00	790.97		790.97	790.97	0.00		70079



ENABLE/DISABLE AUTOPAY

- Payments will be processed daily based on payment terms once enabled and based off the start date selected.

The screenshot shows a web application interface with a modal dialog titled "Enable/Disable Auto Payment". The background is a table with columns for "Company Code", "Customer Name", and "Customer Number". The table has a "Total Open Amount" of 9,388.14 USD. The dialog box contains the following fields and options:

- Customer *:** Golub Corp
- Currency *:** USD
- Auto Pay*:** Enable Auto Pay Disable Auto Pay
- Payment Frequency*:** Daily
- Start Date*:** 12/07/2023
- Payment Type*:** ACH
- Card/Bank Account*:** XXXX5678

A red message in the dialog states: "Auto Pay is being set for this Customer and Currency combination". Below the "Start Date" field, a note reads: "Payments will be automatically initiated everyday from the Start Date entered." At the bottom of the dialog, there are "Cancel" and "Submit" buttons. A red note at the bottom of the dialog says: "Fields marked with * are mandatory".



VIEW/DOWNLOAD STATEMENTS

- Downloaded statement will be available in Excel format only

EIPP Exports

Administration Payment History **Open Bills** Closed Bills Workboard

Total Open Amount : 56,354.15 USD View Collector Details Selected Payable Amount: 0.00 (0 Invoice(s) selected)

Select filter to search... Advanced Search

Select All/Deselect All Invoices Pay Selected Bills **Statements** Enable/Disable Auto Pay

<input type="checkbox"/>	Company Code	Customer Number	Customer Name	Sales Invoice PDF	Invoice Number	Assignment Id	Baseline Date	Invoice Due	Invoice Amount	Open Amount
<input type="checkbox"/>	5930						10/18/2	/18/2022	398.33	398.33
<input type="checkbox"/>	5930						12/16/2022	12/16/2022	-3.44	-3.44
<input type="checkbox"/>	5930						12/23/2022	12/23/2022	-10.97	-10.97

Download Statement (highlighted in red box)
Email Statement



VIEW PAID INVOICES

- In the grid, click the PDF link to view the Payment Receipt for the associated payment

EIPP Exports									
Administration	Payment History		Open Bills		Closed Bills		Workboard		
Select filter to search...									
Page 1 of 5 <input type="button" value="Cancel scheduled payment"/> <input type="button" value="Cancel Payment"/>									
Paid Amount	Currency	Payment Status	Payment Response Message	Payment Method	Card Type	Payment Initiated On	Completed Date	Invoices Paid	Receipt
2,208.95	CAD	Success	Successfully adde...	ACH		02/08/2024 13...	02/08/2024 13...	View	
607.90	CAD	Success	Successfully adde...	ACH		02/08/2024 08...	02/08/2024 08...	View	
451.24	CAD	Success	Successfully adde...	ACH		02/08/2024 08...	02/08/2024 08...	View	