

**WARREN**

**CAT**



# **WARREN CAT UI TRAINING**

8/3/21

# Objectives



- Upon completion of this training, you will be able to understand how to:
  - View / Email Invoice
  - Manage Accounts
  - Manage Contact
  - Make ACH Payments
  - Schedule Payments
  - Auto Pay setup
  - Invite Contact
  - Contact supplier

# User Roles Involved



- This course is mapped to the following user roles:
  - Customers Users
- User will be created on following Security Roles depending on the business requirements :
  - Customer User security roles:
    - Customer Admin
    - Customer View Only

# Agenda



1. **User registration and Login**
2. **Open Bills and Payments**
3. **Payment History**
4. **Manage Accounts**
5. **Manage Contacts**
6. **Manage Users**
7. **Closed Bills**
8. **Exports**
9. **Home Page**

The logo for Warren, featuring a stylized 'W' with a diagonal line through it, followed by the word 'WARREN' in a bold, sans-serif font.The logo for CAT, featuring the letters 'CAT' in a bold, sans-serif font, with a stylized yellow triangle below the 'A'.

# USER REGISTRATION & LOGIN

The logo for highradius, featuring a stylized circular icon with red, blue, and green segments, followed by the word 'highradius' in a lowercase, sans-serif font.

# User Registration : Customer Onboarding



A customer can receive a Registration link through a **Invite contact**: Warren user needs to invite Customer by sending an invite email to a Customer's contact.

## Registration : Invite contact / Mail invitation



Upon clicking on invitation link, user will be redirected to registration page with all required fields pre-populated.

Step 1: User needs to create password and confirm it

Step 2: Accept terms and conditions

Step 3: Click Register

After successful registration user will be redirected to login page for entering into the portal

# Registration: Invite Contact



Begin your registration process to experience the Warren Equipment Present and Pay Portal

### Register

test	customer
------	----------

testinvite@xyz.com

Password

Confirm Password

Phone Number

EXAMPLE COMPANY

I'm not a robot

accept the [Terms & Conditions](#)

**Register**

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Login to Warren Equipment  
Present and Pay Portal

## Login

  
  
 Remember Username

Login

[Not Enrolled? Sign up now.](#)  
[Forgot your password?](#)

[Supported browser versions](#) | [Privacy Policy](#)  
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Self Synchronizing the world of commerce.

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# OPEN BILLS AND PAYMENTS

The logo for highradius, featuring a colorful circular icon with segments in red, orange, yellow, green, and blue, followed by the word 'highradius' in a lowercase, sans-serif font.

# Open Bills and Payments



WARREN CAT

Session expires in: 57 mins and 26 secs | Welcome Test Customer | Last Logged in Time : 22 July, 2021, 8:38:30 am CST

Exports | EIPP

Home | Open Bills | Closed Bills | EIPP Payment History | Administration

Total Open Amount :! USD Customer: [Dropdown] Selected Payable Amount: 0.00 (0 Invoice(s) selected)

Search Filter: [Select filter to search...] [Advanced Search]

Select All/Deselect All | [Icons] | Invoices | Pay Selected Bills | Enable/Disable Auto Pay

<input type="checkbox"/>	Customer Number	Customer Name	Invoice Date ↓	Invoice Number	Document Number	PO Number	Invoice Amount	Paid Amount	Payable Amount	Invoice Due Date	Sales Invoice P
<input type="checkbox"/>										April 29, 2021	<a href="#">View</a>
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 29, 2021	
<input type="checkbox"/>										July 28, 2021	

**Open Invoice** provides an overview of all their invoices allowing them to make payments and shows payment status of invoices.

# Open Bills



WARREN CAT

Session expires in: 55 mins and 10 secs | Welcome Test Customer | Last Logged in Time : 22 July, 2021, 8:38:30 am CST

Exports | EIPP

Home | Open Bills | Closed Bills | EIPP Payment History | Administration

Total Open Amount USD | Customer: | Selected Payable Amount: 0.00 (0 Invoice(s) selected)

Search Filter: Select filter to search... | Advanced Search

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

Customer Number	Customer Name	Invoice Date	Invoice Number	Document Number	PO Number	Invoice Amount	Paid Amount	Payable Amount	Invoice Due Date	Sales Invoice P
		July 14, 2021							April 29, 2021	<a href="#">View</a>
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 29, 2021							July 29, 2021	
		June 28, 2021							July 28, 2021	

1. Export pages: Click on the dropdown to export current/ all pages
2. Save layout: Layout can be customized by moving field (columns) right or left as per requirement. Click on Save layout button to save the changes
3. Save/Delete sort
4. The total payable of the selected invoices is shown in the upper right corner.
5. Total outstanding amount for the customer is shown in the upper left corner.

# Open Bills and Payments Functionalities



- View Invoices
- Pay By ACH
- Schedule Payments

# View/Download Invoice



WARREN CAT

Session expires in: 59 mins and 48 secs | Welcome Test Customer | Last Logged in Time : 22 July, 2021, 8:38:30 am CST

Exports | EIPP

Home | **Open Bills** | Closed Bills | EIPP Payment History | Administration

Total Open Amount : USD | Customer: | Selected Payable Amount | Invoice(s) selected)

Search Filter: Select filter to search... | Advanced Search

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

Customer Number	Customer Name	Document Number	PO Number	Invoice Amount	Paid Amount	Payable Amount	Invoice Due Date	Sales Invoice P
<input checked="" type="checkbox"/>							April 29, 2021	<a href="#">View</a>
<input type="checkbox"/>							July 29, 2021	
<input type="checkbox"/>							July 29, 2021	
<input type="checkbox"/>							July 29, 2021	
<input type="checkbox"/>							July 29, 2021	
<input type="checkbox"/>							July 29, 2021	
<input type="checkbox"/>							July 29, 2021	
<input type="checkbox"/>							July 29, 2021	

Navigate to EIPP > Open Bills

Step 1: Select an invoice

Step 2: Click on **Invoice**>>**View Invoice**

\*Invoice PDF will be opened in a new tab. User can download a copy of Invoice PDF  
To view Invoice details, click on View Details button. A popup appears with invoice details

# Pay By ACH



The screenshot shows the Warren CAT EIPP interface. The 'Open Bills' menu is highlighted in red. The 'Pay Selected Bills' dropdown menu is also highlighted in red, with 'Pay by ACH' selected. The table below shows a list of open bills with the first row highlighted in red.

Customer Number	Customer Name	Invoice Date	Invoice Number	PO Number	Invoice Amount	Paid Amount	Payable Amount	Invoice Due Date	Sales Invoice P
<input checked="" type="checkbox"/>	ALAMO PRESSURE PUMPING	July 14, 2021						April 29, 2021	<a href="#">View</a>
<input type="checkbox"/>	J W POWER CO PAMPA T	June 29, 2021						July 29, 2021	
<input type="checkbox"/>	J W POWER CO PAMPA T	June 29, 2021						July 29, 2021	
<input type="checkbox"/>	ALAMO PRESSURE PUMPING	June 29, 2021						July 29, 2021	
<input type="checkbox"/>	ALAMO PRESSURE PUMPING	June 29, 2021						July 29, 2021	
<input type="checkbox"/>	ALAMO PRESSURE PUMPING	June 29, 2021						July 29, 2021	

- Under **Open Bills** Menu,
  - Step 1: Select an(or multiple) AR record(s)
  - Step 2: Click **Pay Selected Bills**
  - Step 3: Click **Pay by ACH**
- A popup appears.

# Pay By ACH - Preview

Pay Selected Bills

Preview/Edit Invoices

Select Account to Pay

View Payment Status

Preview/Edit Invoices and Payment Amounts

If the 'Payable Amount' is updated, please click on the 'Re-Calculate' button to view the updated amounts.

Customer Name	Customer Number	Invoice Number	Payable Amount	Partial Payment Comments
			361.27	

Page 1 of 1

Total Net Payable Amount: 361.27 USD

Re-Calculate Proceed to Pay Cancel

Step 1: Check the Payable Amount

Step 2: Click **Proceed To Pay**

A popup appears.

In case of **Partial Payments**, please mention the comments in 'Partial Payment Comments' and click on 'Re-calculate'. You can click on 'Proceed to pay' once the amount is revised.



# Pay By ACH – Payment Summary

The screenshot shows a web interface titled "Pay Bills". At the top, there are three buttons: "Preview/Edit Invoices", "Select Account to Pay", and "View Payment Status". Below these is a section titled "Choose payment option and view summary" containing two radio buttons: "Pay Now" (selected) and "Pay Later" (with a calendar icon). Below the radio buttons is a "CHOOSE A BANK ACCOUNT" section with two radio buttons: "Saved Bank Account" (selected) and "New Bank Account". Under "New Bank Account" is a checkbox for "Save Bank Account For Reuse". To the right is a "PAYMENT SUMMARY" section with fields for "Payment Amount:" and "Amount Payable:". At the bottom, there are two buttons: "Proceed" (highlighted with a red box) and "Cancel".

Step 1: Click on “Pay Now” radio button to pay instantly. To schedule a payment for later date, click on ‘Pay Later’ radio button.

Step 2: You can add ‘New Bank Account’ details and save if for future use. You will be redirected to a separate screen to add a new bank account.

Step 4: Click **Proceed**

A popup appears.

# Pay By ACH – Add Bank Details

The screenshot shows a web form titled "Add Bank Account" with a blue header bar. The form contains the following fields:

- Bank Country\*: A dropdown menu with "United States" selected.
- Currency\*: A dropdown menu with "USD" selected.
- Bank Name: A text input field.
- Account Type\*: A dropdown menu.
- Account Number\*: A text input field with a question mark icon to its right.
- Re-enter Account Number\*: A text input field.
- Routing Number\*: A text input field with a question mark icon to its right.
- Account Holder's Name\*: A text input field.

At the bottom of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red rectangular box.

Step 1: Add all the mandatory details

Step 2: Click **Submit** to save bank details

# Pay By ACH – Use Existing Bank Account Details



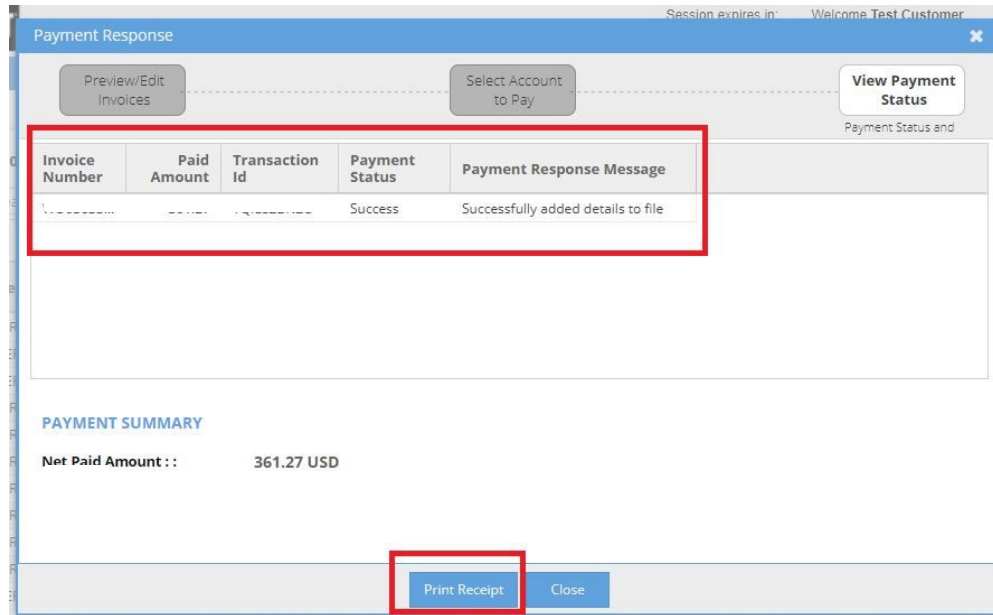
The screenshot shows the 'Pay Bills' interface. At the top, there are three buttons: 'Preview/Edit Invoices', 'Select Account to Pay', and 'View Payment Status'. Below these is a section for 'Choose payment option and view summary' with 'Pay Now' selected and 'Pay Later' as an option. The main area is divided into two columns. The left column is titled 'PAYER:' and contains a dropdown menu. Below it is the 'CHOOSE A BANK ACCOUNT' section with two radio buttons: 'Saved Bank Account' (selected) and 'New Bank Account'. A dropdown menu is open under 'Saved Bank Account' showing 'Select a Bank Account..'. Below this is a checkbox for 'Save Bank Account For Reuse'. The right column is titled 'PAYMENT SUMMARY' and contains 'Payment Amount:' and 'Amount Payable:'. At the bottom, there are two buttons: 'Proceed' and 'Cancel'. The 'Proceed' button is highlighted with a red box.

Step 1: Select Payer from dropdown

Step 2: Select existing Bank Account details from dropdown

Step 3: Click **Proceed** to continue

# Pay By ACH – Print Receipt



Payment Status shows **Success**. Payment was successful.  
Step 1: Click **Print Receipt** to generate Receipt  
Step 2: Click **Close** to close the popup

# Pay By ACH – Schedule Payment

Select invoice which needs to be scheduled from Open Bills. Click **Pay Selected Bills > Pay by ACH > Proceed to Pay**

Step 1: Click on “Pay Later” radio button

Step 2: Select a date from the calendar as per required

Step 3: Select a Payer from dropdown

Step 4: Select saved bank account or add a new bank to pay for the schedule payment

Step 5: Click **Proceed**. Follow same steps as detailed for “Pay Now” scenario

The screenshot shows the 'Pay Bills' interface. At the top, there are buttons for 'Preview/Edit Invoices', 'Select Account to Pay', and 'View Payment Status'. Below these, there are radio buttons for 'Pay Now' and 'Pay Later', with 'Pay Later' selected. A date '2021-06-28' is displayed. A calendar for June 2021 is open, with the 28th highlighted. Below the calendar, there are options for 'PAYER:' (SYSCO N), 'CHOOSE A BANK ACCOUNT' (Saved Bank Account, New Bank Account), and a 'Save Bank Account For Reuse' checkbox. At the bottom, there are 'Proceed' and 'Cancel' buttons.

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# PAYMENT HISTORY



# EIPP Payment History



WARREN CAT

Session expires in: 59 mins and 46 secs | Welcome Test Customer | Last Logged in Time : 22 July, 2021, 8:38:30 am CST

Exports | **EIPP** | Home | Open Bills | Closed Bills | **EIPP Payment History** | Administration

Search Filter: Select filter to search... | Advanced Search

Page 1 of 4 | Cancel scheduled payment | Payment 1 - 20 of 71

<input type="checkbox"/>	Payer Number	Payer Name	Transaction ID	Paid Amount	Comments	Currency	Payment Status	Payment Method	Payment Initiated On	Invoices Paid	Receipt
<input type="checkbox"/>		ALAMO PRESSURE PUMPING				USD	Success	ACH	July 26, 2021, 4:48 am	<a href="#">View</a>	<a href="#">PDF</a> <a href="#">Email</a>
<input type="checkbox"/>		ALAMO PRESSURE PUMPING				USD	Scheduled	ACH	July 20, 2021, 3:08 pm	<a href="#">View</a>	
<input type="checkbox"/>		ALAMO PRESSURE PUMPING				USD	Success	ACH	July 20, 2021, 2:56 pm	<a href="#">View</a>	<a href="#">PDF</a> <a href="#">Email</a>
<input type="checkbox"/>		J W POWER CO				USD	Success	ACH	July 19, 2021, 8:51 am	<a href="#">View</a>	<a href="#">PDF</a> <a href="#">Email</a>
<input type="checkbox"/>		ALAMO PRESSURE PUMPING				USD	Success	ACH	July 19, 2021, 8:50 am	<a href="#">View</a>	<a href="#">PDF</a> <a href="#">Email</a>
<input type="checkbox"/>		ALAMO PRESSURE PUMPING				USD	Success	ACH	July 19, 2021, 8:50 am	<a href="#">View</a>	<a href="#">PDF</a> <a href="#">Email</a>
<input type="checkbox"/>		J W POWER CO				USD	Success	ACH	July 15, 2021, 6:28 pm	<a href="#">View</a>	<a href="#">PDF</a> <a href="#">Email</a>
<input type="checkbox"/>		ALAMO PRESSURE PUMPING				USD	Success	ACH	July 15, 2021, 6:27 pm	<a href="#">View</a>	<a href="#">PDF</a> <a href="#">Email</a>

**EIPP Payment History** tab displays the entire list of payments associated with that customer. The screen displays all relevant information about the payment including Payment date, paid amount, payment method, scheduled date etc.

# EIPP Payment History Functionalities



- View Payment Details
- View / Email Payment Receipt
- Cancel Schedule Payments
- Export



# View/Email Payment Receipt



WARREN CAT

Session expires in: 58 mins and 15 secs | Welcome Test Customer | Last Logged in Time : 22 July, 2021, 8:38:30 am CST

Exports | EIPP

Home | Open Bills | Closed Bills | **EIPP Payment History** | Administration

Search Filter: Select filter to search... | Advanced Search

Page 1 of 4 | Cancel scheduled payment | Payment 1 - 20 of 71

Name	Transaction ID	Paid Amount	Comments	Currency	Payment Status	Payment Method	Payment Initiated On	Invoices Paid	Receipt	Paid By
PRESSURE PUMPING				USD	Success	ACH	July 26, 2021, 4:48 am	<a href="#">View</a>		Test Customer
PRESSURE PUMPING				USD	Scheduled	ACH	July 20, 2021, 3:08 pm	<a href="#">View</a>		Test Customer
PRESSURE PUMPING				USD	Success	ACH	July 20, 2021, 2:56 pm	<a href="#">View</a>		Test Customer
ER CO				USD	Success	ACH	July 19, 2021, 8:51 am	<a href="#">View</a>		Test Customer
PRESSURE PUMPING				USD	Success	ACH	July 19, 2021, 8:50 am	<a href="#">View</a>		Test Customer
PRESSURE PUMPING				USD	Success	ACH	July 19, 2021, 8:50 am	<a href="#">View</a>		Test Customer

Select an invoice

**View Payment Receipt:** Click PDF icon to open payment receipt. A new tab will open with payment receipt which can be downloaded in PDF format

**Email Payment Receipt:** Click on envelope icon to send payment receipt by entering required email address

# Cancel scheduled payment



Navigate to EIPP > EIPP Payment History

Step 1: Select an invoice which is already scheduled. To view all the scheduled invoices, go to **Advanced Search** > Select "**Scheduled**" from the dropdown for Payment Status field and search

Step 2: Click **Cancel Scheduled Payment** button to cancel the scheduled payment  
Payment Status will change to **Cancelled**

# Export

The screenshot shows the WARREN CAT EIPP Payment History page. A red box highlights the 'Export Current Page' dialog box. The dialog box has the following fields and options:

- Export Name: [Text input field]
- File Type:  EXCEL (XLS)  EXCEL (XLSX)  CSV
- File Separator: [Text input field]
- Buttons: Submit, Cancel, Less Options

Navigate EIPP > EIPP Payment History

Step 2: Click **Export current page / export all pages button**. A pop window opens

Step 3: Enter the **Export name**

Step 4: Click More Options to select **File type**

Step 5: Click **Submit**

\* File will be generated under Exports tab

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# MANAGE ACCOUNTS

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# Manage Accounts



The screenshot shows the EIPP Administration interface. The top navigation bar includes 'Exports', 'EIPP', 'Home', 'Open Bills', 'Closed Bills', 'EIPP Payment History', and 'Administration'. The left sidebar contains 'Manage Bank Accounts', 'Manage Users', and 'Manage Contacts'. The main content area has a 'Select Payer:' dropdown set to 'ALAMO PRESSURE F' and a 'Mark as Primary' button. Below this is a table of bank accounts.

<input type="checkbox"/>	Account Number	Account Holder's Name	Routing Number	SEPA Mandate...	Bank Name	Bank Country	Accessible By...	Saved On
<input type="checkbox"/>		Test User			Bank of Am...	United St...	No	June 21, 2021, 1:11 pm
<input type="checkbox"/>		Alamo Test			Bank of Am...	United St...	No	June 21, 2021, 7:27 am

**Manage Account** Menu allows you to manage the company's electronic payment methods, such as bank accounts

Step 1: Navigate EIPP > Administration

Step 2: Click **Manage Bank Account**

This tab helps Customer to **Add, Edit and Delete** bank account from EIPP Portal.

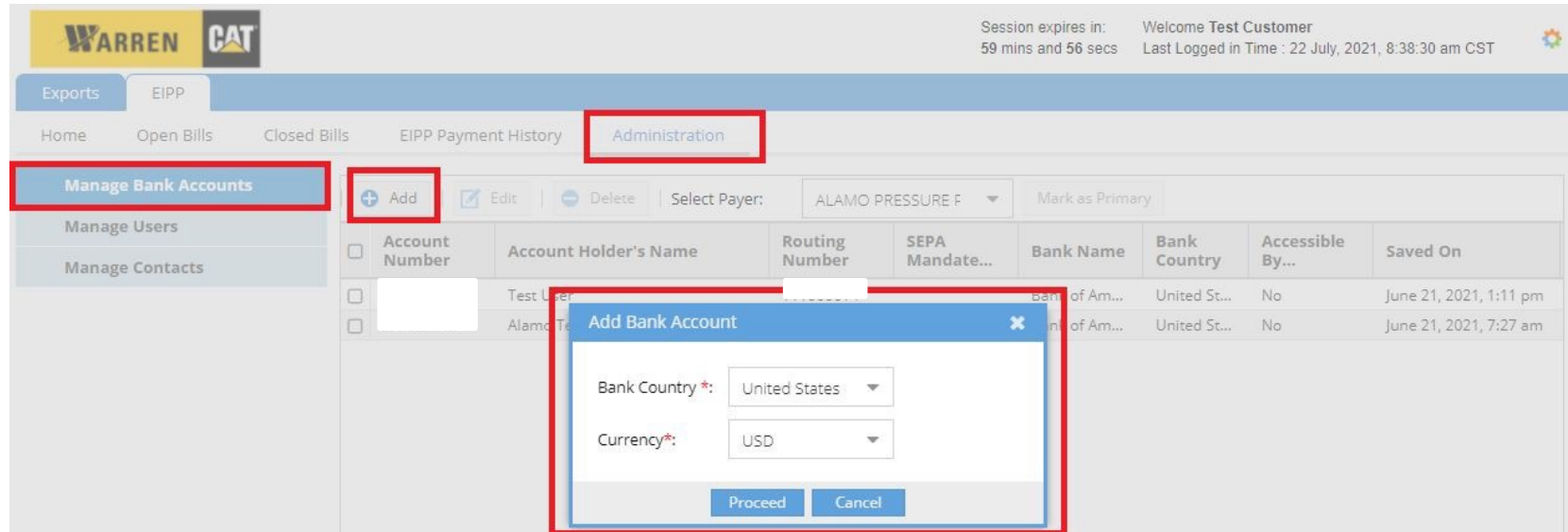
You can only edit the account name, not other details due to security

# Manage Accounts Functionalities



- Add a Bank Account
- Edit a Bank Account
- Delete a Bank Account
- Make a Bank Account Primary

# Add a Bank Account



- Step 1: Click on **Add** to add Bank details. A popup appears with Bank Country and Currency auto populated
- Step 2: Click on Proceed to continue

# Add a Bank Account – Enter details

The screenshot shows a web form titled "Add Bank Account". The form has the following fields:

- Bank Country \*: United States (dropdown menu)
- Currency\*: USD (dropdown menu)
- Bank Name: (text input)
- Account Type \*: (dropdown menu)
- Account Number \*: (text input)
- Re-enter Account Number \*: (text input)
- Routing Number \*: (text input)
- Account Holder's Name \*: (text input)

At the bottom of the form, there is a red box around the "Submit" button and a "Cancel" button. A note at the bottom left of the form states: "Fields marked with \* are mandatory".

Step 1: Enter all mandatory details

Step 2: Click **Submit**

The newly updated Bank Account appears in the **Bank Details** grid.



# Edit Bank Account Holder's Name

The screenshot shows a web interface for managing bank accounts. At the top, there is a toolbar with buttons for '+ Add', 'Edit' (highlighted with a red box), and '- Delete'. Below the toolbar is a table with columns: Company Code, Customer Number, Account Number, Account Holder's Name, Routing Number, Bank Name, Bank Country, and Save. The first row is selected, showing 'BUS4' for Company Code, 'test' for Account Number, and 'Chase' for Bank Name. A modal window titled 'Edit Bank Account Details' is open over the first row. It contains a text input field labeled 'Account Holder's Name \*' with the value 'test' entered (highlighted with a red box). At the bottom of the modal are 'Submit' (highlighted with a red box) and 'Cancel' buttons.

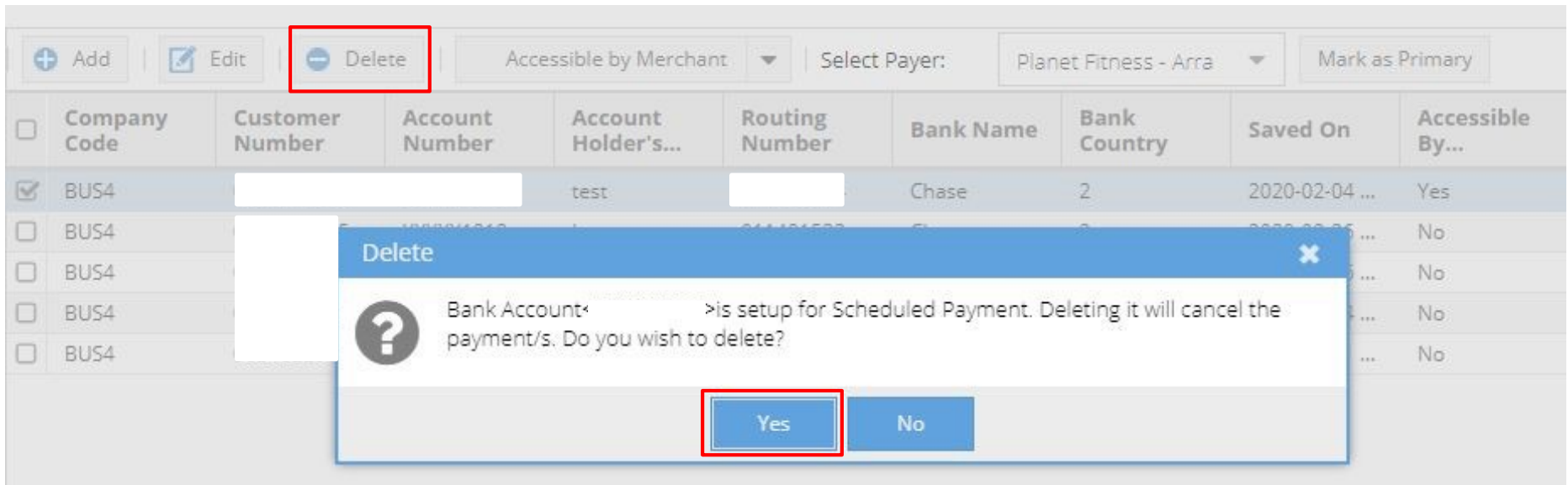
Step 1: Select Bank Account record to be edited

Step 2: Click **Edit** button. A popup appears

Step 3: Enter required account holder's name in the field

Step 4: Click on Submit to save the updated name in the EIPP portal

# Delete Bank Account



Step 1: Select Bank Account record to be deleted

Step 2: Click **Delete** button. A popup appears

Step 3: Click **Yes** to delete the bank account from EIPP portal

The Bank Account gets deleted.

# Make a Bank Account Primary

The screenshot shows a web application interface for managing bank accounts. At the top, there are buttons for '+ Add', 'Edit', and 'Delete', along with a dropdown menu for 'Accessible by Merchant' and a 'Select Payer:' dropdown set to 'Planet Fitness - Arra'. A 'Mark as Primary' button is highlighted with a red box. Below this is a table with columns: Company Code, Customer Number, Account Number, Account Holder's Name, Routing Number, Bank Name, Bank Country, and Saved On. The first row is selected with a checkbox and contains the following data: BUS4, [redacted], test, [redacted], Chase, 2, 2020-02-04. A dialog box titled 'Mark as Primary' is overlaid on the table, containing the text: 'The selected bank account [redacted] will be marked as primary for USD currency.' The dialog has 'Submit' and 'Cancel' buttons, with 'Submit' highlighted by a red box.

<input type="checkbox"/>	Company Code	Customer Number	Account Number	Account Holder's Name	Routing Number	Bank Name	Bank Country	Saved On
<input checked="" type="checkbox"/>	BUS4	[redacted]	test	[redacted]	[redacted]	Chase	2	2020-02-04
<input type="checkbox"/>	BUS4	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	2	2020-02-24
<input type="checkbox"/>	BUS4	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	2	2020-02-24
<input type="checkbox"/>	BUS4	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	2	2020-03-04
<input type="checkbox"/>	BUS4	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	2	2020-04-21

Step 1: Select Bank Account record to be made primary bank account

Step 2: Click **Mark as Primary** button. A popup appears

Step 3: Click Submit to mark the bank account as primary for future transactions

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# MANAGE USERS

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# Manage Users



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Exports | EIPP

Home | Open Bills | Closed Bills | EIPP Payment History | **Administration**

Manage Bank Accounts | **Manage Users** | Manage Contacts

Search Filter: Select filter to search... [Icons] [Advanced Search]

<input type="checkbox"/>	Customer Number	Customer Name	First Name	Last Name	Email	Customer Number	Customer Name	P
<input type="checkbox"/>			Test	Customer	test_4135586@gmail.com			(8

The customers will find the list of users using the portal in Manage Users section.

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# MANAGE CONTACTS

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# Manage Contacts



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Home | Open Bills | Closed Bills | EIPP Payment History | **Administration**

Manage Bank Accounts  
Manage Users  
**Manage Contacts**

Search Filter: Select filter to search... | Advanced Search

Refresh | Add Contact | Edit Contact

<input type="checkbox"/>	Customer Name	Customer Number	Title	First Name	Last Name	Create Time	Crea
<input type="checkbox"/>	ALAMO PRESSURE P...			Test	Customer	June 8, 2021, 6:26 am	Mercl
<input type="checkbox"/>	ALAMO PRESSURE P...			Christian	Akins	June 12, 2021, 7:08 am	Test C
<input type="checkbox"/>	ALAMO PRESSURE P...			Joe	BLOW	June 14, 2021, 11:13 ...	Test C
<input type="checkbox"/>	J W POWER CO			test	customer	June 21, 2021, 12:39 ...	Admi
<input type="checkbox"/>	ALAMO PRESSURE P...			test	customer	June 14, 2021, 8:05 am	Mercl
<input type="checkbox"/>	ALAMO PRESSURE P...			Kimberly	Rotberg	June 21, 2021, 8:12 am	Mercl

The customers can add their contacts in the portal.

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# CLOSED BILLS

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# Closed Bills



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Exports | EIPP

Home | Open Bills | Closed Bills | EIPP Payment History | Administration

Search Filter: Select filter to search... | Advanced Search

<input type="checkbox"/>	Customer Number	Customer Name	Sales Invoice PDF	Invoice Date	Invoice Number	Document Number	PO Number	Invoice Amount
<input type="checkbox"/>		J W POWER ...		May 27, 20...				
<input type="checkbox"/>		J W POWER ...		May 18, 20...				
<input type="checkbox"/>		J W POWER ...		May 18, 20...				

**Closed Bills** displays all the Invoices for all customers that have been closed.

The logo for WARREN, featuring a stylized 'W' with a diagonal line through it, followed by the word 'WARREN' in a bold, sans-serif font.The logo for CAT, featuring the word 'CAT' in a bold, sans-serif font with a stylized yellow triangle below the 'A', all contained within a black square.

**EXPORTS**

The logo for highradius, featuring a colorful circular icon with segments in red, orange, yellow, green, and blue, followed by the word 'highradius' in a lowercase, sans-serif font.

# Exports

EIPP Exports

Exports Summary

Page 1 of 1 | Refresh | Delete | Delete All

<input type="checkbox"/>	Export Id	Export Name	Export Time	File Type	File Size	Record Count	Status	File Path	Error File Path
<input type="checkbox"/>	50	Test non-aut...	2021-06-10 ...	xls	13 KB	31	Success	<a href="#">Download</a>	
<input type="checkbox"/>	46	Export	2021-06-07 ...	xls	11 KB	20	Success	<a href="#">Download</a>	

Test\_2\_1604458557....xls ^

Records exported using **Export**, and **Export All** features from any of the tabs within the application, will be available in **Exports** tab as downloadable links.

Exported files are labeled with an “Export Name” that is assigned by the user when exporting the file. This allows you to identify the exported file in **Exports** tab accordingly. Click on **Download** to fetch the data on excel format.

The logo for Warren, featuring a stylized 'W' with a diagonal line through it, followed by the word 'WARREN' in a bold, sans-serif font.The logo for CAT, featuring the word 'CAT' in a bold, sans-serif font with a stylized yellow triangle below the 'A', all contained within a black square.

# HOME PAGE

The logo for highradius, featuring a colorful circular icon with segments in red, orange, yellow, green, and blue, followed by the word 'highradius' in a lowercase, sans-serif font.

# Home page



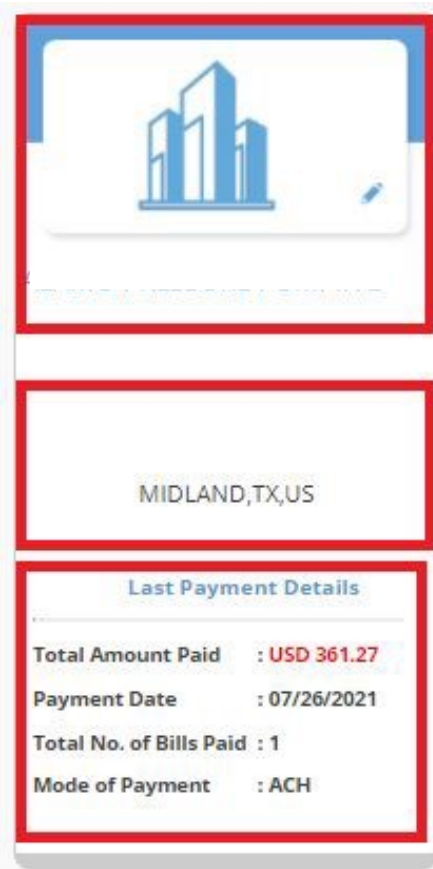
EIPP- Home page provides an overall summary of the customer AR.

# Home page functionalities



- Customer Details
- Amount due by aging buckets
- Filters payable by aging buckets
- Shortcuts
  - Look for Invoices
  - Download Statement
  - Payments
  - Contact Supplier
  - Autopay setup

# Customer Details

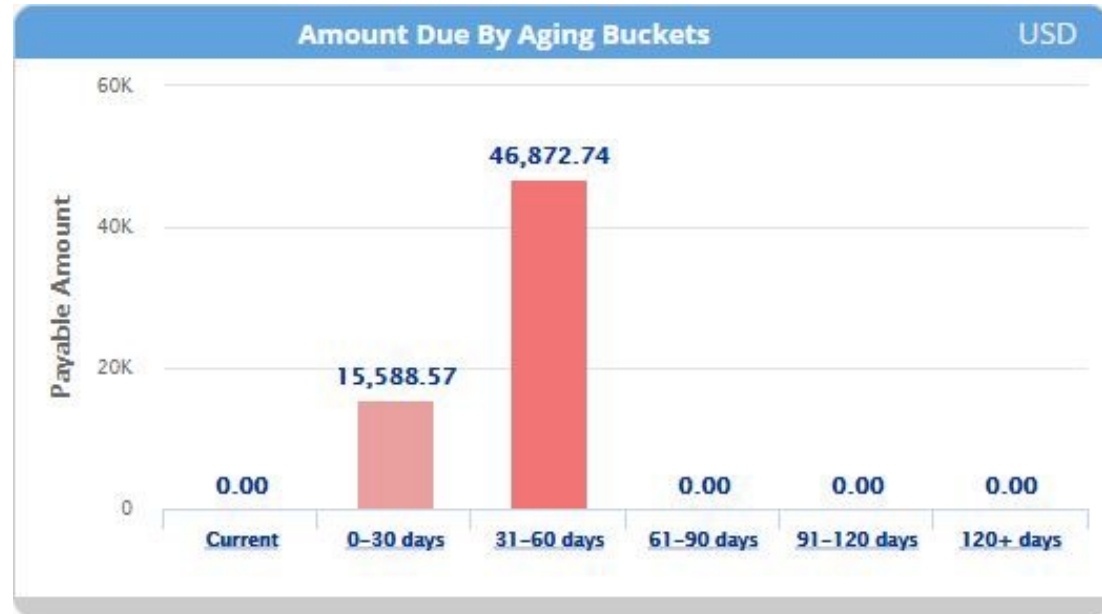


1. Customer's name and Logo  
2. Logo can be edited by clicking on pencil icon

Customer's Address

Last payment details in the portal

# Amount due by aging buckets



1. This graph provides a graphical representation of the amount due by the customer as per the aging buckets
2. By clicking on the aging bucket bar, it will redirect to open bills showing the invoices due in that aging bucket



# Filters payable by aging buckets

Filter Payables By Aging Buckets

Filter by Due Dates Bucket Total Past Due

Bill Amount Due  
USD 62,461.31

Number of Bills Due  
31

Pay above with

Shortcut for paying the amount due in the filter by ACH

- 1.This section provides the amount due and number of bills due by the customer for the selected filter/aging bucket
- 2.By clicking on payment method it will redirect to the pay bills popup screen

# Shortcuts

Search open invoice(s) directly by entering the invoice number(s) separated by “,”. It will redirect to the open bills



Search an Open Invoice



Download Statement



Manage Payment Methods



Setup Auto Payment



Contact Supplier

Redirects to Manage Bank accounts section under Administration tab

Download statement

Set Up Auto Payment

Contact account representative

# Home page functionalities – Shortcut – Contact Supplier



On clicking the contact supplier button, a pop up appears to Raise a ticket to Warren.

A screenshot of a web-based email composition window titled "Raise Ticket on Email". The window has a blue header bar with a close button (X) on the right. The form contains the following fields:

- To\*:** A text input field containing the email address "credit.csam@warrencat.com".
- BCC:** An empty text input field.
- Subject \*:** An empty text input field.
- Body \*:** A rich text editor area with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Text Color (T), Background Color (T), Text Color dropdown, Background Color dropdown, Bulleted List, Numbered List, Indent, Link, and Unlink. Below the toolbar is a large empty text area for the email body.
- Attachment:** A text input field with a "Browse..." button to its right.

Below the attachment field, there is a note: "Maximum size of the file is 5 MB. In case of multiple files, zip and upload the .rar file." At the bottom of the window, there are two buttons: "Send" and "Cancel". The "highradius" logo is visible at the bottom center of the window.

# Auto Pay Setup



The screenshot displays the Warren CAT EIPP interface for customer 'ALAMO PRESSURE PUMPING-4135586'. The top navigation bar includes 'Exports', 'EIPP', 'Home', 'Open Bills', 'Closed Bills', 'EIPP Payment History', and 'Administration'. The main content area features a bar chart titled 'Amount Due By Aging Buckets' with the following data:

Aging Bucket	Payable Amount (USD)
Current	17,030.42
0-30 days	945,868.34
31-60 days	1,372,879.49
61-90 days	1,015,015.06
91-120 days	566,790.46
120+ days	2,954,271.57

Below the chart are five shortcuts: 'Search an Open Invoice', 'Download Statement', 'Manage Payment Methods', 'Setup Auto Payment' (highlighted with a red box), and 'Contact Supplier'. The 'Setup Auto Payment' shortcut is represented by a clock icon with a dollar sign. The interface also shows a 'Filter Payables By Aging Buckets' section with a dropdown menu set to 'Total Past Due', displaying a 'Bill Amount Due' of USD 6,854,824.92 and 'Number of Bills Due' of 349.

- To setup Auto Pay click on Setup Auto Payment shortcut from Home tab

# Auto Pay Setup (Continued)

- Customer name will be auto populated. Fill all the fields on the screen.
- Select the payment type ACH and select the respective bank account or card number from the list.
- Click on submit to save.
- \* Please note that before setting up Auto payment a bank account must be added first.

Amount Due by Aging Buckets 630 Filter Payables

### Enable/Disable Auto Payment

Customer \*:

Auto Pay\*:  Enable Auto Pay  Disable Auto Pay

Payment Frequency\*: Daily Start Date\*: 2021-06-18

Auto Pay Limit\*: Yes Limit Amount: 10000

Payment Type\*: ACH Card/Bank Account\*: XXXX5678

Fields marked with \* are mandatory

Submit Cancel

**WARREN**

**CAT**

 highradius

**THANK YOU**