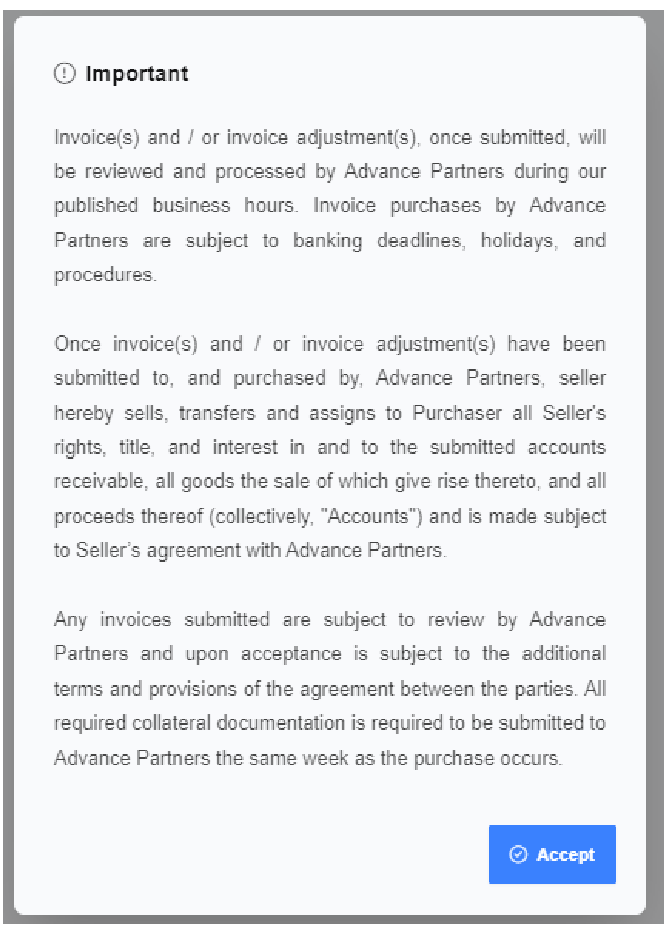
How to Import Invoices into the Client Portal

Client Data Import

You will receive an important message about submitting invoices


Important

Invoice(s) and / or invoice adjustment(s), once submitted, will be reviewed and processed by Advance Partners during our published business hours. Invoice purchases by Advance Partners are subject to banking deadlines, holidays, and procedures.

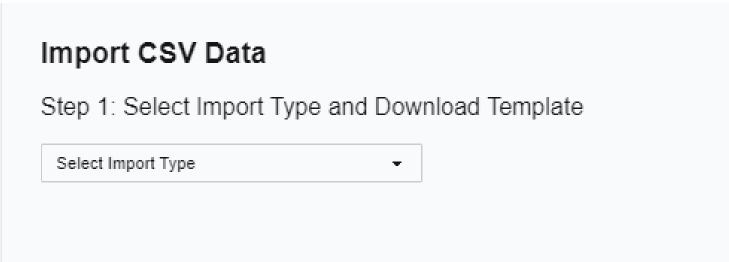
Once invoice(s) and / or invoice adjustment(s) have been submitted to, and purchased by, Advance Partners, seller hereby sells, transfers and assigns to Purchaser all Seller's rights, title, and interest in and to the submitted accounts receivable, all goods the sale of which give rise thereto, and all proceeds thereof (collectively, "Accounts") and is made subject to Seller's agreement with Advance Partners.

Any invoices submitted are subject to review by Advance Partners and upon acceptance is subject to the additional terms and provisions of the agreement between the parties. All required collateral documentation is required to be submitted to Advance Partners the same week as the purchase occurs.

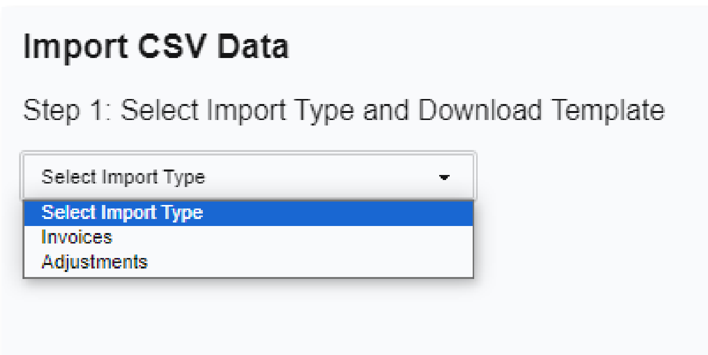
Accept

Please click Accept to accept Advance Partners terms.

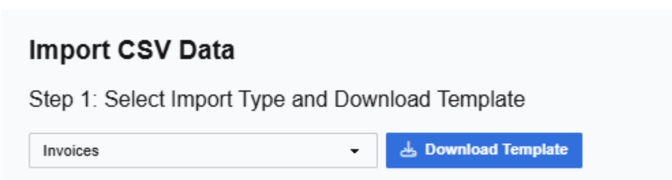
Step 1



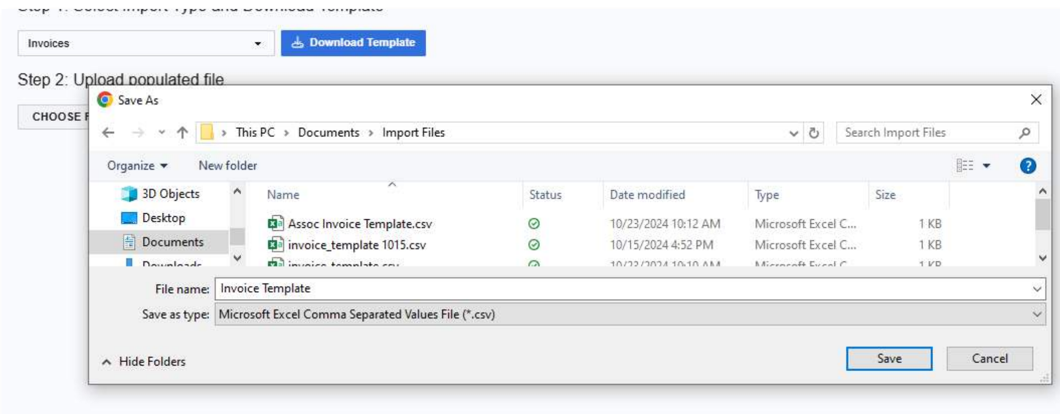
Select the Import Type
Options are Invoices and Adjustments



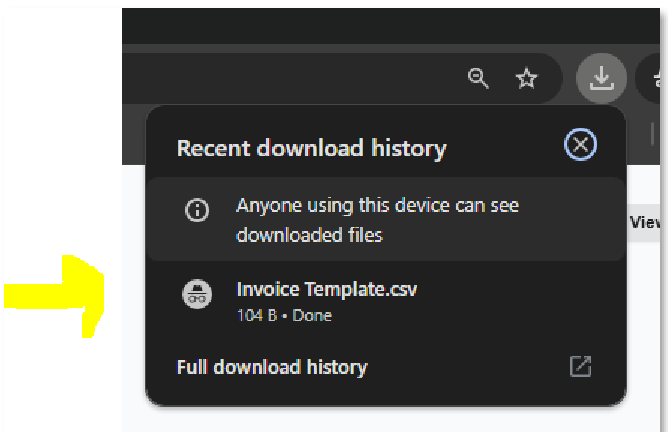
When you click Invoices you will see Download Template. Click this to get a blank template for importing your invoices.



Pick where you want to save the template and enter the file name.



You can click Recent Download in the upper right corner of your browser to find the Template.



You can also navigate to where you saved the template on your PC or network.

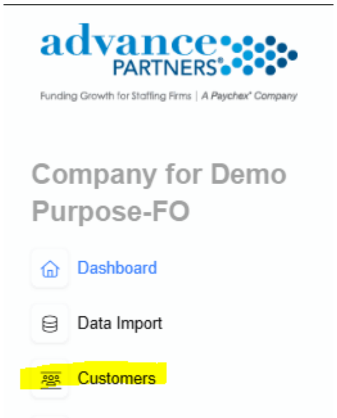
Open the Template

Now you can add your invoice information

date	location_id	division_id	rate_table_id	memo	corporation_invoice_id	po_number	amount	vms	employee	week_end

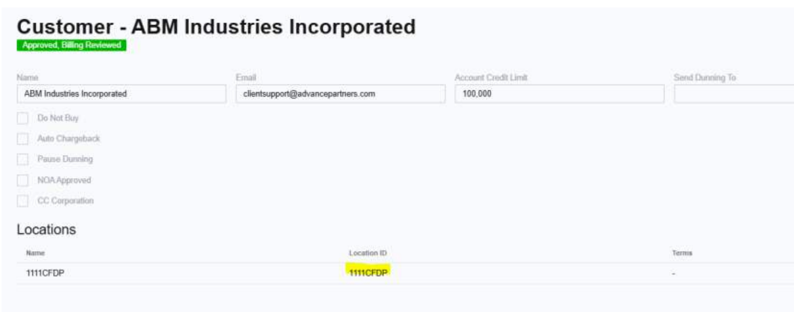
Date – This is the invoice date mm/dd/yy

Location ID – This can be found under the Customer Name in the portal

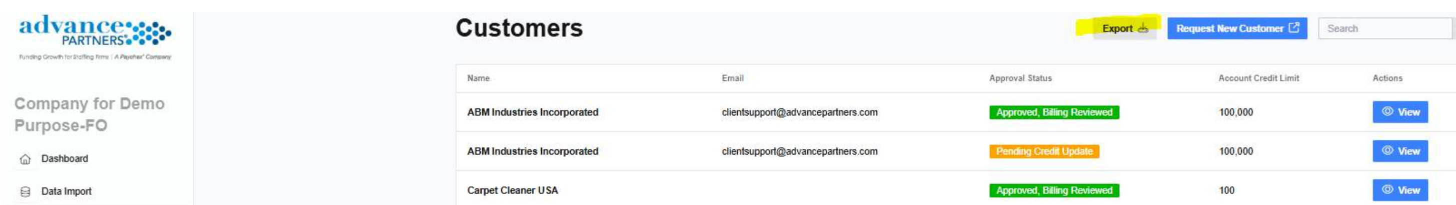


Click View

Location ID



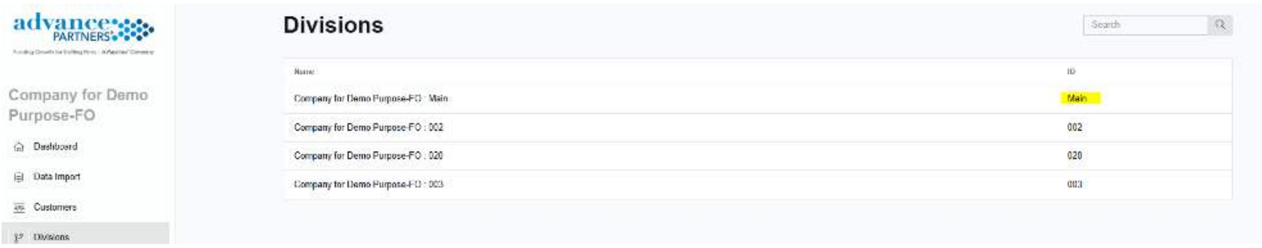
Tip – you can also run a complete list of Customers with Location ID from the Customer Screen. Click Export.



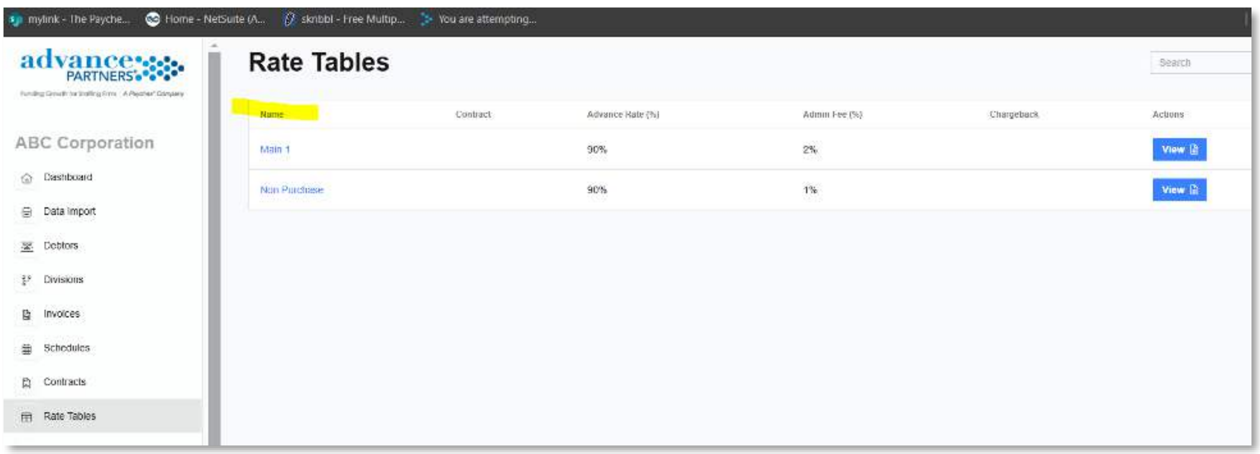
Customer List
Generated on 6/30/2025

Name	Location ID	Email	Approval Status	Account Credit Limit	Relationship ID	Created Date
ABM Industries Incorporated	1111CFDP	clientsupport@advancepartners.c	Approved, Billing Reviewed	100000	DEMO123	12/3/2024
ABM Industries Incorporated		clientsupport@advancepartners.c	Pending Credit Update	100000	TBD	12/3/2024
Carpet Cleaner USA	CarpetCleaner-Demo		Approved, Billing Reviewed	100	TBD	3/7/2025
Charlie's Cleveland Browns, Inc.	TBD	clientsupport@advancepartners.c	Approved, Billing Reviewed	100000	12345DEMO	12/3/2024
Frank's Ice Cream	FranksIceCream-Demo		Pending Credit Update	100000	TBD	3/7/2025
Janice's Cleveland Browns, LLC		test@test.com	Pending Credit Update	10000	123Test	3/6/2025

Division ID – This is the Division ID – you can cut and paste



Rate Table ID – This is the Rate Table for Funding – you can cut and paste
Important – if you only have one rate table, you can leave this field blank



Memo – Any notes you would like to add

Corporation Invoice ID – This is your Invoice Number

PO Number – This is your PO Number (optional)

Amount – Invoice amount – no $ or commas

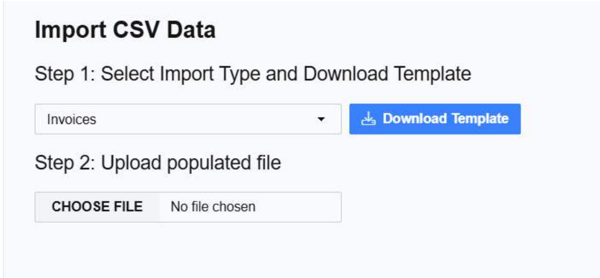
VMS – Y or N if VMS client

Employee Name – only required if VMS – Last name, First name

Week Ending – only required if VMS - the week the employee worked end date

Save and close your file

Step 2 Choose File and Click Submit

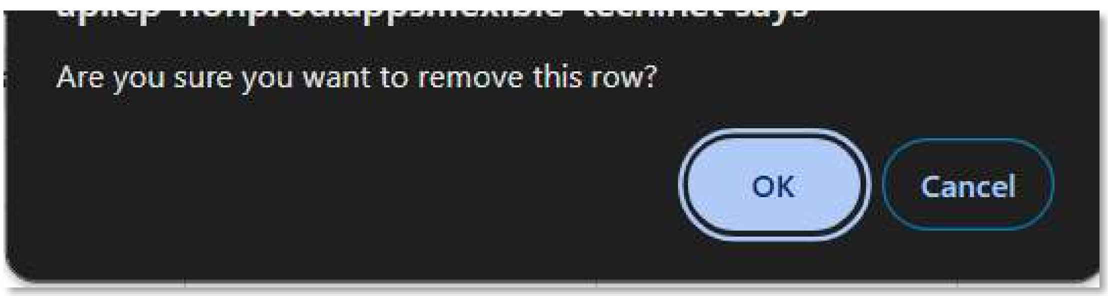


Your invoices will appear in the portal screen

Note the Invoice Count and Total Amount Submitted are in the upper lefthand corner

At this point you can make changes.
On the Review Import Data you can edit
+ will allow you to manually add a line
- will allow you to delete a line

This message will appear if you try to delete a line



Click OK to remove

Tip if you click in a field like Division ID you will see a drop down to pick the Division

After any edits you can click Submit

While processing you will see this message – Queued in blue

Review Import Data QUEUED View Import Batches

Count: 2 Amount: $19,240

Open Support Case Download Batch Data

RESULT	DATE	LOCATION_ID	DEBTOR_NAME	DIVISION_ID	RATE_TABLE_ID	MEMO	CORPORATION_INVOICE_ID	PO_NUMBER	AMOUNT	VMS
-	4/18/2025	CarpetCleaner-Demo	Carpet Cleaner USA	Main	-	-	457790	12344	10,000	-
-	4/18/2025	LinkLogistics-Demo	Link Logistics Solutions, Inc.	Main	-	-	457791	12345	9,240	-

When done you will see – Complete in green

Review Import Data COMPLETE View Import Batches

Count: 2 Amount: $19,240

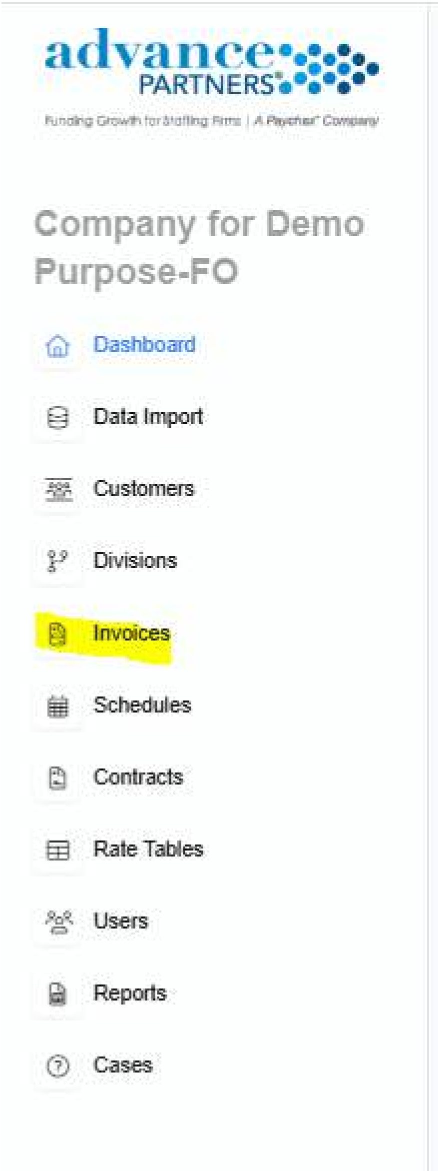
Open Support Case Download Batch Data

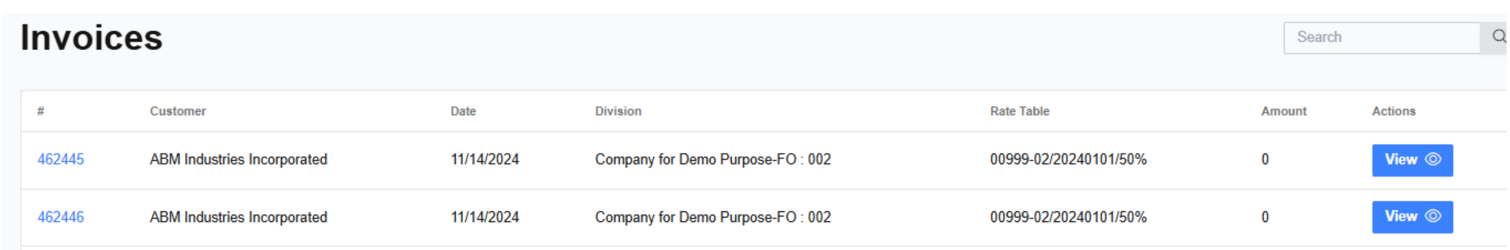
RESULT	DATE	LOCATION_ID	DEBTOR_NAME	DIVISION_ID	RATE_TABLE_ID	MEMO	CORPORATION_INVOICE_ID	PO_NUMBER	AMOUNT	VMS
	4/18/2025	CarpetCleaner-Demo	Carpet Cleaner USA	Main	-	-	457790	12344	10,000	-
	4/18/2025	LinkLogistics-Demo	Link Logistics Solutions, Inc.	Main	-	-	457791	12345	9,240	-

Errors

Duplicate Invoice No. –The system is setup to catch duplicate invoice numbers. This error will allow you to update the invoice number and resubmit

After you see Completed you will also be able to view the invoices.





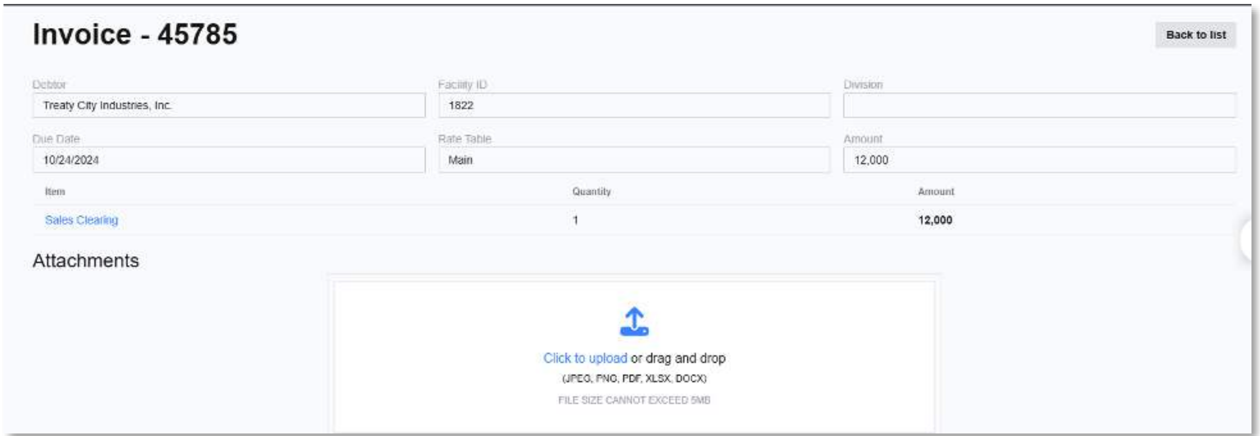
Invoices

Search

#	Customer	Date	Division	Rate Table	Amount	Actions
462445	ABM Industries Incorporated	11/14/2024	Company for Demo Purpose-FO : 002	00999-02/20240101/50%	0	View
462446	ABM Industries Incorporated	11/14/2024	Company for Demo Purpose-FO : 002	00999-02/20240101/50%	0	View

View

Pick an invoice and click view. You will see the details for this invoice. There also is an upload allowed on each invoice for attaching any details like time sheets.



To add a document you can click to upload or drag a file and drop it. The system accepts JPEG, PNG, PDF, XLSX and DOCX

Note the max size of a document is 5M