

NOW LIVE!

ONLINE PAYMENTS

Embrace the Convenience



e-Invoice

Butcher Distributors' New Online Billing & Payment System



Login



View



Pay



Done

**Why use
Online
Payments ?**

With the Online Payment system, you'll be able to view, print, and download your invoices, and make safe and secure payments with a bank account by setting up an ACH transfer or with a credit card. Quickly export a CSV and import directly into your accounting software.

LINK AND INSTRUCTIONS

Link:

www.butcherdistributors.billtrust.com

Please see attached for instructions on how to make an online payment

Online eInvoice Features

- **View, print, and download your invoices.**
- **Make payments with your bank account (ACH) or credit card.**
- **Import data into your accounting software.**
- **Review payment history.**
- **Manage your notification settings.**
- **Access through the link in your Butcher Distributors website and then login.**

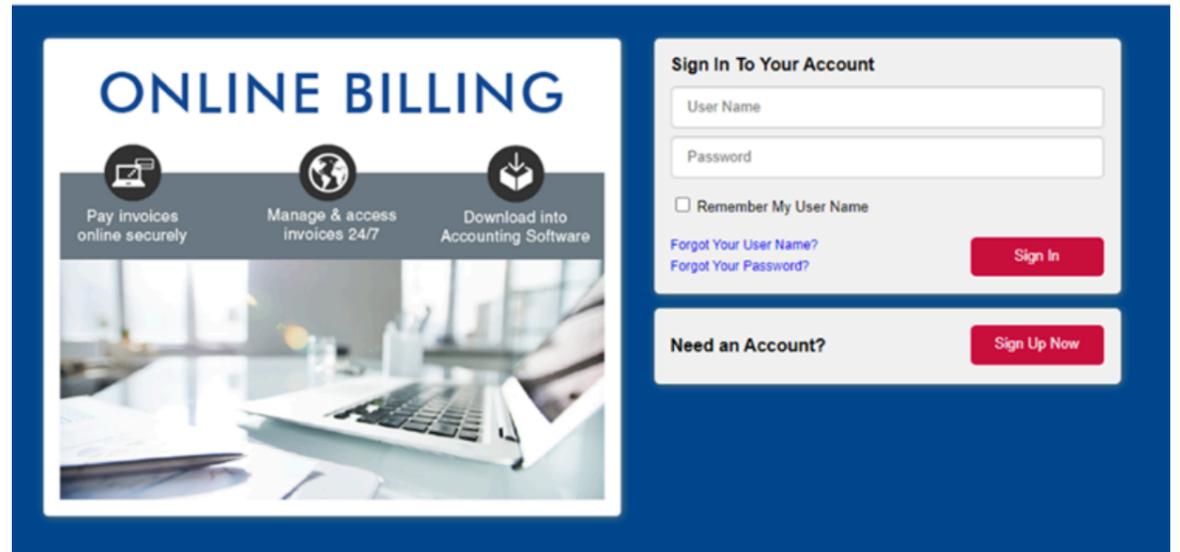
Contact Liz (337-330-1224) or your TM for more information

Steps To Use

E-INVOICE

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01 Sign-Up

Visit Butcher's website (www.butcherdistributors.com) for the link, or go directly to the sign in page at www.butcherdistributors.billtrust.com

First time users will go to "Need an Account" and press the "Sign Up Now" button.

02 Enter Information

You will be required to enter three (3) pieces of information:

1. Customer Number
 - a. Found on a Butcher invoice.
 - b. Example: 03-0001789
2. Invoice Number
 - a. From within the last 3 months
 - b. Example: 0848666-IN
3. Invoice Amount
 - a. From invoice.
 - b. Example: \$4741.00

03 Security Questions

Three (3) security questions and answers will be required.

04 Subscriber Agreement

Be sure to click the "I agree to the Subscriber Agreement" and then click "Sign Up".

05 Confirmation Email

You will receive a confirmation email after sign up is completed. If you do not receive promptly, check your spam folder.

06 Sign-In

Return to "Sign In" and put in the Username and Password. Please note that your dealer account number will show in file and not the dealer name.

07 Open and Choose

Click "Open" tab to see all open documents and choose individual invoices to pay. Then click "Pay Invoices" tab. This will bring you to "Payment Details" page.

Continue on next page

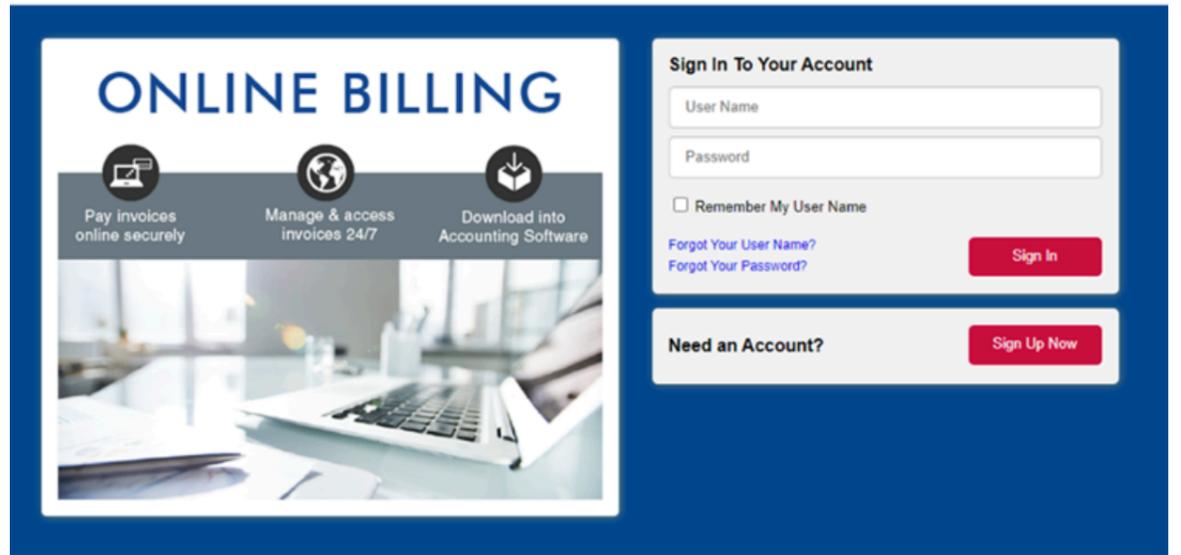
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08 Proceed to Payment

Click on "Proceed to Payment". The "Add Payment Method" screen will populate. Enter in preferred payment method and save.

Input "Bank Account" information and/or "Credit Card" information.

- Bank account – use a valid routing number and account number.
- Credit card – use credit card number and expiration date.

09 Authorization

Click "Proceed to Review".

Be sure to click "I authorize..." and click "Authorize and Pay"

- If you want to pay by buckets group, click on the "Summary" tab to view documents in "Aging Bucket" and choose payment bucket.
- In the "Open" tab, dealers can:
 - Look at the PDF of invoice
 - Print invoice
 - Download invoice

10 Notifications

You should receive notifications via email when payment is complete.

- Dealers can put notes on the invoice (for dealer viewing only).
 - It is on the left of the invoice number
- Finance charges are shown in the "Open" invoice listing, as well as in the bucket.

11 Discounts

A discount of 1.25% will automatically calculate when invoices are paid in the 10-day range when no other invoices past 30 days are open.



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