

Step 1. Select Open Invoices

The screenshot shows the tingle flooring website dashboard. At the top, there is a search bar with the text "Search by keyword or item#" and an "Advanced Search" button. Below the search bar is a navigation menu with "Main Options", "Cart Options", "Contact Us", and "Links". The "Dashboard" section has a sub-navigation bar with "Processed Orders", "Unprocessed Orders", "Scheduled Deliveries", "Last Viewed Items", and "Open Invoices". The "Open Invoices" tab is highlighted, and an arrow points to it from the text "Step 1. Select Open Invoices". Below the navigation bar is a table with the following data:

Your PO#	Reference#	Order#	Sidemark/Tag	Order Date	Ship Date	Status
EMPLOYEE	000987	000987	Your Side Mark	01/27/17	01/27/17	SEE DETAILS

There is a "Go to Order Status" link with a right-pointing arrow above the table.

Step 2. Select Go To Open Invoices

The screenshot shows the tingle flooring website dashboard. The "Open Invoices" tab is selected in the navigation bar, and an arrow points to it from the text "Step 2. Select Go To Open Invoices". Below the navigation bar is a table with the following data:

Invoice#	Invoice Date	Due Date	Your PO#	Amount
12345	10/05/17	11/04/17	Your PO	.01
12345	10/13/17	11/12/17	Your PO	.01

There is a "Go to Open Invoices" link with a right-pointing arrow above the table, and an arrow points to it from the text "Step 2. Select Go To Open Invoices".

Step 3. Select Pay Invoices

The screenshot shows the tingle flooring website dashboard. The "Pay Invoices" button is highlighted in the transaction history section, and an arrow points to it from the text "Step 3. Select Pay Invoices". Below the navigation bar is a table with the following data:

Over 30	Over 45	Over 60	Over 90	Over 120
\$0.00	\$0.00	\$0.00	\$2,842.74	\$0.00

Below this table is another table with the following data:

Invoice Date	Invoice#	Reference#	Your PO#	Amount	Discount	Balance	Due Date
10/05/17	12345	000987	Your PO	.01	\$0.00	.01	11/04/17
10/13/17	12345	000987	Your PO	.01	\$0.00	.01	11/12/17

There is a "Transaction History" link and a "Pay Invoices" button with a right-pointing arrow above the second table.

Step 4. Select Invoice to be paid then select Enter Payment Details

Select	Invoice Date	Due Date	Invoice#	Reference#	Your PO#	Amount	Discount	Balance
<input checked="" type="checkbox"/>	10/05/17	11/04/17	12345	000987	Your PO	.01	\$0.00	.01
<input checked="" type="checkbox"/>	10/13/17	11/12/17	12346	000876	Your PO	.01	\$0.00	.01

Step 5. Select Review and Authorize Payment

Remove	Invoice Date	Due Date	Invoice#	Reference#	Your PO#	Payment Amount
<input checked="" type="checkbox"/>	10/05/17	11/04/17	12345	000876	Your PO	● Current Balance: .01
<input checked="" type="checkbox"/>	10/13/17	11/12/17	12345	000876	Your PO	● Current Balance: .01
<input checked="" type="checkbox"/>	10/16/17	11/15/17	12345	000876	Your PO	● Current Balance: .01

* Payment Option: GATEWAY Tingle

Payment Date: 11/28/17

Memo:

Payment Total: .01

Step 6. Verify Your Selected Invoices and then select Authorize Payment

Invoice Date	Due Date	Invoice#	Reference#	Your PO#	Amount	Discount	Payment Amount
10/05/17	11/04/17	12345	000876	Your PO	.01	\$0.00	Current Balance: .01
10/13/17	11/12/17	12345	000876	Your PO	.01	\$0.00	Current Balance: .01
10/16/17	11/15/17	12345	000876	Your PO	.01	\$0.00	Current Balance: .01

Payment Option: GATEWAY Tingle

Payment Date: 11/28/17

Memo:

Payment Total: .01

Step 7. You will be transferred to our payment portal.
Select how you would like to pay and fill out payment form.

tingle
flooring

W.C. TINGLE CO.
70 years
1946-2016

Welcome, T32796EA

Bills to Pay

Confirmation

Batch Number	Amount
0000000063	\$342.95

Pay by Card

Pay with E-Check

Cancel

Heartland

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