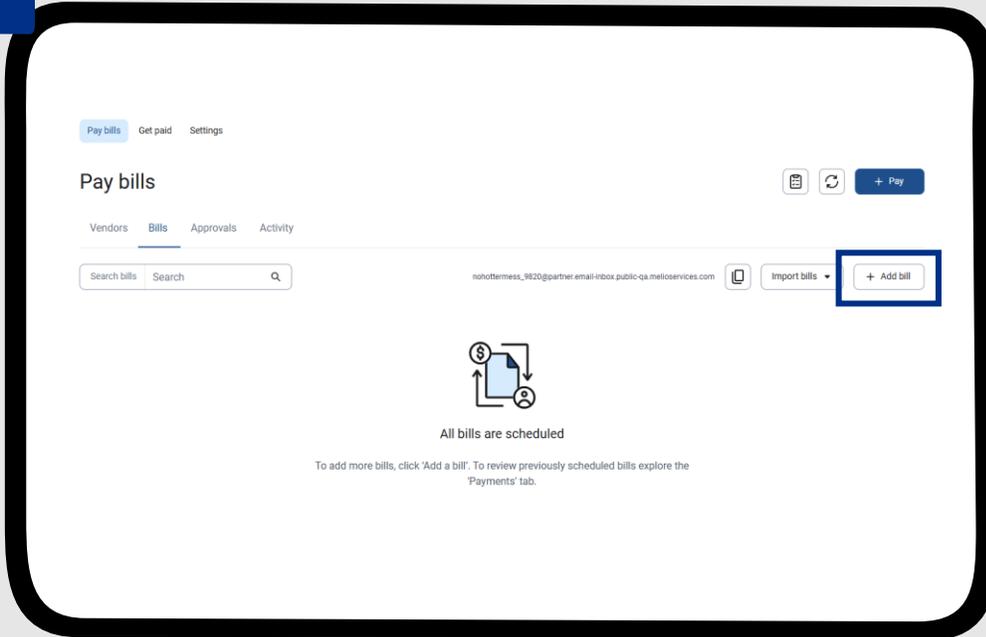


Payments: Add a Bill Manually

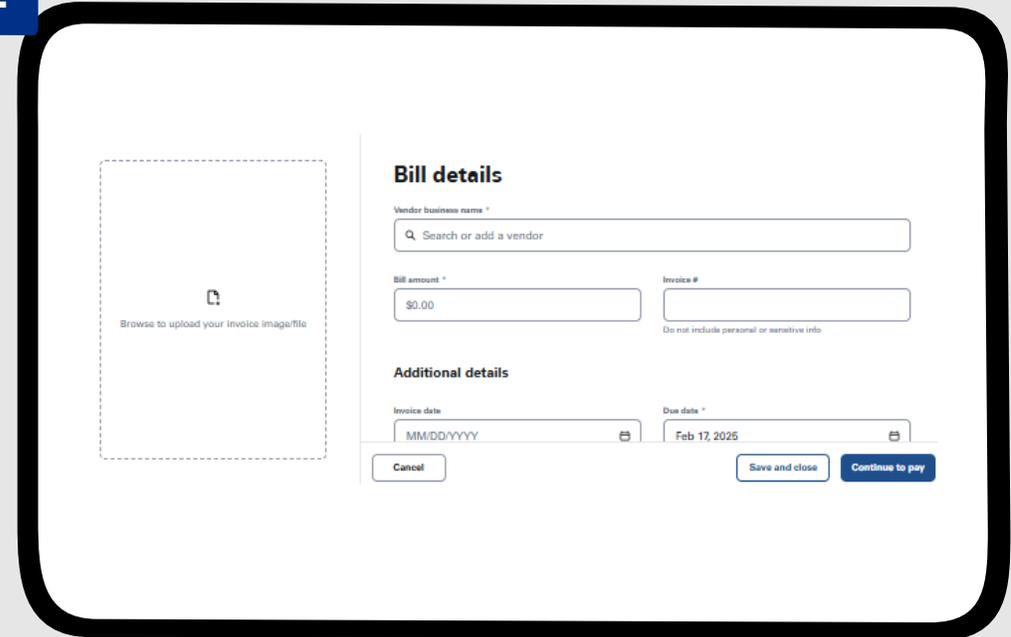
1



The screenshot shows the 'Pay bills' interface. At the top, there are tabs for 'Pay bills', 'Get paid', and 'Settings'. Below that, there are sub-tabs for 'Vendors', 'Bills', 'Approvals', and 'Activity'. A search bar is present with the text 'Search bills' and a search icon. A vendor name 'nohottermes_9820@partner_email-inbox-public-qa.melioservices.com' is displayed. A blue box highlights the '+ Add bill' button in the top right corner of the main content area. Below the button, there is a message: 'All bills are scheduled' and a sub-message: 'To add more bills, click 'Add a bill'. To review previously scheduled bills explore the 'Payments' tab.'

From the "Bills" inbox, click "+ Add bill" button.

2



The screenshot shows the 'Bill details' form. On the left, there is a dashed box for uploading an invoice image with the text 'Browse to upload your invoice image/file'. The form fields include: 'Vendor business name *' with a search bar; 'Bill amount *' with a value of '\$0.00'; 'Invoice #' with a value of '00000000000000000000'; 'Additional details' section with 'Invoice date' (MM/DD/YYYY) and 'Due date *' (Feb 17, 2025). At the bottom, there are three buttons: 'Cancel', 'Save and close', and 'Continue to pay'.

Fill in required fields. Choose to either "Save and close" or "Continue to pay." The bill will appear in the "Bills" inbox.