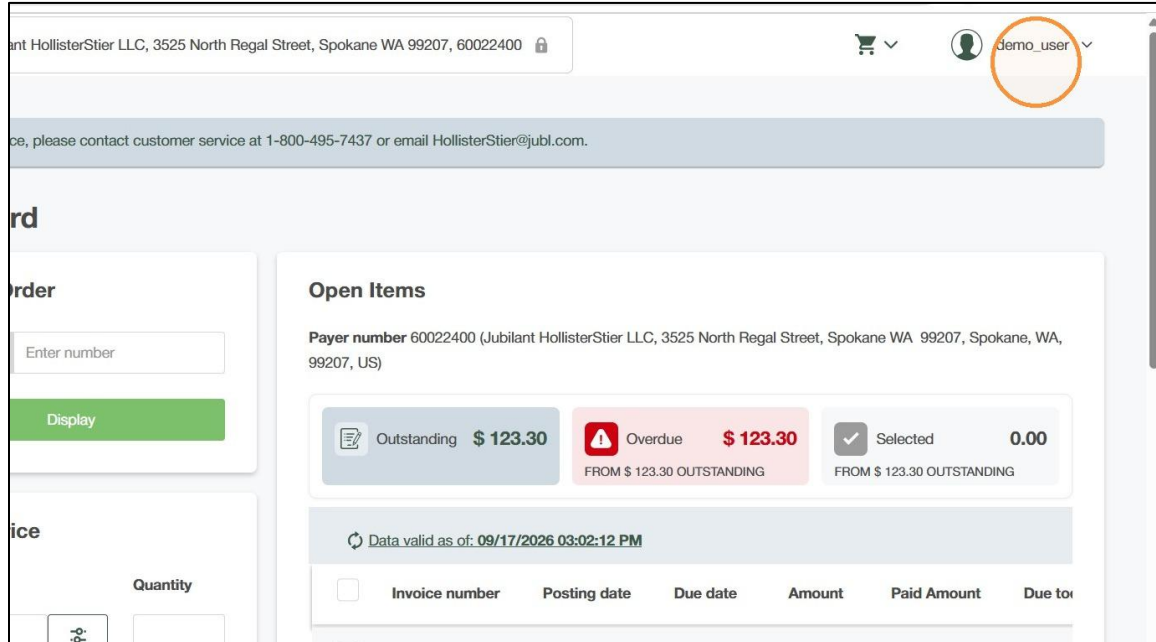


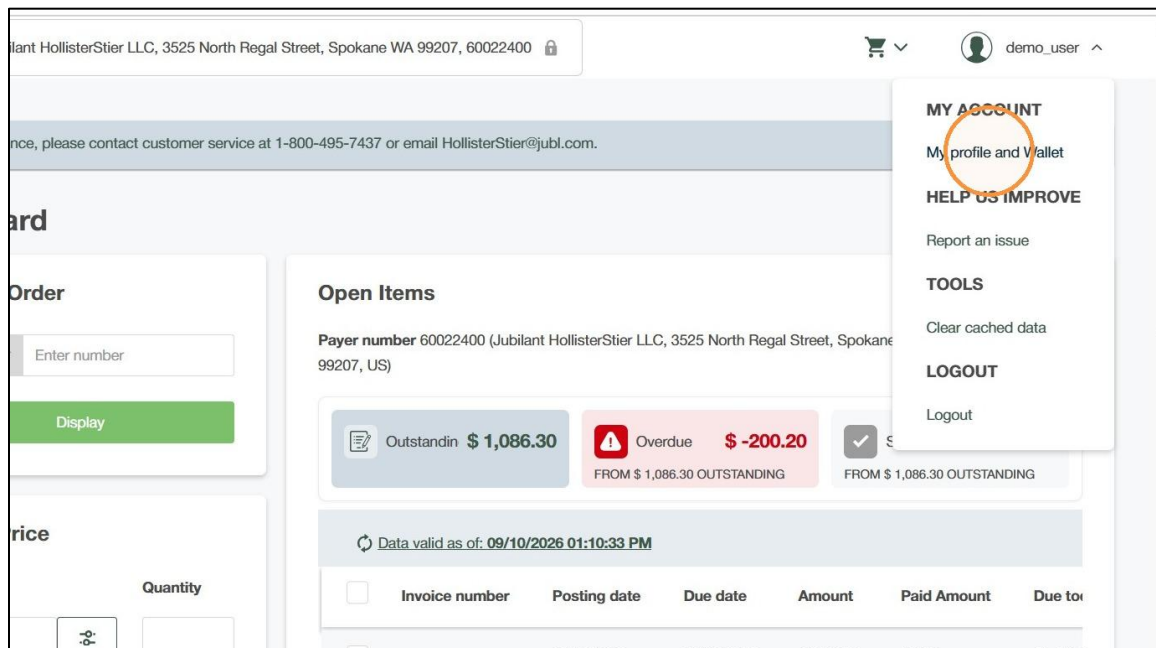
Account Management

In this guide, you will learn how to manage your invoices, payments, and Wallet in the HollisterStier Allergy Ordering Portal.

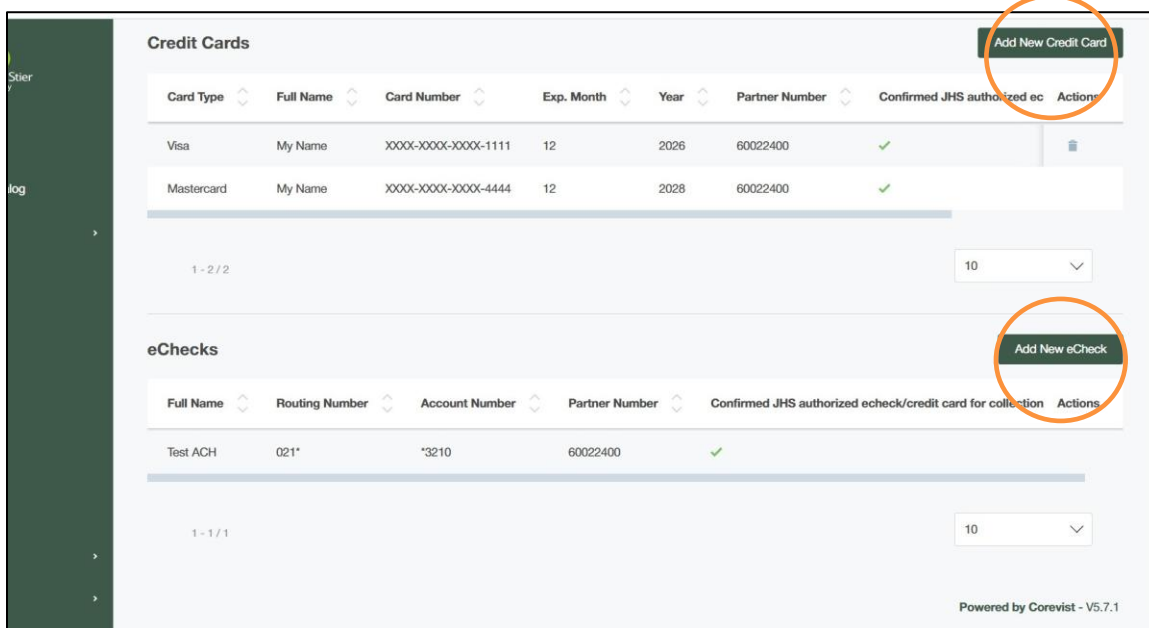
1. To manage your Wallet select your **profile**.



2. Select **My profile and Wallet** from the menu.



3. Scroll to view your credit card and eCheck information. You can add a new credit card or eCheck details from this screen. Once finished, return to the Dashboard.



Credit Cards

Card Type	Full Name	Card Number	Exp. Month	Year	Partner Number	Confirmed JHS authorized ec	Actions
Visa	My Name	XXXX-XXXX-XXXX-1111	12	2026	60022400	✓	
Mastercard	My Name	XXXX-XXXX-XXXX-4444	12	2028	60022400	✓	

1 - 2 / 2

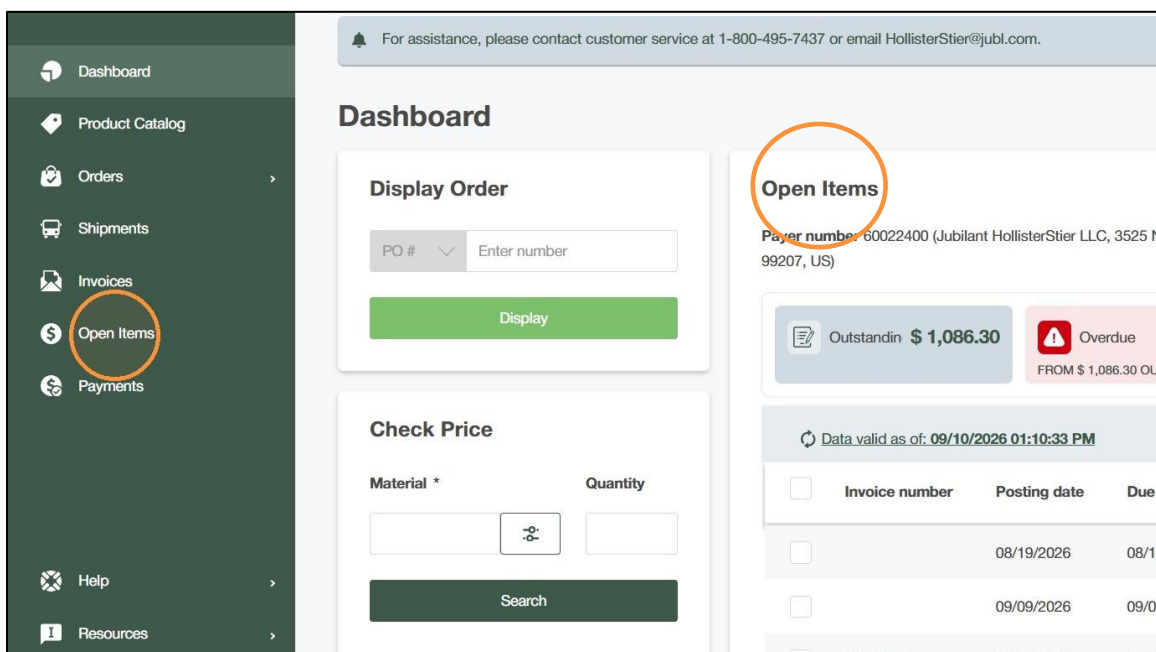
eChecks

Full Name	Routing Number	Account Number	Partner Number	Confirmed JHS authorized echeck/credit card for collection	Actions
Test ACH	021*	*3210	60022400	✓	

1 - 1 / 1

Powered by Corevist - V5.7.1

4. You can view your payments and invoices through your open items, either through the left-hand navigation or on the main Dashboard.



For assistance, please contact customer service at 1-800-495-7437 or email HollisterStier@jubil.com.

Dashboard

Display Order

PO # Enter number

Display

Check Price

Material * Quantity

Search

Open Items

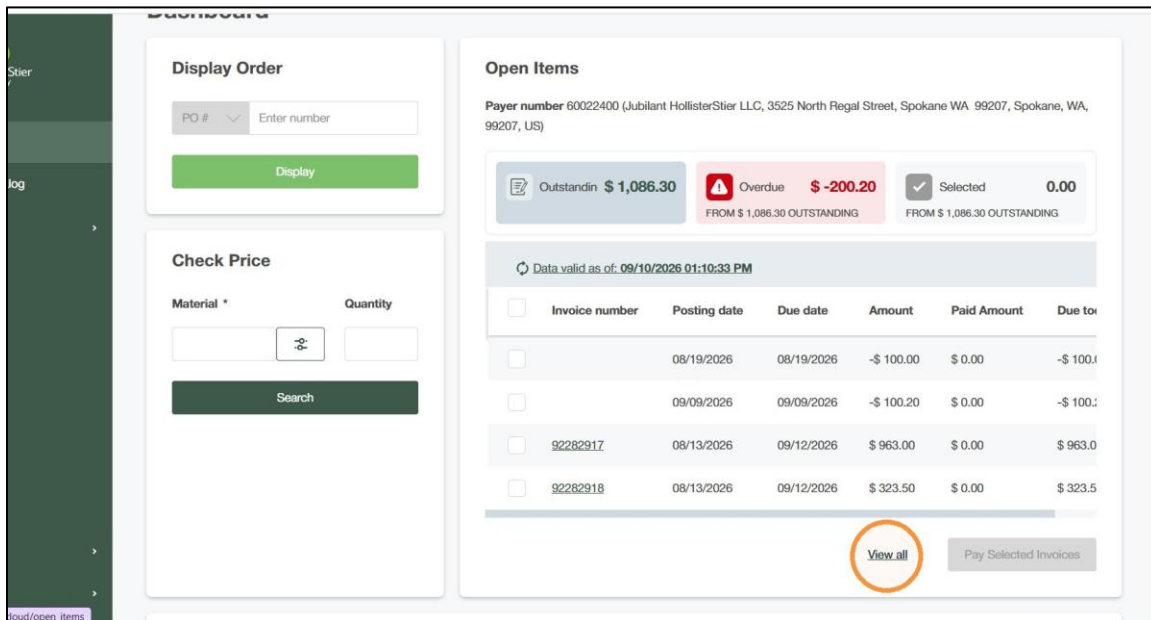
Payer number 60022400 (Jubilant HollisterStier LLC, 3525 N 99207, US)

Outstandin **\$ 1,086.30** **Overdue** FROM \$ 1,086.30 OU

Data valid as of: 09/10/2026 01:10:33 PM

Invoice number	Posting date	Due
	08/19/2026	08/19
	09/09/2026	09/09

5. The Open Items view shows outstanding and overdue balances, along with a summary of invoices. Select **View All** to see more details.



Display Order

PO # Enter number

Display

Check Price

Material * Quantity

Search

Open Items

Payer number 60022400 (Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, Spokane, WA, 99207, US)

Outstanding **\$ 1,086.30** Overdue **\$ -200.20** Selected **0.00**

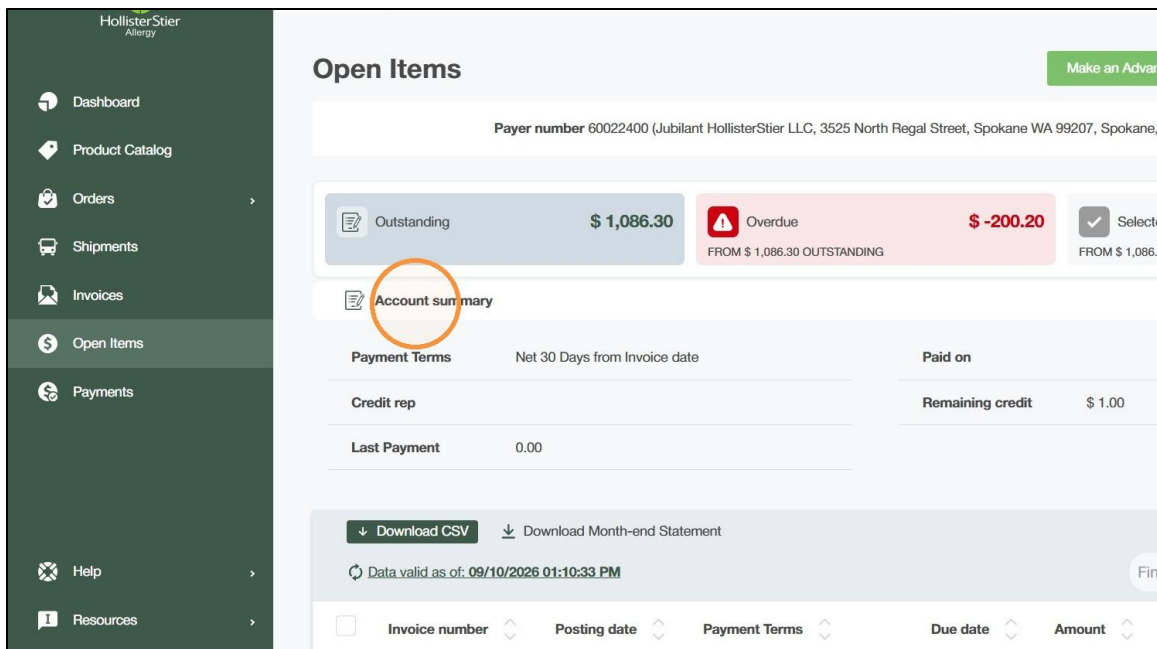
FROM \$ 1,086.30 OUTSTANDING FROM \$ 1,086.30 OUTSTANDING

Data valid as of: 09/10/2026 01:10:33 PM

Invoice number	Posting date	Due date	Amount	Paid Amount	Due to
☐	08/19/2026	08/19/2026	-\$ 100.00	\$ 0.00	-\$ 100.00
☐	09/09/2026	09/09/2026	-\$ 100.20	\$ 0.00	-\$ 100.20
☐ 92282917	08/13/2026	09/12/2026	\$ 963.00	\$ 0.00	\$ 963.00
☐ 92282918	08/13/2026	09/12/2026	\$ 323.50	\$ 0.00	\$ 323.50

View all Pay Selected Invoices

6. Your **Account summary** displays your payment terms, date of last payment, and remaining credit.



Open Items

Payer number 60022400 (Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, Spokane, WA, 99207, US)

Outstanding **\$ 1,086.30** Overdue **\$ -200.20** Selected **0.00**

FROM \$ 1,086.30 OUTSTANDING FROM \$ 1,086.30 OUTSTANDING

Account summary

Payment Terms Net 30 Days from Invoice date Paid on

Credit rep Remaining credit \$ 1.00

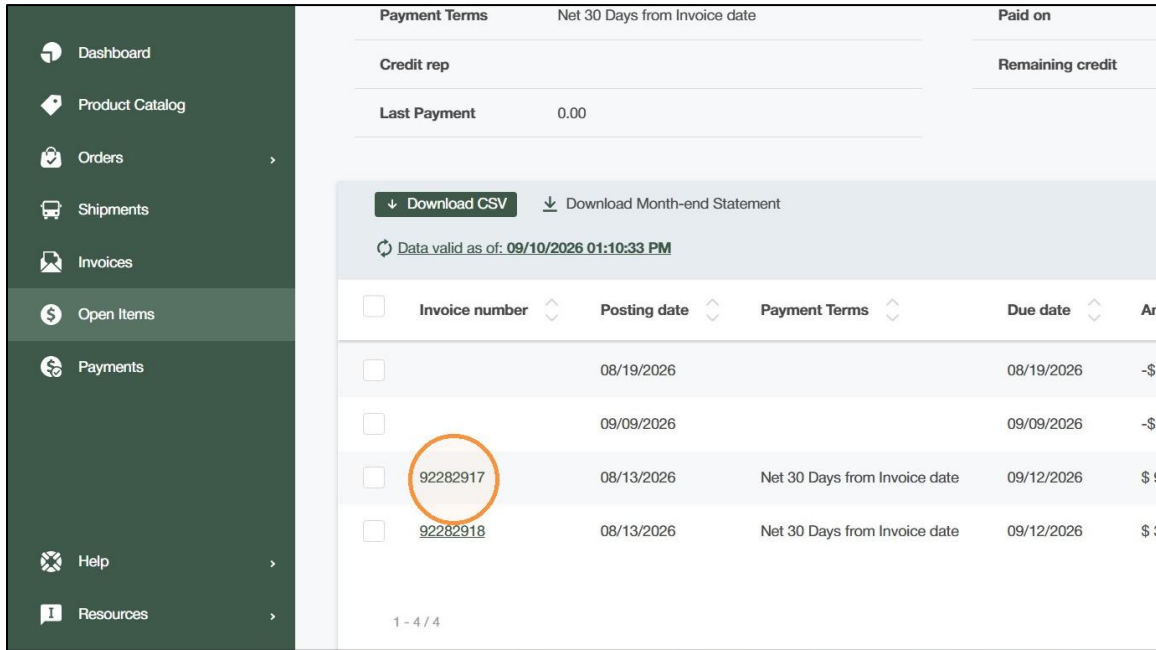
Last Payment 0.00

Download CSV **Download Month-end Statement**

Data valid as of: 09/10/2026 01:10:33 PM

Invoice number	Posting date	Payment Terms	Due date	Amount
----------------	--------------	---------------	----------	--------

7. You have the option to view your invoice details by clicking on the **Invoice Number**.



Payment Terms Net 30 Days from Invoice date **Paid on**

Credit rep

Last Payment 0.00

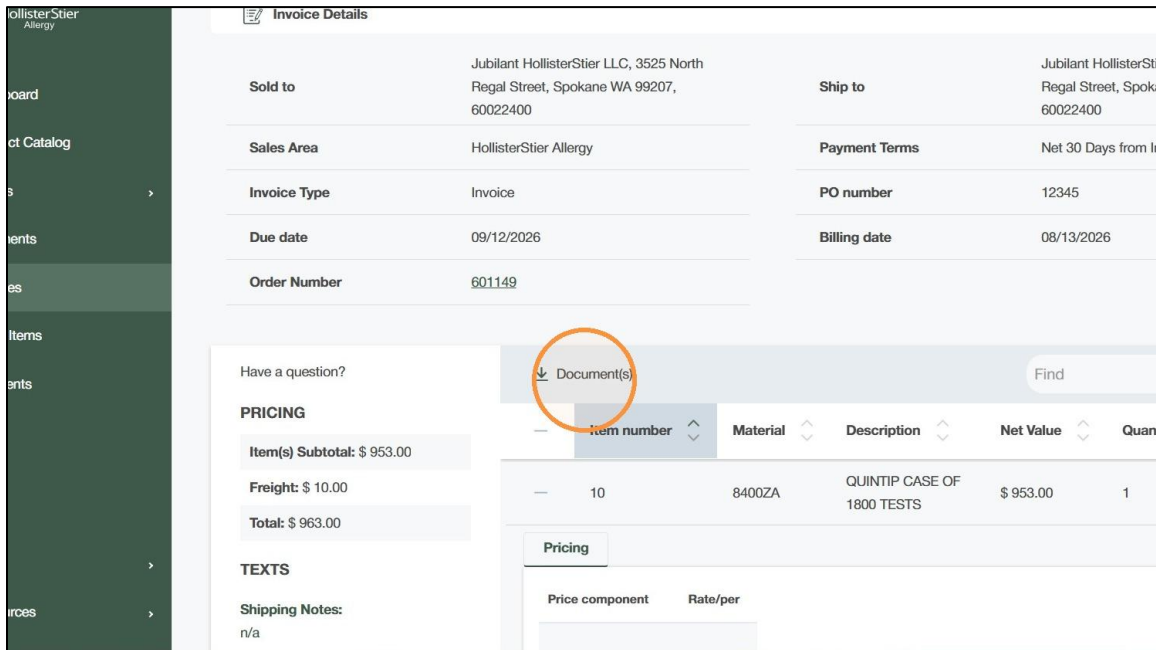
Download CSV **Download Month-end Statement**

Data valid as of: 09/10/2026 01:10:33 PM

☐	Invoice number	Posting date	Payment Terms	Due date	Amount
☐		08/19/2026		08/19/2026	-\$
☐		09/09/2026		09/09/2026	-\$
☐	92282917	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$
☐	92282918	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$

1 - 4 / 4

8. This screen provides your full invoice details. Select **Document** to download the invoice as a PDF.



Invoice Details

Sold to Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

Ship to Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

Sales Area HollisterStier Allergy

Payment Terms Net 30 Days from Invoice date

Invoice Type Invoice

PO number 12345

Due date 09/12/2026

Billing date 08/13/2026

Order Number 601149

Have a question? **Document(s)** Find

PRICING

Item(s) Subtotal: \$ 953.00

Freight: \$ 10.00

Total: \$ 963.00

TEXTS

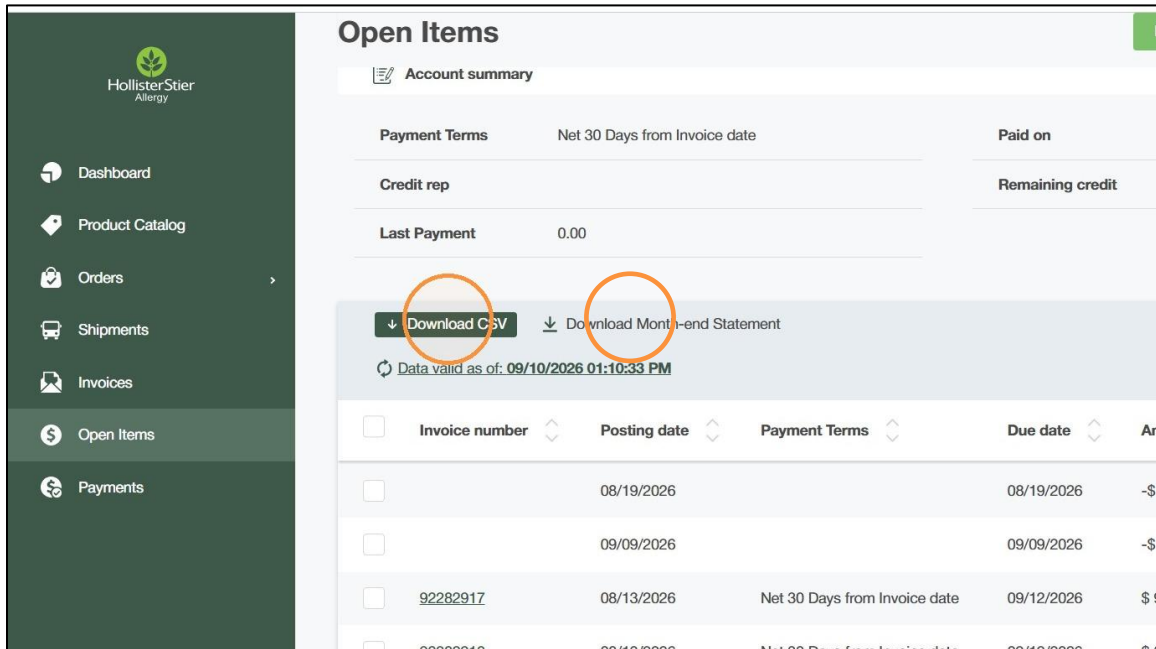
Shipping Notes: n/a

Item number	Material	Description	Net Value	Quantity
10	8400ZA	QUINTIP CASE OF 1800 TESTS	\$ 953.00	1

Pricing

Price component	Rate/per

9. You can download your invoices as a CSV file or download your Month-end Statement as a PDF.



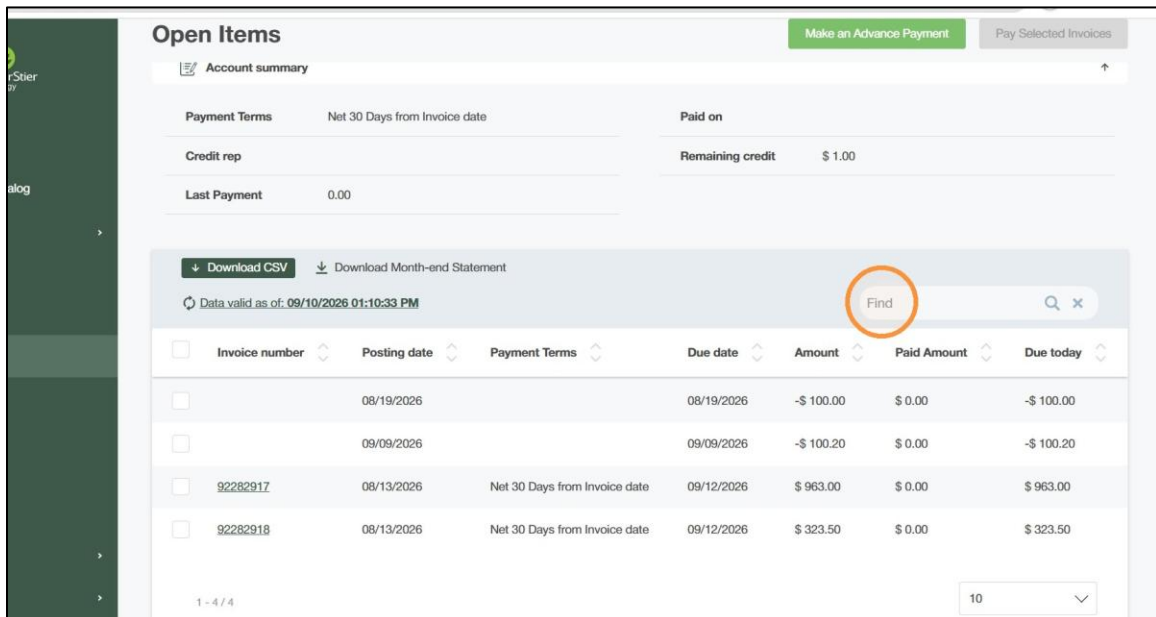
The screenshot shows the 'Open Items' page with a sidebar on the left containing navigation links: Dashboard, Product Catalog, Orders, Shipments, Invoices, Open Items (selected), and Payments. The main content area is titled 'Open Items' and includes an 'Account summary' section with the following details:

Payment Terms	Net 30 Days from Invoice date	Paid on
Credit rep		Remaining credit
Last Payment	0.00	

Below the summary, there are two download buttons: 'Download CSV' and 'Download Month-end Statement', both of which are circled in orange. A timestamp indicates 'Data valid as of: 09/10/2026 01:10:33 PM'.

Invoice number	Posting date	Payment Terms	Due date	Amount
	08/19/2026		08/19/2026	-\$
	09/09/2026		09/09/2026	-\$
92282917	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$

10. The search toolbar allows you to search and locate invoices within your account.

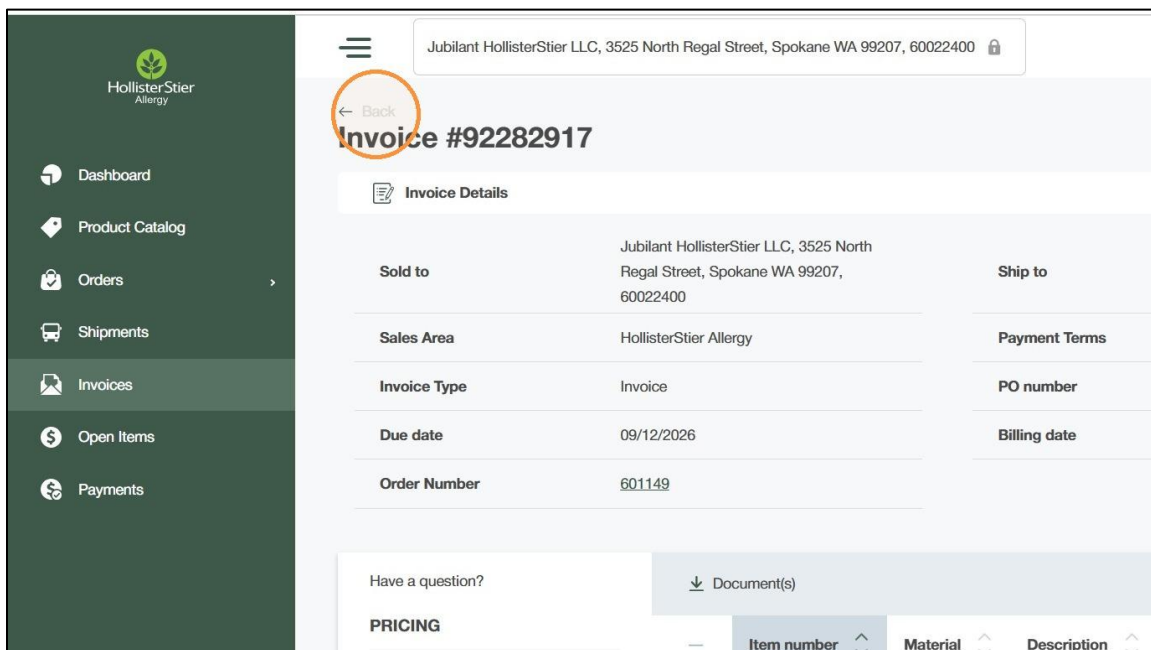


This screenshot shows the 'Open Items' page with a search toolbar highlighted by an orange circle. The toolbar contains a 'Find' button and a search input field. The page also features a 'Make an Advance Payment' button and a 'Pay Selected Invoices' button. The 'Account summary' section shows 'Remaining credit' as \$ 1.00. The invoice list below includes columns for Invoice number, Posting date, Payment Terms, Due date, Amount, Paid Amount, and Due today.

Invoice number	Posting date	Payment Terms	Due date	Amount	Paid Amount	Due today
	08/19/2026		08/19/2026	-\$ 100.00	\$ 0.00	-\$ 100.00
	09/09/2026		09/09/2026	-\$ 100.20	\$ 0.00	-\$ 100.20
92282917	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$ 963.00	\$ 0.00	\$ 963.00
92282918	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$ 323.50	\$ 0.00	\$ 323.50

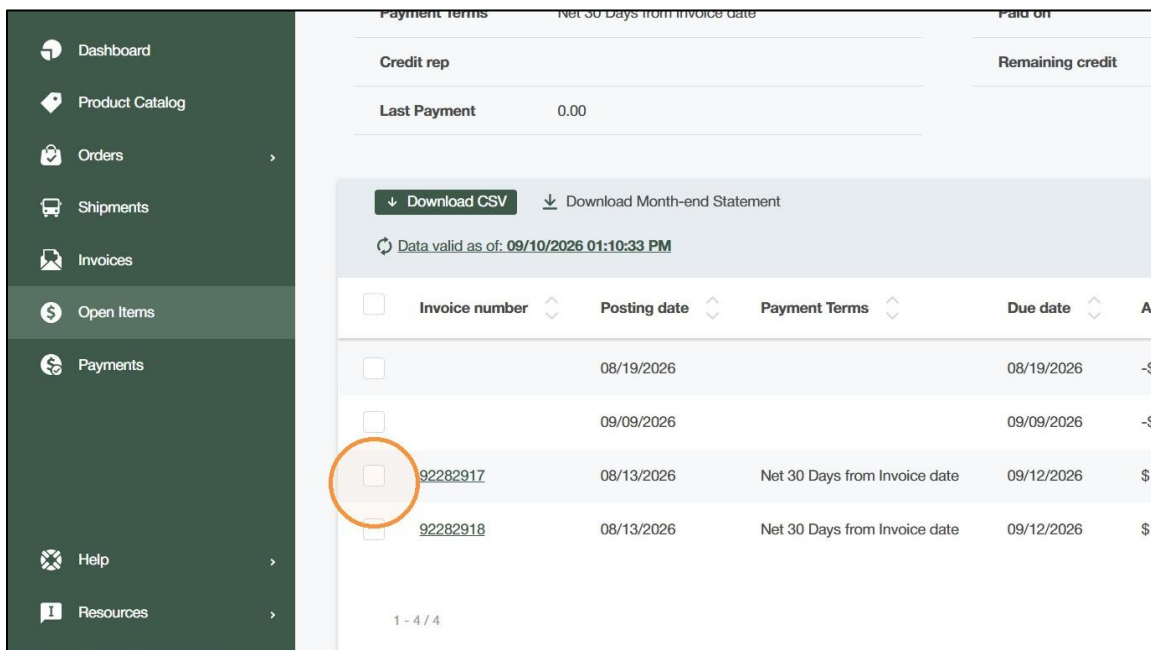
At the bottom, there is a pagination bar showing '1 - 4 / 4' and a dropdown menu set to '10'.

11. Select **Back** to return to the dashboard.



The screenshot shows the 'Invoice #92282917' page. On the left is a dark green sidebar with navigation links: Dashboard, Product Catalog, Orders, Shipments, Invoices, Open Items, and Payments. The 'Invoices' link is highlighted. The main content area has a header with a user profile and a 'Back' button circled in orange. Below the header is the 'Invoice Details' section, which includes fields for 'Sold to', 'Sales Area', 'Invoice Type', 'Due date', 'Order Number', 'Ship to', 'Payment Terms', 'PO number', and 'Billing date'. At the bottom, there is a 'PRICING' section with a table header showing 'Item number', 'Material', and 'Description'.

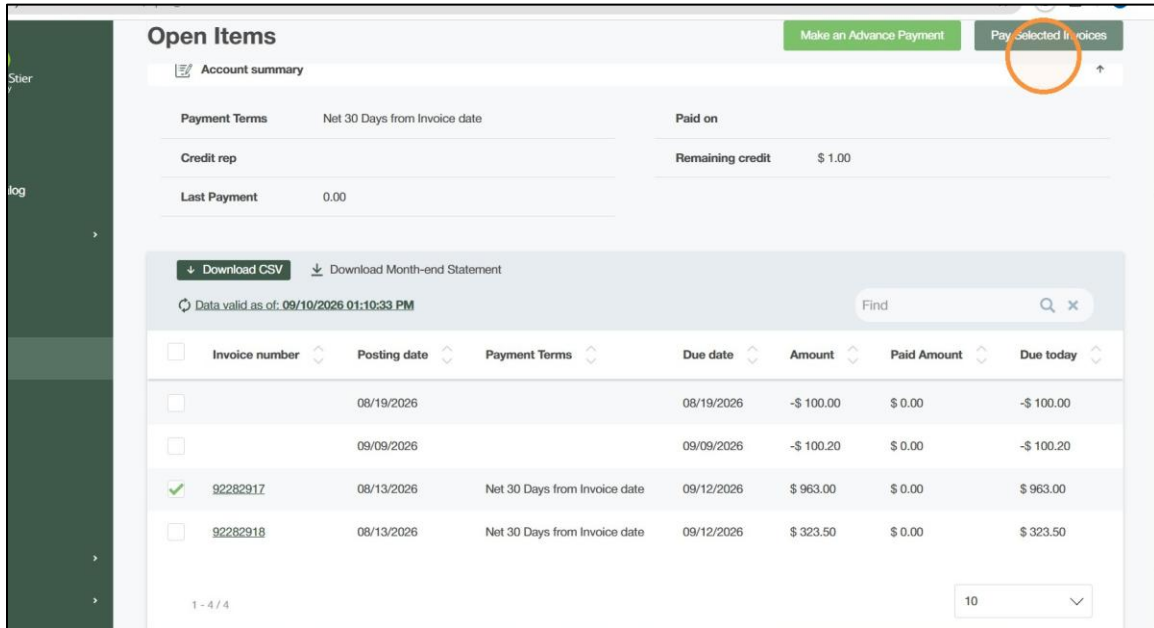
12. From the Dashboard, you can pay your invoices by selecting the individual invoice, or several at once by selecting the check box.



The screenshot shows the 'Open Items' page. The left sidebar is the same as in the previous screenshot, with 'Open Items' highlighted. The main content area shows a table of open items. Above the table are links for 'Download CSV' and 'Download Month-end Statement', and a note 'Data valid as of: 09/10/2026 01:10:33 PM'. The table has columns for 'Invoice number', 'Posting date', 'Payment Terms', 'Due date', and 'Amount'. The checkbox for the invoice with number '92282917' is circled in orange. Below the table, it says '1 - 4 / 4'.

Invoice number	Posting date	Payment Terms	Due date	Amount
☐	08/19/2026		08/19/2026	-\$
☐	09/09/2026		09/09/2026	-\$
☒ 92282917	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$
☐ 92282918	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$

13. Click **Pay Selected Invoices**.



Open Items

Make an Advance Payment **Pay Selected Invoices**

Account summary

Payment Terms: Net 30 Days from Invoice date

Credit rep

Last Payment: 0.00

Paid on

Remaining credit: \$ 1.00

Download CSV Download Month-end Statement

Data valid as of: 09/10/2026 01:10:33 PM

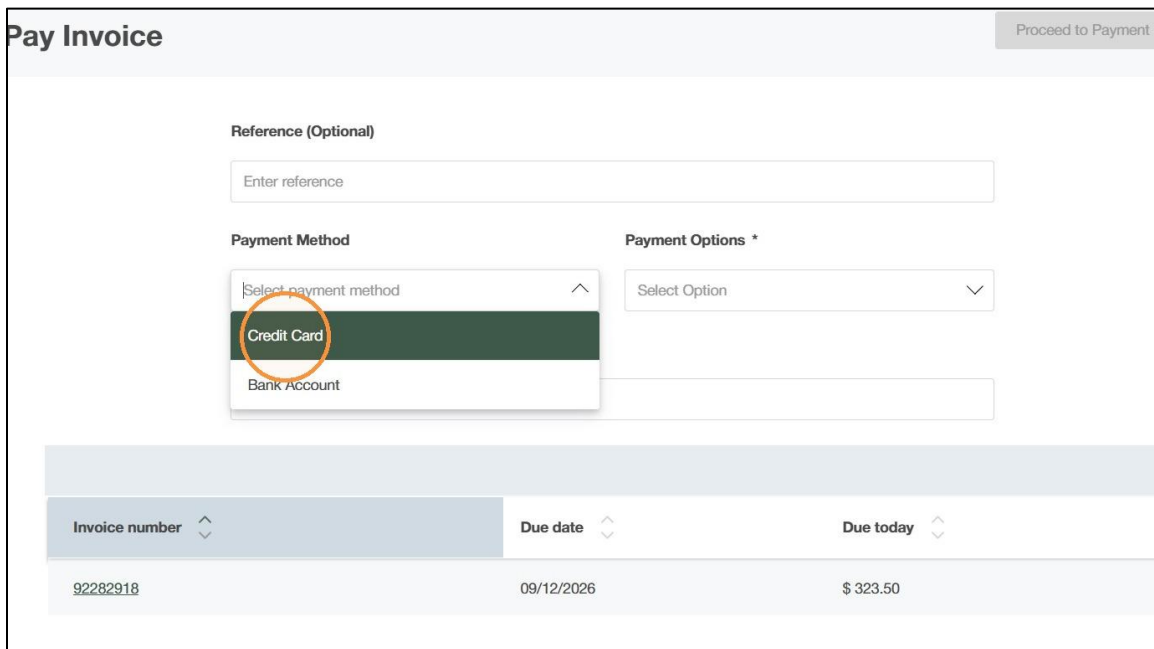
Find

☐	Invoice number	Posting date	Payment Terms	Due date	Amount	Paid Amount	Due today
☐		08/19/2026		08/19/2026	-\$ 100.00	\$ 0.00	-\$ 100.00
☐		09/09/2026		09/09/2026	-\$ 100.20	\$ 0.00	-\$ 100.20
☒	92282917	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$ 963.00	\$ 0.00	\$ 963.00
☐	92282918	08/13/2026	Net 30 Days from Invoice date	09/12/2026	\$ 323.50	\$ 0.00	\$ 323.50

1 - 4 / 4

10

14. You may enter optional reference details or select your **Payment Method**. This will vary based on your profile and Wallet settings.



Pay Invoice

Proceed to Payment

Reference (Optional)

Enter reference

Payment Method

Select payment method

Credit Card

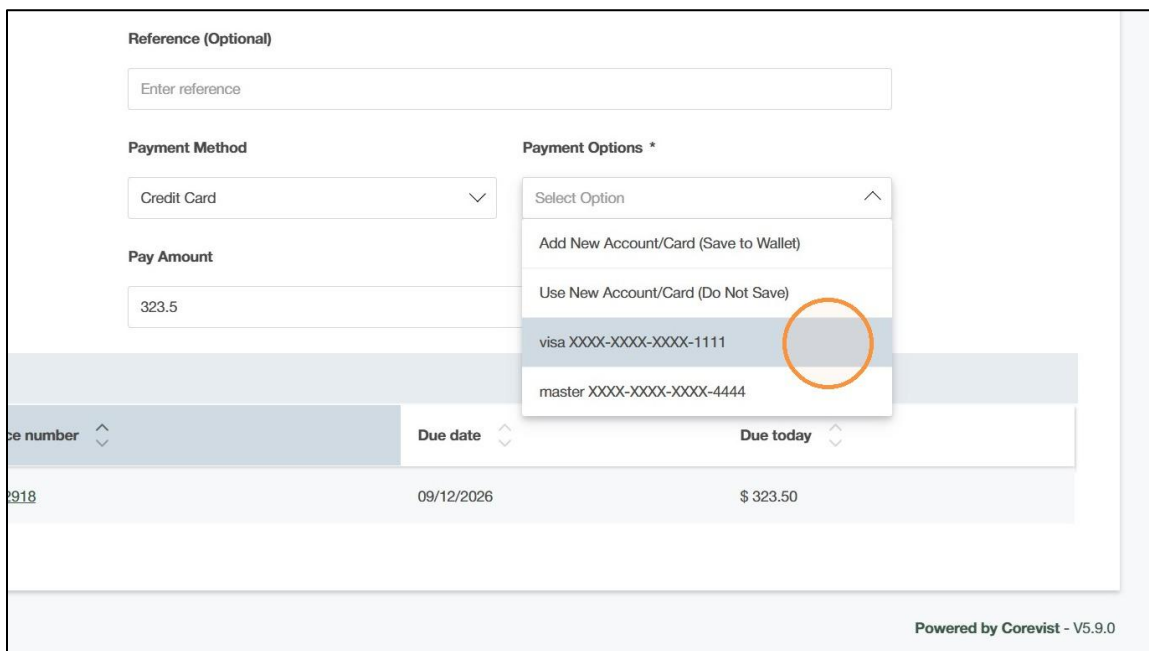
Bank Account

Payment Options *

Select Option

Invoice number	Due date	Due today
92282918	09/12/2026	\$ 323.50

15. Select a **Payment Option**. You can use a payment method saved in your Wallet, save a new payment method, or enter a payment method for a one-time payment without saving it.



The screenshot shows a payment form with the following fields:

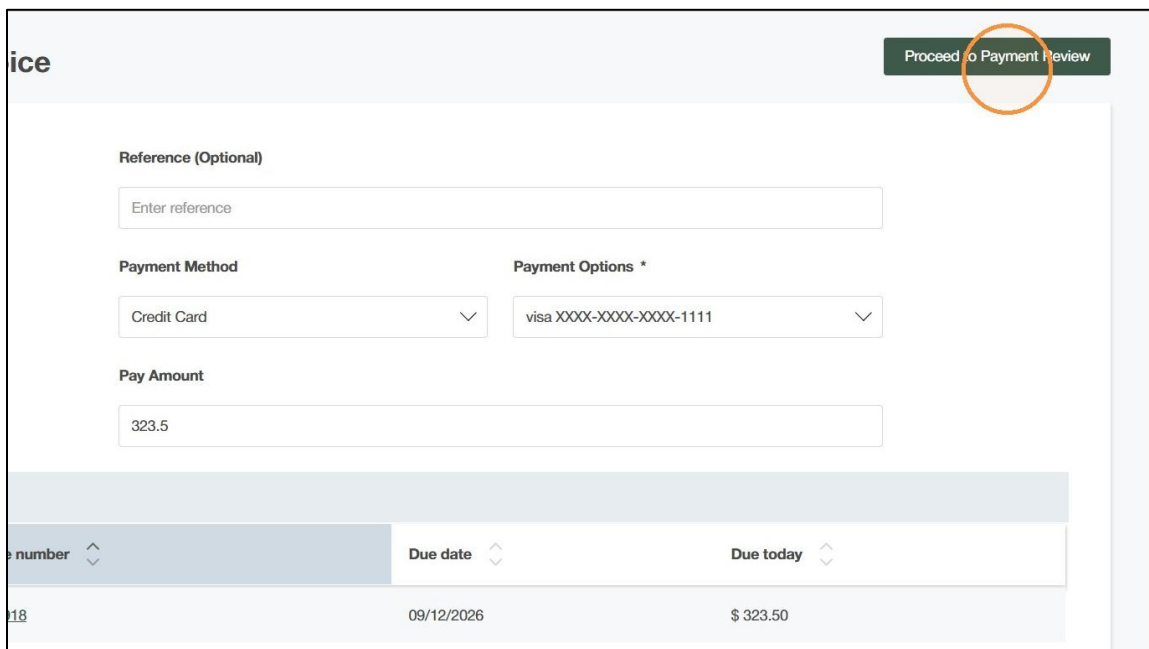
- Reference (Optional)**: A text input field with the placeholder "Enter reference".
- Payment Method**: A dropdown menu currently showing "Credit Card".
- Pay Amount**: A text input field containing "323.5".
- Payment Options ***: A dropdown menu that is open, showing the following options:
 - Select Option
 - Add New Account/Card (Save to Wallet)
 - Use New Account/Card (Do Not Save)
 - visa XXXX-XXXX-XXXX-1111 (highlighted with an orange circle)
 - master XXXX-XXXX-XXXX-4444

Below the dropdown menu, there is a table with the following columns: "Account number", "Due date", and "Due today". The table contains one row with the following data:

Account number	Due date	Due today
918	09/12/2026	\$ 323.50

At the bottom right of the form, it says "Powered by Corevist - V5.9.0".

16. Select **Proceed to Payment Review** once you have selected your payment method and options.



The screenshot shows the same payment form as in the previous image, but with the "Proceed to Payment Review" button highlighted with an orange circle. The button is located in the top right corner of the form.

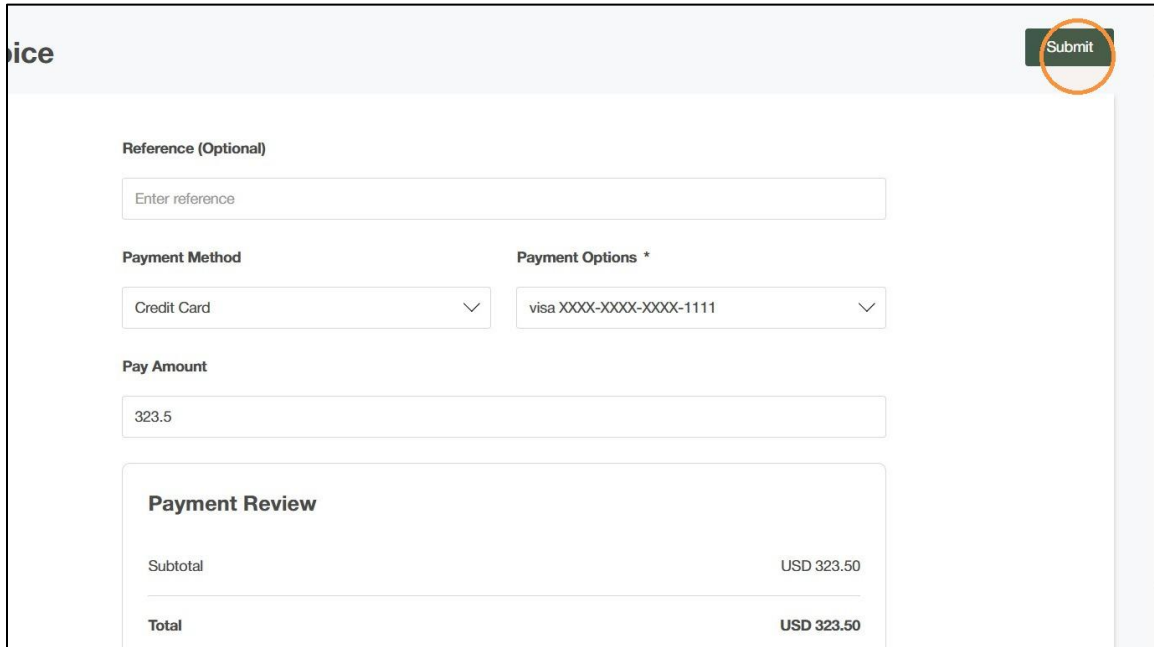
The form fields are the same as in the previous image:

- Reference (Optional)**: A text input field with the placeholder "Enter reference".
- Payment Method**: A dropdown menu currently showing "Credit Card".
- Pay Amount**: A text input field containing "323.5".
- Payment Options ***: A dropdown menu currently showing "visa XXXX-XXXX-XXXX-1111".

Below the dropdown menu, there is a table with the following columns: "Account number", "Due date", and "Due today". The table contains one row with the following data:

Account number	Due date	Due today
918	09/12/2026	\$ 323.50

17. Review your payment details and click **Submit**.

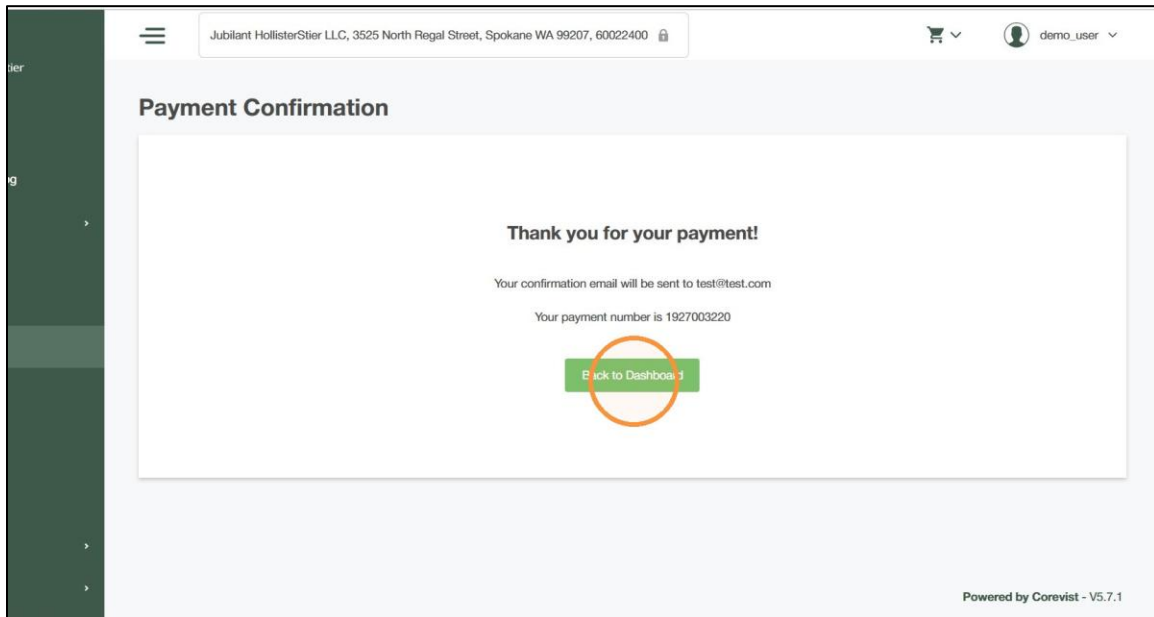


The screenshot shows a payment form titled "Invoice" in the top left corner. In the top right corner, there is a green "Submit" button circled in orange. The form contains the following sections:

- Reference (Optional)**: A text input field with the placeholder "Enter reference".
- Payment Method**: A dropdown menu currently showing "Credit Card".
- Payment Options ***: A dropdown menu currently showing "visa XXXX-XXXX-XXXX-1111".
- Pay Amount**: A text input field containing the value "323.5".
- Payment Review**: A summary table showing:

Subtotal	USD 323.50
Total	USD 323.50

18. This screen confirms that your invoice has been paid. Select **Back to Dashboard** to return to the main menu.



The screenshot shows a "Payment Confirmation" screen. At the top, there is a header bar with a hamburger menu icon, the address "Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400", a shopping cart icon, and a user profile icon labeled "demo_user". The main content area has the title "Payment Confirmation" and a large white box with the following text:

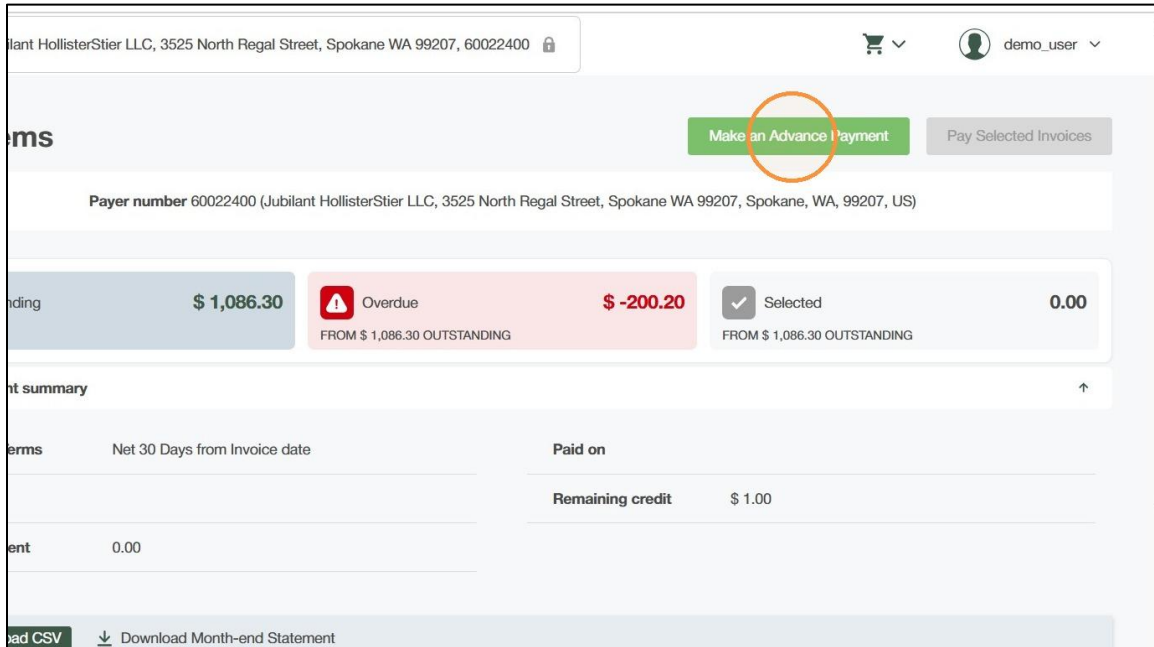
Thank you for your payment!

Your confirmation email will be sent to test@test.com

Your payment number is 1927003220

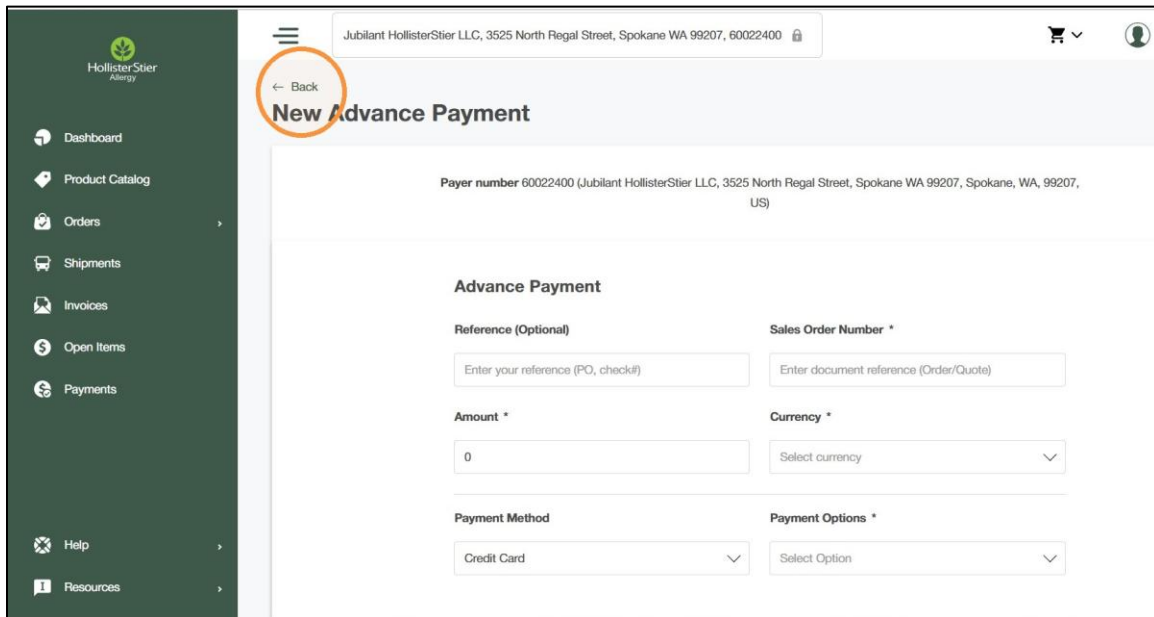
At the bottom of this white box is a green button labeled "Back to Dashboard", which is circled in orange. The footer of the page says "Powered by Corevist - V5.7.1".

19. You can **Make an Advance Payment** from the Dashboard.



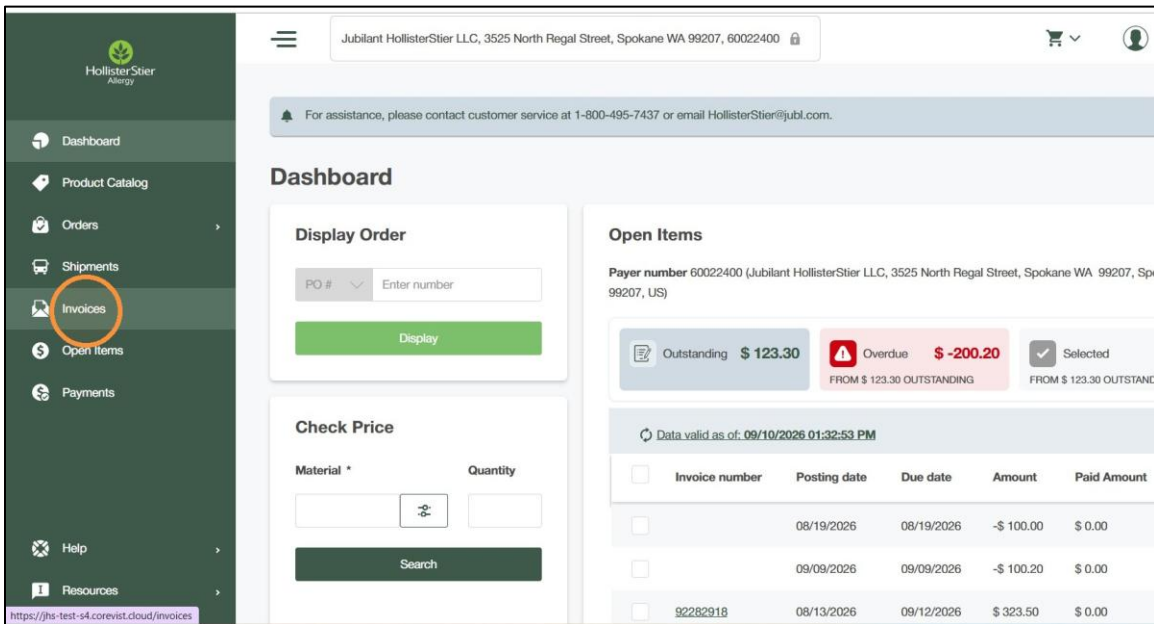
The screenshot shows the top of the account dashboard. At the top, there's a header with the company name and address, a shopping cart icon, and a user profile icon labeled 'demo_user'. Below this, there's a section with a green button labeled 'Make an Advance Payment' (circled in orange) and a grey button labeled 'Pay Selected Invoices'. Underneath, it says 'Payer number 60022400 (Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, Spokane, WA, 99207, US)'. A summary table shows: 'Outstanding' at \$1,086.30, 'Overdue' at \$-200.20 (FROM \$ 1,086.30 OUTSTANDING), and 'Selected' at 0.00 (FROM \$ 1,086.30 OUTSTANDING). Below this is a 'Payment summary' section with 'Terms' (Net 30 Days from Invoice date), 'Paid on', 'Remaining credit' (\$ 1.00), and 'Amount' (0.00). At the bottom, there are links for 'Download CSV' and 'Download Month-end Statement'.

20. To make an Advance Payment, enter your payment details. Then select **Back** to return to the Dashboard



The screenshot shows the 'New Advance Payment' form. On the left is a dark green sidebar with the HollisterStier Allergy logo and a menu with items: Dashboard, Product Catalog, Orders, Shipments, Invoices, Open Items, Payments, Help, and Resources. The main content area has a header with the company name and address, a shopping cart icon, and a user profile icon. Below the header, there's a '← Back' button (circled in orange) and the title 'New Advance Payment'. The form itself is titled 'Advance Payment' and contains several fields: 'Reference (Optional)' with a text input 'Enter your reference (PO, check#)', 'Sales Order Number *' with a text input 'Enter document reference (Order/Quote)', 'Amount *' with a text input '0', 'Currency *' with a dropdown menu 'Select currency', 'Payment Method' with a dropdown menu 'Credit Card', and 'Payment Options *' with a dropdown menu 'Select Option'.

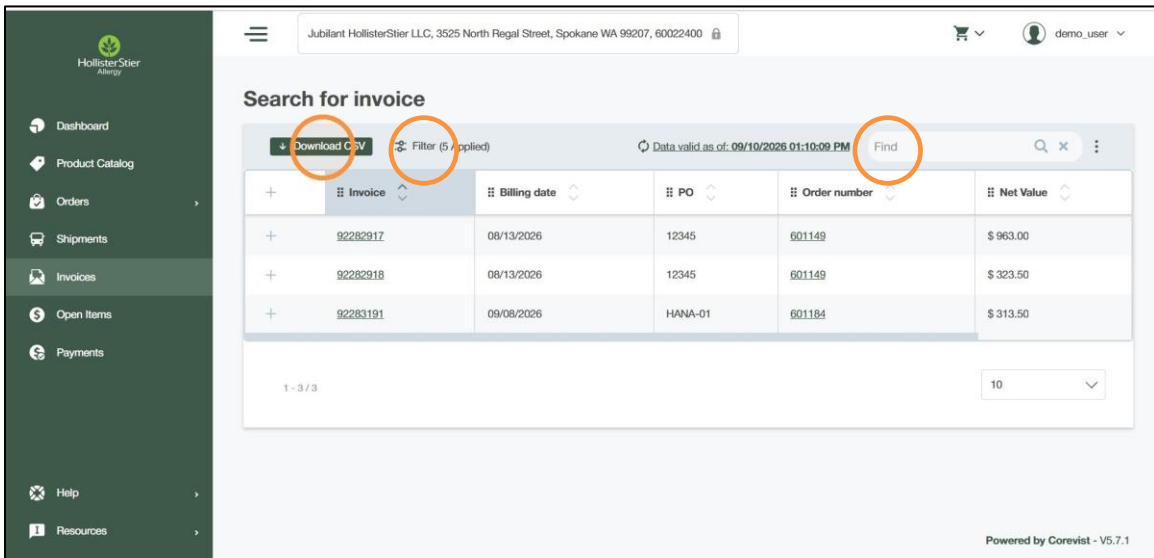
21. You can also view invoices through the left-hand navigation menu.



The screenshot shows the HollisterStier Account Management dashboard. The left-hand navigation menu is visible, with the 'Invoices' option highlighted by a red circle. The main content area displays the 'Dashboard' with sections for 'Display Order', 'Check Price', and 'Open Items'. The 'Open Items' section shows a summary of outstanding and overdue amounts, and a table of invoice details.

Invoice number	Posting date	Due date	Amount	Paid Amount
	08/19/2026	08/19/2026	-\$ 100.00	\$ 0.00
	09/09/2026	09/09/2026	-\$ 100.20	\$ 0.00
92282918	08/13/2026	09/12/2026	\$ 323.50	\$ 0.00

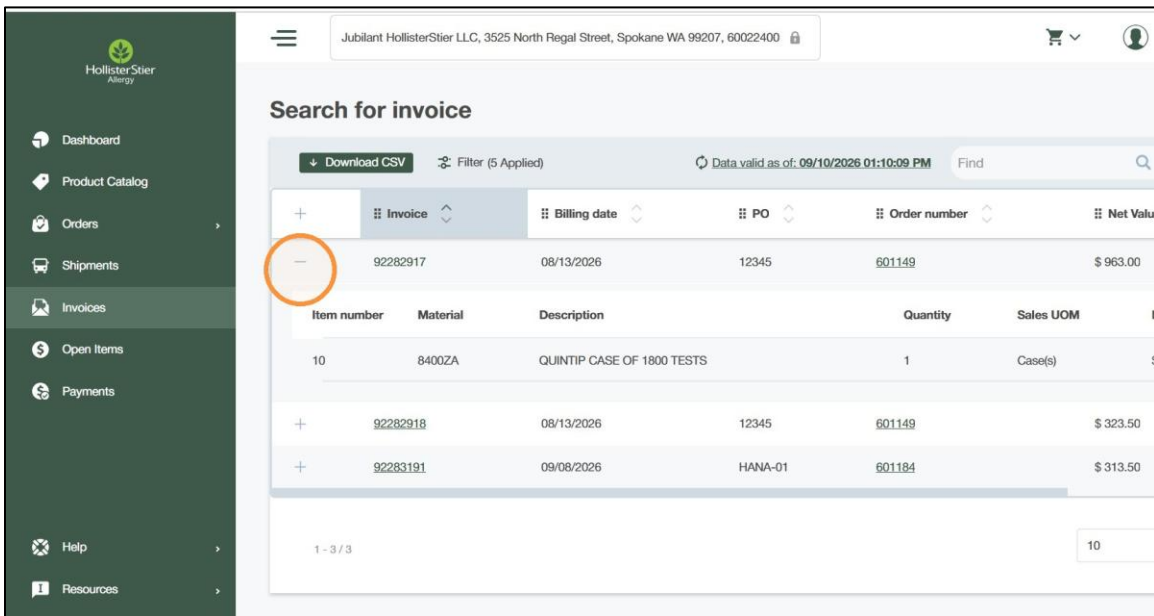
22. This view allows you to download your invoices as a CSV file, further refine your search criteria by selecting Filter, and locate invoices with the search toolbar.



The screenshot shows the 'Search for invoice' view in the HollisterStier Account Management system. The 'Download CSV' button, 'Filter (5 Applied)' button, and 'Find' search bar are highlighted with red circles. The table displays a list of invoices with columns for Invoice, Billing date, PO, Order number, and Net Value.

Invoice	Billing date	PO	Order number	Net Value
92282917	08/13/2026	12345	601149	\$ 963.00
92282918	08/13/2026	12345	601149	\$ 323.50
92283191	09/08/2026	HANA-01	601184	\$ 313.50

23. Select the **Plus** or **Minus** icons to expand or minimize the invoice summary. To view the full invoice details, select the **Invoice Number**.



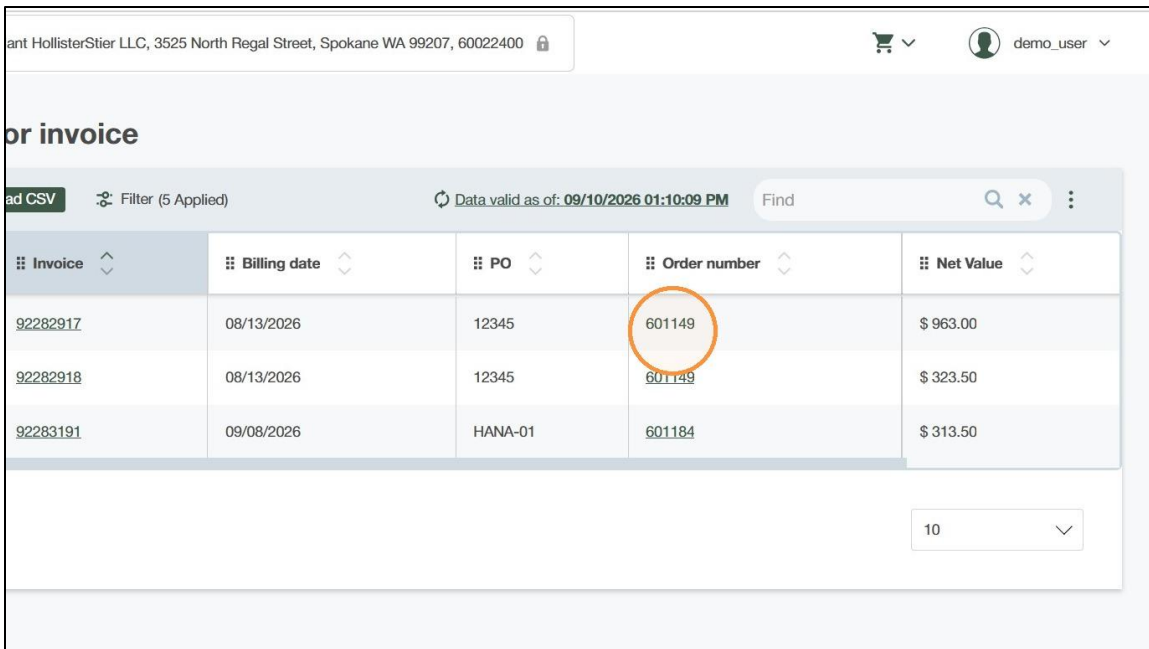
Search for invoice

Download CSV Filter (5 Applied) Data valid as of: 09/10/2026 01:10:09 PM Find

	Invoice	Billing date	PO	Order number	Net Value
+	92282917	08/13/2026	12345	601149	\$ 963.00
-					
	Item number	Material	Description	Quantity	Sales UOM
	10	84002A	QUINTIP CASE OF 1800 TESTS	1	Case(s)
+	92282918	08/13/2026	12345	601149	\$ 323.50
+	92283191	09/08/2026	HANA-01	601184	\$ 313.50

1 - 3 / 3 10

24. Select the **Order Number** to view the order details associated with an invoice.



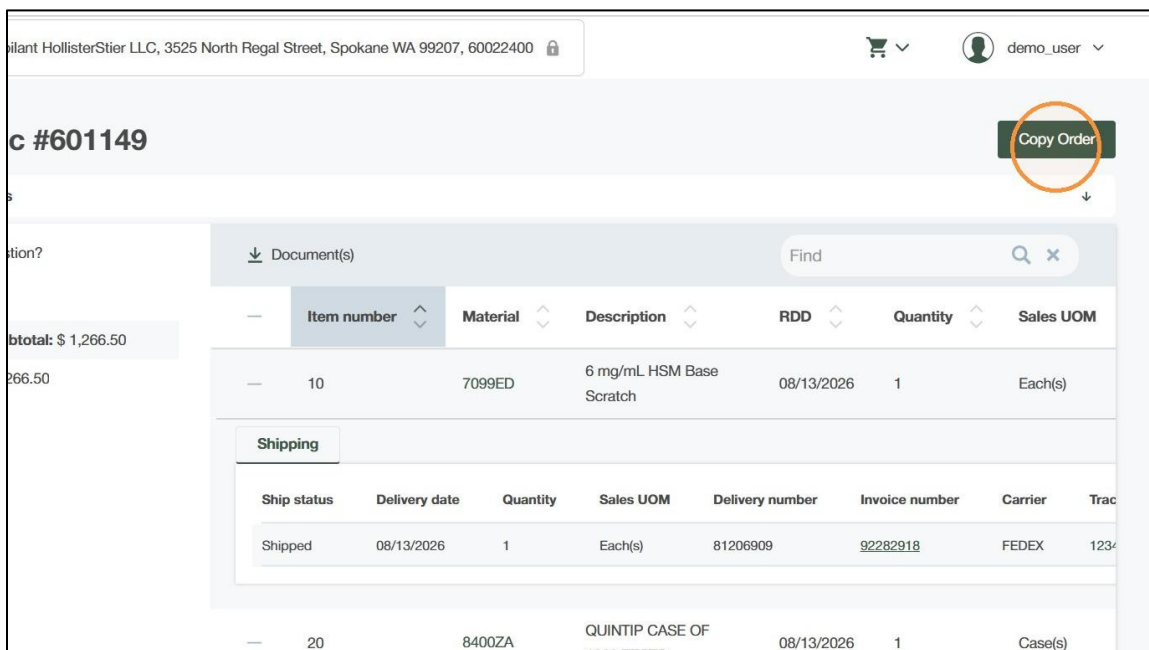
Search for invoice

Download CSV Filter (5 Applied) Data valid as of: 09/10/2026 01:10:09 PM Find

Invoice	Billing date	PO	Order number	Net Value
92282917	08/13/2026	12345	601149	\$ 963.00
92282918	08/13/2026	12345	601149	\$ 323.50
92283191	09/08/2026	HANA-01	601184	\$ 313.50

10

25. Within the Order Details, you have the option to duplicate the order by selecting **Copy Order**.



Order #601149

Copy Order

Document(s)

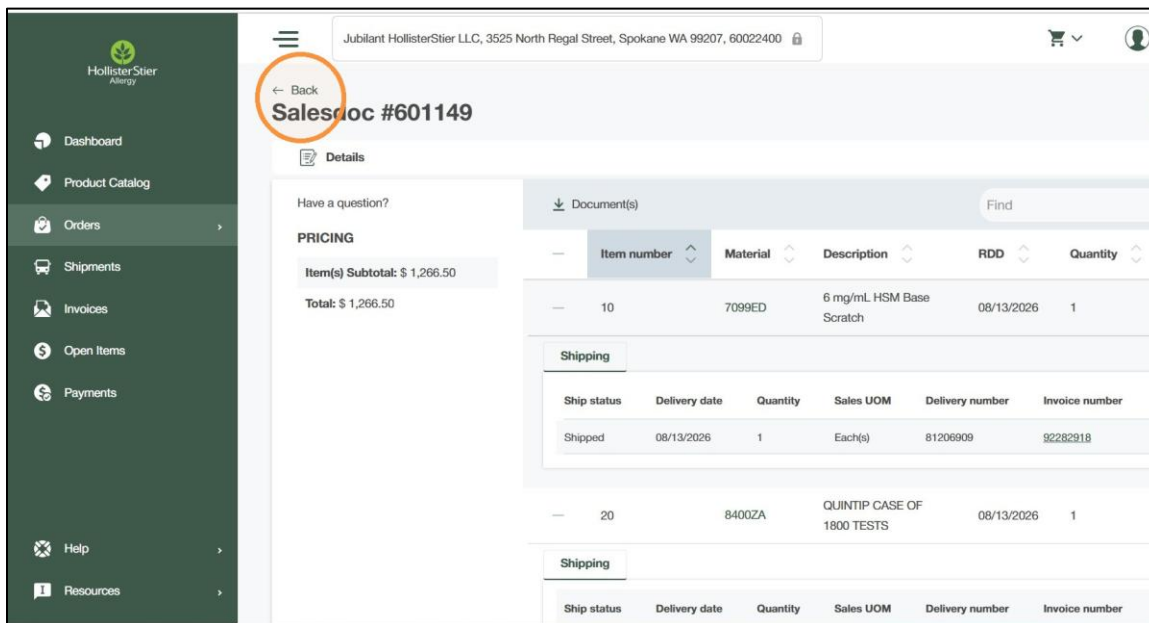
Item number	Material	Description	RDD	Quantity	Sales UOM
10	7099ED	6 mg/mL HSM Base Scratch	08/13/2026	1	Each(s)

Shipping

Ship status	Delivery date	Quantity	Sales UOM	Delivery number	Invoice number	Carrier	Trac
Shipped	08/13/2026	1	Each(s)	81206909	92282918	FEDEX	1234

Item number	Material	Description	RDD	Quantity	Sales UOM
20	8400ZA	QUINTIP CASE OF 1800 TESTS	08/13/2026	1	Case(s)

26. Click the **Back** button to return to the Dashboard



← Back

Salesdoc #601149

Details

PRICING

Item(s) Subtotal: \$ 1,266.50

Total: \$ 1,266.50

Document(s)

Item number	Material	Description	RDD	Quantity
10	7099ED	6 mg/mL HSM Base Scratch	08/13/2026	1

Shipping

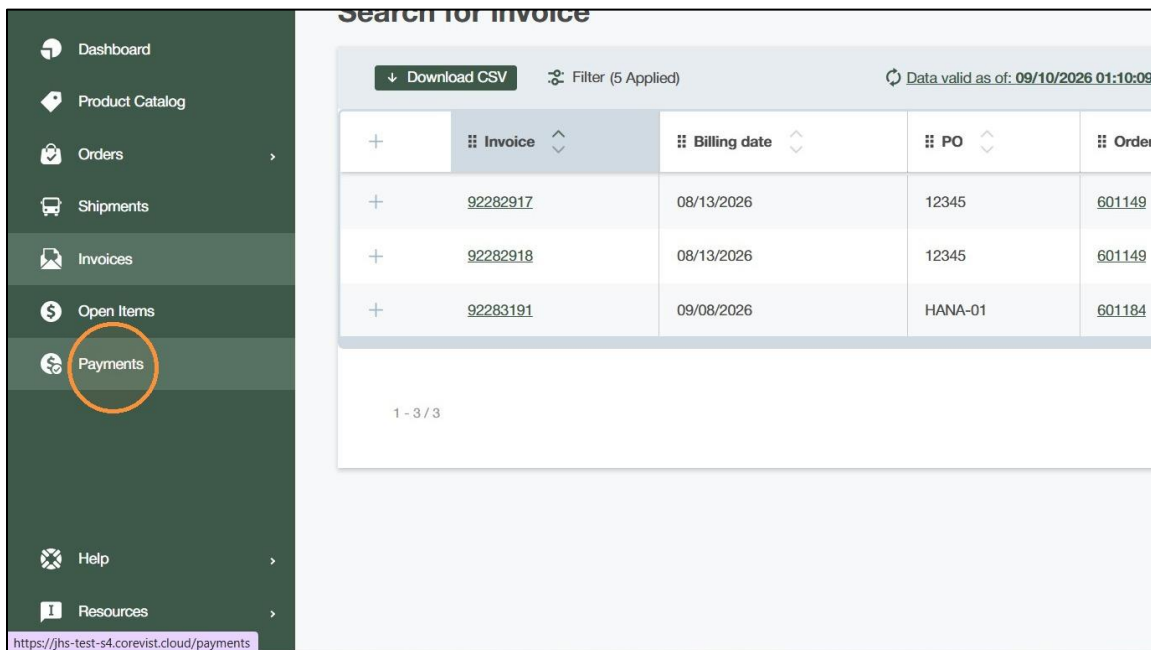
Ship status	Delivery date	Quantity	Sales UOM	Delivery number	Invoice number
Shipped	08/13/2026	1	Each(s)	81206909	92282918

Item number	Material	Description	RDD	Quantity
20	8400ZA	QUINTIP CASE OF 1800 TESTS	08/13/2026	1

Shipping

Ship status	Delivery date	Quantity	Sales UOM	Delivery number	Invoice number
-------------	---------------	----------	-----------	-----------------	----------------

27. To review payments, select **Payments** from the left-hand navigation.

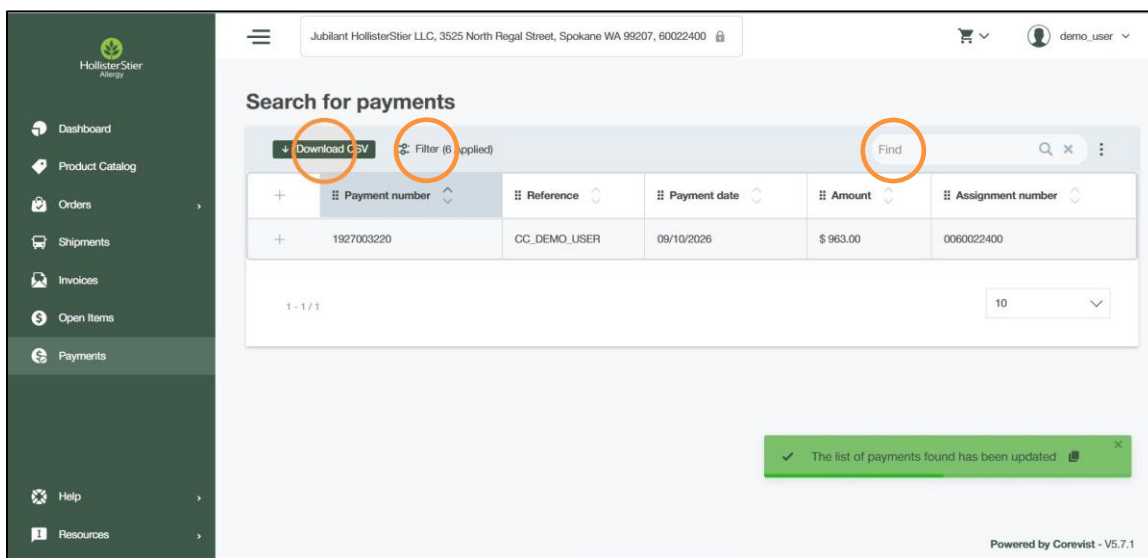


	Invoice	Billing date	PO	Order
+	92282917	08/13/2026	12345	601149
+	92282918	08/13/2026	12345	601149
+	92283191	09/08/2026	HANA-01	601184

1 - 3 / 3

<https://jhs-test-s4.corevist.cloud/payments>

28. This screen allows you to download your payments as a CSV file or you can further refine your results by selecting **Filter**. You can also find payments by searching within the toolbar.



	Payment number	Reference	Payment date	Amount	Assignment number
+	1927003220	CC_DEMO_USER	09/10/2026	\$ 963.00	0060022400

1 - 1 / 1

10

✓ The list of payments found has been updated

Powered by Corevist - V5.7.1

Managing your Wallet, invoices, payments, and open items is easy with the HS Allergy Ordering Portal.