

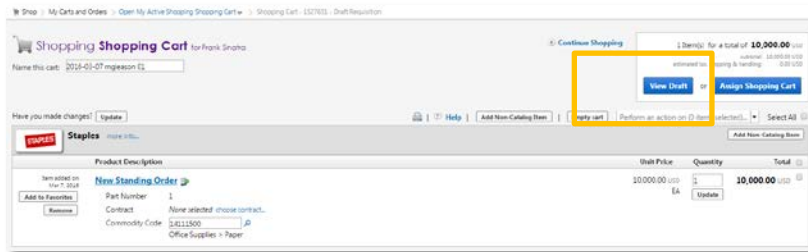
RECURRING & PREPAYMENT REQUESTS

Recurring Payments can be accommodated to address invoice scenarios that require a schedule of payments to be followed. The Procurement and Accounts Payable teams will evaluate each recurring payment request for validity and appropriate documentation.

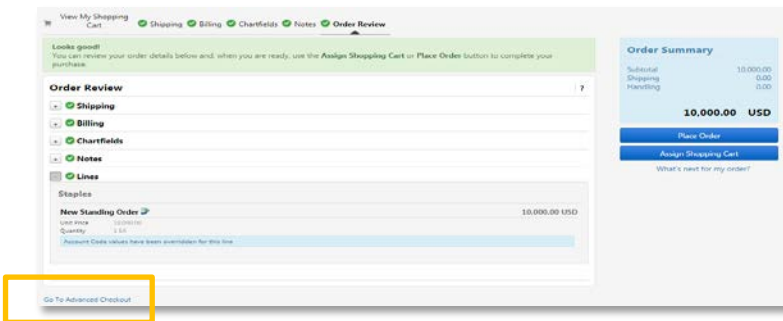
Prepayment Requests can also be accommodated, and are subject to Procurement review to ensure optimal payment terms are achieved.

RECURRING PAYMENT REQUEST

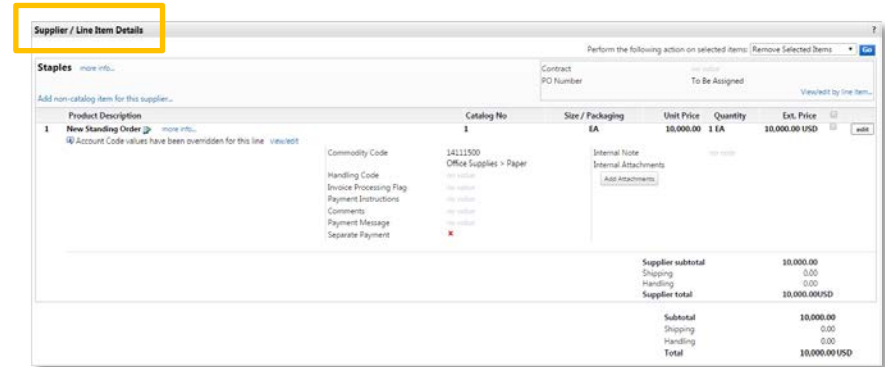
1. Recurring payments can be requested during the checkout process. The following steps assume a cart has been created, and you have proceeded to the checkout process by clicking **View Draft**.



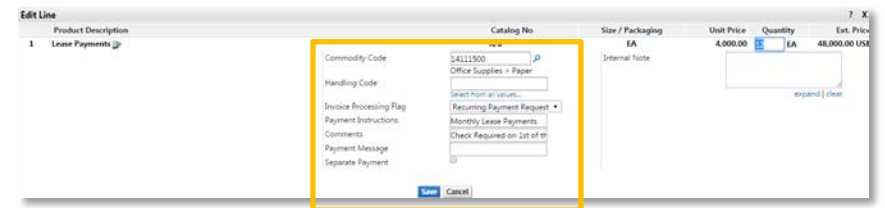
2. Once you have completed the normal five-step checkout process, click **Go To Advanced Checkout** located in the bottom left portion of the checkout screen as shown below.



3. You are now in the Advanced Checkout – Requisition Summary View. Navigate down to the Supplier/Line Items Details portion of the requisition.



4. Click the corresponding **edit** for the line item that will require recurring payment accommodations.
5. Select **Recurring Payment Request** from the Invoice Processing Flag drop down field.
6. Enter **Payment Instructions** to be reviewed by the Procurement and Accounts Payable teams.
7. Enter additional commentary in the **Internal Notes** section, if necessary.



8. Click **Save**, and then **Place Order**.
9. A confirmation page should appear referencing your requisition has been submitted. This request will automatically be sent to Procurement, and a notification to Accounts Payable will be distributed immediately after the Purchase Order has been approved.

PREPAYMENT REQUEST

1. Prepayments, like recurring payments, can be requested during the checkout process. The following steps assume a cart has been created, and you have proceeded to the checkout process by clicking **View Draft**.

2. Once you have completed the express five-step checkout process (Shipping, Chartfields, Final Review), click **Go To Advanced Checkout** located in the bottom left portion of the checkout screen as shown below:

3. You are now in the Advanced Checkout – Requisition Summary View. Navigate down to the Supplier/ Line Item Details portion of the requisition.

4. Click the corresponding **edit** for the line item that will require recurring payment accommodations.
5. Select **Prepayment Request** from the Invoice Processing Flag drop down field.
6. Enter **Payment Instructions** to be reviewed by the Procurement and Accounts Payable teams.
7. Enter additional commentary in the **Internal Notes** section, if necessary.

8. Click **Save**, and then **Place Order**.
9. A confirmation page should appear referencing your requisition has been submitted. This request will automatically be sent to Procurement, and a notification to Accounts Payable will be distributed immediately after the purchase order has been approved.