

Requesting Non-Standard Payment Terms in iBuy

University policy’s Standard Payment Term is Net 30 Days. iBuy allows you to request Non-Standard Payment Terms if the vendor provides a payment discount or requires pre-payment (such as for events, conferences, meetings, or emergency purchases). Changes to standard payment terms for a Hosted or Punchout catalog are not allowed and are not accepted by the supplier.

NOTE: All requisitions with Non-Standard Payment Terms will route to Purchasing for review and approval.

Step	Task
1.	Create a requisition in iBuy and proceed to checkout.
2.	On the Requisition-Summary tabs or on the Billing tab on the Final Review page, click the Edit Billing Options button.
3.	Select one of the four options from the Non-Standard Terms menu: <ul style="list-style-type: none"> • 1% 10 Days net 30 • 2% 10 Days net 30 • 2% 15 Days net 30 • Pre-Paid (Internal Notes are Required) <p>NOTE: Edit the Internal Notes and Attachments section and add details to justify selecting this option.</p>
4.	Click the Save button.
5.	Complete and submit the requisition.