

Requesting Non-Standard Payment Terms in iBuy

University policy 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.

1. Create a requisition in iBuy and proceed to checkout.
2. On the **Requisition-Summary** tabs, click the **Pencil Icon in the Billing Section**.
3. Select one of the five options from the **Non-Standard Terms** menu under Billing Options.
 - 1% 10 Days net 30
 - 2% 10 Days net 30
 - 2% 15 Days net 30
 - Net
 - Pre-Paid (**Internal Notes** are Required)
 - a. **NOTE:** Edit the **Internal Notes and Attachments** section and add details to justify selecting this option.
4. Click the **Save Changes** button.
5. Complete and submit the requisition.