ONBOARDING – PAYMENT TERMS

1 What are Payment Terms?

These are the Terms of Credit that are offered to you by your Suppliers - the days that your Supplier Bills should be paid within.

2 What Payment Terms should you enter?

You should enter the Credit Terms that you are offered by your Suppliers. These can include:

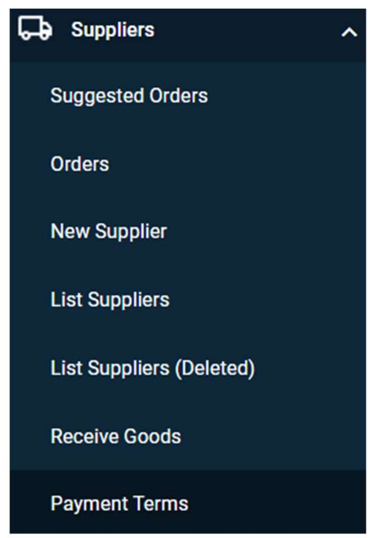
- Net 30 (Payment due within 30 Days from date of invoice)
- Net 60 (Payment due within 60 days from date of invoice)
- 30 Days EOM (30 days after the end of the month that the invoice is raised
- Payment on Delivery
- Proforma (Payment due before delivery and/or work)

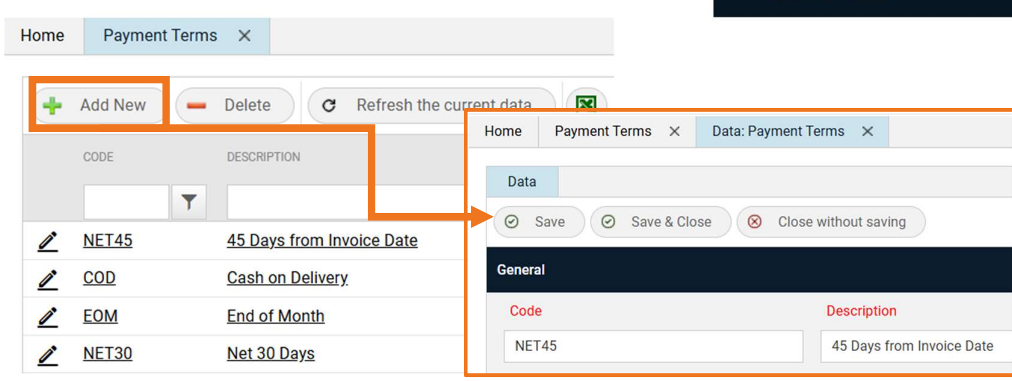
3 How do you enter Payment Terms?

- Log in with the Admin ID you have been provided with
- Go to the ‘Suppliers’ menu and select ‘Payment Terms’

- Click on the ‘Add new record’ button
- A new Window will open

- Add the Credit Term and a Description
- Hit the ‘Save’ button when done





To delete a Credit Term, select that line and use the ‘Delete’ button at the top of the table. Note that the system will not let you delete it if it has been assigned to one or more Suppliers.