

## 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.

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