

Quick Guide – Prepayment Notification (11-19-09)

From the Main Screen of HokieMart:

- Select the desired form.
- Enter desired supplier.
- Choose supplier from drop-down menu.

- Complete the “General Info” section of the form.
- Proceed to the cart.

User will now be in Cart Draft Requisition -
Edit Cart mode.



For **PREPAYMENT ONLY**:

- Place a checkmark in the “Notify AP-Prepayment” box.

After completing required information in Edit Cart:

- Click “Review.”

User will note that the “Notify AP Prepayment” has a green checkmark.

- Scan supporting documentation (invoice, registration form, etc.) and electronically attach to the PO as an **Internal** attachment.

- Complete the PR using instructions:
 - Edit the Cart
 - Review the Cart
 - Submit the PR

- Follow the instructions for Requisition and Purchase Order Follow-up.