Prepayment Notification is a feature that alerts the accounts payable department that a check must be cut and sent on to a vendor/supplier, prior to receipt of goods and/or services. Although it is not the policy of the university to prepay for goods and/or service, there are times a vendor/supplier must be paid in advance, such as magazine subscription, conference registration or a partial deposit payment.

If the user has any questions related to a prepayment contact hokiemart@vt.edu. The Procurement Department will direct your question to appropriate area.

When orders are processed in HokieMart, the system moves the PO accordingly. By selecting “Notify AP-Prepayment”, the system will route the PO to accounts payable.

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.
- When complete click ‘Add to Cart and Return” or “Add and go to Cart.”
- User will now be in “Cart Draft Requisition.”

For PREPAYMENT ONLY:

- Place a checkmark in the “Notify AP-Prepayment” box.
- Click on Proceed to Checkout.
When in **Draft Requisition** the user will notice that in the Delivery Option section 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.
- Follow the instructions for Requisition and Purchase Order Follow-up.