

# QG – Prepayment Notification for Accounts Payable

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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](mailto: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.

The screenshot shows the 'Shopping Cart' interface for Ursula Halferty. The form includes the following fields and options:

- Cart Name: 2014-01-10 Prepay Registration
- Priority: Normal (dropdown menu)
- Leave date blank unless next fiscal year order (then enter mm/dd/yyyy): 07/01/2014
- Notify AP-Prepayment:  (highlighted with a red box)
- Prepared for: Ursula Halferty (with a link to 'Select a different user...')

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.

The screenshot shows a 'Shipping' form with the following sections:

- Ship To** (with an 'edit' button):
  - Contact Name Ursula Halferty
  - Phone +1 (540) 231-3988
  - Email halfertu@vt.edu
  - Procurement
  - North End Center Ste 2100
  - 300 Turner St NW
  - Blacksburg, VA 24061
  - United States
- Delivery Options** (with an 'edit' button):
  - Ship Via: Best Carrier-Best Way
  - Send to Supplier?: HokieMart Will Deliver
  - HokieMart will distribute the PO to supplier
  - Notify AP-Prepayment** ✓ (highlighted with a red box)

View/edit by line item...