

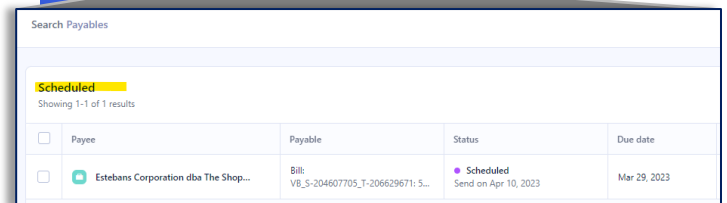
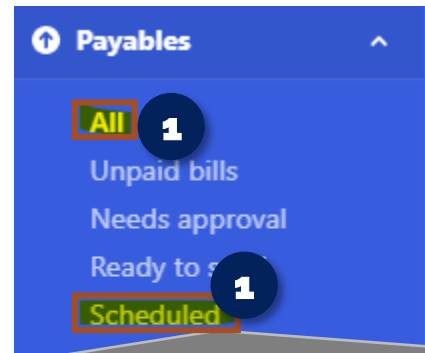
ROUTABLE PRICE ADJUSTMENT JOB AID

This job aid shows how to do a Routable price adjustment.

FROM THE PAYABLES PAGE

1. Select **"All"** or **"Scheduled"** in the Payables area

The list of scheduled payments will display.



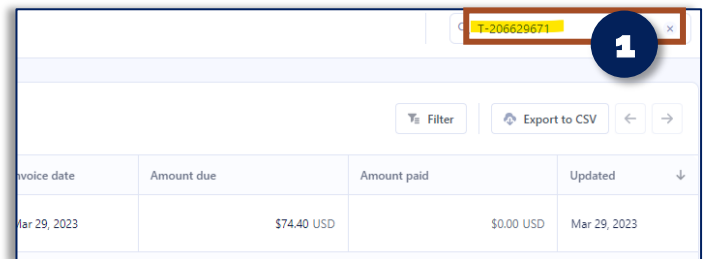
Payee	Payable	Status	Due date
<input type="checkbox"/> Estebans Corporation dba The Shop...	Bill: VB_S-204607705,T-206629671: 5...	<input checked="" type="radio"/> Scheduled Send on Apr 10, 2023	Mar 29, 2023

TO ADJUST A PRICE IN A SCHEDULED STATUS

1. **Type in the order number** in the Search Bar and click enter on your keyboard
2. Select **"Edit"** in the order you wish to adjust
3. Make the corrections(s); scroll to the bottom and select **"Save edits for approval"**

A confirmation screen will appear.

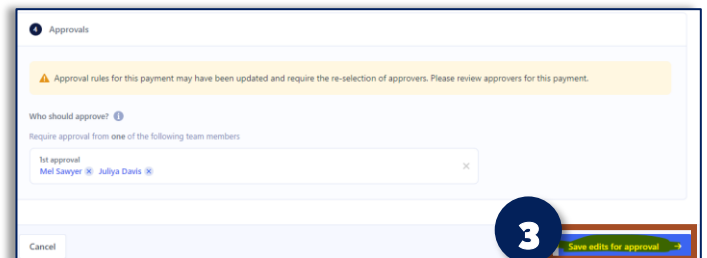
4. Confirm the price adjustment by clicking **"Confirm edits for approval"**



Invoice date	Amount due	Amount paid	Updated
Mar 29, 2023	\$74.40 USD	\$0.00 USD	Mar 29, 2023



\$74.40 USD	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
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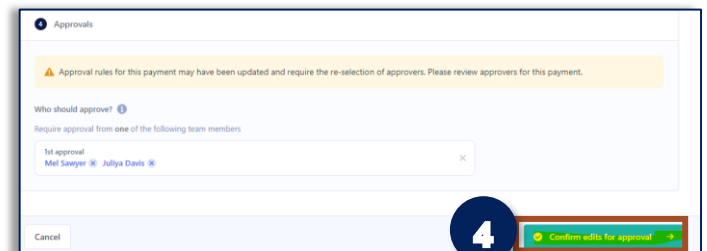
Approvals

Approval rules for this payment may have been updated and require the re-selection of approvers. Please review approvers for this payment.

Who should approve?

Require approval from one of the following team members

1st approval
Mel Sawyer Julia Davis



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NOTE: Due to approval rules, it may require re-approval. Please follow the "Needs Approval" steps to continue.

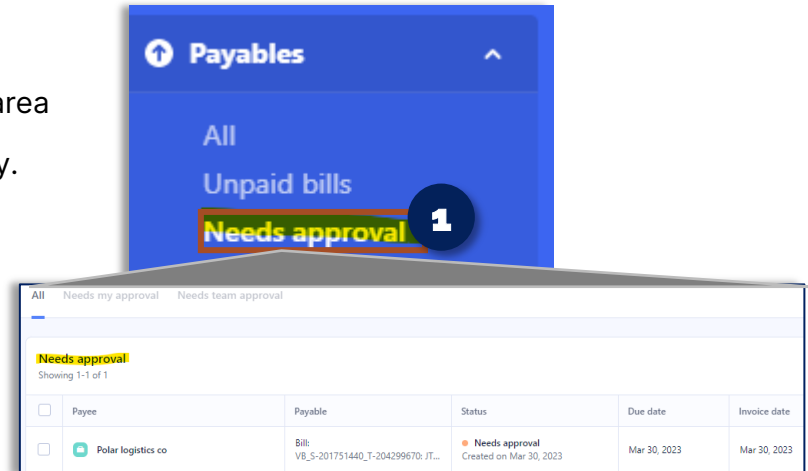
ROUTABLE PRICE ADJUSTMENT JOB AID

This job aid shows how to do a Routable price adjustment.

FROM THE PAYABLES PAGE

- 1 Select **"Needs approval"** in the Payables area

The list of payments needing approval will display.



SEARCH FOR THE ORDER NEEDING APPROVAL

1. **Type in the order number** in the Search Bar and click enter

The order being searched will appear.

2. Once you have the payout selected, follow steps 2-4 above to edit, approve, and confirm approval

