

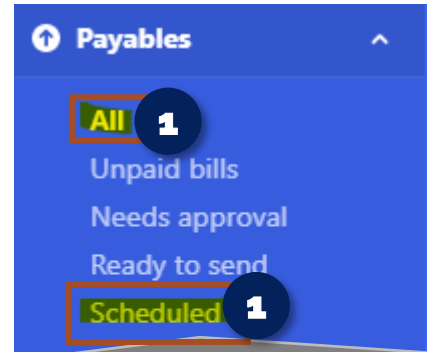
CHANGE ROUTABLE PAYMENT TERMS JOB AID

This job aid shows how to change payment terms in Routable.

FROM THE PAYABLES PAGE

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

The list of Scheduled or All payments screen will display.

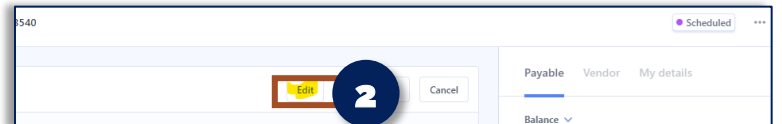
A screenshot of the 'Scheduled' payables list. The header shows 'Scheduled' and 'Showing 1-1 of 1 results'. Below the header is a table with the following columns: 'Payee', 'Payable', 'Status', and 'Due date'. There is one row of data: 'Estebans Corporation dba The Shop...', 'Bill: VB_S-204607705_T-206629671: 5...', 'Scheduled Send on Apr 10, 2023', and 'Mar 29, 2023'.

SEARCH FOR ORDER AND EDIT

1. In the **Search bar**, enter the order number. Then click enter on your keyboard

The searched order will display on screen.

2. Select the order, then select **"Edit"**

A screenshot of the search results for a specific order. The search bar at the top right contains the order number '206629671' and is highlighted with a red box and a black circle containing the number '1'. Below the search bar is a table with the following columns: 'Due date', 'Invoice date', 'Amount due', 'Amount paid', and 'Updated'. There is one row of data: 'Mar 29, 2023', 'Mar 29, 2023', '\$74.40 USD', '\$0.00 USD', and 'Mar 29, 2023'.

ADJUST PAYMENT DETAILS

1. Scroll down to **"Payment details"**
2. Adjust **"Send date"**

A screenshot of the 'Payment details' form. The form is titled 'Payment details' and is highlighted with a red box and a black circle containing the number '1'. The form contains several sections: 'How are you paying?' with a 'Payment method' dropdown set to 'Bank Transfer', a 'Delivery method' dropdown set to 'Expedited (ACH)', and a 'Withdraw payment from' dropdown set to 'Citizens Business Bank ***4397'. Below these is a section for 'Estebans Corporation dba The Shop Towing can receive Bank Transfers' with an 'Add bank account' button. There is a list of bank accounts, with 'Wells Fargo Bank Na (Nevada) ***0063 USD' selected. Below the bank accounts is an 'Add addenda record' button. The final section is 'When should this payment be sent?' with a 'Send on a specific date' checkbox checked. Below this is a 'Send to vendor' dropdown set to 'On a future date' and a 'Send date' field set to '04/13/2023', which is highlighted with a red box and a black circle containing the number '2'.

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SAVE PAYMENT DETAILS

3. Click **“Save edits for approval”**
4. Click **“Confirm edits for approval”**



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

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 ✕ Lori Clarke ✕

Cancel **1** Save edits for approval →

Approvals

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Who should approve?

Require approval from one of the following team members

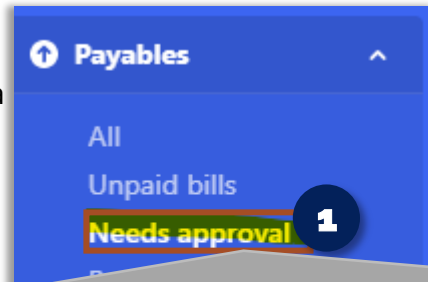
1st approval
Mel Sawyer ✕ Julliya Davis ✕

Cancel **2** Confirm edits for approval →

FROM THE PAYABLES PAGE

1. Select **“Needs approval”** in the Payables area

The list of payments needing approval will display.



Payee	Payable	Status	Due date	Invoice date	Amount due	Amount paid	Updated
Polar Logistics Co	EE: 105,5201755440_1_004029670... 105,5201755440_1_004029670...	Needs approval Created on Mar 29, 2023	Mar 30, 2023	Mar 28, 2023	\$281.80 USD	\$1.00 USD	Mar 30, 2023

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 above to edit, approve, and confirm approval

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