

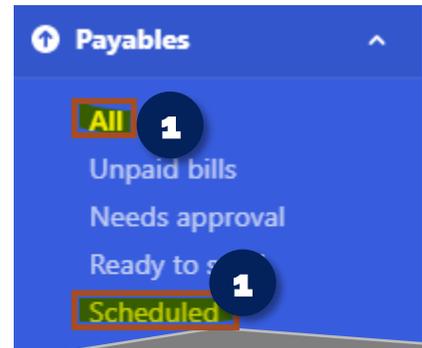
ROUTABLE PRICE ADJUSTMENT JOB AID

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.



Search Payables

Scheduled
Showing 1-1 of 1 results

<input type="checkbox"/>	Payee	Payable	Status	Due date
<input type="checkbox"/>	Estebans Corporation dba The Shop...	Bill: VB_S-204607705,T-206629671: 5...	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"**

Search Payables

Y-206629671

Filter Export to CSV

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

A confirmation screen will appear.

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

Payables / Scheduled / Payment from RunBuggy OMI Inc for VB_S-204607705,T-206629671: STDZARFH6KS043540

\$74.40 USD

Edit Cancel

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 Julia Davis

Cancel Save edits for approval

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

Cancel Confirm edits for approval

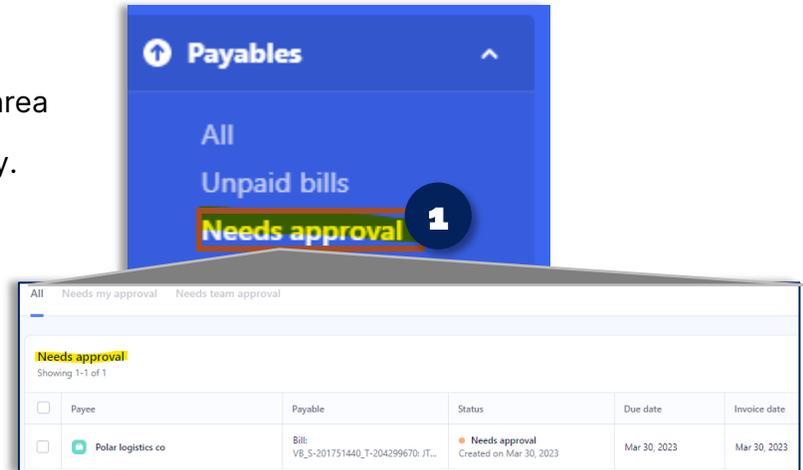
ROUTABLE PRICE ADJUSTMENT JOB AID

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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

