

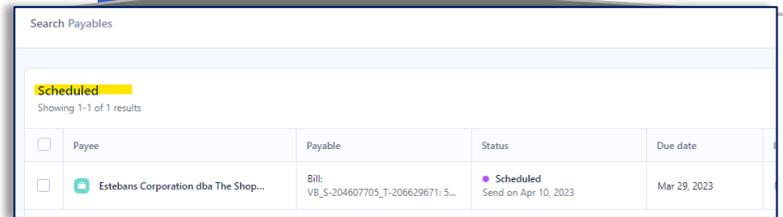
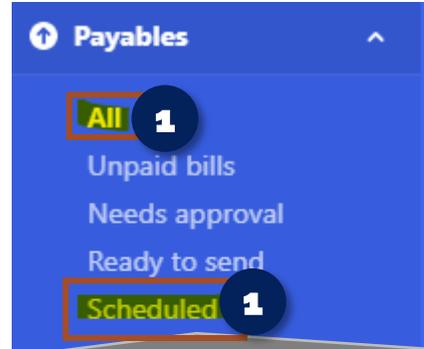
# CHANGE ROUTABLE PAYMENT TERMS JOB AID

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.

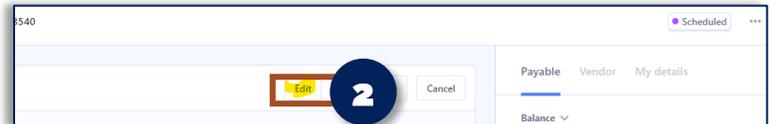
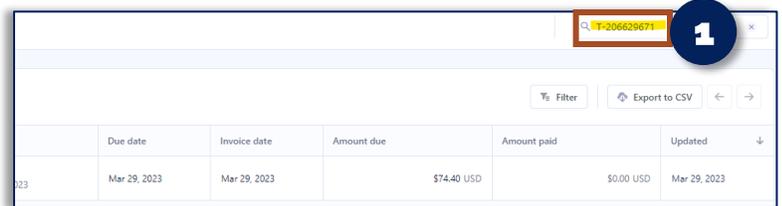


## SEARCH FOR ORDER AND EDIT

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

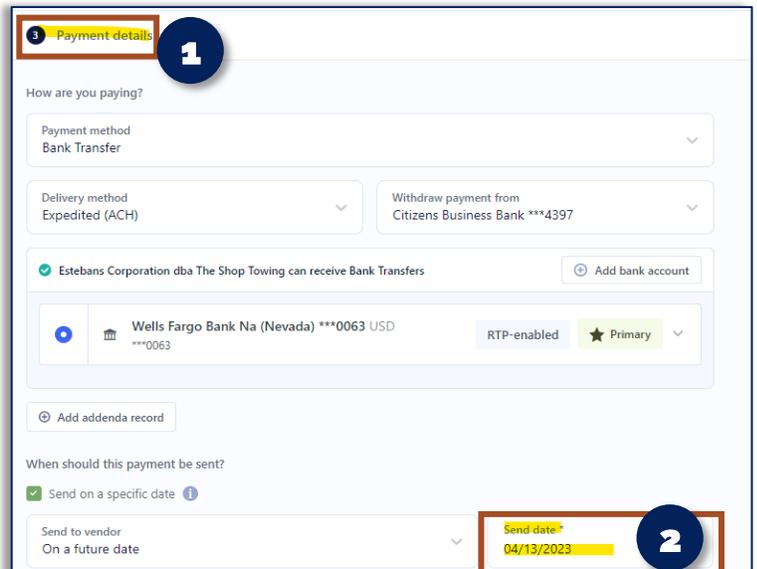
The searched order will display on screen.

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



## ADJUST PAYMENT DETAILS

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



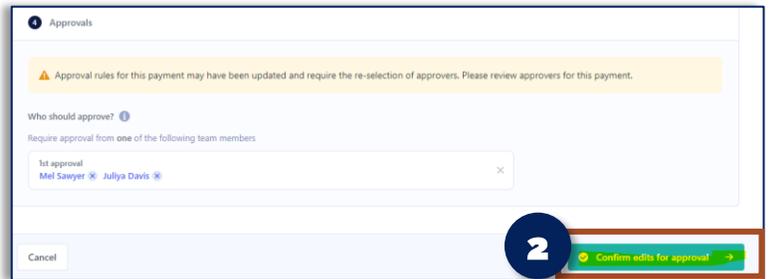
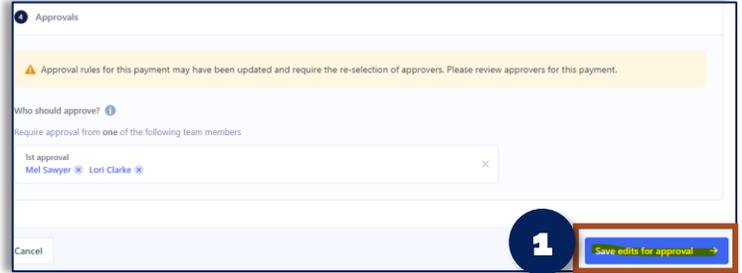
# CHANGE ROUTABLE PAYMENT TERMS JOB AID

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

## SAVE PAYMENT DETAILS

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

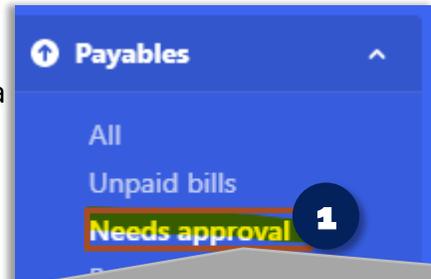
 **NOTE:** Due to approval rules, it may require re-approval. Please follow the “Needs Approval” steps to continue.



## 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: 105,520175440_1_04029670_1...	<span style="color: red;">Needs approval</span> Expires on Mar 30, 2023	Mar 30, 2023	Mar 30, 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