

Step-by-Step Instructions for Adding Subscription Terms to a PR

1

Once you have added your items to your cart, click **Checkout** and then click **Show Advanced Options**. Navigate to the **Term** tab.

2

▲ On the Term tab, you can view, modify, and create either subscription or milestone terms for the purchase requisition.

To create a subscription term, click **Create Term**.

3

a) In the **Type** field, select **Subscription**.

▲ Once you select Subscription, the Term Begin Date and Frequency fields become visible.

▲ Depending on the type of subscription terms, the Allocation field is represented by the % icon, Amount, or a specific number (e.g., number of days).

b) In the **Items** field, select the line item you want to apply the subscription terms to from the drop-down menu.

c) In the **Term Begin Date**, select the date the subscription terms will start.

d) In the **Term End Date**, select the date the subscription terms will stop.

e) In the **Label** field, the label is defaulted based on the Term Begin Date (i.e., the 0) and Term End Date (i.e., the 1). For example, our Term Begin Date is June 27, 2019 and our Term End Date is December 31, 2019. Therefore, our Label will read "from June 27, 2019 to December 31, 2019." You can change the Label field based on your specific needs.

f) In the **Frequency** field, select the frequency of your subscription terms from the drop-down menu (e.g., annual, once every two months, weekly, quarterly).

g) Select the **Checkbox** () icon next to the following fields if they apply to your subscription terms:

- **Prorated**: If one of the subscription terms corresponds to an incomplete period, the number of days included in the period is auto-calculated upon saving and the term amount is prorated accordingly.
- **Due First Day of the Month**: The subscription will be due on the first day of every month versus the specific date of every month that was chosen for the start date.

The screenshot shows a form for creating a subscription term. The 'Type' field has 'Subscription' selected. The 'Items' field contains 'Cleaning Services'. The 'Label' field is empty. The 'Term begin date' is set to 6/27/2019 and the 'Term end date' is set to 12/31/2019. The 'Frequency' is set to 'Monthly'. There are checkboxes for 'Prorated', 'Index', and 'Automatic Delivery', all of which are unchecked. The 'Due first day of the month' checkbox is checked.

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4 Once you have populated the mandatory and optional fields, click **Save & Close**.

- ▲ Your subscription terms show up as individual terms based on their frequency.
- ▲ Once you submit your purchase requisition for approval, your terms will be approved and individual purchase orders will be created for each term.
- ▲ Depending on the frequency of the terms, one purchase order will be sent to the Supplier at a time.

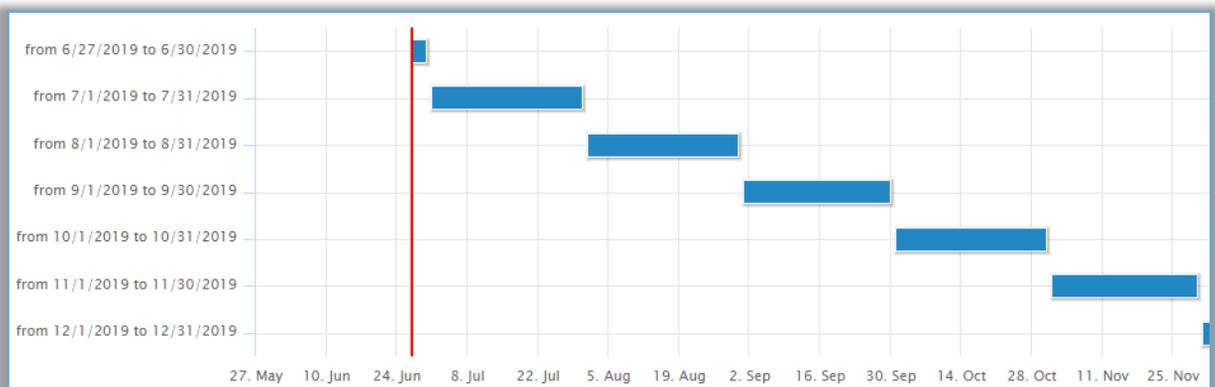
5

PO PR	Term begin date	Term end date	Type	Label	Advance	% Pretax Ar
REQ0000002171	6/27/2019	6/30/2019	Subscription	from 6/27/2019 to 6/30/2019	13.33	
REQ0000002171	7/1/2019	7/31/2019	Subscription	from 7/1/2019 to 7/31/2019	100.00	
REQ0000002171	8/1/2019	8/31/2019	Subscription	from 8/1/2019 to 8/31/2019	100.00	
REQ0000002171	9/1/2019	9/30/2019	Subscription	from 9/1/2019 to 9/30/2019	100.00	
REQ0000002171	10/1/2019	10/31/2019	Subscription	from 10/1/2019 to 10/31/2019	100.00	
REQ0000002171	11/1/2019	11/30/2019	Subscription	from 11/1/2019 to 11/30/2019	100.00	
REQ0000002171	12/1/2019	12/31/2019	Subscription	from 12/1/2019 to 12/31/2019	100.00	

Below the individual subscription terms, a graphical representation of the subscription terms you created is visible.

- a) If you are finished populating the mandatory and optional fields and want to submit your purchase requisition then click **Submit Requisition**.
- b) If you are not finished populating the mandatory and optional fields then continue making adjustments to your purchase requisition.

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Step-by-Step Instructions for Adding Milestone Terms to a PR

1

Once you have added your items to your cart, click **Checkout** and then click Show Advanced Options. Navigate to the **Term** tab.

2

▲ On the Term tab, you can view, modify, and create either subscription or milestone terms for the purchase requisition.

To create milestone terms, click **Create Term**.

3

- a) In the **Type** field, Milestone is automatically selected when you click Create Terms. Please double-check this field automatically populated.
 - b) In the **Items** field, select the line item you want to apply the milestone terms to from the drop-down menu.
 - c) The **Label** field on milestone terms does not automatically populate. Therefore, input a name based on your specific needs.
 - d) In the **Term End Date** field, populate the end date of the milestone term.
 - e) You can **Allocate** the purchase requisition by either a percentage or specific amount of the total purchase requisition. Populate either the percentage or specific amount based on your specific needs.
- ▲ Depending on the type of milestone terms, the Allocation field is represented by the % icon, Amount, or a specific number (e.g., number of days)

The screenshot shows a form for creating a milestone term. At the top, there are two radio buttons: 'Milestone' (selected) and 'Subscription'. Below this is the 'Items' field, which is a dropdown menu showing 'Cleaning Services' with a close button (x) and a downward arrow. The 'Label' field is required (marked with an asterisk and a help icon) and contains the text 'Cleaning Services DPS'. The 'Term end date' field is also required and shows a calendar icon followed by the date '7/31/2019'. Below the date field are two input fields for allocation: one with a '%' icon and a value of '25.00', and another labeled 'Amount' which is currently empty.

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Once you have populated the mandatory and optional fields, click **Save & Close**.

- ▲ If you want to add more than one milestone term then click **Save & New**. Complete the same steps you just completed to create an additional milestone term by populating the following fields: **Type**, **Items**, **Label**, **Term End Date**, and **Allocation**.

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- ▲ Your milestone terms show up as individual terms based on the number of terms you created.
- ▲ Once you submit your purchase requisition for approval, your terms will be approved and individual purchase orders will be created for each term.
- ▲ Depending on the number of terms, one purchase order will be sent to the Supplier at a time.

PO	PR	Term begin date	Term end date	Type	Label	Advance	%	Pretax Amount	Items
	REQ0000002172		7/31/2019	Milestone	Cleaning Services DPS	<input type="checkbox"/>	25.00		Cleaning Services
	REQ0000002172		9/30/2019	Milestone	Cleaning Services 2	<input type="checkbox"/>	50.00		Cleaning Services
	REQ0000002172		11/30/2019	Milestone	Cleaning Services 3	<input type="checkbox"/>	25.00		Cleaning Services

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- ▲ Below the individual milestone terms, there is a graphical representation of the milestone terms you created.
 - If you are finished populating the mandatory and optional fields and want to submit your purchase requisition then click **Submit Requisition**.
 - If you are not finished populating the mandatory and optional fields, continue making adjustments to your purchase requisition.

