Firm Order Prepayment (LTS Procedure #98) - FOLIO

Scope: *This document outlines the procedure Library Technical Services, Acquisitions Services Units follows when processing prepayments in FOLIO.*

ALL PREPAID ORDERS WILL HAVE THE SUFFIX OF "PREPAID"

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Due to accelerated efforts to get material into patron hands more quickly, and to discover different and more innovative ways of ordering, resulting in the increased usage of procurement cards, prepayments have become an effective way of doing business.

Identification at Point of Order
Identification after Order is Sent to Vendor
Processing Prepayment
Processing Prepayment Using a Procurement Card

A. Identification at Point of Order:

1. You will be advised that prepayment is necessary before a purchase order is created.

2. If you have an invoice, use it. If you cannot obtain one, get the postage charge from the vendor and add that amount to the "Cost details" accordion under "additional cost" in the purchase order. After the purchase order is approved, use the printed copy of the purchase order for your invoice, write on the top "**use as invoice"**, assign a CUL invoice number following unit instructions and use this copy as your invoice.

3. When the purchase order is printed, the **Purchase Order Totals** on the paper copy of the purchase order must equal the amount of the check that will be sent to the vendor.

4. In the purchase order (or the header as we refer to it) you will "Add note" *Prepayment enclosed*.

    1.

B. Identification after Order is Sent to Vendor:

In response to our order, you will receive an e-mail or phone call notifying us that prepayment is necessary or you will receive a proforma invoice by fax or mail.

C. Processing Prepayment (non-P-card)

1. Follow normal procedure for paying an invoice. In the "Item details" accordion in the "Internal note" box type "**PREPAID"**
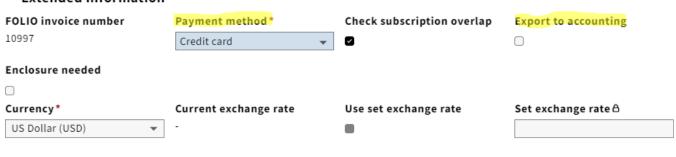
Internal note

PREPAID

D. Processing Prepayment Using a Procurement Card

1. If you are using a Cornell procurement card to prepay, the FOLIO invoice should be created when the order is placed. Use CUL/PC as the vendor name in the "invoice header" if we do not have a vendor code established.

2. When creating your invoice the "Payment method" should be set to "Credit card" and unlike other invoices you WILL NOT CHECK the "Export to accounting" box.

⌃ Extended information

FOLIO invoice number	Payment method *	Check subscription overlap	Export to accounting
10997	Credit card ▾	☑	☐

Enclosure needed

☐

Currency *	Current exchange rate	Use set exchange rate	Set exchange rate 🔒
US Dollar (USD) ▾	-	◼	

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3. Follow Cornell's procurement card record keeping instructions. See https://www.dfa.cornell.edu/procurement/buyers/credit-cards/procurement-card