

1. Payment Terms

- The payment term is defined in the Purchase Order (PO) and typically defaults to the terms in your Master Services Agreement (MSA) unless otherwise specified.
- For example: If your PO states Net 90 days, your invoice becomes eligible for payment 90 days after the invoice date, provided it is correct, compliant, and has a complete 3-way match (PO, goods receipt, and invoice).

2. Payment Release Date

- Once your invoice reaches its eligibility date (end of the agreed term), it will be included in the next scheduled payment cycle as outlined in your MSA.
- The actual payment date may be up to 30 days after the eligibility date, depending on where it falls in the cycle.

Payment Timeline — Example Calendar

Invoice Date: Feb 5 • Net 90 Due Date: May 6 • Payment Released: May 15 (Cycle

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
5	6 Due Date	7	8	9	9	10
12	13	14	15 Payment Released	16	16	17
19	20	21	22	23	23	24
26	27	28	29	30	31	

Illustrative timeline. Actual payment date may vary based on processing/holidays.

