

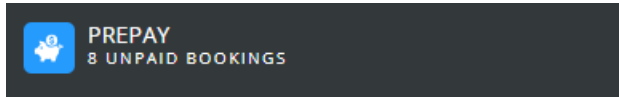
Prepayment

Last Modified on 06/09/2026 10:52 am CDT


Prepayments give the ability to apply a Payment to specific Bookings or enter an amount to prepay.

1. Initiate a Prepayment in one of two ways:

- o Choose **View Prepay** on the *Net Due* card on the *Overview* page.

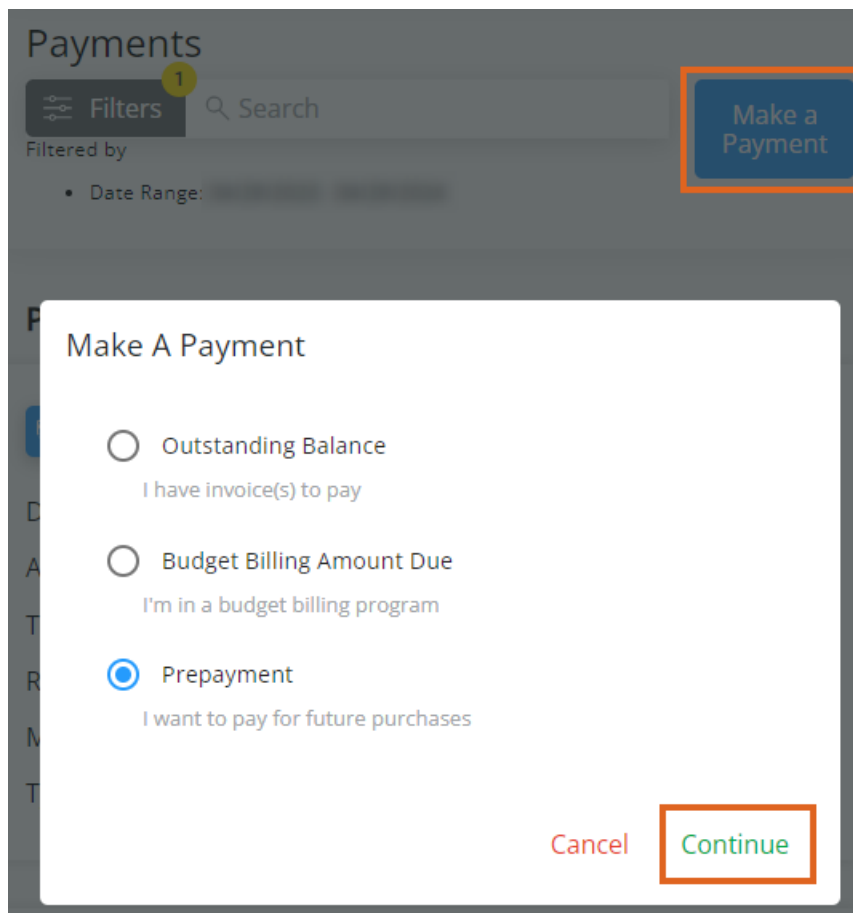


\$13,763.64

 \$6.80 discounts available

[View Prepay](#)

- o Select **Make a Payment** at the top of the *Overview* or *Payments* screen, choose *Prepayment*, and select **Continue**.



2. The *Prepay Balance* displays in the top left and *Paid Bookings* display in the bottom half of the screen. Select the **Expand** icon on a Booking line item to view additional details or the **Ellipsis** to view or download a PDF of

the Booking.

47	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status
	04/15/2026	04/15/2026	05/15/2026	\$4,000.00	\$4,000.00	Unavailable
Description	Quantity	Remaining Quantity	Unit Price	Line Total	Prepay Balance	
Dap (18-46-00)	10,000.000 Lbs	10,000.000 Lbs	\$450.00 /Tons	\$2,250.00	\$2,250.00	
Description	Quantity	Remaining Quantity	Unit Price	Line Total	Prepay Balance	
Potash (0-0-60)	10,000.000 Lbs	10,000.000 Lbs	\$350.00 /Tons	\$1,750.00	\$1,750.00	

3. In the top right, choose *Select Bookings to Pay* or *Enter Amount to Prepay* and select **Make Payment**.

Make a Prepayment

Select Bookings to Pay

Enter Amount to Prepay

Make Payment

- o **Select Bookings to Pay** – Specify which Bookings are to be included in the payment. Select Bookings using the checkbox then choose **Pay Selected Bookings**. Discount amounts will display when applicable.

Note: Bookings created from Grower Orders will not be available for selection in the list that displays.

Overview ▶ Prepay Balance ▶ Select Bookings

Deselect All

	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status		
<input checked="" type="checkbox"/>	05/03/2026	--	--	\$450.00	--	Unpaid	\$9.00 Discount	...
<input type="checkbox"/>	04/12/2026	--	--	\$225.00	--	Unpaid		...
<input type="checkbox"/>	03/04/2026	--	--	--	--	Down Payment		...

1 Booking Selected = \$450.00 **Pay Selected Bookings**

- o **Enter Amount to Prepay** – Enter an amount to be automatically applied to Unapplied Cash and select **Next**.

Enter amount to prepay

Amount

\$300.00

Payment Total = \$300.00

[Cancel](#) [Next](#)


Completing the Payment

1. On the *Payment Information* page, review or add payment information. Select **Review Payment**.

Note: If the *Saved Payment Information* needs updated, **Delete** that information then re-enter.

[Overview](#) ▶ [Balance Details](#) ▶ Payment Information

Saved Payment Information

<input checked="" type="radio"/> Name on Account	Bank Account #	Routing #	
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[Cancel](#) [Review Payment](#)

[+ Enter New Payment Method](#)

[Terms](#)

Note: To remove a saved payment method, the **Delete** icon can be selected. However, if there are recurring payments set to use that method, they will be removed and message will display to **Cancel** or **Acknowledge and Delete**.

Delete Saved Payment Information

This will cancel your recurring payments linked to this payment method. Please set up new payments to avoid disruption in future payments.

[Cancel](#) [Acknowledge and Delete](#)


2. Review *Selected Invoices* (if applicable) and *Account Information*.
3. Optionally add any *Comments on Payment*, and verify *Contact Information*.

4. The *Payment Date* defaults to today, but can be changed if needed.

Note: Same-day payments cannot be cancelled after submitting.

Payment Date


Select day your payment will be made. Same day payments can't be cancelled after submission.

Payment Date*	
5/29/2026	

5. Review the **Terms**. If paying via ACH, check the box agreeing to allow the ACH transaction to be processed. If using a credit card and a surcharge is being applied, check the *I acknowledge (%) surcharge* checkbox.
6. Once all information has been reviewed and is accurate, select **Submit Payment**. Avoid selecting the **Back** button or refreshing the browser while the payment is processed.

Submitting the Payment...

Please do not leave this page. Once your payment is processed, you will be automatically redirected back to the Payments page.

 Using the back or refresh button could interrupt the payment process