Customer Purchase Orders

Kibo eCommerce's purchase order functionality allows your shoppers to use a purchase order as a payment method on your storefront.

Before a customer can use the purchase order payment method on your storefront, you must first enable the purchase order payment method for your site(s). Once you've enabled the purchase order payment method for your site(s), you can then enable the ability for a customer to use the purchase order payment method.

Refer to Enable Purchase Orders for more information about purchase orders and enabling the purchase order payment method for your site(s).
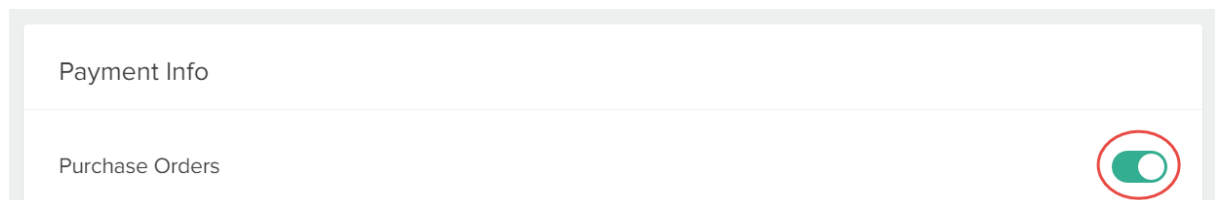
> ℹ️ Customers must have an existing customer account before you can enable the purchase order payment method for them. You enable the purchase order payment method on a per customer basis.

Enable Purchase Orders for a Customer

To allow a customer to use purchase orders:

1. Go to **Main** > **Customers** > **Customers**.
2. Select the applicable customer account for which you want to enable purchase orders.
3. Under the **Payment Info** section, enable **Purchase Orders**:

   The Payment Info section expands to include more Customer Settings.
4. Enter a **Credit Limit** for the customer.
   The credit limit is specific to the purchase order payment method. This is the total monetary credit amount the customer can spend using purchase orders. When a customer pays either a part or the total amount of their purchase order payment, their credit limit increases equal to the amount the customer pays.
5. Specify an **Overdraft Allowance** for the customer.
   The overdraft allowance is how much the customer can spend over their total credit limit. You can specify either a set amount or a percentage of the credit limit.
6. For each of your sites, choose the **Payment Terms** for the customer. The list of payment terms is populated by the complete set of payment terms you filled out when you enabled

the purchase order payment type.

For example, you can specify the following settings for a customer:

Payment Info

Purchase Orders