

Sales Order Advances Down-Payment Reapplication/Refund

Customer Number/Open Item Account
REFERENCE (Original Collection Number)
DOCUMENT DATE (Original Collection Date)

NEGATIVE DOWN-PAYMENT REQUEST (Negative DPR):

Amount (Negative DPR)
 Sales Order Number Containing the Negative DPR
 Sales Order Line Item Containing the Negative Down-Payment Request
 Negative Accounting Document Number (Not Cleared on Document Flow)

COD/ICB/DMC - Clearing Document Number

POSITIVE DOWN-PAYMENT REQUEST (DPR):

Amount
 Sales Order Number (if different from above, type over this field)
 Sales Order Line Item
 Accounting Document (Not Cleared on Document Flow)

COD/ICB/DMC - Clearing Document Number

REFUND INFORMATION:

Amount \$ -

Attach a copy of the FMMI Vendor Table - Supporting Documentation

Amount Check (Negative DPR less DPR less Refund must = \$0) Balanced

Date:

AGENCY:

SUBMITTING OFFICE:

POINT OF CONTACT:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

To be completed by COD ICB/DMC:

Completion Date:

Completed By: