

**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 – Outgoing Payment) **(F-31)**  
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)

**Clearing Document Number**

**POSITIVE DOWN-PAYMENT REQUEST (DPR):**

Amount (Positive DPR – Incoming Payment) **(F-29)**  
Sales Order Number (if different from above, type over this field)  
Sales Order Line Item  
Accounting Document (Not Cleared on Document Flow)

**Clearing Document Number**

**AGENCY INFORMATION:**

DATE:  
AGENCY:  
SUBMITTING OFFICE:  
POINT OF CONTACT:  
TELEPHONE NUMBER:  
E-MAIL ADDRESS: