

PURCHASING QUICK REFERENCE GUIDE

Payment Terms

Standard Terms Highlighted

Code	Description	Code	Description	Code	Description
XELA	7/8% 25TH INST AND 10TH PROX	XKLA	1/2% 25TH INST AND 10TH PROX	XLMA	NET 30TH INST.,10TH & 20TH
XG1A	1.75% 30 DAYS	XL1A	NET 50 DAYS	XLNA	Due Immediately
XHAA	2% 30TH PROX	XL2A	NET 30 DAYS	XLPA	NET 90 DAYS AFTER DATE OF INVOICE
XHBA	2% 25TH PROX	XL2B	NET 30 DAYS (With Pymt Block)	XLSA	NET 60 DAYS
XHFA	2% 15TH PROX	XL3A	NET 20 DAYS	XLTA	NET 10TH AND 25TH PROX (plus 60 Days)
XHIA	2% 10TH PROX	XL4A	NET 10 DAYS	XLWA	NET 25TH SPECIAL PROX
XHNA	2% Upon Receipt	XL4B	NET 15 DAYS (With Payment Block)	XLYA	NET 20TH SPECIAL PROX
XI1A	1.5% 60 DAYS	XLAA	NET 30TH PROX	XLZA	NET 45 DAYS (Standard for Contracts)
XIAA	1.5% 30TH PROX	XLBA	NET 25TH PROX	XMSA	2.5% DISCOUNT 60 DAYS
XIIA	1.5% 10TH PROX	XLCA	NET 15TH AND 30TH PROX	XNAA	3% 30TH PROX
XIJA	1.5% 30TH INST AND 15TH PROX	XLDA	NET 20TH PROX	XOBA	1.25% 45 DAYS
XJAA	1% 30TH PROX	XLEA	NET 10TH AND 25TH PROX	XOIA	4% 10TH PROX
XJFA	1% 15TH PROX	XLFA	NET 15TH PROX	ZLZB	NET 45 DAYS (Standard for TPO's)
XJIA	1% 10TH PROX	XLGA	NET 10TH & 25TH PROX		
XJLA	1% 25TH INST AND 10TH PROX	XLHA	NET 5TH & 20TH PROX		
XKAA	1/2% 30TH PROX	XLIA	NET 10TH PROX		
XKFA	1/2% 15TH PROX	XLJA	NET 30TH INST AND 15TH PROX		
XKIA	1/2% 10TH PROX	XLLA	NET 25TH INST AND 10TH PROX		

Incoterms

Code	Description	How Info Populates	Replaces
FCA	Free Carrier	Auto-populates	A,XA,XB,1A,1D,1X,2G,3A,5A,6A,7A,8A,8C,8V,9A
DDP	Delivered Duty Paid	Auto-populates	3I,7B,7E,7F,7I,7V
DAP	Delivered at Place	Buyer enters	3H
EXW	Ex Works	Auto-populates	n/a
DAT	Delivered at Terminal	Auto-populates	n/a
CPT	Carriage Paid To	Buyer enters	n/a
FOB	Free On Board	Buyer enters	n/a
FAS	Free Alongside Ship	Buyer enters	n/a
CFR	Cost & Freight	Buyer enters	n/a
CIF	Cost, Insurance & Freight	Buyer enters	n/a