






Operation/Task:	Deferred Sale Procedure			Equipment:	N/A
Owner:	Accounts Receivable Manager	Date Prepared:	6/12/15	Department Responsibilities:	
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction documents procedures for deferred sales procedure.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		<p>VP President of Sales needs to approve all customers participating in the ENPOINTE Deferred Sales Program.</p> <p>The Deferred Sales contract form #ACCT006 is on the Intranet in ISO/Controlled Forms/Accounting-Administration/ Deferred Billing Inventory Program Agreement. All Deferred Sales customers are required to sign the contract.</p> <p>The contract auto-renew every two years. If a cancellation is received, it is reviewed by the Sales Rep and Finance Manager or Controller. Sales and the Finance Manager/Controller coordinates actions with existing product inventory and its related invoicing.</p>	<p>Salesperson presents contract to customer for signature.</p> <p>Signature of an officer of ENPOINTE is obtained.</p> <p>Copy of signed contract goes to customer and to the Credit and Costing Manager to be filed.</p> <p>Salesperson contacts the Distribution Manager to make them aware of the customer (and their program) entering the deferred sales program.</p> <p>The Credit and Costing Manager will inform the Accounting Project/Reporting Assistant that the customer has a signed contract.</p>	To Manage the Deferred Sales Inventory and hold the customer liable for the sell value of the inventory using a contract.

**Notes:**

**Definitions:**

<b>Revision History</b>	<b>Description of Changes</b>	<b>Requested by</b>	<b>Date</b>
Rev 1	Revised SOP to new format	Jan Hemmelgarn	6/12/15
Rev 2	Added Revision History table	Jan Hemmelgarn	8/1/16
Rev 3	Updated gray header bar, changed owner to Accounts Receivable Manager, changed GLS references to ENPOINTE	Cristi Oakvik	3/8/21
Rev 4	Changed Operation/Task title	Cristi Oakvik	4/29/21
Rev 5	Updated SOP and Contract	Jason Sanborn	03/03/25

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Rev. Date 4/20