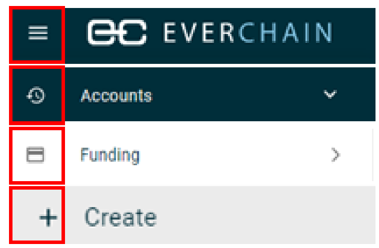
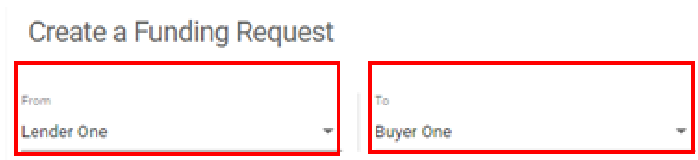
Type: **Funding**

Request Description: Created by Seller after buyback/putback Post-Sale requests are accepted.

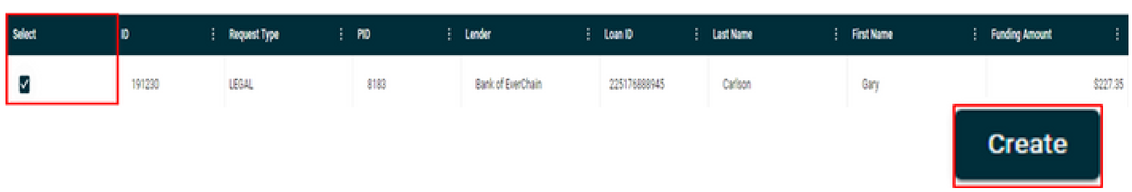
1. Click the “3 lines” icon in top left corner
- Click “**Accounts**” clock icon
- Click “**Funding**” credit card icon
- Click “**Create**” plus sign icon



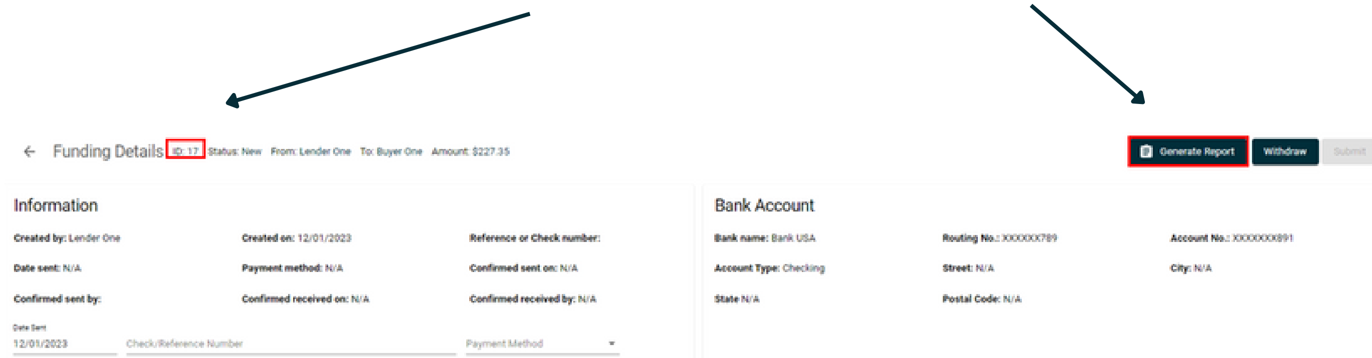
2. Select **Seller/Selling Entity** (this will already be populated if you only have one) and select the **Buyer**.



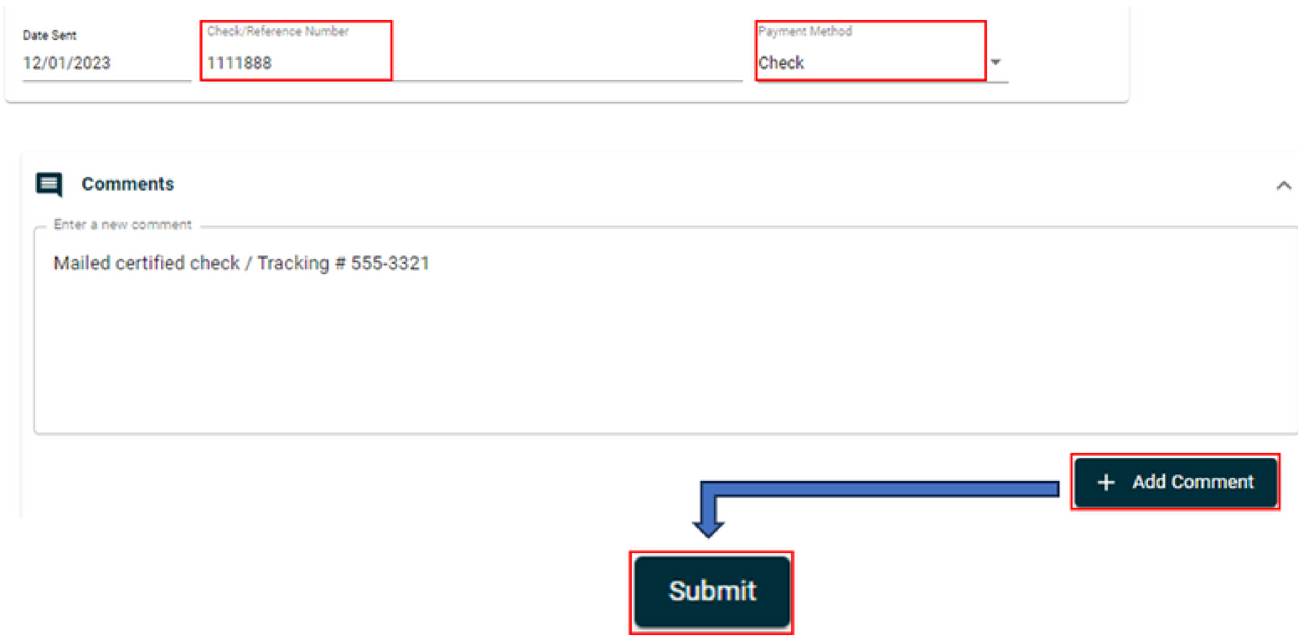
3. Make selection of account/request ID that is being funded and choose “**Create**”.



4. Once created, the platform generates a **Funding ID** and a **report** will be populated, which can be provided to Seller’s Accounting Department for Buyer to be funded.



5. Once the Seller's Accounting department has processed the payment, complete the Funding Details by submitting the **Date payment was sent**, **Check/Reference #**, **Payment Method**, **Commenting Tracking # for Buyer if applicable**. Next click "**Add Comment**" under comment box, then click "**Submit**" in top right corner.



The Funding Request ID will then change to "***Pending Buyer Confirmation***" status for the Buyer to confirm payment has been received by their Account department. Once the Buyer "***Confirms Seller Funding***" on their end, the request is now closed, and the Funding process has been completed. The request is placed in the **Paid** card under the Funding section, and the **Completed** card under Post-Sale section.