

Updated 9/27/2025

PRO\$ RFP

Net 45 Vendor Payment Guide

The Net 45 payment schedule is an optional program available to vendors who prefer faster access to their payments. While the standard Net 60 schedule is the default at ProRFP, vendors choosing Net 45 can shorten their payout cycle by two weeks. In exchange, a 5% fee is applied to each invoice, deducted one time per billing cycle.

As with all ProRFP payment options, payouts are only delivered after the month of service has been fully completed and invoiced. Vendors must submit their invoice through the [Invoice Portal](#) by the 10th of the following month. Payments are then split into two installments.

Payments are always scheduled on the 1st or the 15th, ensuring clear and predictable payout dates. This makes Net 45 a strong option for vendors who value quicker access to funds, while understanding that the 5% fee reduces the overall payout.

Net 45 Vendor Payment Schedule

(October 2025 – December 2026)

Overview

Net 45 is an **optional payment schedule** for ProRFP vendors who want quicker access to cash flow. Compared to the standard Net 60, this schedule accelerates payments by about two weeks but applies a **5% fee** per invoice. This fee is deducted once per invoice to cover early payment administration.

Just like all ProRFP options, payments are only released **after the full month of service is complete**, and invoices must be submitted through the **Invoice Portal** by the **10th of the following month**.

Payment Schedule

- **First Payment (50%):** 30 days after the invoice deadline → rounded to the next **1st or 15th**.
 - **Second Payment (50%):** 45 days after the invoice deadline → rounded to the next **1st or 15th**.
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Payment Logic

- If the date falls **on or before the 1st** → Paid on the **1st**.
- If the date falls **on or before the 15th** → Paid on the **15th**.
- Otherwise → Paid on the **1st of the following month**.

This guarantees all payments fall on the **1st or 15th**, giving vendors clarity and reliability.

2025 Service Months

September 2025 Services

- Invoice Deadline: October 10, 2025
- First Payment: December 1, 2025
- Second Payment: December 15, 2025

October 2025 Services

- Invoice Deadline: November 10, 2025
- First Payment: December 15, 2025
- Second Payment: January 1, 2026

November 2025 Services

- Invoice Deadline: December 10, 2025
- First Payment: January 15, 2026
- Second Payment: February 1, 2026

December 2025 Services

- Invoice Deadline: January 10, 2026
- First Payment: February 15, 2026
- Second Payment: March 1, 2026

2026 Service Months

- **January 2026** → Invoice Deadline: Feb 10 → Paid Mar 15 & Apr 1
- **February 2026** → Invoice Deadline: Mar 10 → Paid Apr 15 & May 1
- **March 2026** → Invoice Deadline: Apr 10 → Paid May 15 & Jun 1
- **April 2026** → Invoice Deadline: May 10 → Paid Jun 15 & Jul 1
- **May 2026** → Invoice Deadline: Jun 10 → Paid Jul 15 & Aug 1
- **June 2026** → Invoice Deadline: Jul 10 → Paid Aug 15 & Sep 1
- **July 2026** → Invoice Deadline: Aug 10 → Paid Sep 15 & Oct 1
- **August 2026** → Invoice Deadline: Sep 10 → Paid Oct 15 & Nov 1
- **September 2026** → Invoice Deadline: Oct 10 → Paid Nov 15 & Dec 1
- **October 2026** → Invoice Deadline: Nov 10 → Paid Dec 15 & Jan 1, 2027

- **November 2026** → Invoice Deadline: Dec 10 → Paid Jan 15 & Feb 1, 2027
 - **December 2026** → Invoice Deadline: Jan 10, 2027 → Paid Feb 15 & Mar 1, 2027
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Key Vendor Responsibilities (Net 45)

- **Submit invoices on time** → by the 10th of the following month.
- **Account for fees** → a **5% fee** is deducted from every invoice under Net 45.
- **Stay compliant** → Pro Uploads, Pro Reviews, Tech Info Cards, and Cognito entries must be complete before payment is released.
- **Plan for timing** → Payments begin **30 days after the invoice deadline**, always on the 1st or 15th.