

Updated 9/27/2025

PRO\$ RFP

Net 60 Vendor Payment Guide

The Net 60 payment schedule is the default structure for most ProRFP vendors. It is designed to balance predictable cash flow with simple administration, making it a dependable option for vendors who may not qualify as Sole Proprietors. Under this schedule, vendors receive their payments in two installments, with no additional fees applied.

It is important to note that, just like with all ProRFP payment plans, payouts are only delivered after the month of service has been fully completed. Vendors must submit their invoice through the [Invoice Portal](#) by the 10th of the following month. Payments are then released in two parts.

Payments are always scheduled to fall on the 1st or the 15th of the month, ensuring vendors have clear, reliable dates to plan their finances around. This system provides consistency without fees, making it the most common choice among ProRFP vendors.

Net 60 Vendor Payment Schedule

(October 2025 – December 2026)

For most vendors, **Net 60** is the standard payment structure at ProRFP. This schedule balances predictability with simplicity, ensuring invoices are paid in full over two installments with **no additional fees** beyond the standard vendor membership.

Under this system, payments are only released **after the full month of service has been completed**. Vendors must submit their invoices through the [Invoice Portal](#) by the **10th of the following month**. Payments are then issued according to the following schedule:

- **First Payment:** 50% of the invoice total, paid **45 days** after the invoice submission period ends.
- **Second Payment:** Remaining 50%, paid **60 days** after the invoice submission period ends.

Net 60 Vendor Payment Schedule

(September 2025 – December 2026)

Overview

Net 60 is the standard payment structure at ProRFP. Vendors are paid in **two installments** with **no additional fees** beyond the standard membership. Payments are only released after the full service month is complete, and invoices must be submitted through the **Invoice Portal** by the **10th of the following month**.

Payment Schedule

- **First Payment (50%):** 45 days after the invoice deadline → rounded to the **next 1st or 15th**.
 - **Second Payment (50%):** 60 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 ensures all payments hit the **1st or 15th**, giving vendors predictable cycles.

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: January 1, 2026
- Second Payment: January 15, 2026

November 2025 Services

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

December 2025 Services

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

- **January 2026** → Invoice Deadline: Feb 10 → Paid Apr 1 & Apr 15
- **February 2026** → Invoice Deadline: Mar 10 → Paid May 1 & May 15

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

Key Vendor Responsibilities (Net 60)

- **Submit invoices on time:** All invoices must be submitted by the **10th of the following month**.
- **Maintain compliance:** Pro Uploads, Pro Reviews, Tech Info Cards, and Cognito entries must be complete before payment eligibility.
- **Plan for payment cycles:** Payments are delivered on the **1st and 15th**, beginning no sooner than 45 days after the invoice submission period ends.
- **Vendor classification:** Net 60 is the **default schedule** for all vendors who do not qualify as Sole Proprietors.