

Prepaid Order Policies & Procedures – May 2023

Intercounty offers an option for dealers to prepay their orders and hold them at our warehouse with minimal storage fees. This was formally known as Virtual Moreland. Dealers are able to store their prepaid orders for up to 6 months. When utilizing the prepaid option, you own the goods; product cannot be taken from your orders and the pricing is locked in. The inventory is available when your customer needs it.

Restrictions and Guidelines for Prepaid orders:

- Orders must be fully committed; no backordered goods
- Orders must be on Credit/Finance type 1
- Orders cannot be changed or deleted once flagged as prepaid.
- Orders must ship complete
- Cannot transfer goods for prepaid orders.
- Financing is not available (through Wells Fargo, etc.)
- Failure to ship by the 176th day will result in Intercounty auto shipping on your behalf.
- Prepaid orders will NOT be able to be returned to the Intercounty warehouse.

How to make an order Prepaid:

- From the order entry screen type in the order number that you are looking to prepay. Once in the order click the Prepaid Order check box and then hit submit. You will be drafted for the full amount of your order the next day.
- When you are ready to take delivery simply recall the order from order entry, verify your truck code and date the order.

Prepaid Order Draft:

A Summary of your Prepaid order draft can be found by selecting the Financial from the Reports Drop Down menu and then select the report titled "[Dealer Drafts Prepaid - P21](#)".

Prepaid Storage Rates (charged monthly):

[Prepaid Charges Detail](#): Follow this link to view a summary of your storage fees for your prepaid inventory.

- The first 25 days in Moreland are Free
- 26 to 100 days cost per piece is \$4.00
- 101 to 175 days cost per piece is \$10.00
- 176 day – Auto Ship

Prepaid Inventory:

- A complete list of your prepaid orders can be found on the Reporting Portal in the Moreland folder- [Moreland Virtual Inventory](#).
- To review quantities on hand vs. quantities that are prepaid please use the [Inventory Detail Report](#) in the Ordering Portal.
- Goods on prepaid orders remain property of Intercounty until shipped. Serial # is assigned at shipment.