

B2B - Setting up Payments for the B2B Portal

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To make sure that your system is ready for Payments within the B2B portal, set up these areas.

- **Set Up Your Payment Gateway**
 - [Setting up a Payment Gateway](#)
 - **Your Payment Gateway also needs to have a default Payment Method selected.**
 - Payment Methods can be set in Admin > Profile Lists > Payment Methods
- **Set Up Your Terms**
 - [Set up your Payment Terms](#)
 - If your terms are set to Full Payment on Order -
 - The Customer will enter their Credit Card info at the end of checkout and that's how the Payment will be processed through your Payment Gateway
 - If your terms are set to Net50 for example -
 - The Customer will enter their personal Customer Purchase Order for this transaction at the end of checkout
- **Preferences**
 - We recommend going to Admin > Company Preferences > Sales and checking the preference 'Customer PO must be unique' to avoid any errors with Purchase Orders.
 - Remember to click Save at the top-right!

- Next Step, Learn how to [**Set Up Related Items for the 'Frequently Bought With' Section**](#)

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