

1 Once assets have been loaded onto the proposal, you will be presented with the **Select Pricing Options** page.

The fields presented on this page will differ based on the product loaded on the proposal.

The **Payment Profile** and **Term** fields are universal and appear on all products, as well as the read-only **Total Asset Cost** (with the exception of **Loan** products).

Payment profile *	Term (months) *	Total asset cost (excl. VAT)
Arrears - Monthly	60	£ 150,000.00

2 For **Hire Purchase** products, you are able to provide the **Balloon**, **Option to Purchase** and deposit information which is made up of **Deposit (%)**, **Deposit**, **Pay VAT with Deposit** and **Deposit Paid To**.

Payment profile *	Total asset cost (excl. VAT)
Arrears - Monthly	£ 150,000.00
Term (months) *	Balloon (excl. VAT)
60	£ 0.00
Option to purchase (excl. VAT)	Deposit (%) *
£ 75.00	0.00
Deposit (excl. VAT) *	Pay VAT with deposit *
£ 0.00	<input type="radio"/> Yes <input checked="" type="radio"/> No

Additionally, you can also opt to defer the VAT for up to three months using the **VAT Deferred** option in the **Advanced** section.

Advanced	
VAT deferred *	Deferral length *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3

Other Quick Start Guides available:

- Amending a Proposal
- Assets and Multi-Assets
- Customers and Guarantors
- My Proposals and Agreements
- Save and Resume
- Submitting a Proposal

The complete Mercury User Guide can also be found in the Help and Support section of Mercury.

3 The **Pay VAT with Deposit** option will automatically add the appropriate amount to the given deposit (both the deposit value and percentage) based on the assets loaded onto the proposal which are VAT applicable and their VAT rate.

Reverting this checkbox back to “No” will remove that calculated figure from those values, and return it to what was originally set.

4 For **Finance Lease**, the fields applicable to a Hire Purchase are all removed and only **Payment Profile** and **Term** remain.

The additional field of **Initial Rental** now appears and can be defined, as it’s applicable to **Finance Lease** agreements.

Payment profile *	Total asset cost (excl. VAT)
1 in Advance - Monthly	£ 25,000.00
Term (months) *	Initial rental
60	£

5 For **Loan**, there are three fields to define – **Payment Profile**, **Term** and **Loan Amount**.

Loan Amount is an editable field which, in essence, replaces **Total Asset Cost**. This is because this hasn’t been specified prior due to loan products skipping the asset step.

Loan amount *	
£	
Payment profile *	Term (months) *
Arrears - Monthly	60

6 When you are happy with the financial details, you can progress using the **Next** button at the bottom of the screen.

If you wish to exit the proposal with the view of revisiting it at a later date, use the **Save** button to save the current state of the proposal.

Save	Next
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