

Processing a Direct Pay Request to Make Contract Payment

This tip sheet will provide an overview of the Direct Pay Request process to make a contract payment.

• From the home page navigate to the 'Forms' section and select 'Direct Pay'.

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E		Dashboards • Shopper R	Requester Dashboa	ard										a +
-		Accounts Payable Dashboard	Admin Dashboard	Contracts Dashboard	Contracts Dashboard	Shopper Re	quester Dashboa	rd Sourcing	g Events Dashboar	d Vendor O	nboarding Da	shboard Vendor	Requester Dash	board
Ĩo		Guided Buying					Showcas	es						
<u></u>	Г	Use the Shop widget above to search for your goods/services. If the item cannot be found, use the icons below to find the preferred suppliers for our most commonly procured commodities.					Forms							~
		To view the list of state contracts please visit https://www.dfa.ms.gov/contracts												- II
血	If a preferred supplier is unable to be used, use the non-catalog item found here. All required quotes and justification can be attached in this form.					e		Direct Pay	IT Durahaa	e Resuest				- 11
광		If the item value is over \$50,000 an found here.	nd only one source can be	e identified, a Sole Source Just	fication is required and can be			Sheet Pay	IT Purchase Request					- 11
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• Select the vendor under the 'Vendor Information' section.

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E	Form • Direct Pay	Close Add And Go To Cart 💌
6		
۲	Vendor information	٥
血	Existing Vendor Enter Manually	
꽖	Vendor * New Supplier Testing. × Q New Supplier Testing. ×	
т З	Fulfillment Center 1 9	
× *	Vendor Phone	
\$	Distribution Method * The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. Manual	

• Scroll down to and add *Quantity* and *Amount*.

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6	Quantity *	10							
€) to	Amount *	100¢ Description ★ ★							
꾫		254 characters remaining expand clear							
ॐ	Rate of Pay								
ж ш	Special Handling	~							
a ?	Hold for Pickup Name								
\$	Hold for Pickup Phone Number								
	Hold for Pickup MSU ID								
	Hold for Pickup Reason	1000 characters remaining expand clear							
٩								Total 0.	00 USD



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• Add the invoice number, date, and attachment. Click 'Add and go to cart'.

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12 O: (1 %	instru	losure instructions (include any special ruction on attachments to be mailed n check)	ooor characters remaining	expand clear									
\\$	Invo	oice Information										0	
ш	If you	our direct payment request doesn't include	a Vendor Invoice number, please use	e a format includ	ling the date and amount of paymen	t							
×	Vend	idor Inv #	9898										
a ð	If you	our direct payment request doesn't include	an invoice date, please use the subr	nission date as t	the invoice date.								
\$	Invoi		1/31/2024 im/dd/yyyy										
	Use the attachment section below to attach the invoice and any supporting documentation or attachments to be mailed with the check.												
	Inter	ernal Attachments 🔺									Date	Add	
	<u>↓</u> \	WorkflowDefinition (27).xml								3	8/7/2024		
ď											Total	10,000.00	D USD

\circ $\;$ The Application will take you to the cart page to complete your request.

â	MISSISSIPPI STATE			Got Feedback	? Users 🔻	Search (Alt+Q	۹	2,000.00 USD	. ⇔ №	1
E	Shopping Cart • 3952389						e	Assign Cart	Proceed To Check	out
6	Simple Advanced						Summary Details			→ ~
e €	View simple search criteria idors, forms, part number, etc.					Q Select All 👻	For Jennifer May	field		·
28	Pearl River County · 2 Items · 2,000.00 USD						Name			
₿	VENDOR DETAILS						2024-02-0	9 ssimunla 01		
հո	ltem	Catalog No. Size/Packaging	Unit Price	Quantity	Ext. Price		Total (2,000.	00 USD)		~
×	1 Direct Pay		1,000.00	Qty: 1	1,000.00	🗆	charged by ea	ndling, and Tax charge ach vendor. The value irposes, budget check	shown here are fo	
a r N	ITEM DETAILS						approvals. Total:		2,0	00.00
ಧ	2 Direct Pay		1,000.00	Qty: 1	1,000.00	🗆				
	ITEM DETAILS									

\circ $\;$ To assign a contract, click the pencil icon next to your direct pay line

Direct Pay	1,500.0	00	Qty: 1	1,500.00	🗌	
∧ ITEM DETAILS 🗎						
Contract:	no value	Internal Note	no value			Edit Line
Budget Exceeded	×	Internal Attachments	Add			
		External Note	no value			
		Attachments for vendor	Add			
 Click 'Select 	price or contract'					



1 Direct Pay

Contract:

Select price or contract...

Save Close

• Select the appropriate contract and click 'Save'

Change Price		×
Select a Price and Contract Here	No Contract	
Step 1: Select a Price	FM-GS-000071 (Script 4.2)	
1,500.00 USD	No Contract. 👻	
(Current price)		