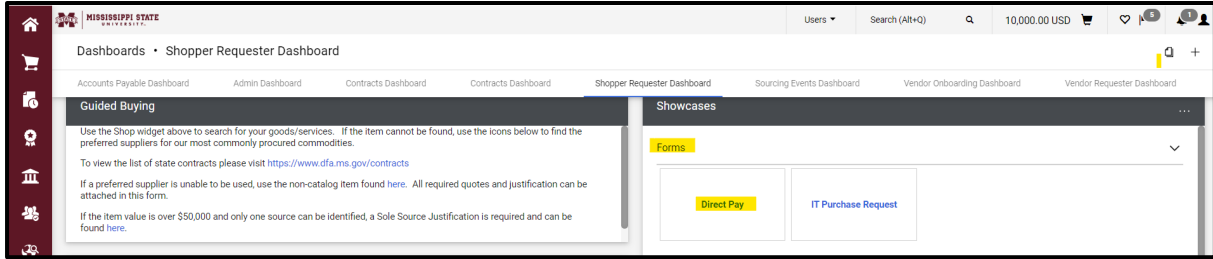




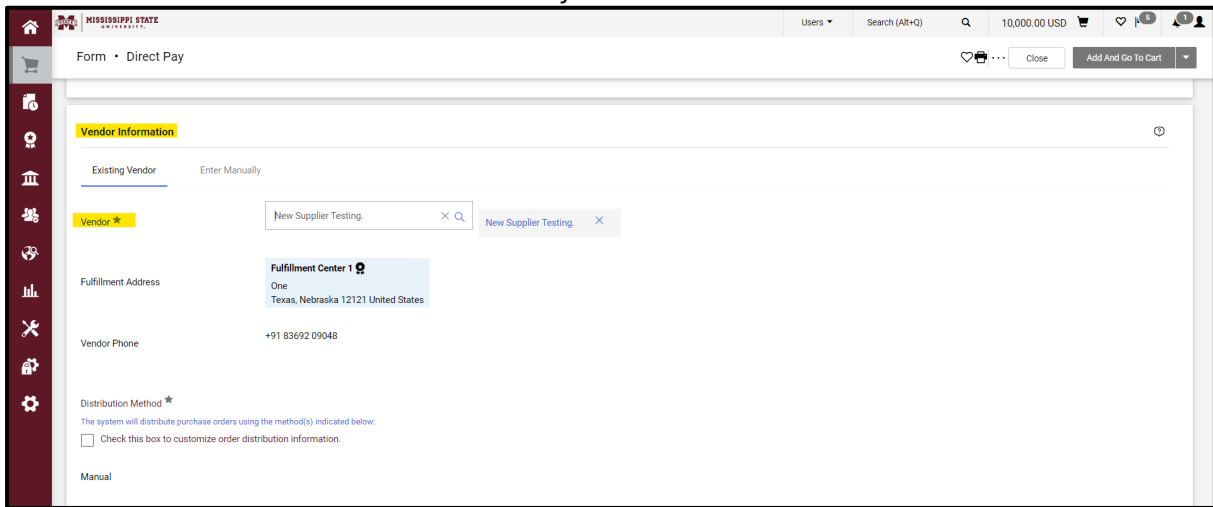
Processing a Direct Pay Request to Make Contract Payment

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

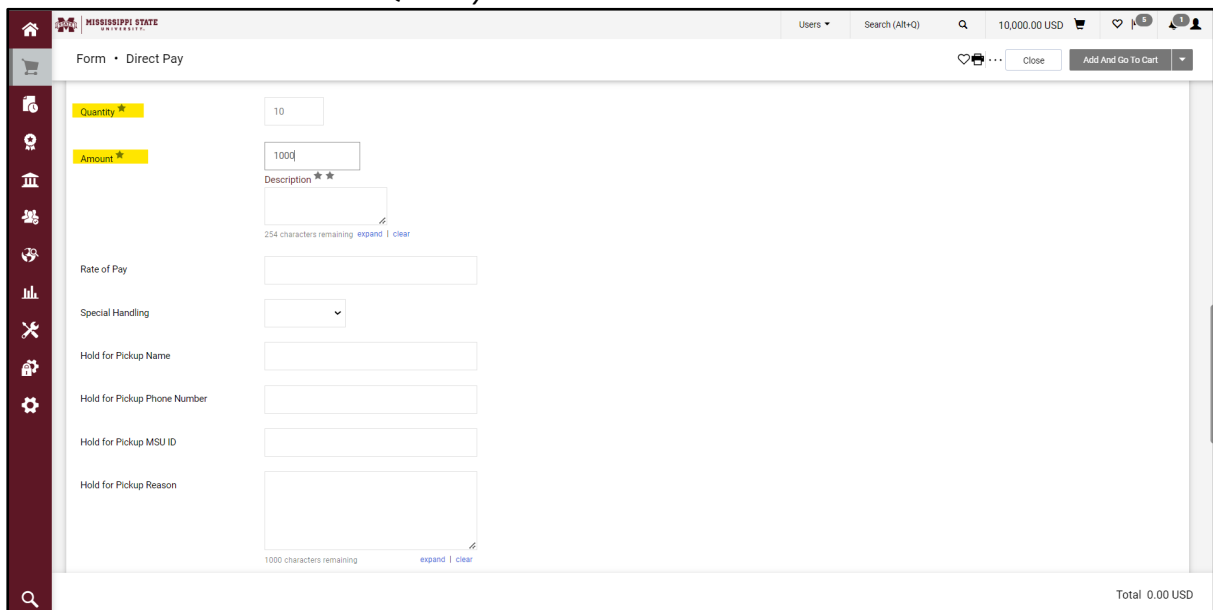
- From the home page navigate to the 'Forms' section and select 'Direct Pay'.



- Select the vendor under the 'Vendor Information' section.



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





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

Form • Direct Pay

Enclosure Instructions (include any special instruction on attachments to be mailed with check)

Invoice Information

If your direct payment request doesn't include a Vendor Invoice number, please use a format including the date and amount of payment

Vendor Inv # 9898

If your direct payment request doesn't include an invoice date, please use the submission date as the invoice date.

Invoice Date 1/31/2024

Use the attachment section below to attach the invoice and any supporting documentation or attachments to be mailed with the check.

Internal Attachments

WorkflowDefinition (27).xml 3/7/2024

Total 10,000.00 USD

- The Application will take you to the cart page to complete your request.

Shopping Cart • 3952389

2 Items

Pearl River County • 2 Items - 2,000.00 USD

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Direct Pay			1,000.00	Qty: 1	1,000.00
2 Direct Pay			1,000.00	Qty: 1	1,000.00

Summary

Total (2,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 2,000.00

- To assign a contract, click the pencil icon next to your direct pay line

1 Direct Pay 1,500.00 Qty: 1 1,500.00

ITEM DETAILS

Contract: no value

Budget Exceeded X

Internal Note: no value

Internal Attachments: Add

External Note: no value

Attachments for vendor: Add

Edit Line

- Click 'Select price or contract'



1 Direct Pay

Contract:

Select price or contract...

- Select the appropriate contract and click 'Save'

Change Price ×

Select a Price and Contract Here

Step 1: Select a Price

1,500.00 USD
(Current price)

No Contract

FM-GS-000071 (Script 4.2)

No Contract ▾

Save Close