

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'.

| â | 900) | MISSISSIPPI STATE | | | | | | | Users 👻 | Search (Alt+Q) | ۵ | 10,000.00 USD 凄 | ∽ № | 1 |
|---------|--|--|---------------------------|----------------------------------|---------------------------------|------------|-----------------|-------------|---------------------|----------------|--------------|-----------------|----------------|----------|
| 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 |
| 20. | - | | | | | _ | | | | | | | | - 11 |

• 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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|------------|------------------------------|--|---------|----------------|----|---------------|-----|---------------|--------|
| È | Form • Direct Pay | | | | 08 | Close | Add | And Go To Car | t 🔽 |
| 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'.

| * | MIS NIS | SSISSIPPI STATE | | | | | Users 🔻 | Search (Alt+Q) | ۹ | 10,000.00 USD | A (| ∞ № | b T |
|------------|---|---|--------------------------------------|-------------------|------------------------------------|---|---------|----------------|-----|---------------|------------|--------------|------------|
| Ì | Forn | m • Direct Pay | | CADANG 1 CICAR | | | | | ♡₿∙ | · · Close | Add And | d Go To Cart | - |
| 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) | | |
| | | |