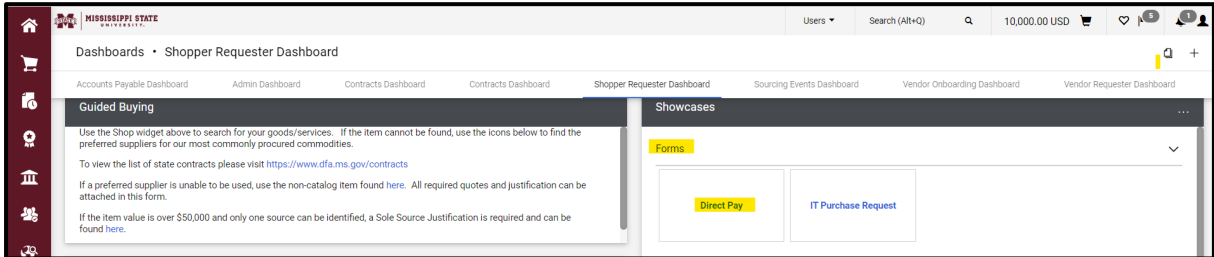




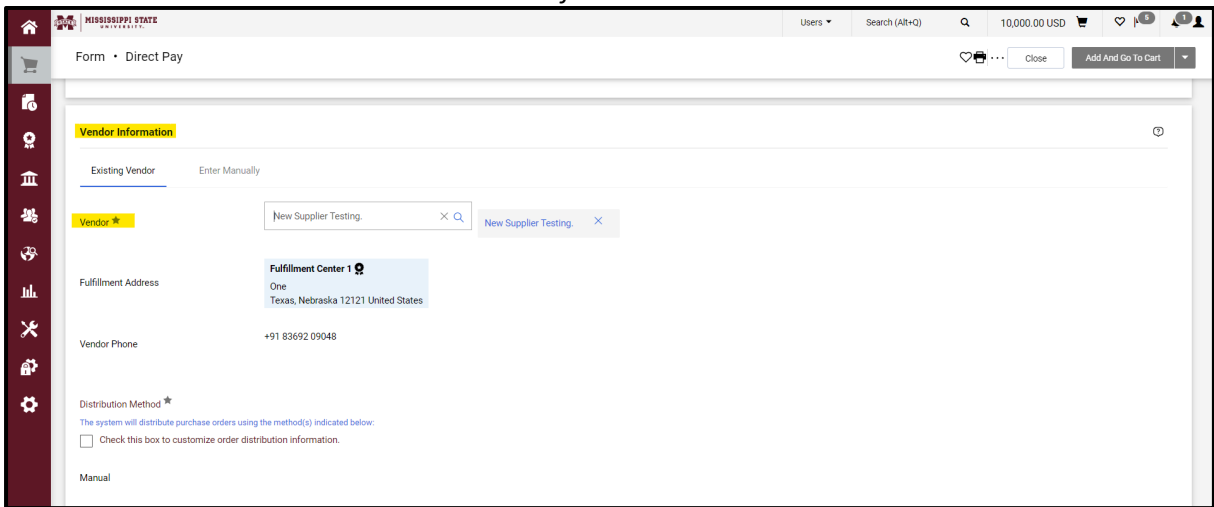
## Processing a Direct Pay Request

This tip sheet will provide an overview of the Direct Pay Request process.

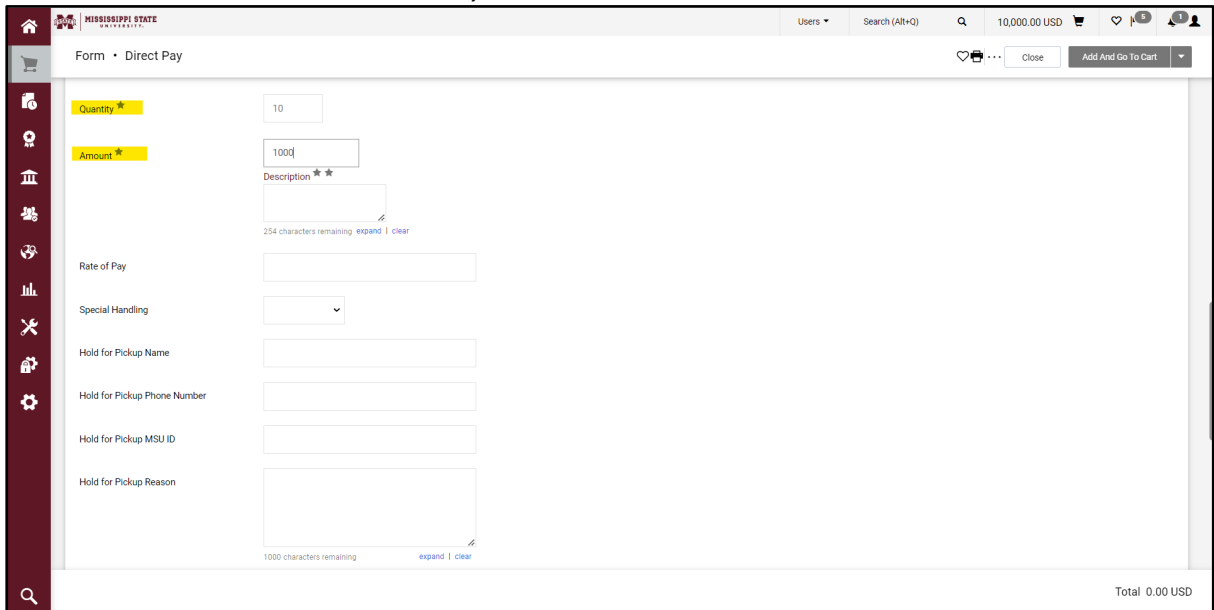
- From the home page navigate to the 'Forms' section and select 'Direct Pay'.



- 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'.

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

- 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 ...

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ITEM DETAILS

Contract:	no value	Internal Note	no value
Budget Exceeded	✗	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** ✕

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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 ▾