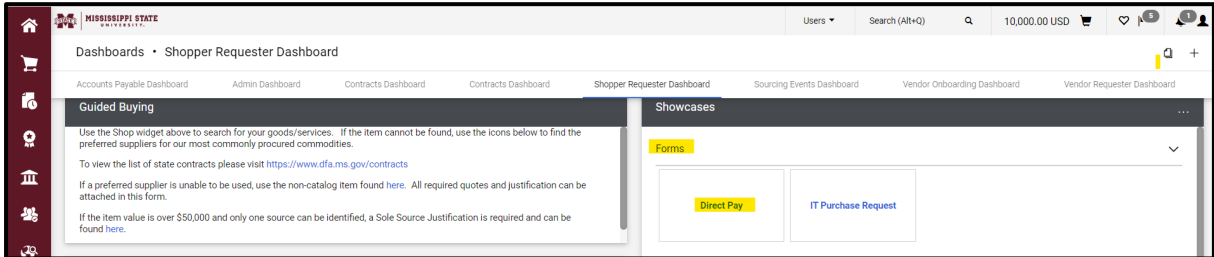




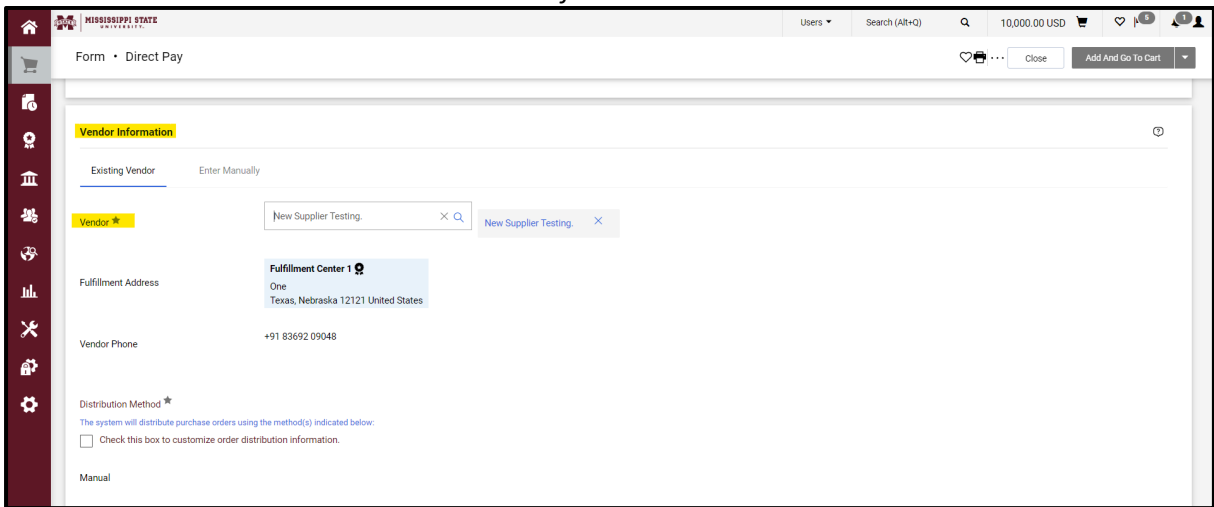
Processing a Direct Pay Request

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

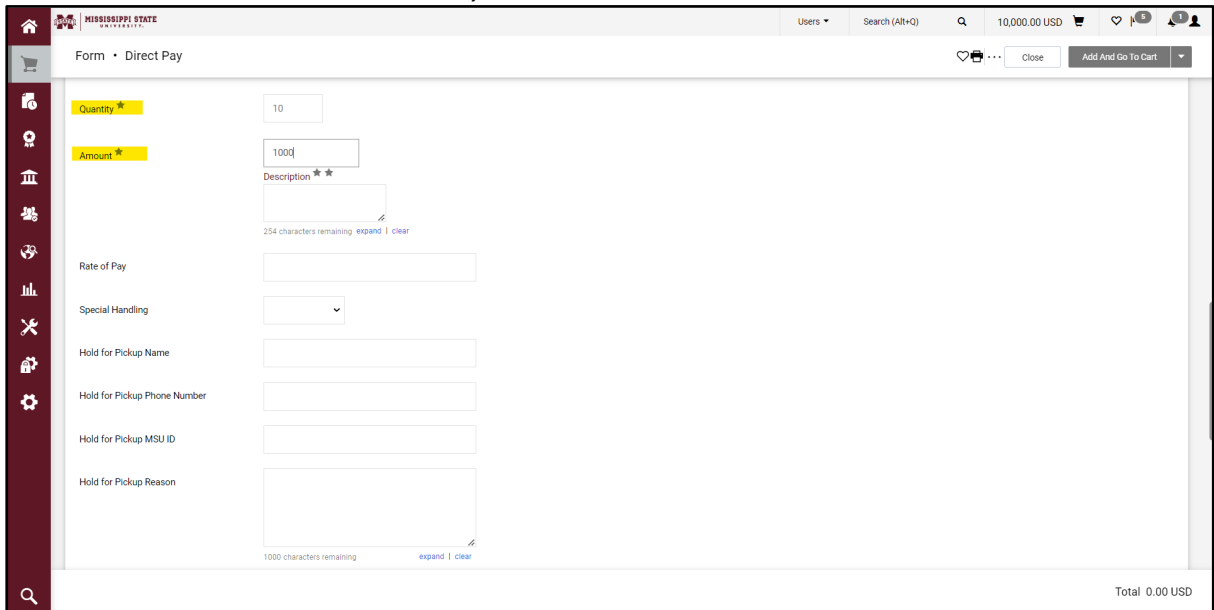
- From the home page navigate to the 'Forms' section and select 'Direct Pay'.



- 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'.

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	Date	Add
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

Details

For Jennifer Mayfield

Name 2024-02-09 ssmunla 01

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