

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'.

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, II		Dashboards • Shopper F	Requester Dashboa	ard											٥	+
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0		Guided Buying					Showca	ases								
05	Г	Use the Shop widget above to sear preferred suppliers for our most co	rch for your goods/service ommonly procured comm	es. If the item cannot be found odities.	d, use the icons below to find the		Forms								~	1
-		To view the list of state contracts	please visit https://www.d	fa.ms.gov/contracts		- 81										ш
Ħ		If a preferred supplier is unable to attached in this form.	be used, use the non-cata	log item found here. All requir	ed quotes and justification can b	e		Direct Pay	IT Purchas	a Request						Ш
괚		If the item value is over \$50,000 ar found here.	nd only one source can be	identified, a Sole Source Justi	fication is required and can be			Directruy	TTT di chu	ie request						Ш
2	-					_										

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

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Ì	Form • Direct Pay			♡⊕ ··· Close	Add And Go To Cart 🛛 👻
6					_
<u>o</u>	Vendor Information				0
血	Existing Vendor Enter Manually				
뿋	Vervicor.♥ New Supplier Testing. × Q New Supplier Testing. ×				
щ З	Fulfiliment Address One Texas, Nebraska 12121 United States				
*	Vendor Phone +91 83692 09048				
\$	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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o Add the invoice number, date, and attachment. Click 'Add and go to cart'.

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Ì		Form • Direct Pay						♡∎…	Close	Add And	l Go To Cart	•
ま し の 一 様		Enclosure instructions (include any special instruction on attachments to be mailed with check)	1000 characters remaining	expand clear								
39	ľ	Invoice Information									Ø	
որ		If your direct payment request doesn't include	e a Vendor Invoice number, please us	e a format inclu	ing the date and amount of payment							
×		Vendor Inv #	9898									
a).		If your direct payment request doesn't include	e an invoice date, please use the sub	mission date as t	he invoice date.							
\$		Invoice Date	1/31/2024 mm/dd/yyyy									
		Use the attachment section below to attach t	the invoice and any supporting docur	nentation or atta	chments to be mailed with the check.							
		Internal Attachments *								Date	Add	
		y WorkflowDefinition (27).xml								3/7/2024		
٩										Total	10,000.00) USD

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

â	MISSISSIPPI STATE	Got Feedback? Users	s Search (Alt+	q) Q	2,000.00 USD 📜	∞ ⊫∎ ∎
1	Shopping Cart • 3952389			e	Assign Cart	Proceed To Checkout
6	Simple Advanced			Summary		→
9	View simple search oriteria; dors, forms, part number, etc.		٩	Details		~
血	2 Items		Select All 👻	⊦or Jennifer Maj	field	
22	Pearl River County - 2 Items - 2,000.00 USD			Name		
39	VENDOR DETAILS			2024-02-0	9 ssimunla 01	
nd.	Item Catalog No. Size/Packaging Unit Price	Quantity Ext. Price		Total (2.000	00 (190)	
*	1 Direct Pay 1,000.00	Qty: 1 1,000.00	🗆	Shipping, Har charged by er estimation pu	ndling, and Tax charges ach vendor. The values : irposes, budget checkir	are calculated and shown here are for g, and workflow
.	ITEM DETAILS			approvals. Total:		2,000.00
4	2 Direct Pay 1,000.00	Qty: 1 1,000.00	🗌	-		_
	ITEM DETAILS					