Quick Guide: Direct Pay

HokieMart will not deliver PO

Direct Pay is used only for item(s) explicitly listed on the Direct Pay Policy - **University Policy 3220.**

- From the main Shopping Home Page select "Direct Pay"

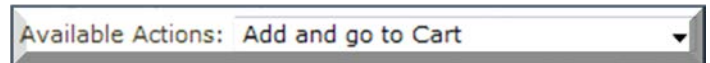- Begin typing Supplier Name
- Select Desired Supplier

Next in the "General Info" section of the form, enter required information:

- Catalog No. - should display DP (Do not edit)
- Product description – type a description of what is being paid.
- Quantity - leave at 1. This is one payment.
- Packaging - most often will remain EA – each
- Estimated Price – the requestor should be in possession of an invoice or bill showing the total cost.
- Payment Category may be selected from the Payment Category drop-down list.
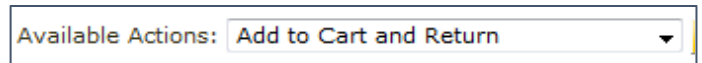
Payment Category	A1 - Utility payments ▾

- When complete, from the drop-down list on the top of the screen, click "Add and go to Cart."

Available Actions: Add and go to Cart ▾

- If additional items are to be ordered from the same vendor, click "Add to Cart and Return." This will provide the user with the option to add additional items to the cart.

Available Actions: Add to Cart and Return ▾

To finalize the Direct Pay once all items have been added, select "Add and go to Cart" from the Available Actions drop-down menu to return to your **Cart – Draft Requisition.**

User will now be in the **Cart – Draft Requisition.** Complete the cart to create the PR.

Direct Pay (example)

Direct Pay (HokieMart will not deliver PO)	Available Actions:	Add and go to Cart	Go	Close

Supplier Info	?

Supplier	National Association of Educational Procurement more info... select different supplier
Fulfillment Address	Order Address 1: (preferred) 450 Wireless Rd Hauppauge, NY 11788 US select different fulfillment center
Supplier Phone	+1 (631) 273-2600

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Fax	+1 (631) 952-3660

General Info	?

Non-Configurable Fields

General Info Instructions	Use this form for items obtained under the direct payment procedures. This includes: Utility Payments, Purchases from the US Post office, Licenses, and Animal Registration, purchases from other governmental agencies, etc. Detailed procedures can be found at this web site: Direct Pay Procedures: Policy 3220
Form Type	Direct Pay (HokieMart will not deliver PO)
Catalog No.	DP
Product Description	2014 Annual Membership for the department 213 characters remaining expand | clear
Quantity	1
Packaging (UOM)	YR - Year
Estimated Price	1,500.00

Configurable Fields

Payment Category	A16 – Membership and association dues

	Total	0.00

Direct Pay Tips

Memberships and Association Dues	Payment Category A16 Account Code 12210
Processing Payments to Other State Agencies	Payment Category A6 Account Code 12440
Payment to the U. S. Immigration and Naturalization Service	Payment Category A6 Account Code 12472
Purchasing Pitney Bowes Postage	Payment Category A2