

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"

University Forms & SWaM Vendor Search

Direct Pay (HokieMart will not deliver PO)	Interdepartmental Service Request Form	Reimbursement Request (HokieMart...)	Travel Agency Authorization (Hok...)
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Procurement Related Forms

Contract Mod Request Form	Ship To Address Request Form	Solicitation Request Form
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- Begin typing Supplier Name
- Select Desired Supplier

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

Supplier Info ?

Enter Supplier: National Educational [X]

- National Educational Music Company
- National Association of Educational Procurement
- National Restaurant Association Educational Foundation

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: [Empty field] 254 characters remaining expand | clear

Quantity: 1

Packaging (UOM): EA - Each

Estimated Price: 0.00

Configurable Fields

Payment Category: A1 - Utility payments

Total 0.00

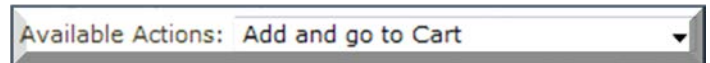
Next in the "General Info" section of the form, enter required information:

- 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.



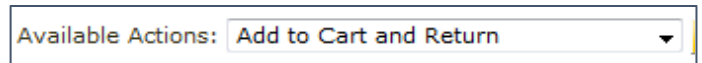
A screenshot of a web form element. It is a horizontal dropdown menu with a light gray border. On the left side, the text 'Payment Category' is displayed in a bold, dark font. On the right side, the text 'A1 - Utility payments' is displayed in a standard dark font, followed by a small downward-pointing triangle icon indicating it is a dropdown menu.

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



A screenshot of a web form element. It is a horizontal dropdown menu with a light gray border. The text 'Available Actions: Add and go to Cart' is displayed in a dark font. A small downward-pointing triangle icon is visible on the right side of the menu.

- 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.



A screenshot of a web form element. It is a horizontal dropdown menu with a light gray border. The text 'Available Actions: Add to Cart and Return' is displayed in a dark font. A small downward-pointing triangle icon is visible on the right side of the menu.

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:

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.	<input type="text" value="DP"/>
Product Description	<input type="text" value="2014 Annual Membership for the department"/> <div style="text-align: right; font-size: small;"> <input type="button" value="expand"/> <input type="button" value="clear"/> </div>
Quantity	<input type="text" value="1"/>
Packaging (UOM)	<input type="text" value="YR - Year"/>
Estimated Price	<input type="text" value="1,500.00"/>
Configurable Fields	
Payment Category	<input type="text" value="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