

## Direct Pay Request Form

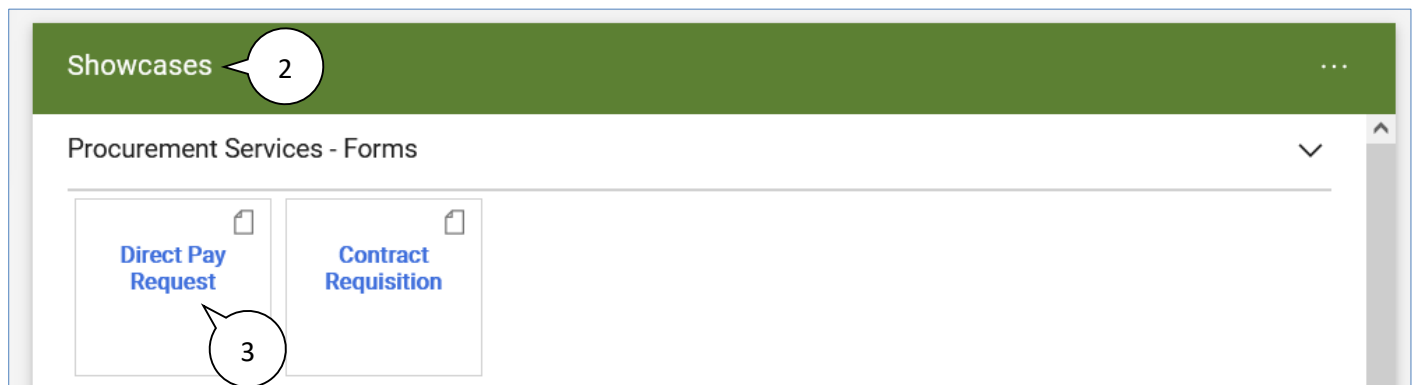
### What is a Direct Pay Request?

The Direct Pay Request (DPR) form is for vendor payments that do not require a Purchase Order.

Guidelines on notes to be added to clarify any special requirements are located at:

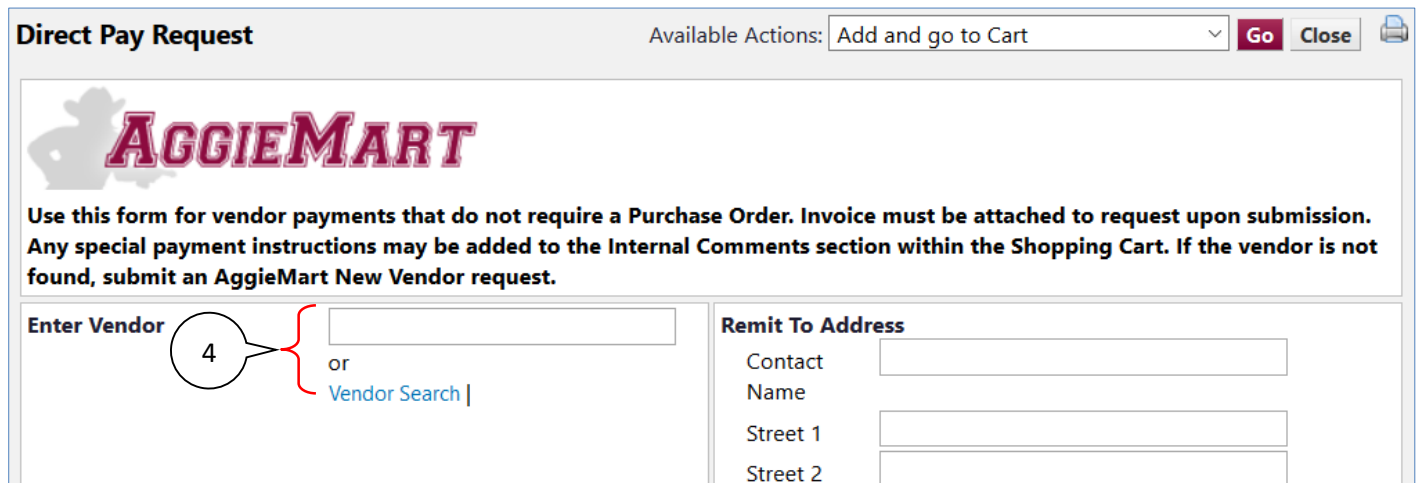
<https://asc.nmsu.edu/wp-content/uploads/sites/92/2018/06/quick-reference-special-requirements-guidelines.pdf>

1. Login to **myNMSU** → Click the **AggieMart** link  on the left side of the screen.



2. On the AggieMart home page go to → **Showcases** → **Procurement Services - Forms**.
3. Click on **Direct Pay Request**.

The **Direct Pay Request** form will be displayed:



4. In the **Enter Vendor** field, enter the name of the vendor – or you can use the **Vendor Search** function to find the vendor.

Once the vendor has been selected, the **Fulfillment Address** and **Remit To Address** will be populated automatically:

<p><b>Vendor</b> Heads Up Landscape Contractors <a href="#">more info...</a> <a href="#">select different vendor</a></p> <p><b>Fulfillment Address</b> EF Fulfillment -Procure &amp; AP only 1: (preferred) Albuquerque, New Mexico 87184 United States</p> <p><b>Vendor Phone</b> +1 505-898-9615</p> <p><b>Distribution</b> The system will distribute purchase orders using the method(s) indicated below: <a href="#">Check this box to customize order distribution information.</a> <input type="checkbox"/></p> <p><b>Email (HTML Body)</b> <a href="#">Manual</a> <a href="mailto:bmaestas@nmsu.edu">bmaestas@nmsu.edu</a></p>	<p><b>Remit To Address</b> Remit To Location List ER Remit - Procure &amp; AP only 1 <span>▼</span> Albuquerque, New Mexico 87184 United States Phone 1-505-8989615- Fax 1-505-8982105-</p> <p><b>Invoice Date</b> 7/16/2021 <span>📅</span> mm/dd/yyyy</p> <p><b>Vendor Inv #</b> HUL1234</p> <p><b>Invoice Numbering Guidelines</b> <a href="#">Commodity Code</a> 40515</p>
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5. Enter the **Invoice Date**.
6. Enter the **Vendor Inv #**.

**Note:** if the invoice you received does not have a number, you will have to create one. Click the **Invoice Numbering Guidelines** link on the form to view acceptable numbering conventions.

**Payment Type (Check One)** ?

**DO NOT USE TO PAY NMSU STUDENT OR EMPLOYEE**

- Enterprise/National Car Rental
- Fees
- International Insurance
- Legal Services
- Library Books and Periodicals
- Memberships
- Postage/Shipping (Outgoing)
- Sodexo/Catering
- Utilities
- Wright Express (WEX)
- Other

Other-Description   
254 characters remaining [expand](#) | [clear](#)

7. Go to the **Payment Type** section and select one of the types.
8. If you selected **Other**, enter a description in the **Other-Description** text box.

**Payment Details** ?

**Description of Item**

Item 1	Unit Price	Quantity
<input type="text" value="Consultation"/> 242 characters remaining <span style="float: right;"><a href="#">expand</a>   <a href="#">clear</a></span>	<input type="text" value="650.00"/>	<input type="text" value="1"/>

9. In the **Payment Details** section, enter a description in the **Item 1** box.
10. Enter **Unit Price** and **Quantity**.

11. Scroll down to the **Attachments** section.

12. Add any **Internal Attachments** that are required by clicking on the **Add Attachments** button.

13. To attach a file, click on the **File** radio button.

14. Click on **Select files** → Browse to the file location and select the file.

15. Click **Save Changes**.

16. Scroll to the top of the form and select **Add and go to Cart**.

17. Click **Go**.



**Team Tip:** *You can add multiple Direct Pay Requests to your Cart by repeating the steps above for each DPR prior to checking out.*

The **Shopping Cart** screen will be displayed.

The screenshot displays the 'Shopping Cart' interface for cart ID 3295262. At the top right, there are buttons for 'Assign Cart' and 'Proceed To Checkout'. The main area is divided into a 'Simple' view (selected) and an 'Advanced' view. A search bar is present with the placeholder text 'Search for products, vendors, forms, part number, etc.'. Below the search bar, it indicates '1 Item'. The item listed is 'Heads Up Landscape Contractors' with a quantity of 1 and a price of 650.00 USD. A 'VENDOR DETAILS' section is partially visible. On the right side, a 'Details' panel is open, showing 'For Chris Stamm' and a 'Name' field containing 'Consultation for project'. A red bracket highlights the 'Assign Cart' and 'Proceed To Checkout' buttons, with callout circles labeled '19' pointing to the 'Details' panel and '18' pointing to the 'Name' field.

18. Enter a name for your **Shopping Cart**.

19. Click **Proceed to Checkout** or **Assign Cart**. For instructions on checking out, refer to the [Checkout Screen \(Draft Requisition\)](#) guide.