

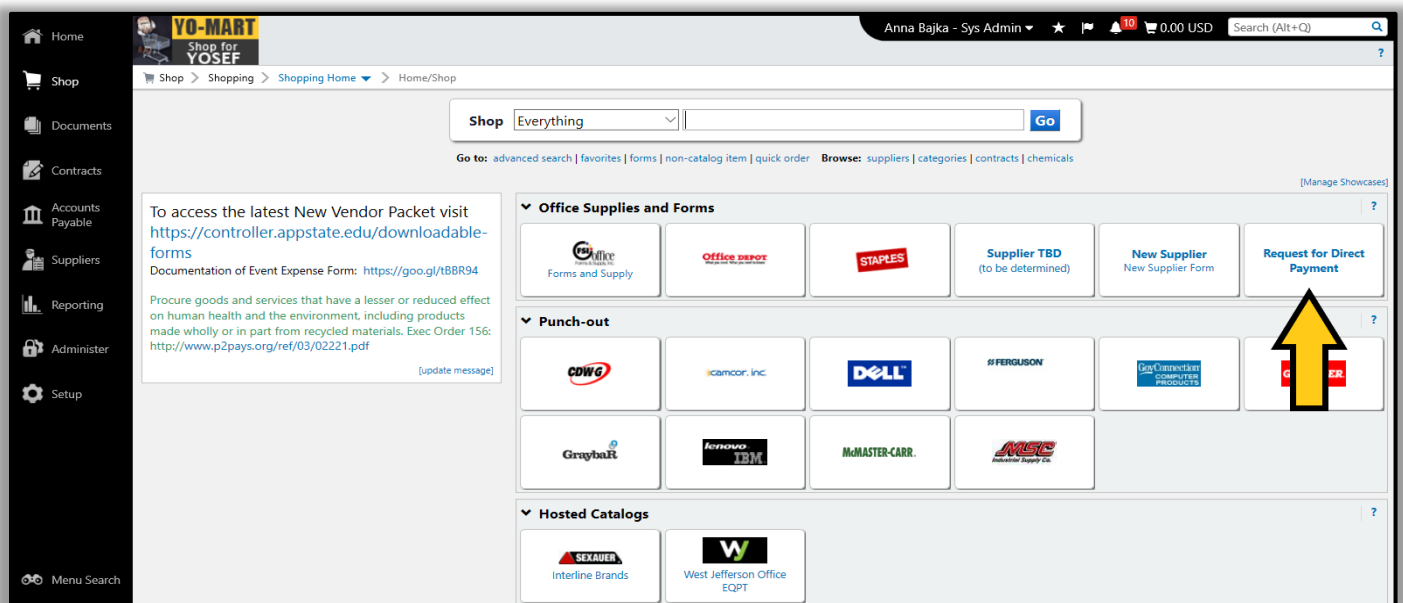


Direct Payments

NOTICE: As of July 1, 2019, all Total Contract Manager (TCM) Contracts must be linked to the Direct Payment Requisition to avoid A/P rejection.

Note: Users can only request payment after a contract has been fully executed

- 1. Login to YoMart and select the Request for Direct Payment sticker on the Home/Shop page**



2. Read the instructions on the left > fill out the form > select Add and go to Cart > click Go

IMPORTANT: (to avoid rejection)

- **Make sure remit-to address in step 7 matches the address on the contract (if linking one)**
- **Make sure to add an attachment in step 11 (If linking a TCM contract, you can just attach a blank document at this step)**

Request for Direct Payment

Available Actions: Add and go to Cart **Go** Close

Appalachian STATE UNIVERSITY. Instructions

Use this form to issue a payment for goods and services already delivered/rendered. When submitted, this form will:

- Route through approvals like a normal purchase.
- Create a PO that will be used for the auto-flip to an invoice.
- DO NOT distribute to the vendor, who is on the form only as the remittance target.

Payment via PCard will not be accepted on Direct Pay requests. When completing the form, make sure to include the appropriate departmental information for billing.

PLEASE ATTACH ADDITIONAL DOCUMENTATION IN THE INTERNAL ATTACHMENTS SECTION.

If attaching a pre-payment authorization form the Office / Department assumes all risks of loss or non-performance by the supplier / contractor and will not hold Accounts Payable or the Purchasing Department liable for any loss or nonperformance of the supplier / contractor.

Please address further questions to yomart@appstate.com or +1 (828) 262-4027 / +1 (828) 262-6114

Vendor / Payee Information

Step 1: Select a Supplier Record
If the vendor you are looking for is not in YoMart do not complete this form. First fill out the 'New Supplier Request' form found on the homepage.
Enter Supplier _____
or
Supplier Search

Step 2: Select a Vendor/Payee Type
Please Select a Vendor/Payee Type:
 Individual/Partnership
 Company
 ASU Student - TCM Contract Required

Is This Payment on Behalf of Someone Else?
 A Nonresident Alien or Foreign Entity
 A Student
 No

Step 3: Select a Citizenship Status
 Payee is a US Citizen / Co. or a Permanent Resident Alien
 Payee is a Nonresident Alien or Foreign Entity

Step 4: Select State of Residency
 In State Payee
 Out of State Payee

Out of state payees may be subject to 4% NC Withholding. Current status printout from NC Secretary of State of Office website must be attached.
NC Cert of Authority # _____

Step 5: Select Type of Payment
 Vendor Invoice for Meals and Entertainment Expenses Without Alcohol (Attach Event Expense Form)
 Vendor Invoice for Meals and Entertainment Expenses with Alcohol (Attach Event Expense Form)
 Honorarium (Attach Documentation) Requires Banner ID
 Workshop Participant: Requires Banner ID. Cannot be ASU Faculty, Staff or Student
 Research Subject Payment: Requires Banner ID. Cannot be ASU Faculty, Staff or Student (Provide IRB#)
 Contract Services - Independent & Personal Service / Guest Speaker / Entertainment (Attach Copy)
 Purchasing / License / Maintenance Contracts (Attach Copy)
 Miscellaneous Invoices (Attach Invoice)
 Other (Please Specify in Step 6)
IRB Number _____

Step 6: Please provide a business purpose for the payment
1000 characters remaining expand | clear

Step 7: Enter Receiving Information
 Materials Have Been Received

Step 8: Enter Check Distribution Information
Mail / ACH to Payee Attachment Check to be Picked Up

3. In the Shopping Cart > add the Commodity Code > then click the Choose Contract link (if linking a TCM contract)

YO-MART Shop for YOSEF

Home Shop Documents Contracts Accounts Payable Suppliers Reporting Administer Setup

Anna Bajka - Sys Admin 0.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 120545923 - Draft Requisition

Shopping Cart Continue Shopping

Name this cart: 2019-07-12 BAJKAAB 01

1 Item(s) for a total of 0.00 USD
subtotal: 0.00 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

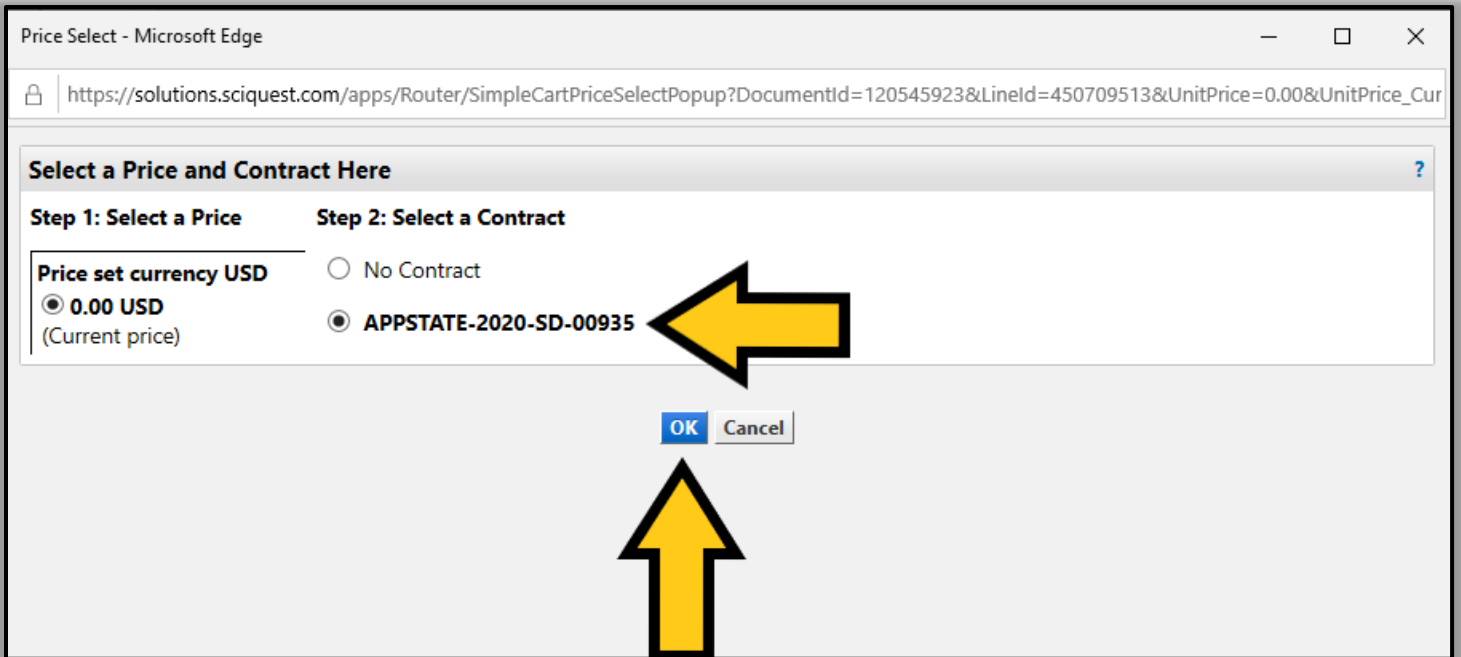
Print Help Empty Cart Create New Cart Perform an action on (0 items selected)... Select All

Haynes Event Productions Inc more info...

Product Description	Unit Price	Quantity	Total
Request for Direct Payment open form...	0.00	1	0.00
Shipping Handling	0.00 USD		0.00 USD
Supplier subtotal			0.00 USD

Contract: None selected choose contract...
Commodity Code: 90150000 Entertainment services

4. Select the appropriate contract > click **OK**



5. The Contract is now linked to the Request for Payment > **Proceed to Checkout or Assign Cart**

