

## Submitting Direct Pay Forms Electronically

### New Process

In an attempt to reduce paper usage and continually improve process efficiency ASU is leveraging YoMart to process direct pays electronically. The new electronic direct pay form will follow the same workflow that purchase requisitions currently follow in YoMart so approval structures will be consistent and familiar. As far as the electronic form itself, the group charged with creating the form kept it as similar to the paper form as they could. Minimal differences should be observed in the existing paper process and the new electronic process.

### Differences in Paper and Electronic Processes

- If you ever place more than one invoice on a single direct pay, the electronic process will require you to submit as many 'forms' per invoice for the same vendor. Step 4 explains this in detail, notice the "Add to Cart and Return" option being used.
- We are no longer submitting confirming POs for goods received or services performed that we have an invoice or contract for. Electronic direct pay forms should be used for this purpose going forward.
- We will not submit reimbursements through the electronic direct pay process
- Vendors must be in YoMart before the direct pay process is started. If you cannot find your vendor in YoMart you must submit the 'New Supplier Request' form in YoMart before starting this process.
- If you need to pay an ASU staff member, faculty or student you will need to use the paper direct pay form. The exception to this is if the electronic direct pay is for a student who has signed a TCM contract with ASU previously (this is covered in Step 5).

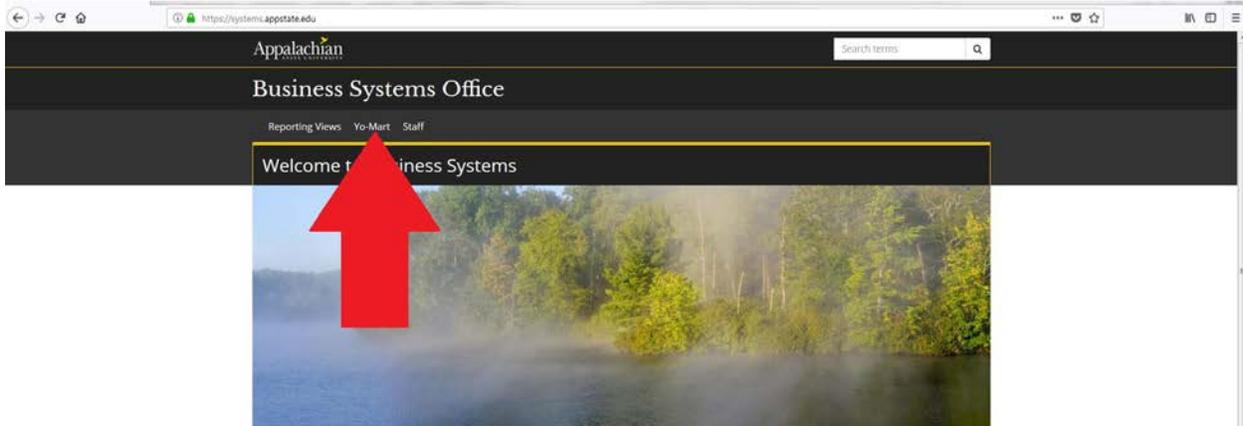
### General Reminders on Direct Pays

- With direct pays we do not create a receipt. Step 3 speaks of acknowledging receipt in more detail.
- Departments need to go through the normal PO process on subscriptions
- P-Cards should not be used for electronic direct pays or in YoMart in general. Use of the P-Card is optional for punch-out catalogs only.
- General training for YoMart is held monthly, if you need a refresher or have any specific YoMart issues this is a great resource. To sign up for training out to:  
<https://workshops.appstate.edu/detail.aspx?key=1120>
- Payments or reimbursements for travel are still made with the travel workbook
- If AP requests additional information on an electronic direct pay (or purchase requisition), departments will have three business days to provide documentation before the electronic direct pay or purchase requisition is returned. If a return happens do not enter a new electronic direct pay or requisition, edit the returned cart and re-submit with the requested information.  
Note: a returned cart will become a draft cart and can be found under "View Carts".

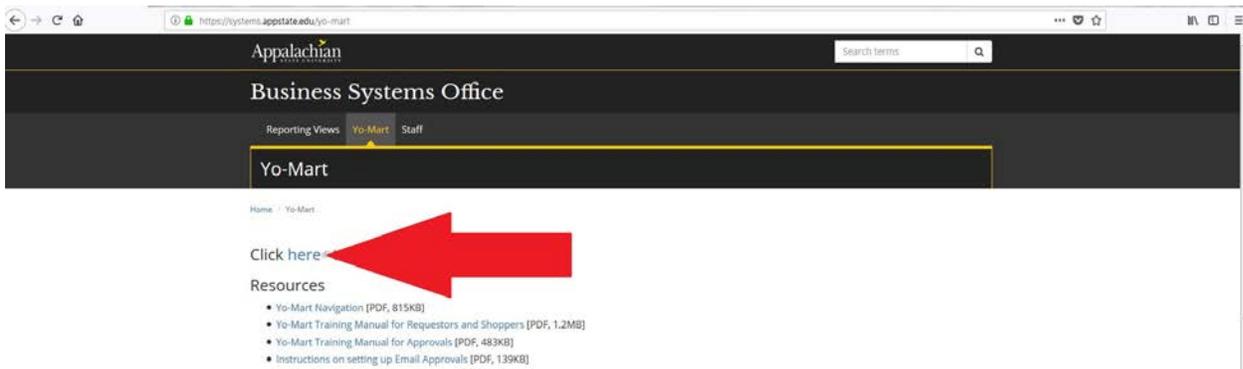
## Submitting the Online Form

1) Log into YoMart with your ASU username and password:

Navigate to systems.appstate.edu

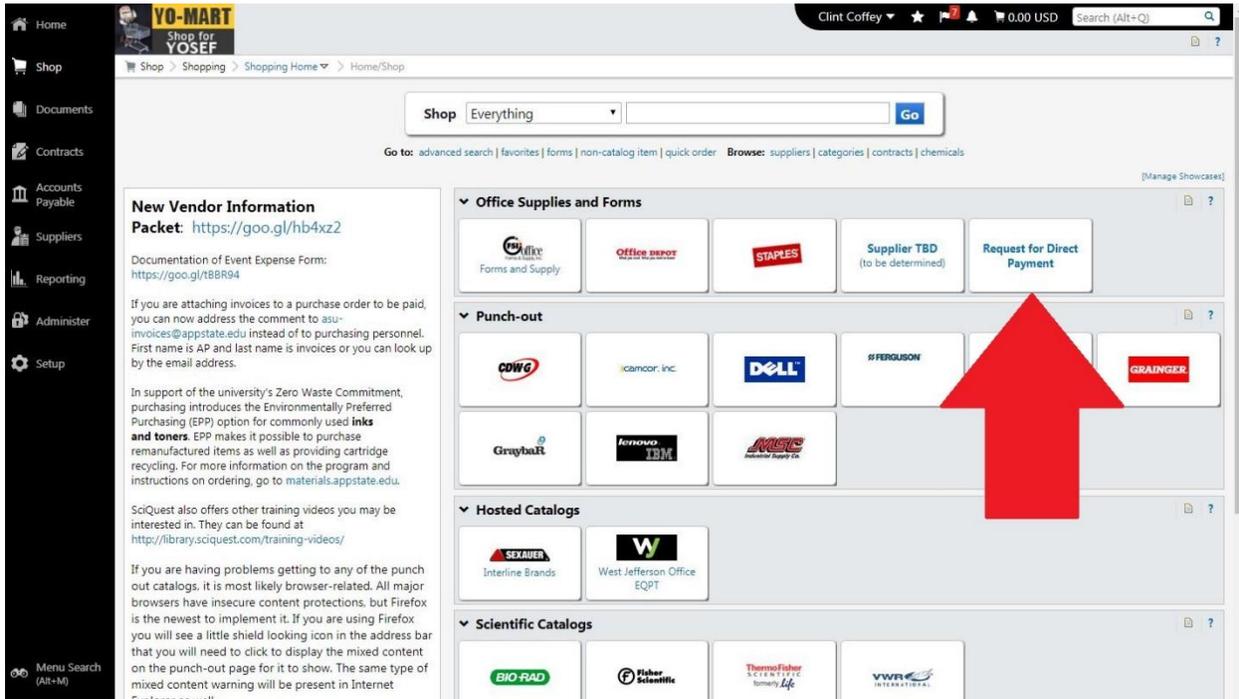


Click on the 'Yo-Mart' header menu link

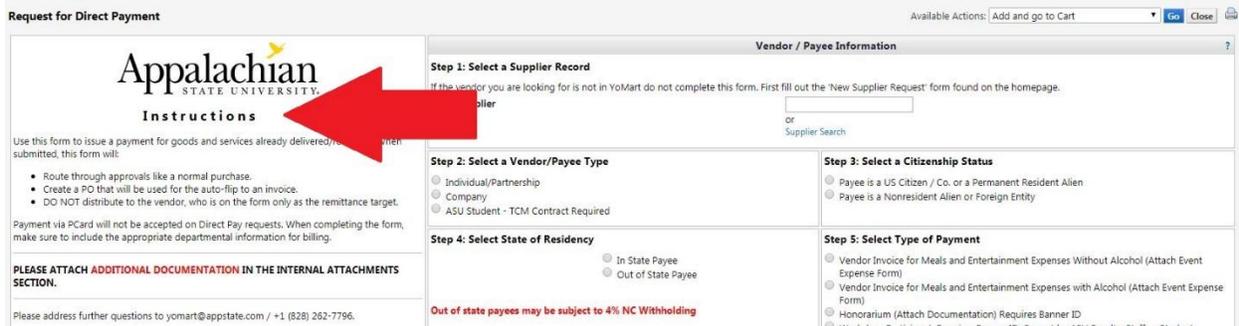


Click on the link to log into Yo-Mart

2) Click the 'Request for Direct Payment' link



3) Read the form instructions and populate the form



As you are filling out the form, notice step 1 directs you to select a supplier. If the supplier you are searching for is not in YoMart, you need to exit the direct pay form and submit a 'Request New Supplier' form in YoMart for the supplier. Once that supplier is in YoMart, then proceed with the direct pay form.

Also notice in step 7 you must acknowledge receipt of goods or services. You do not need to key a receipt for direct pays to satisfy any matching rules like you do for purchase requisitions, however users should not submit electronic direct pay forms until goods have been physically received or services have been completed.

Lastly, step 9 asks for a supplier invoice number. If you do not have a supplier invoice number feel free to leave this field blank and AP will generate a standardized number here.

- 4) After the form is complete, scroll to the top. If you only want to submit one invoice on this form, select the 'Add and go to Cart' option from the drop-down and then click 'Go'. This option will close the form and take you to the familiar YoMart shopping cart.



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

**Vendor / Payee Information** ?

YoMart do not complete this form. First fill out the 'New Supplier' form found on the homepage.

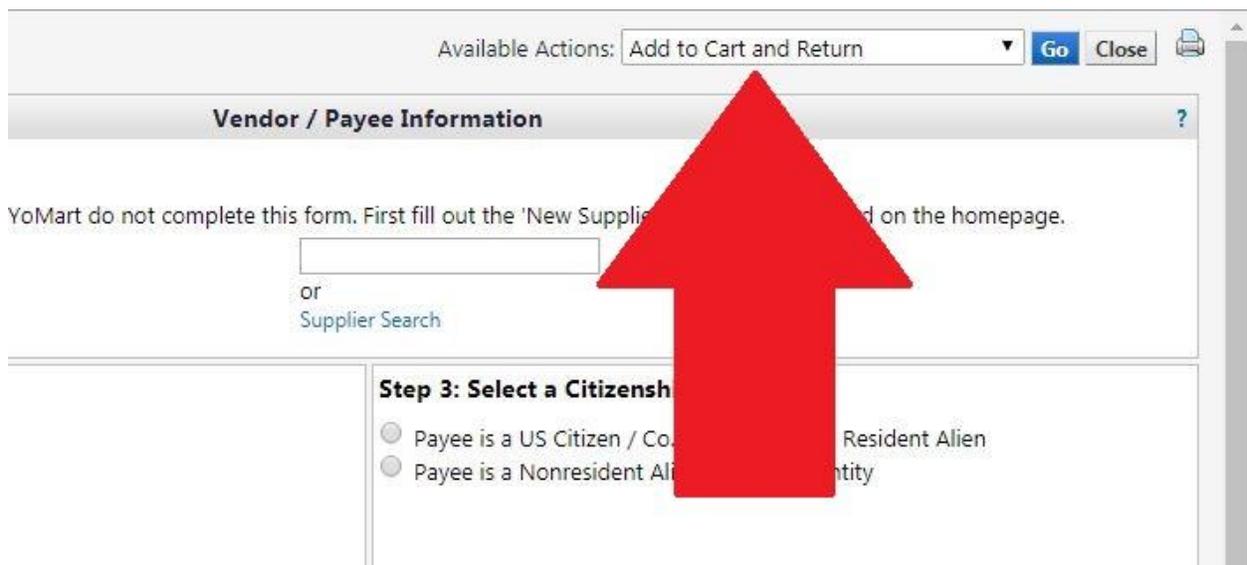
or  
[Supplier Search](#)

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**Step 3: Select a Citizenship**

- Payee is a US Citizen / Co. or a Permanent Resident Alien
- Payee is a Nonresident Alien or Foreign Entity

If you need to submit multiple invoices on this form select the 'Add to Cart and Return' option then click 'Go'. This will submit the information you just entered and refresh the form, keeping the vendor in context so you can enter the next invoice into the form. When you are done, use the 'Add and go to Cart' option and multiple lines will be in the same cart. As we move through the upcoming workflow steps, unique invoices will be created for each submission which will then go to Banner as separate invoice numbers. This mirrors our current paper process.



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

**Vendor / Payee Information** ?

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or  
[Supplier Search](#)

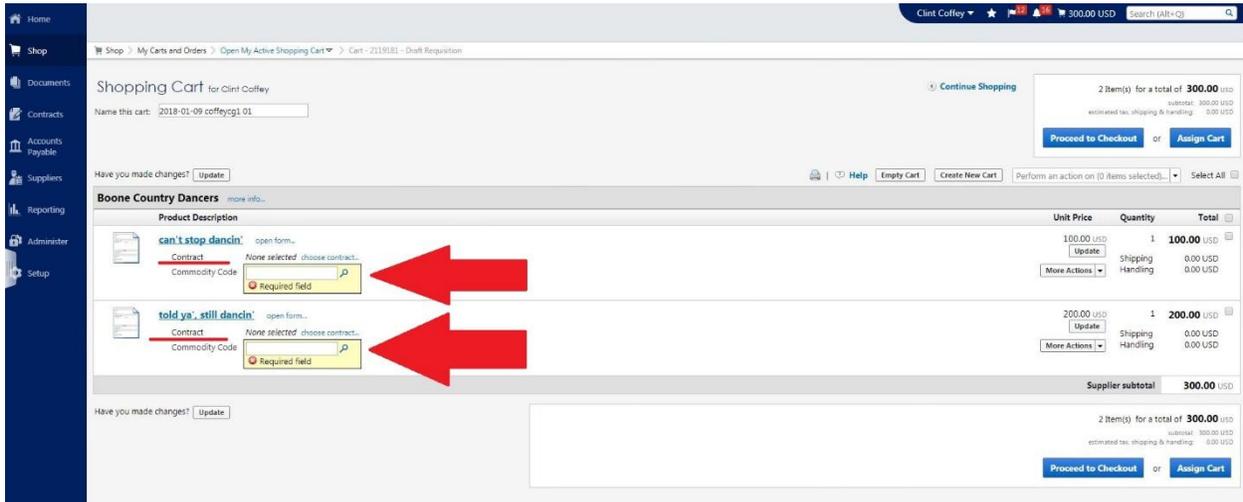
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**Step 3: Select a Citizenship**

- Payee is a US Citizen / Co. or a Permanent Resident Alien
- Payee is a Nonresident Alien or Foreign Entity

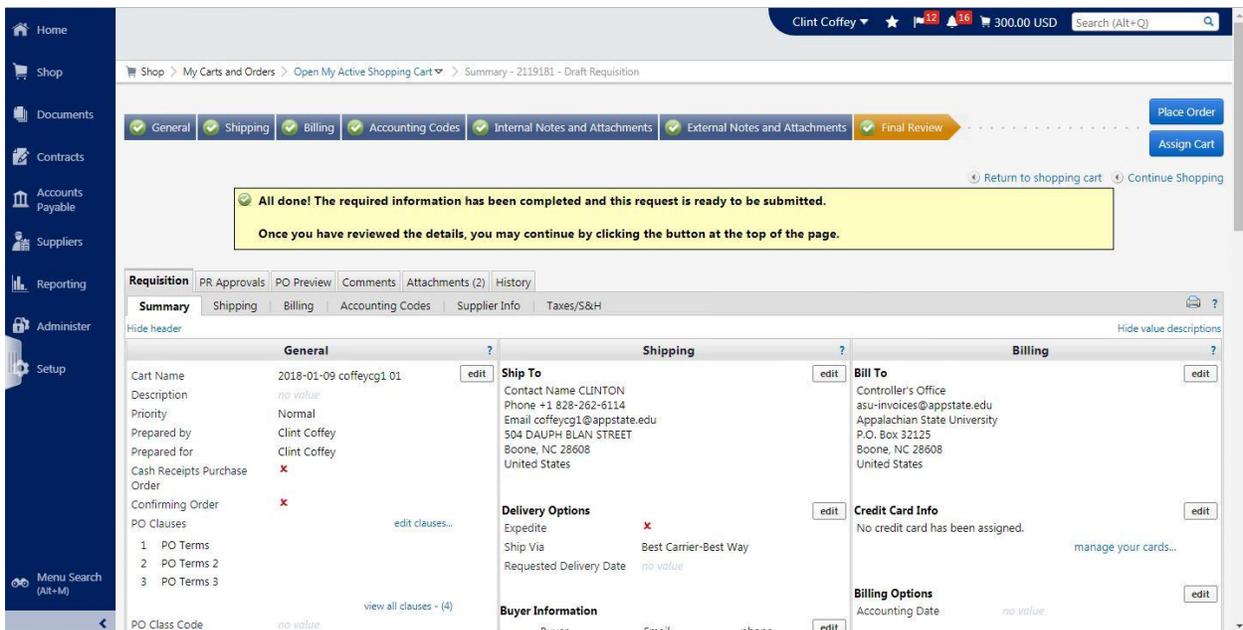
- Once in the shopping cart choose a commodity code and contract (if applicable) for each line.

If you are using the electronic direct pay form to pay a contract, click the 'choose contract' link on the Contract line above the commodity code to find the appropriate contract to link the payment to. If you do not see the correct contract in the list that pops up, it means that contract is either not yet fully executed or expired. Contact Business Systems <https://systems.appstate.edu/staff> to investigate.



Once a commodity code and contract (if applicable) is associated, click the 'Proceed to Checkout' button

- The checkout screen here is very familiar to regular YoMart users. Fill in all the appropriate information before placing your order.



Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 can't stop dancin' <a href="#">more info...</a>	0	Spot Buy Products	100.00	1	100.00 USD
Commodity Code			Internal Note		
			Internal Attachments		
			External Note		
			Attachments for supplier		
			Add Attachments		
			Add Attachments		
2 told ya', still dancin' <a href="#">more info...</a>	0	Spot Buy Products	200.00	1	200.00 USD
Commodity Code			Internal Note		
			Internal Attachments		
			External Note		
			Attachments for supplier		
			Add Attachments		
			Add Attachments		
<b>Supplier subtotal</b>					<b>300.00</b>
Shipping					0.00
Handling					0.00
<b>Supplier total</b>					<b>300.00 USD</b>
<b>Subtotal</b>					<b>300.00</b>
Shipping					0.00
Handling					0.00
<b>Total</b>					<b>300.00 USD</b>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

If you need to make any changes to the form at this point you can do so by clicking on the 'more info' link to the right of the appropriate line in the 'Product Description' section of the checkout screen. This will open the electronic form back up and you can make your changes. Once changes are made, scroll back to the top of the form and choose 'Save' from the drop down list at the top right of the form. Click the 'Go' button to execute the save and then click the 'Close' button to close the form. Make sure these changes are actually made before proceeding to place the order.

- 7) After you have submitted your form, you can check where it is in the approval process by clicking on the 'PR Approvals' tab just like you can with purchase requisitions. Also like requisitions you can find the form later by searching for it in YoMart Document Search.
- 8) Just like the current paper process, the AP office will look at every Direct Pay form before it goes to Banner. Once AP completes their audit you should be able to see an invoice for the direct payment in Banner.

## Questions or Issues

If you have any questions or issues with this new process contact Clint Coffey at 828.262.6114 / [coffeycg1@appstate.edu](mailto:coffeycg1@appstate.edu) or Vickie Young at 828.262.4027 / [youngvc@appstate.edu](mailto:youngvc@appstate.edu).

If you have any questions about accounts payable procedures, contact Myra Hayler at 828-262-6738 / [haylermr@appstate.edu](mailto:haylermr@appstate.edu).

If you have questions about vendor set up, contact Dawn Sturgill at 828-262-6425 / [sturgllcs@appstate.edu](mailto:sturgllcs@appstate.edu).