


How do I link a Contract in the Direct Pay Form?

Problem

How do I link my contract to a direct payment?

Solution

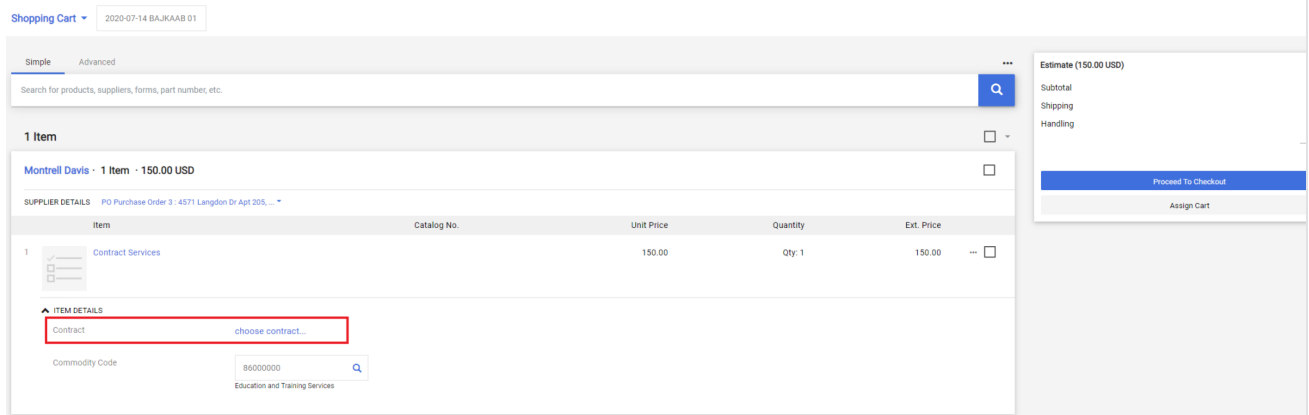
Contracts are not linked in the Direct Pay form, but are actually linked to the requisition.

 Contracts must be in an **Executed: In Effect** status in order for the link to show up

There are two places a contract can be linked

From the Shopping Cart (before checkout)

1. After your direct payment form is complete, proceed to the shopping cart
2. Click the **Choose Contract...** link located right above the **Commodity Code** box

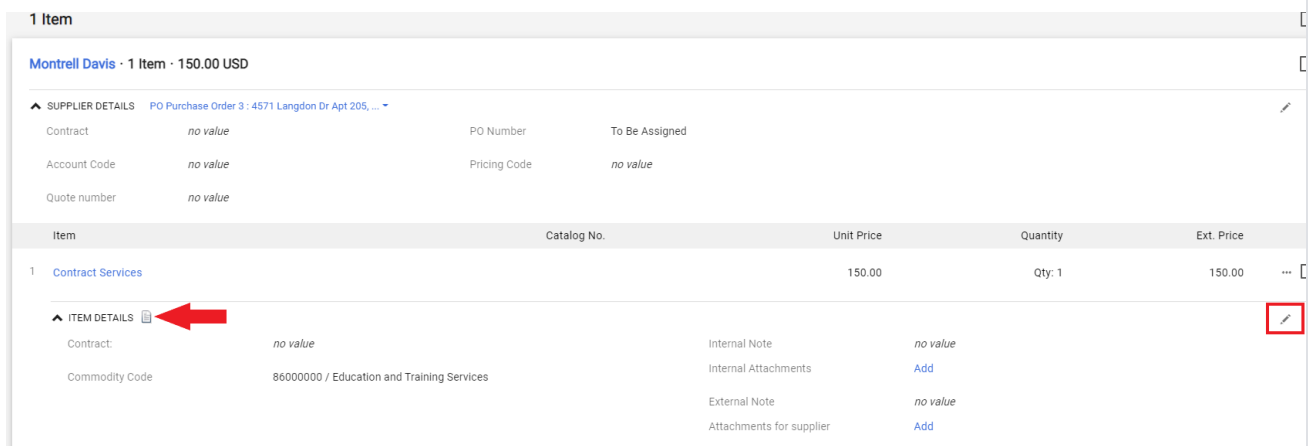


The screenshot shows a shopping cart for 'Montrell Davis' with one item, 'Contract Services', priced at 150.00 USD. In the 'ITEM DETAILS' section, a red box highlights the 'Contract' field with a 'choose contract...' link next to it. Below this is the 'Commodity Code' field with the value '86000000' and the description 'Education and Training Services'. On the right side, there is an 'Estimate (150.00 USD)' summary with 'Subtotal', 'Shipping', and 'Handling' sections, and a 'Proceed To Checkout' button.

3. Select the appropriate contract for this direct payments
4. If the link is not displayed, the contract may not be fully executed

From the Requisition

1. Scroll down to the **Supplier/Line Item Details** section
3. In the **Item Details** line click the **Pencil Icon (edit)**



The screenshot shows the 'Supplier/Line Item Details' section for 'Montrell Davis'. It includes fields for 'Contract' (no value), 'PO Number' (To Be Assigned), 'Account Code' (no value), 'Pricing Code' (no value), and 'Quote number' (no value). Below this is a table with columns for 'Item', 'Catalog No.', 'Unit Price', 'Quantity', and 'Ext. Price'. The first row shows 'Contract Services' with a unit price of 150.00 and a quantity of 1. In the 'ITEM DETAILS' section, a red arrow points to the 'ITEM DETAILS' header, and another red box highlights a pencil icon in the top right corner of the section.

4. Click the **Select Price or Contract...** link

Edit Line 1: Item Details

| | | |
|---------------------|---|--|
| 1 Contract Services | 150.00 | Qty: 1 |
| Contract | <input type="text" value="Select price or contract."/> | Internal Note <input type="text" value="1000 characters remaining"/> expand clear |
| Commodity Code | <input type="text" value="J4000000"/> Education and Training Services | External Note <input type="text" value="1000 characters remaining"/> expand clear |

★ Required fields

5. Select the appropriate contract for this direct payment

6. If the link is not displayed, the contract may not be fully executed

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