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

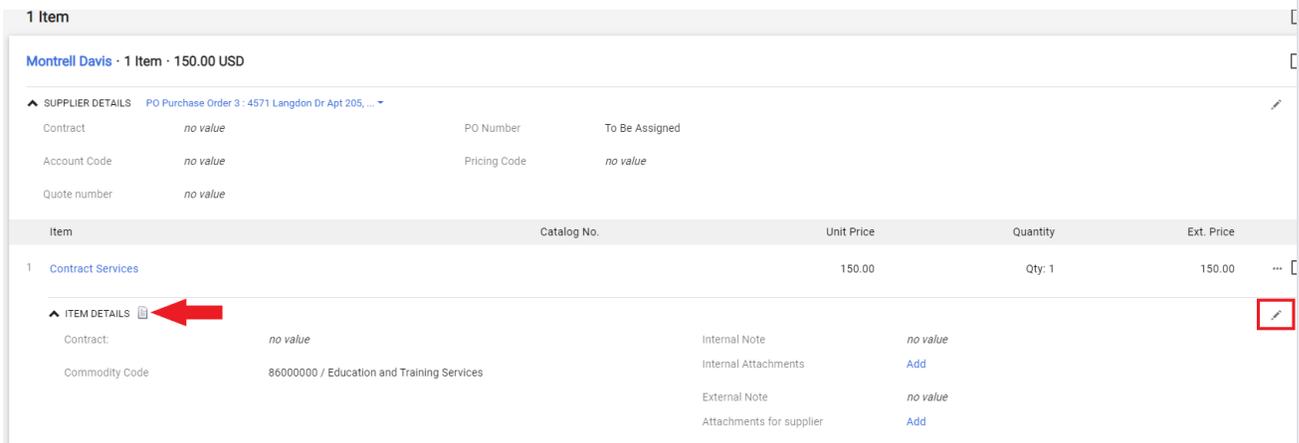2. Click the **Choose Contract...** link located right above the **Commodity Code** box
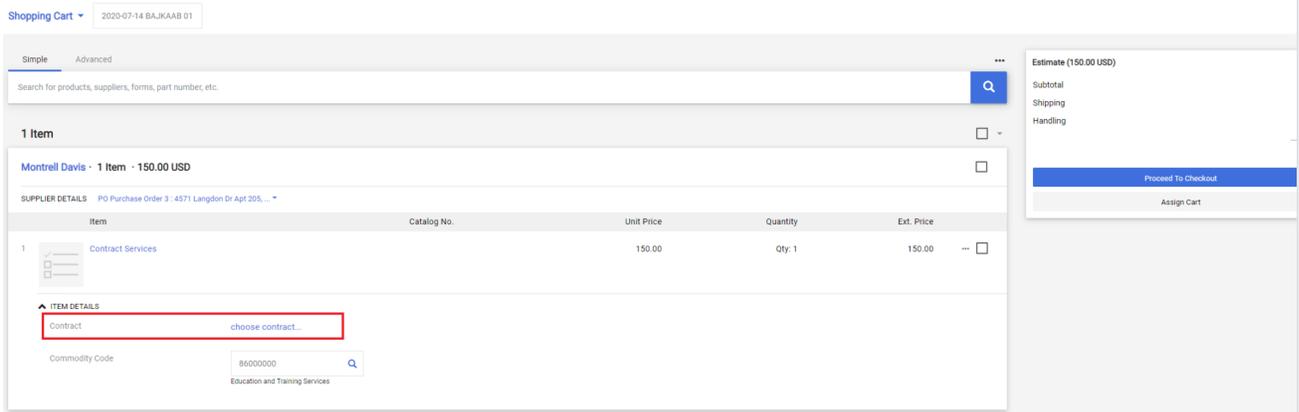
3. Select the appropriate contract for this direct payments

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)**

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

Edit Line 1: Item Details

| 1 | Contract Services | | | | 150.00 | | Qty: 1 |

Contract: Select price or contract...

Internal Note

Commodity Code   86000000 🔍
Education and Training Services

1000 characters remaining   expand | clear

External Note

1000 characters remaining   expand | clear

★ Required fields   Save

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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