

Submitting a Direct Payment Form



Use this form to issue a payment for goods and services already delivered/rendered, if paying a Foreign Supplier use the [Foreign Payment Request Form](#).

Step-by-step guide

- 1. Click the **Request for Direct Payment** link under Forms

Scientific Catalogs

BIO-RAG

Fisher Scientific

ThermoFisher
SCIENTIFIC
Supply

VWR

Forms

Supplier TBD
(to be determined)


New Supplier Request
New Supplier Request

Request for Direct Payment
Request For Direct Payment

Foreign Payment Request
For Foreign Vendors Only

Controller's Office
Disbursement...
Controller's Office ONLY

2. Read the form's instructions then fill out sections 1 to 11.



Instructions

Use this form to issue a payment for goods and services already delivered/rendered.

DO NOT use this for:

- Payments via PCard

For more information on the Request for Direct Payment Form, visit YoMart's Confluence Page

IF PAYING A FOREIGN VENDOR STOP AND COMPLETE THE FOREIGN PAYMENT REQUEST FORM.

If you can not find your Supplier listed in the Suppliers section, please exit the Request for Direct Payment form and have the Supplier complete a Vendor Information Packet (all forms for US Vendors).

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 leveridgerd@appstate.com or (828) 262-4027

Vendor / Payee Information

Step 1: Select a Supplier Record (US Vendor)

If the vendor you are looking for is a US Vendor and not in YoMart do not complete this form - contact Dawn Sturgill with Vendor Maintenance.

Existing Supplier

Enter Supplier *

Select Supplier

Step 2: Select a Vendor/Payee Type

Please Select a Vendor/Payee Type: *

☐ Individual/Partnership

☐ Company

☐ Employee

☐ Student

Is This Payment on Behalf of Someone Else? *

☐ A student for cost of attendance

☐ A student NOT for cost of attendance

☐ None of the above

Step 3: Select a Citizenship Status

☐ Payee is a US Citizen / Co. or a Permanent Resident Alien

Step 4: Select State of Residency

☐ In-State Payee

☐ Out-of-State Payee

Note: Out-of-state payees may be subject to 4% withholding.

If the vendor obtained a Certificate of Authority from NC Secretary of State, current status printout from NC Secretary of State 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)

☐ Student Cost of Attendance Non-Travel Reimbursement

☐ Other (Please Specify in Step 6)

IRS Number

Invoice Info

Step 6: Please provide a business purpose for the payment

1000 characters remaining expand | clear

Step 7: Enter Receiving Information

☐ Materials Have Been Received

☐ Services Have Been Completed

☐ Prepayment (Attach Prepayment Authorization Form)

If attaching a pre-payment form, please provide justification:

1000 characters remaining expand | clear

Step 8: Enter Check Distribution Information

☒ Mail / ACH to Payee

☐ Single Check per Invoice

☐ Attachment

☐ Check to be Picked Up (approved departments only)

If having a check picked up, please provide justification:

Step 9: Complete Invoice Information

Supplier Inv #

Invoice Date *

mm/dd/yyyy

Due Date *

mm/dd/yyyy

Remit To Address *

Contact Name

Street 1

Street 2

Street 3

City

State

Zip

Country

Email

General Info

Step 10: Enter Price and Product/Service Details

Product Description *

254 characters remaining expand | clear

Total Due *

Step 11: Add Backup Documentation as Attachments

ADDITIONAL DOCUMENTATION is REQUIRED in order to process payment. All attachments should be attached as a pdf document.

Please **do not** attach vendor set up information to electronic direct pays.

This documentation should be what triggered the need for payment, and may include, but is not limited to:

- Email
- Spreadsheet
- Registration Form
- Paper Invoice Image
- Original Order Form
- Event Expense Form

DO NOT ATTACH THE TCM CONTRACT HERE!

If you are using this form to pay a Total Contract Manager (TCM) contract make sure to LINK the contract to the requisition in the SHOPPING CART.

Internal Attachments *

Add

Things to Know

- The supplier has to be **US based**.
- The supplier text field auto generates the Supplier/Vendor name once you start typing.
- If a Supplier/Vendor has multiple Fulfillment centers, you have the option to change the center.
- If you can not find your Supplier/Vendor listed in the Suppliers section, please exit the Request for Direct Payment form and have the Supplier/Vendor complete a [Vendor Information Packet \(all forms for US Vendors\)](#).
- Be sure to attach all required document even if they are not listed, all attachments should be uploaded as a pdf document.

3. Once satisfied, click the **Add and go to Cart** on the Available Actions button.

Form • Request for Direct Payment


Close

Add And Go To Cart

Available Actions

- **Add and go to Cart** - Adds the form to your active cart and takes you to the cart.
- **Add to Cart and Return** - Adds the form to your active cart and refreshes the form removing all the information you entered.
- **Add to Cart** - Used if you have multiple invoices for the same supplier. It adds the information on your form to your active cart and refreshes the form, keeping the supplier in context so you can enter the next invoice into the form.
- **Add to Draft Cart or Pending PR/PO** - Adds the form to one of these documents, a pop-up window displays all available draft carts, purchase requisitions and purchase orders. Click the radio button associated with the cart or document to which you would like to add the request.
- **Add to Favorites** - Adds the form to your Favorites.
- **Add to a new Cart** - Creates a new cart with the form and takes you to the cart.

4. Once in the shopping cart, link the TCM contract if applicable).

 For information on how to link a contract, go to [Linking a Contract](#)

5. Click **Proceed to Checkout** or **Assign Cart**