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

Problem

How do I link my contract to a direct payment?

Solution

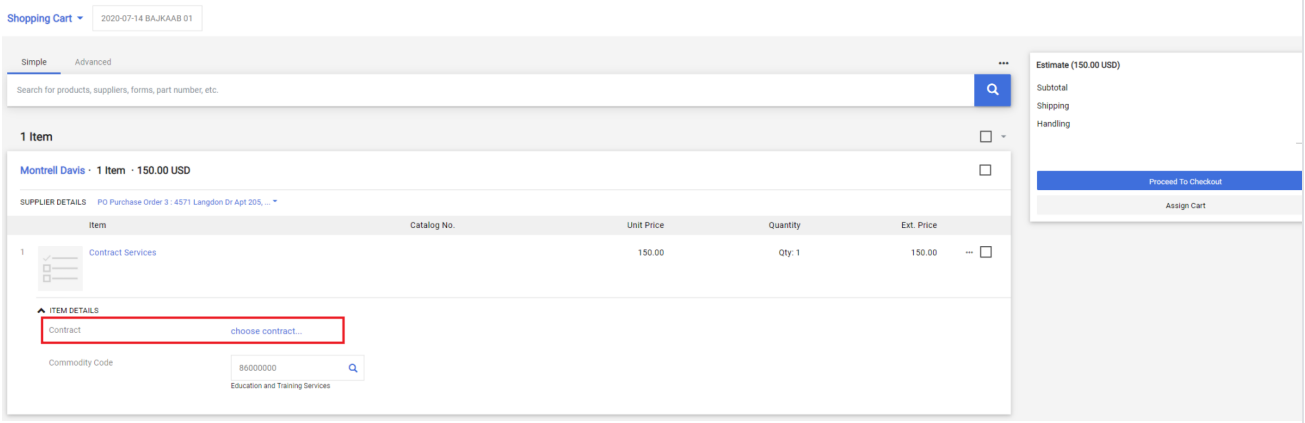
Contracts are not linked in the Direct Pay form, but are actually linked to the requisition.

> ⚠ 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

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