

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

Related Articles

- [All line items have been rejected?](#)
- [Assigning a Cart to Another User](#)
- [How do I add a shipping address in YoMart?](#)
- [How do I add a vendor who is not in YoMart?](#)
- [How do I add an Account Code at the line level?](#)
- [How do I add multiple account codes to a requisition?](#)
- [How do I change the contact name for shipping?](#)
- [How do I correct "over-receiving" in YoMart?](#)
- [How do I make changes to a requisition that has already been submitted?](#)
- [How do I search for Contract Requests?](#)
- [How do I search for Contracts?](#)
- [How do I search for Requisitions or POs?](#)
- [How do I set my notification preferences?](#)
- [What Commodity Code do I use?](#)
- [YoMart FAQs](#)

[Search Knowledge Base](#)

[Submit a Service Request](#)

We value your feedback! Click [HERE](#) to suggest updates to an existing article, request a new article, or submit an idea.