



When and how to submit the P2P Direct Pay Request

When to Use the Direct Pay Request

The P2P Direct Pay Request is narrower in scope than the old Direct Pay form, and is only intended to be used for specific purchase types. The form includes a list of example purchase types / appropriate uses. All Direct Pay Requests submitted in P2P should fall under one of the categories listed. The Direct Pay Other option on the form should not be used.

P2P Direct Pay Request List of Appropriate Uses:

Utilize this form to initiate a Direct Payment of an invoice.

Examples include:

- Academic Recruitment Commission/Fee
- Attorney Fee
- Freight / Postage / Shipping
- Legal Settlement
- Local & Federal Government Payment
- Medical Service Payment
- Memberships
- Official/Referee Payment
- Permit / License (non-IT)
- Royalty Payment
- Subscription/Publication (non-IT)
- Utilities

This form should not be used if the request:

- Is for Hospitality (non-travel). See the Hospitality Request Form.
- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request form.
- Is for Goods and Services (non-IT). See Goods & Services Request Form.
- Is for services provided by an individual who is self-employed, guest speaker, or guest lecturer. See the Independent Contractor Request Form.
- Is for a Capital Project or Public Works. See the Public Works Request Form.

Note on Services:

One common use of the old Direct Pay form was to pay for onsite services and performances (DJs, guest speakers, dancers, etc.). Paying for these types of services on a Direct Pay is no longer allowed. A P2P Form Request must be submitted prior to the event, with enough lead time for Procurement to issue a purchase order. If services have already been rendered without a purchase order in place, the **Payment for Unauthorized Purchase** form request must be used.



How to Submit the Direct Pay Request

- 1) On the P2P homepage, go to **Direct Pay Request**.

Showcases

CSU Form Requests

Goods and Services Request	Direct Pay Request	<u>IT Hardware Request</u>
Payment for Unauthorized Purchase	Request to Close PO	Facilities and Construction Request For Facilities Use Only

- 2) The list of appropriate uses for the form will display on the first page. Review the list if needed, and click **Next**.
- 3) Enter a supplier. Note that Supplier Not Known may not be used.

Suppliers Request Actions History ?

Supplier: Pacific Bell Telephone Company
CSUB (BKXMP-1); PO Box 5025, Carol Stream, Illinois 60197-5025 United States

Search Registered Suppliers

Supplier:

Zip Code: Within

Clear

Supplier Name	Doing Business As	Fulfillment Centers	Action
Pacific Bell Telephone Company	AT&T - CA, Wholesale, DataComm	CSUB (BKXMP-1): (preferred) PO Box 5025, Carol Stream, Illinois 60197-5025 United States	Selected



- 4) Select a payment type. **Note:** do not use Direct Pay Other.

▼ Invoice Details

What is this Direct Payment for? *

Utilities - Telecommunication ▼

- 5) Enter the invoice date and invoice number from the supplier invoice. If there is no invoice number, you can use the format specified in the note below the Supplier Invoice No. field.

Supplier Invoice Date *

06/01/2024

mm/dd/yyyy

Supplier Invoice No. *

CSUB06012024

Use this format if there is no invoice number on the invoice

If you do not have a supplier invoice number, please use the following format:
{Your initials} - {Todays Date}-(Sequential Number). Example: DJG-08012021-1

- 6) Check the box to verify that you have the required documentation to upload (the invoice). Note that you will not actually upload the invoice now. You will just check the box. The invoice will need to be uploaded later as an internal attachment to the requisition. Save your progress if desired and click **Next**.

Attachments are required for this request. * ?

Please acknowledge that you have proper attachments to upload.

Please upload invoice and all required documentation as internal attachments on the Requisition.



- 7) Enter item details. If the item or service that you're paying for does not have a unit of measure (e.g. utility payments), the unit of measure can be listed as **Lot**.

▼ **Item Details**

Utilities - Telecommunication Details

Unit Price	<input type="text" value="1000.00"/>	USD	Quantity	<input type="text" value="1"/>	Total	0.00 USD
Unit of Measure	<input type="text" value="LO - Lot"/>					
Product Description ★	<input type="text" value="Monthly charges 4/15/24 - 5/14/24"/>					

967 characters remaining

Note: the Taxable field might display as Yes on the Cost Details page, even if the item or service being paid for is not taxable. This is a glitch in the P2P system, and it should correct itself when you go to your cart. If not, you will also have the option to deselect Taxable in your cart before you proceed to checkout.

Taxable	<input checked="" type="checkbox"/>	Yes
Catalog No.	<input type="text"/>	
Commodity Code	700019 - Utilities - Telecommunication	

- 8) Advance to the next page and click **Add and Go to Cart**.
- 9) Name your cart (optional), and select your Deliver To Location. Naming the cart is not required but is recommended, as it will help you identify the requisition once it's been submitted.

Cart Name	<input type="text" value="May Telecommunications Bill"/>
Deliver To Location	<input type="text" value="01-000_BKCOMP"/> <input type="button" value="Q"/>



10) Verify that the Taxable box is correctly selected/deselected. If it's incorrect, you can toggle it by clicking the box.

1	Monthly charges 4/15/24 - 5/14/24 Procurement Request: Direct Pay Request	LO	1,000.00
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^ ITEM DETAILS

Commodity Code

700019



Utilities - Telecommunication

Taxable

Asset

11) Proceed to checkout.

12) Add chartfields.

13) Upload the invoice to the Attachments tab.

14) Assign cart or submit requisition.