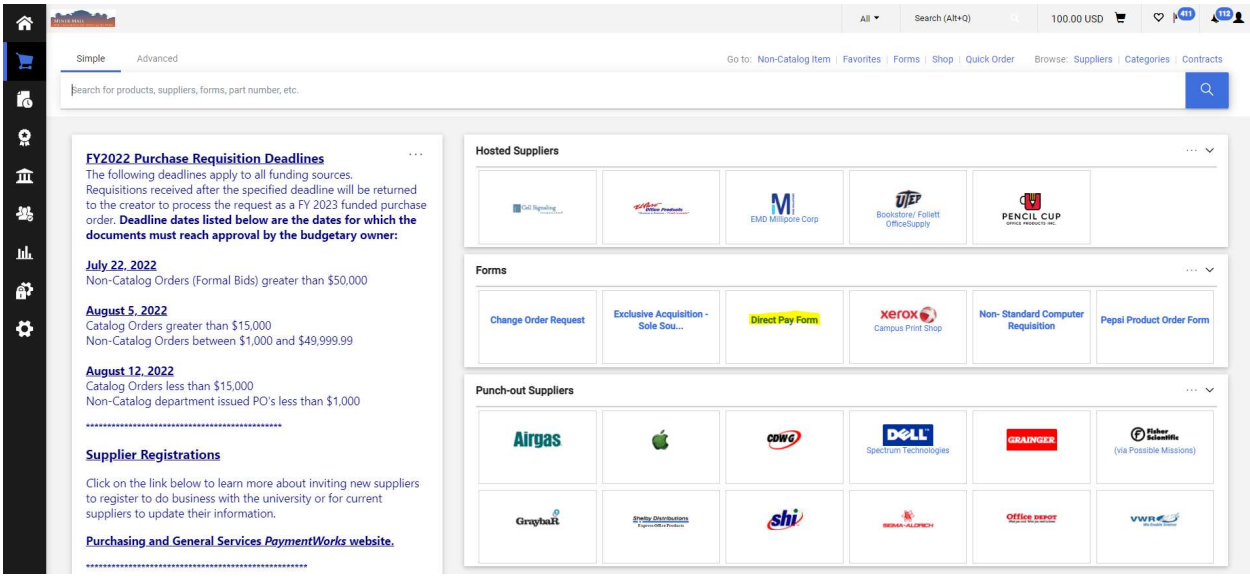
Direct Pay

A Direct Pay can be used to process payment for the following services:

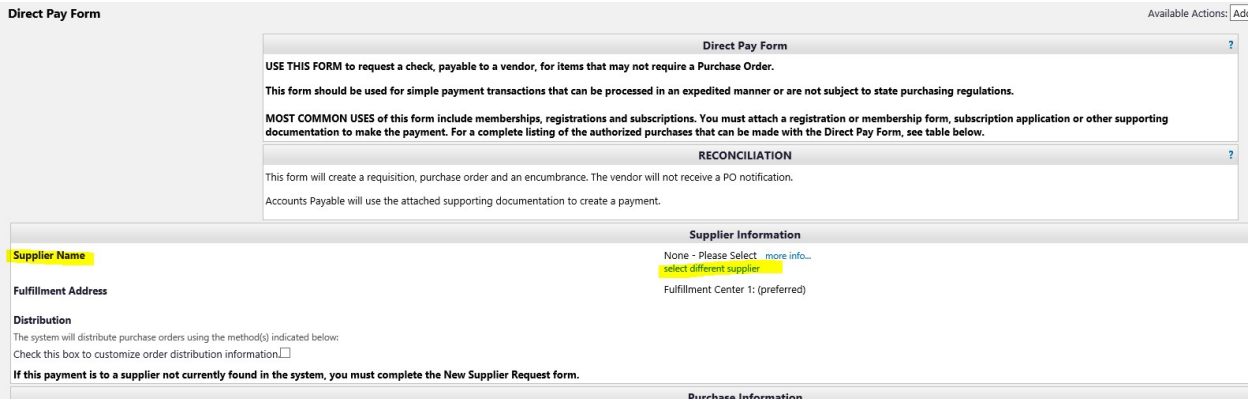
Type of Purchases and Comodity Code:

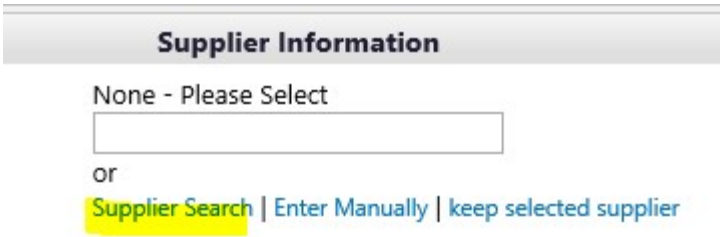
Name	Commodity Code
Governmental/Public & Educational Entities	84101603
Intercollegiate Athletic Tournaments/Events	93151517
Licenses excluding Software	93151517
Video Production Services	82131603
Lodging/Meeting Rooms	90110000
Mailing Services	78102203
Membership/Association Dues/Registration	93151517
Non-Library Books	55101510
Referees, Officials, & Umpires	90141700
Security and Personal Safety	92120000
Royalty Payment	82121800
Catering Services (Off Campus)	90101603

To open a Direct Pay, go to the Miner Mall homepage and click on the "**Direct Pay Form**" tab.



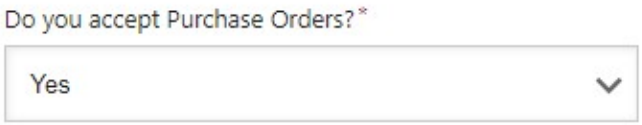
Under **Supplier Name**, select your supplier by clicking on "**Select Different Supplier**" and then "**Supplier Search**"



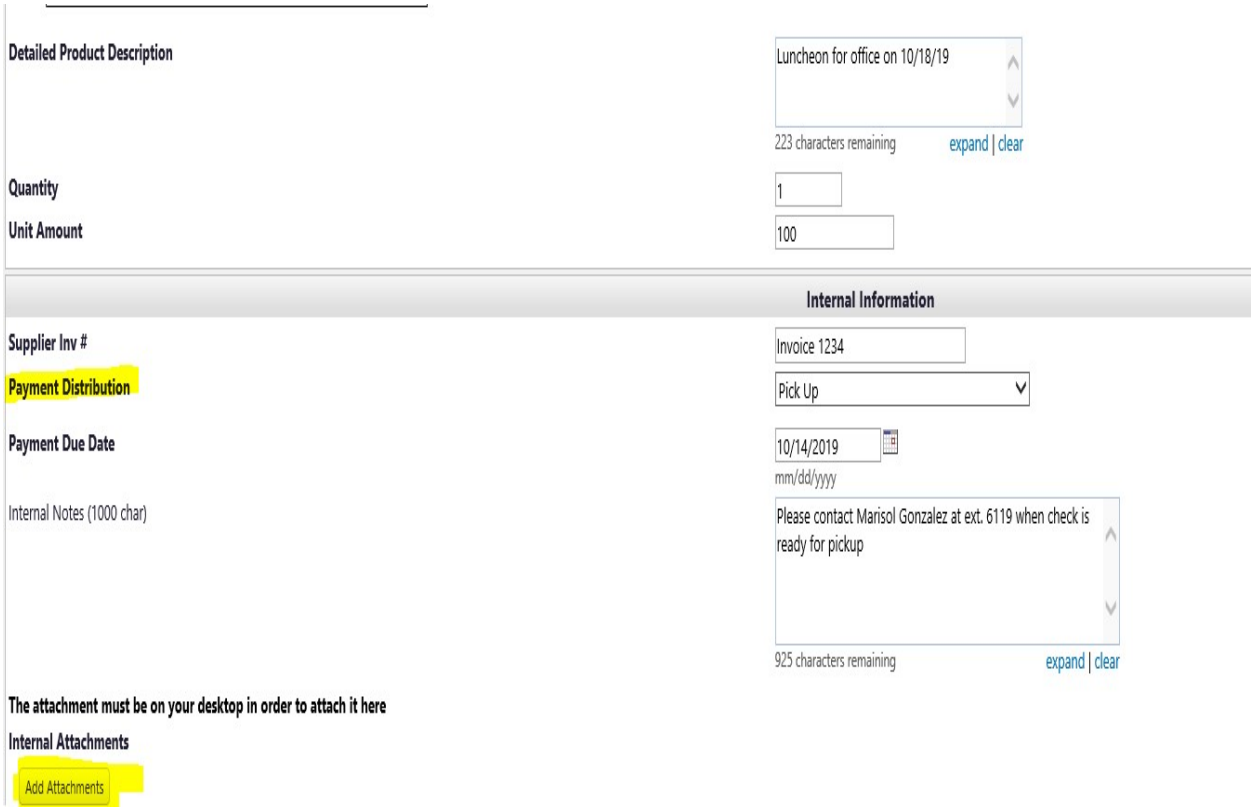


Type in the vendor you are looking for. This should give you the vendor profile, and addresses available. Select the vendor needed.

If vendor is not available, please send vendor a [Payment Works](https://www.utep.edu/purchasing-and-general-services/paymentworks/) invitation, and ask them to Select Yes, on the "Do you accept Purchase Orders?" question. This will allow vendor to become available in Miner Mall.
https://www.utep.edu/purchasing-and-general-services/paymentworks/

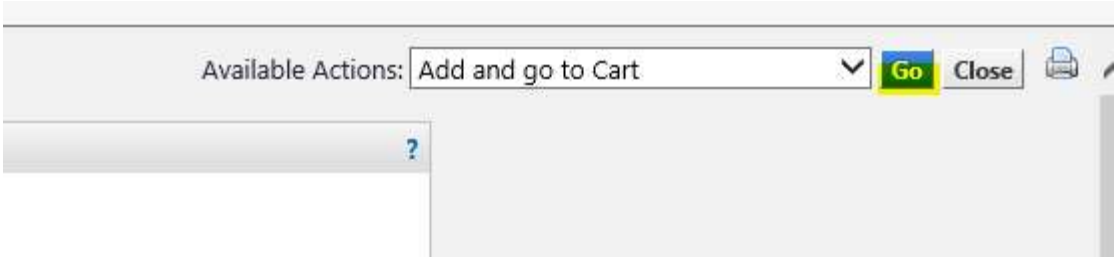


Complete the rest of the form. Please make sure to select "**Pickup**" or "**Attachment**" under "**Payment Distribution**", if you would like us to have special handling of the check.



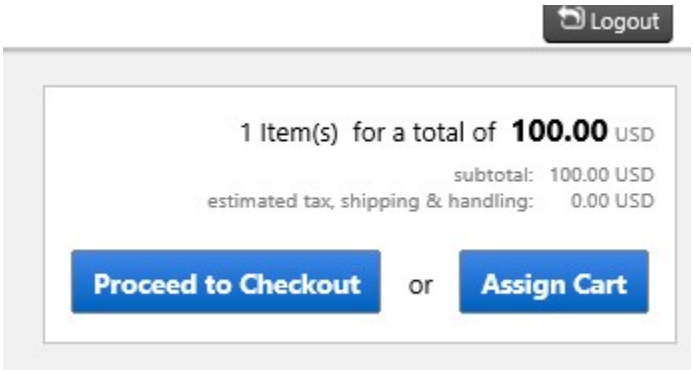
Please attach needed documentation using the "**Add Attachments**" icon. This includes documents such as: invoice, Entertainment Form, Travel Authorizations, Registration Forms, Etc.

Before clicking on "**Add and Go to Cart**" and "**Go**" (located at top right corner of the form), please make sure to take note of the commodity code needed, as it will be required on the next step.

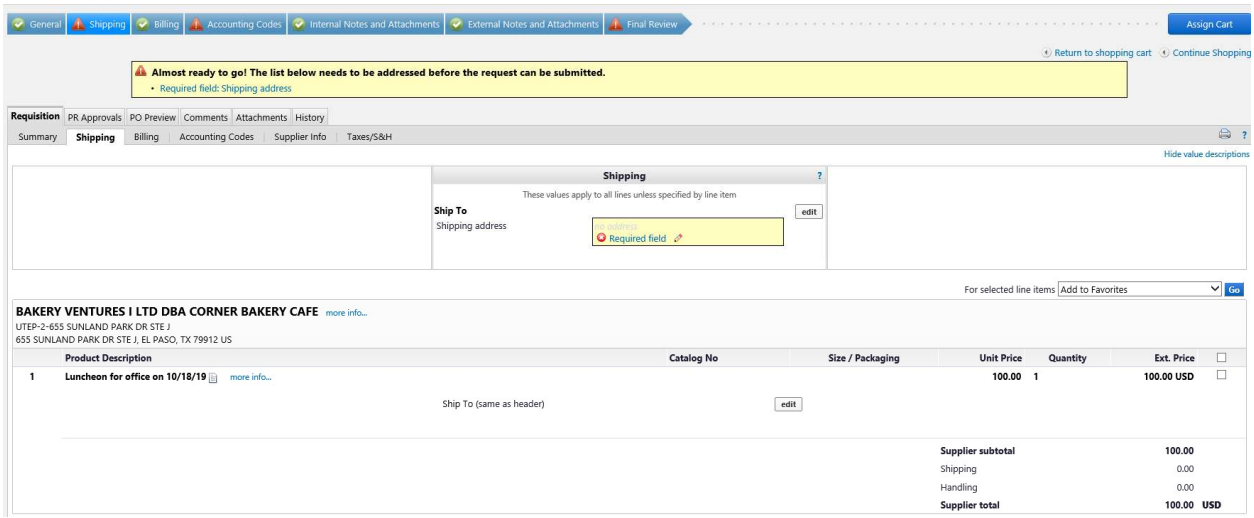


This will open a Shopping Cart, which will ask for the commodity code saved previously.

Finally click on either "**Proceed to Checkout**" or "**Assign Cart**" (this depends on access and role in Miner Mall)



This will open a requisition, where you can select the funding source and accounting code needed.



Once Requisition has been completed and submitted, this will create a Purchase Order that will route to our office, for final approval.