

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.

The screenshot shows the Miner Mall homepage with a navigation bar at the top. The main content area is divided into several sections:

- Search Bar:** Located at the top, with a search icon and a magnifying glass.
- Navigation:** Includes links for "Simple" and "Advanced" search, and a "Go to:" menu with options like "Non-Catalog Item", "Favorites", "Forms", "Shop", "Quick Order", "Browse: Suppliers", "Categories", and "Contracts".
- Search Results:** A search bar with the placeholder text "Search for products, suppliers, forms, part number, etc." and a search icon.
- FY2022 Purchase Requisition Deadlines:** A section with the following text:
 - FY2022 Purchase Requisition Deadlines**
 - The following deadlines apply to all funding sources. Requisitions received after the specified deadline will be returned to the creator to process the request as a FY 2023 funded purchase order. **Deadline dates listed below are the dates for which the documents must reach approval by the budgetary owner:**
 - July 22, 2022**
Non-Catalog Orders (Formal Bids) greater than \$50,000
 - August 5, 2022**
Catalog Orders greater than \$15,000
Non-Catalog Orders between \$1,000 and \$49,999.99
 - August 12, 2022**
Catalog Orders less than \$15,000
Non-Catalog department issued PO's less than \$1,000
- Supplier Registrations:** A section with the text: "Click on the link below to learn more about inviting new suppliers to register to do business with the university or for current suppliers to update their information." and a link to the "Purchasing and General Services PaymentWorks website".
- Hosted Suppliers:** A grid of logos for various suppliers, including:
 - EMD Millipore Corp
 - Bookstore/ Follett OfficeSupply
 - PENCIL CUP
- Forms:** A grid of buttons for various forms, including:
 - Change Order Request
 - Exclusive Acquisition - Sole Sou...
 - Direct Pay Form** (highlighted in yellow)
 - Xerox Campus Print Shop
 - Non- Standard Computer Requisition
 - Pepsi Product Order Form
- Punch-out Suppliers:** A grid of logos for various suppliers, including:
 - Airgas
 - Apple
 - COWG
 - DELL Spectrum Technologies
 - GIRAJINGER
 - Fisher Scientific (Via Possible Missions)
 - Graytail
 - Shelby Distribution
 - shi
 - MINI-ALPHIX
 - OFFICE DEPOT
 - VWR

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

Direct Pay Form Available Actions: Ad

Direct Pay Form ?

USE THIS FORM to request a check, payable to a vendor, for items that may not require a Purchase Order.

This form should be used for simple payment transactions that can be processed in an expedited manner or are not subject to state purchasing regulations.

MOST COMMON USES of this form include memberships, registrations and subscriptions. You must attach a registration or membership form, subscription application or other supporting documentation to make the payment. For a complete listing of the authorized purchases that can be made with the Direct Pay Form, see table below.

RECONCILIATION ?

This form will create a requisition, purchase order and an encumbrance. The vendor will not receive a PO notification.

Accounts Payable will use the attached supporting documentation to create a payment.

Supplier Information

Supplier Name None - Please Select [more info...](#)
[select different supplier.](#)

Fulfillment Address Fulfillment Center 1: (preferred)

Distribution
The system will distribute purchase orders using the method(s) indicated below.
Check this box to customize order distribution information.

If this payment is to a supplier not currently found in the system, you must complete the New Supplier Request form.

Purchase Information

Supplier Information

None - Please Select

OR

[Supplier Search](#) | [Enter Manually](#) | [keep selected supplier](#)

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

Supplier Search ?

Supplier

Results Per Page: 20 Suppliers found: 1 Page 1 of 1 ?

Supplier Name/Address	Select
<p>BAKERY VENTURES I LTD DBA CORNER BAKERY CAFE</p> <p>UTEP-1-5835 ONIX DR STE 300-5835 ONIX DR STE 300 EL PASO, TX 79912 US</p> <p>UTEP-2-655 SUNLAND PARK DR STE J-655 SUNLAND PARK DR STE J EL PASO, TX 79912 US</p>	<p>Select</p> <p>Select</p>

If vendor is not available, please send vendor a [Payment Works](#) 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/>

Do you accept Purchase Orders? *

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.

Detailed Product Description	Luncheon for office on 10/18/19 223 characters remaining expand clear
Quantity	1
Unit Amount	100
Internal Information	
Supplier Inv #	Invoice 1234
Payment Distribution	Pick Up
Payment Due Date	10/14/2019 mm/dd/yyyy
Internal Notes (1000 char)	Please contact Marisol Gonzalez at ext. 6119 when check is ready for pickup 925 characters remaining expand clear
The attachment must be on your desktop in order to attach it here	
Internal Attachments	
Add Attachments	

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.

Available Actions:	Add and go to Cart	Go	Close	
?				

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

Shopping Cart for Marisol Gonzalez

Name this cart: 2019-06-06 80259382 01

Continue Shopping

1 Item(s) for a total of **100.00** USD
 subtotal: 100.00 USD
 estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

Empty Cart Create New Cart Perform an action on (0) items selected... Select All

BAKERY VENTURES I LTD DBA CORNER BAKERY CAFE more info...
 UTEP-2-655 SUNLAND PARK DR STE J
 655 SUNLAND PARK DR STE J, EL PASO, TX 79912 US

Product Description	Unit Price	Quantity	Total
Luncheon for office on 10/18/19 opens form: Internal Notes (1000 char) Please contact Marisol Gonzalez at ext. 6119 when check is ready for pickup Commodity Code 90110000 Required field	100.00	1	100.00
		Shipping	0.00 USD
		Handling	0.00 USD
Supplier subtotal			100.00 USD

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

Logout

1 Item(s) for a total of **100.00** USD
 subtotal: 100.00 USD
 estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

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

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.
 Required field: Shipping address

Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H

Hide value descriptions

Shipping ?
 These values apply to all lines unless specified by line item

Ship To
 Shipping address Required field

For selected line items Add to Favorites Go

BAKERY VENTURES I LTD DBA CORNER BAKERY CAFE more info...
 UTEP-2-655 SUNLAND PARK DR STE J
 655 SUNLAND PARK DR STE J, EL PASO, TX 79912 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Luncheon for office on 10/18/19 more info...			100.00	1	100.00 USD
Ship To (same as header) edit					
Supplier subtotal					100.00
Shipping					0.00
Handling					0.00
Supplier total					100.00 USD

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