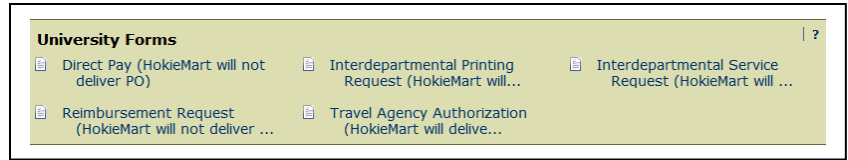


Quick Guide - Direct Pay (11-18-09) HokieMart Will Not Deliver PO

From Main Screen of HokieMart:

- Click “Direct Pay.”



In the Direct Pay Form:

- Enter supplier name.
- Select desired supplier from the drop-down menu.
-

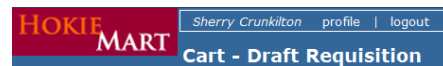
A screenshot of the 'Supplier Info' form in HokieMart. The form has a header 'Supplier Info' and a label 'Enter Supplier'. There is a search input field containing 'NIGP' and a dropdown menu showing 'NIGP' and 'supplier search'.

- Add desired item(s).
- From the drop-down menu, **choose the correct Payment Category** (see Direct Pay Policy).

A screenshot of the 'Payment Category' dropdown menu in HokieMart. The dropdown is open, showing the selected option 'E5 - Subscriptions, publications, etc.'.

- Proceed to the cart.**

User will now be in the **Cart– Draft Requisition.**



- Complete the PR using instructions:
 - Edit the Cart
 - Review the Cart
 - Submit the PR
- Follow the instructions for Requisition and Purchase Order Follow-up.

****See Quick Guide – Prepayment Notification if PO requires a prepayment.**