Updated Direct Pay Process:

The “Direct Pay” form will return to the “OSCAR Forms” section of the OSCAR Marketplace [in the “Showcases” section of the new homepage]:

![OSCAR Forms]

The form is very similar to the “Personal Reimbursement Request” form, and the “New User” form. The “Direct Pay” form request, once completed and approved, will “flip” to a Non-PO invoice and will follow the existing Non-PO Invoice workflow.

**NOTE:** once flipped to a Non-PO Invoice, it will route directly to the first approver in the workflow, and will bypass the “invoice owner” step.

How to Complete the Direct Pay Form Request:

Instructions:
The first screen of the “Direct Pay” form will be the “instructions” page that includes directions on how to complete the form, as well as a link to the list of “Approved Direct Pay” items on the Finance website and a link to this reference document.

Once the instructions are reviewed click “Next”.

Details:

Here you can give the Direct Pay a name in the “Form Name” field.

**NOTE:** It is STRONGLY encouraged that you enter something meaningful in this field. This field will be visible when searching through all of your submitted “Form Requests” and will help you identify what each request was for.

Once you enter data in the “Form Name” field, click “Next”.
Supplier:

New Supplier:

Here you enter the supplier to be paid on the Direct Pay. If it is a “New Supplier” type in “New Supplier”.

You will then need to complete the following fields for the New Supplier setup process:

- Name
- Street 1
- City
- State
- Zip
- Email [if you do not have the suppliers email address enter invoices@lists.rpi.edu]
Existing Students/Employees/Suppliers:

- Payments to students or employees:
  - It is strongly advised that you enter the RIN of the student or the employee that is being paid in the “Supplier field. This will ensure that the correct person is getting paid.

- Payments to Suppliers/Individuals
  - If you have the TIN or the RIN of the supplier enter in the “Supplier” field. If not, you may enter the name. The system will pull up suppliers that match the name you are typing in to assist you with finding the name you need. More than one record with the same name may appear. If this happens you should try to obtain the RIN or TIN.

Once you select the supplier you are looking for, the remit to addresses that are available for the supplier will appear in the drop down box to the right of the “Remit-To Address” field.
Select the correct “Remit-To Address: and click “next”.

Questions:

Supplier Questions:

Is this a New Supplier? *

Choose “yes” if you entered “New Supplier” on the Supplier page, choose “No” if you entered an existing supplier. This question will route the “New Supplier” Direct Pay request forms to the supplier setup team.

If you choose “Yes” the following additional supplier related question will appear:
Is the New Supplier an Individual or a Corporation?

If an Individual is a Student or Employee enter their RIN.

- Choose either “Individual” or “Corporation.” This question will route the New Supplier requests to the correct supplier setup team.
- Enter the RIN of the Student or the Employee to be paid

If you choose “No” you will be asked the following question:

Remit To Address:

Was the "Remit To" address you need available on the previous screen? *

- Yes
- No

- If the “Remit To” address you need was not available on the “Supplier” page, choose “No”. This will open up a text box where you can enter the “Remit To” address that you need added.
- This will route the Direct Pay form request to the supplier set up team to have the “Remit To” address added to the supplier. Once the address is added, the supplier setup team will update the form so the correct address is brought over on to the invoice for payment.

Payment Details:

The next set of questions will capture the payment details for the “Direct Pay” request:

**NOTE:** Instructions for what “Supplier Invoice Number” to use on Direct Pays are available by clicking on the icon to the right of the field.

**NOTE:** The “Payment Description” field will wind up as the “line item description” on the invoice that is created.
• **Special Handling Instructions:**

Please provide any special handling instructions below.

Please enter any “Special Handling” [hold check, gross-up requests, etc] instructions in this field. The Disbursement Operations team will review this section before processing the Direct Pay.

Please **DO NOT** enter a date in the last field on the “Questions” screen. It has been named “NOT APPLICABLE” as there is no functionality behind this field.

Click “Next”
Codes:

The “Codes” page is where you will enter the FOAPAL information for the Direct Pay. If you have a default FOAPAL on your OSCAR profile it will automatically populate here.

If you need to enter and/or update the FOAPAL or process a “split” click the “edit” button.

**NOTE:** please do not use the “Add Alternate distribution for” field. This is not applicable to our Direct Pay process.

Click “Next”

Additional Information:

On this page you will be required to enter a “Commodity Code” and “Product Location”. Please choose the appropriate “Commodity Code” and enter “01” for the “Product Location”. The “Urgent” and “Final” checkboxes are available on this screen as well. If your Direct Pay is urgent check the “Urgent” checkbox.

**NOTE:** The “Final” option does not apply to Direct Pays.
Attachments:

Attach the supporting documentation for the Direct Pay request. If the Direct Pay request includes a “New Supplier”, please also attach a W9 [if applicable].

To add an attachment click “Add Attachment”.

Click “Upload”.

- Enter a title of the attachment in the “Title” field
- Click “Browse” to select the file you need to attach to the Direct Pay
- Click “Save Changes”
Click “Save Changes” again to save the attachment to the form.

Review and Submit:

The final page of the “Direct Pay” request form will confirm that you have completed all of the required fields before you submit the form. If everything is complete, click “Submit”.

Direct Pay Form request Approval Process:

If the Direct Pay you submitted requires a New Supplier to be set up, or a new Remit to address to be added it will route to a “Supplier Setup” queue first. Once the New Supplier is set up, or the new Remit to address has been added and the form is updated and approved, it will then flip to a Non-PO invoice.

Copying Direct Pay’s - How to save Form Requests to your Favorites:

Complete all steps outlined above for completing a “Direct Pay” request with the exception of the “Attachments”.

NOTE: if you have several Direct Pays to process for the same amount but different people (like awards for example), save a template where the supplier is set to “New Supplier”.

On the “Review and Submit” page click the “Available Actions” link and choose “Add to Favorites”.
Enter a name in the “Item Nickname” field and then choose where you want to save it. If you need to add a new “Favorites” folder click on the “Add New” link.
To view your “Favorites” in the future, use the “My Favorites” link in the upper right hand corner of your homepage in OSCAR:

**NOTE:** you may also add a form that has already been completed to your favorites following the same steps above. You will just need to make sure that you update all of the key fields before submitting [Supplier Name, Attachments, FOAPAL, etc.]