# Direct Payment

Use this form to process an invoice for an essential service, other than a lease or utility payment.

1. **Access Mountaineer Marketplace:**
   - Log in at myaccess.wvu.edu
   - Click the MyTools
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms, click Direct Payment to open the form.

3. When you receive an invoice for an essential service (other than lease or utility payment):
   1. Click **Supplier Search** to find the Supplier.
   2. Click **Select** to choose a supplier.
   3. If the Supplier is not listed, click **Supplier Request** in the Form Instructions region. After the supplier has been registered, you will receive a Notification in the Message area. You can then return to this form.
4. Once a vendor is selected, the Remit To Address information populates.

5. Complete all **bolded** fields in the General Information region. (Non-bolded fields are optional.)
   - **Product Description**: A description of the goods or services for which you are requesting payment.
   - **Supplier Inv #**: The invoice number from the supplier-provided invoice.
     - If the invoice does not contain a number, create one using the state’s guidelines.
   - **Professional Dues and Memberships**: 0463 (the agency number given to WVU by the State Auditor’s Office) plus the individual’s last name and the four-digit beginning year of the dues period.
     - Example for John Smith for the period 07/01/16 to 06/20/17: 0463SMITH2016
   - **Other (Not Professional Dues and Memberships)**: 0463 plus the invoice date. If there is no invoice date, the date the invoice was received by WVU shall be used.
     - Example for invoice with date of July 31, 2016: 0463073116
   - **Invoice Date**: Enter the date on the supplier’s invoice. If the invoice does not contain a date, enter the date you submit this form.
   - **Good Recd Date**: The date you received the goods or services.
   - **Amount**: total amount of the payment.
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<tbody>
<tr>
<td><strong>6.</strong></td>
<td>At the top of the form, view choices in the <em>Available Actions</em> region in the upper right corner. Choose <em>Add Item and Close Form</em>. Click <em>Go</em>.</td>
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<tr>
<td></td>
<td><img src="image" alt="Available Actions" /></td>
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<td><strong>7.</strong></td>
<td>A shopping cart has been created that contains this form. Click <em>Proceed to Checkout</em> or <em>Assign Cart</em>. Follow standard procedures for submitting the cart. The account that will be charged will be identified in these steps.</td>
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<tr>
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<td><img src="image" alt="Shopping Cart" /></td>
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