



When and how to submit the P2P Direct Pay Request

### When to Use the P2P Direct Pay Request Form

The P2P Direct Pay Request is narrower in scope than the legacy Direct Pay form (Regular Direct Pay), and is only intended to be used for specific purchase types. The form includes a list of example purchase types / appropriate uses. All Direct Pay Requests submitted in P2P should fall under one of the categories listed. The Direct Pay Other option on the form should not be used.

#### P2P Direct Pay Form Request List of Appropriate Uses:

Utilize this form to initiate a Direct Payment of an invoice.

Examples include:

- Attorney Fee
- Freight / Postage / Shipping
- Legal Settlement
- Local & Federal Government Payment
- Medical Service Payment
- Memberships
- Official/Referee Payment
- Permit / License (non-IT)
- Royalty Payment
- Student Union Return of Surplus
- Subscription/Publication (non-IT)
- Utilities

This form should not be used if the request:

- Is for Hospitality (non-travel). See the Hospitality Request Form.
- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request form.
- Is for Goods and Services (non-IT). See Goods & Services Request Form.
- Is for services provided by an individual who is self-employed, guest speaker, or guest lecturer. See the Independent Contractor Request Form.
- Is for a Capital Project or Public Works. See the Public Works Request Form.

**Note: To process a Direct Pay, a supplier must be identified in the Suppliers section to submit the Direct Pay Request. If the supplier does not exist, submit a Supplier Request form before completing the Direct Pay Request.**

#### Note on Services:

One common use of the legacy Regular Direct Pay form was to pay for onsite services and performances (DJs, guest speakers, dancers, etc.). Paying for these types of services on a Direct Pay is no longer allowed. A P2P Form Request must be submitted prior to the event, with enough lead time for Procurement to issue a purchase order. The P2P Form Request may fall under Goods and Services, Independent Contractor, etc., depending on the service being provided. If services have already been rendered without a purchase order in place, the **Payment for Unauthorized Purchase** form request must be used.

**\*P2P Direct Pay Requests should not be used for payments to students, employees, or reimbursements/refunds to suppliers.**



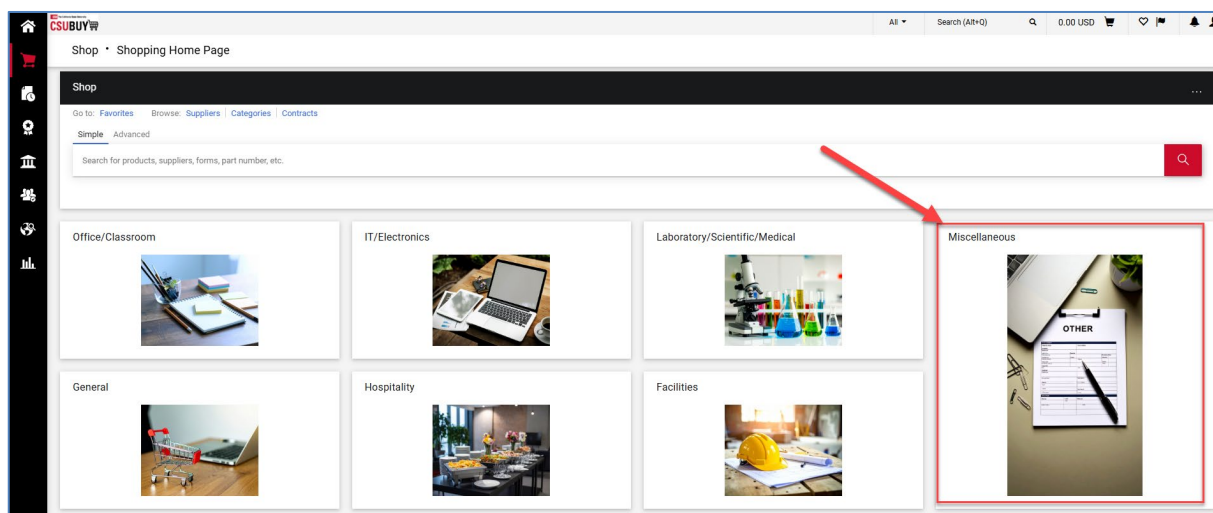
### How to Submit the P2P Direct Pay Request

- 1) Log-in to P2P: <https://www.cpp.edu/procurement/marketplace/index.shtml>

P2P access and roles must be granted to access the form. If access is not granted, please request access using the following ServiceNow ticket: [CFS & P2P User Access Request](#)

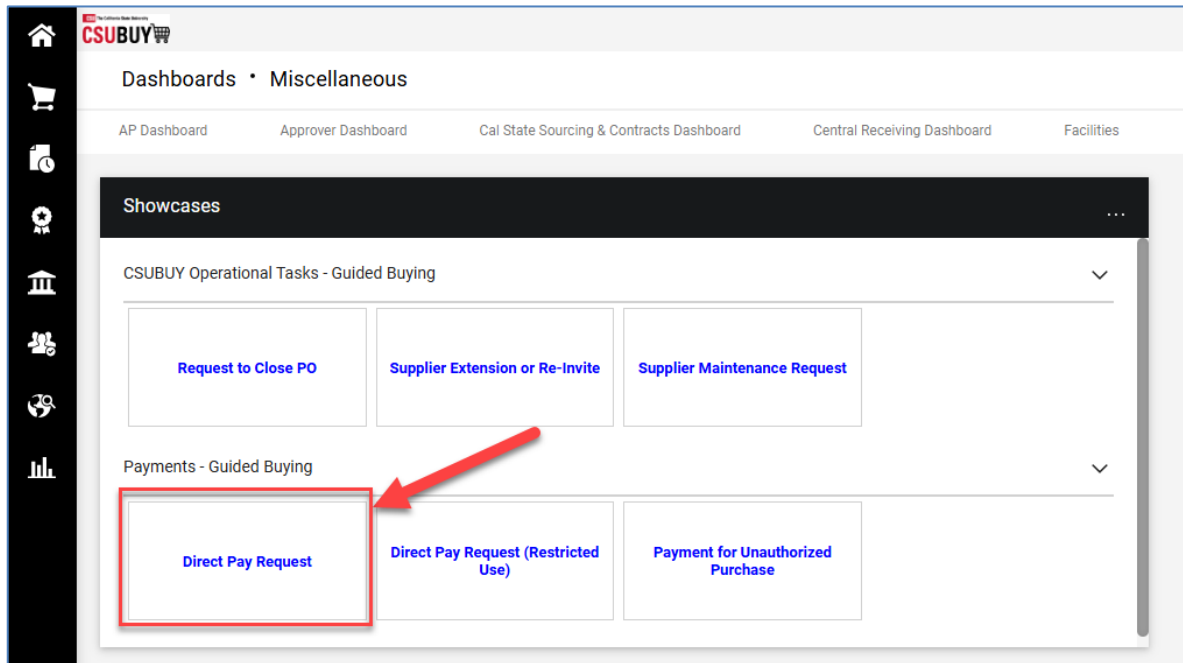


- 2) On the P2P Shopping Homepage, go to **Miscellaneous**.

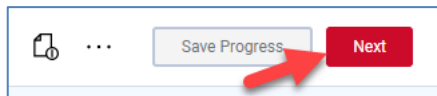




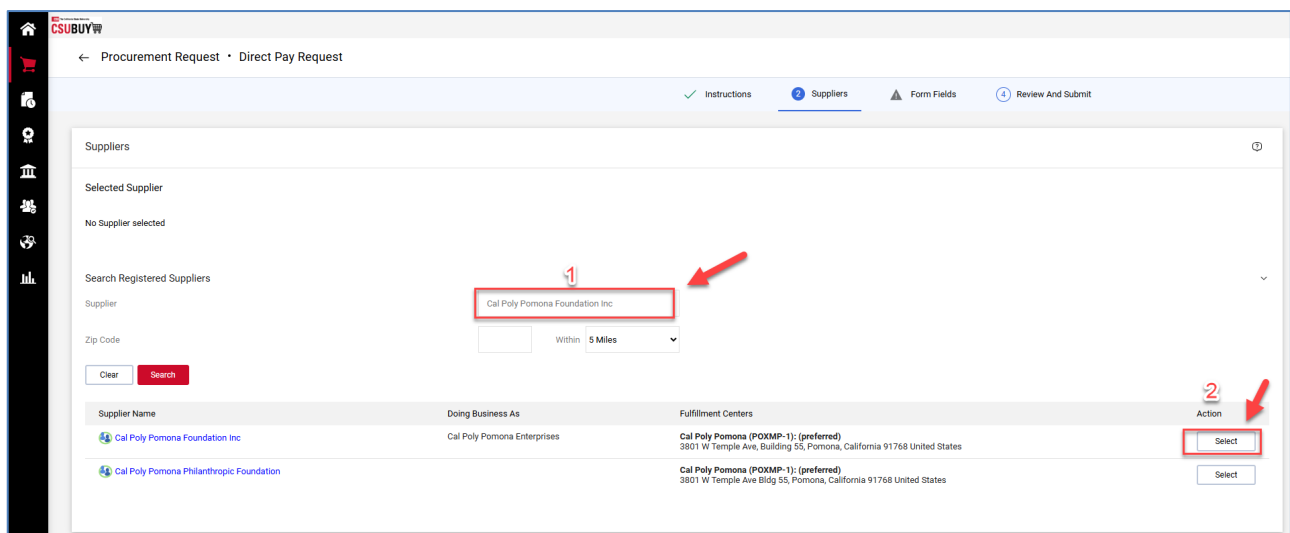
3) In the Showcases menu, go to **Direct Pay Request**.



4) The list of appropriate uses for the form will display on the first page. Review the list if needed, and click **Next**.



5) Enter a supplier. Note that Supplier Not Known may not be used. If the supplier is not active and available in P2P, stop here and submit a New Supplier Request. Follow this [link](#) for guided instructions for submitting a New Supplier Request in P2P.





- 6) Select a payment type. **Note:** Do not use Direct Pay Other.

▼ Invoice Details

What is this Direct Payment for? ★

Utilities - Telecommunication ▼

- 7) Enter the invoice date and invoice number from the supplier invoice. If there is no invoice number, you can use the format specified in the note below the Supplier Invoice No. field.

What is this Direct Payment for? ★

Supplier Invoice Date ★

Supplier Invoice No. ★

Attachments are required for this request. ★ ⓘ

Utilities - Telecommunic ▼

1/26/2026  
mm/dd/yyyy

PO-01262026-1

Use this format if there is no invoice number.

If you do not have a supplier invoice number, please use the following format:  
(Your initials) - (Today's Date) - (Sequential Number). Example: DJG-08012021-1

✓ Please acknowledge that you have proper attachments to upload.

Please upload invoice and all required documentation as internal attachments on the Requisition.

- 8) Check the box to verify that you have the required documentation to upload (the invoice). Note that you will not actually upload the invoice now. You will just check the box. The invoice will need to be uploaded later as an internal attachment to the requisition. Save your progress if desired and click **Next**.

What is this Direct Payment for? ★

Supplier Invoice Date ★

Supplier Invoice No. ★

Attachments are required for this request. ★ ⓘ

Utilities - Telecommunic ▼

1/26/2026  
mm/dd/yyyy

PO-01262026-1

If you do not have a supplier invoice number, please use the following format:  
(Your initials) - (Today's Date) - (Sequential Number). Example: DJG-08012021-1

✓ Please acknowledge that you have proper attachments to upload.

Please upload invoice and all required documentation as internal attachments on the Requisition.



- 9) Enter item details under the **Cost Details** tab. If the item or service that you're paying for does not have a unit of measure (e.g. utility payments), the unit of measure should be listed as **LO - Lot**.

Direct Pay Information		Cost Details	
<b>Item Details</b>			
Utilities - Telecommunication Details			
Unit Price	5000	USD	Quantity 1
Unit of Measure	LO - Lot		
Product Description ★	Monthly charges 12/27/2025 - 1/26/2026		
962 characters remaining			

**Note:** The Taxable field might display as Yes on the Cost Details page, even if the item or service being paid for is not taxable. This is a glitch in the P2P system, and it should correct itself when you go to your cart. If not, you will also have the option to deselect Taxable in your cart before you proceed to checkout.

Taxable	Yes
Catalog No.	
Commodity Code	700019 - Utilities - Telecommunication

- 10) Advance to the next page and click **Add and Go To Cart** on the top right.

	<input type="button" value="Save Progress"/> <input type="button" value="Add And Go To Cart"/>
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- 11) Name your cart (optional), and select your Deliver To Location. Naming the cart is not required but is recommended, as it will help you identify the requisition once it's been submitted.

Cart Name	January 2026 Telecommunications Bill
Deliver To Location	121-2168_POCMP



12) Verify that the Taxable box is correctly selected/deselected. If it's incorrect, you can toggle it by clicking the box.

1 Monthly charges 12/27/2025 - 1/26/2026  
Procurement Request: Direct Pay Request

LO 5,000.00 Qty: 1 LO

ITEM DETAILS

Service Start Date

Service End Date

Commodity Code 700019 Utilities - Telecommunication

Receiving Required

Taxable ☐

Asset ☐

[more info...](#)

13) Proceed to checkout.

14) Add chartfields at the bottom of the page. First, click the pencil icon.

CHARTFIELD

Business Unit Fund DeptID Commodity CF Account Account Override Program Class Project

POCMP - Cal Poly Pomona no value no value 700019 Utilities - Telecommunication 604001\_POCMP Telephone Usage no value no value no value no value

Values have been overridden for this line

15) Next, search for the specific chartfields that this Direct Pay Request will be charged against. Then click **Save**.

- 1) Fund
- 2) Department ID
- 3) Account Override (only use if Account derived from Commodity CF is incorrect)
- 4) Program
- 5) Class

Override Line 1: Chartfield

Business Unit Fund DeptID Commodity CF Account Account Override Program Class Project

POCMP - Cal Poly Pomona No Value No Value 700019 604001\_POCMP Search No Value No Value No Value

★ Required fields

16) Upload the invoice to the Attachments tab.

Summary Taxes/S&H PO Preview Comments **Attachments** History

Attachments found: 0

[Add Internal Attachment](#)

This document does not have any attachments associated with it.

If you need to add an attachment, return to the Summary page and find the "Add attachment" button.

Please note that attachments cannot be added to documents once they have completed workflow.

17) Assign cart or submit requisition. After submission, DOA Approval step will be first in the workflow. Following DOA approval, the Direct Pay Form will be auto-routed to Accounts Payable for processing.