

**ROLLINS COLLEGE**  
FINANCE DEPARTMENT  
Direct Pay Change – Vendor Payments

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**From:** Rollins Accounts Payable  
**Sent:** Friday, June 26, 2015 2:33 PM  
**To:** All Staff  
**Subject:** Direct Pay Change

Hello All,

We have made a change to the direct pay system that will allow us to process vendor payments more efficiently, this change will go into effect Monday, June 29th. The change requires that an R Number be assigned to the vendor requesting to be paid before submission of a payment request. In order to create the change we have adjusted the front screen of the direct pay entry to have a Search field so users can search for a vendor's R Number by name. I have included a few tips on searching for vendors names below. If the R Number does not exist there is a link to a form to complete a new vendor request, this form will require you to submit a completed W-9 for the vendor. As always, we encourage you to use vendors that are already established with the college and if you need assistance in finding suitable vendors to use the Purchasing department will be happy to assist.

Vendor Search Tips:

- When searching for vendors, use the legal name (not the dba, "doing business as" name)
- When searching for people, use the last name only
- The search feature accepts a "%" as a wild card. You can use the "%" either before or after a word. Examples:  
If the last name is Bryan-Bethea, search for %Bryan% or %Bethea%  
If the vendor name is Office Depot, search for Office% or %Depot%
- If the page returns a significant number of people, use "F3" to help you search on the page. If you hit "F3", there will be a small search window that comes up and you can do a traditional page search to help you find the name you are looking for.

We have several new features planned with the direct pay system over the next few months, if you have any suggestions feel free to contact us. In addition, if you have any questions or concerns please respond so we can assist.

Best,

Accounts Payable Department