**Instructions**

- **VENDOR ID**
  - See instructions on how to find this ID on sheet 2.
  - The University requires a current W9 tax form be attached to all payment requests for non-NU faculty/staff/students.

- **VENDOR NAME:**
- **ADDRESS:**
- **CITY:**  **STATE:**  **Zip:**

**Direct Pay Request (DPay)**

**One DPay per Invoice**

<table>
<thead>
<tr>
<th>INDEX and ACCOUNT CODE</th>
<th>GROSS $ AMT</th>
<th>DISC.</th>
<th>NET $ AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Invoices ≤ $5K should be paid with a non-AMEX card. AP may return DPAY paperwork if invoice indicates that AMEX card is accepted.**

In most cases, invoices > $5K should be processed against a PO.

**NORTHEASTERN UNIVERSITY TAX-EXEMPT NUMBER IS:**  04-1679980

**ADDRESS SHOULD BE THE REMIT TO ADDRESS ON THE INVOICE**

**A. INVOICE # AND DATE DIRECTLY FROM THE INVOICE**

- **INVOICE # AND DATE DIRECTLY FROM THE INVOICE**
  - **1. USE INVOICE DATE AS INVOICE #** (format as MMDDYY)
  - **2. IF NO INVOICE DATE, USE DPAY DATE** (format as MMDDYY)
  - **3. IF SUBSCRIPTION OR CONFERENCE REGISTRATION, USE LAST NAME OF EMPLOYEE PLUS FIRST INITIAL FOLLOWED BY THE MONTH AND YEAR OF MEMBERSHIP OR ATTENDANCE** (ex: mallon0815)
  - **4. IF PHONE BILL, THEN PLEASE USE 10 DIGIT PHONE NUMBER FOLLOWED BY THE MONTH AND YEAR OF THE BILL DATE** (MMYY)

**B. ALL CHECKS WILL BE MAILED TO THE PAYEE UNLESS IF AN AP STAFF MEMBER HAS GRANTED AN EXCEPTION**

**C. THIS FORM SHOULD NOT BE USED TO PAY AN INDEPENDENT CONTRACTOR. PLEASE ESTABLISH A PO IN BANNER PRIOR TO COMMITTING TO A PURCHASE. WHEN INVOICE IS RECEIVED, PLEASE WRITE PO NUMBER ON INVOICE AND FORWARD TO AP FOR PROCESSING**

**Compliance Check:**

- **STEPS**
  - **Invoice/DPAY match**
  - **FTMVEND**
  - **W9 attached**
  - **Visual Compliance**
  - **Identity Manager**

**INCOMPLETE FORMS WILL BE RETURNED TO REQUESTOR**

*Updated 04/2018*