**Procure to Pay (P2P)**

**Direct Pay Exception**

- **Start**
  - Procurement Need Identified
  - Supplier Known?
    - **Y:** Contact Procurement Office (Identify Supplier)
    - **N:** Procurement Need Identified
  - Supply in Non-US Dollars?
    - **Y:** See International Currency Exception Detail
    - **N:** Supplier on myMarketplace?
      - **Y:** See myMarketplace Detail
      - **N:** Have NU Card & Amount <5K?
        - **Y:** DirectPay Allowed?
          - **Y:** Complete Agreement Process
            - **Y:** Complete Purchase (via phone/email)
              - **Y:** Receive Product/Service
                - **Y:** Complete D-Pay Form
                  - **Y:** Reconcile Purchase (in BANNER)
                    - **END**
                - **N:** Create Requisition in Banner
          - **N:** NEU Agreement Required?
            - **Y:** Complete Agreement Process
            - **N:** Create Requisition in Banner
        - **N:** DirectPay Allowed?
          - **N:** Create Requisition (in BANNER)