

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	VENDORS	SUB-SECTION 11.10.20
SECTION	OVERVIEW	ISSUANCE DATE July 20, 2010
SUB-SECTION	MANDATORY E-PAYMENT AND E-INVOICING	REVISED - 2018

MANDATORY E-PAYMENT AND E-INVOICING

DFA serves as the primary executive branch agency for fiscal management. Section 7-7-41, Miss. Code Ann. (1972) states that “the State Fiscal Officer has the authority to prescribe rules and regulations concerning the issuance of warrants and other forms of payments for all departments, institutions and agencies of the state”. Unless otherwise noted, this rule establishes that vendors of the State shall invoice electronically, be paid electronically, and shall be provided the supporting remittance by electronic means.

PayMode, the State’s e-payment and e-invoicing system, reduces the costs of producing paper warrants and remittance advices by eliminating the printing, sorting, distributing, copying, and mailing of paper. Additionally, there are reduced opportunities for fraud and lost payments. Vendors benefit by receiving notification of pending deposits of funds and have options for interfacing the remittance data from the State into their accounts receivable systems. Vendors also benefit by submitting online invoices or importing a file of invoices to agencies, thus eliminating the costs associated with paper invoices.

PROCESSING

All vendors, unless specifically exempted, must be set up for payment and must agree to invoice the State electronically through PayMode. To register for PayMode, vendors should go to the Bank of America’s enrollment website at <http://www.paymode.com/mississippi>.

The vendor must have a valid email address in order to enroll with PayMode. This email address can be obtained through one of the free email services such as Yahoo, Gmail, or Hotmail. In addition, the vendor must have access to a computer. The vendor may request assistance in enrolling by contacting PayMode Customer Support at 1-866-252-7366.

Specific exemption from the rule are listed below and do not require an exemption form:

1. State employees as defined in Section 25-9-107, Miss. Code Ann. (1972)
2. Contract workers – note that Independent Contractors are not exempt from this rule
3. Vendor approved by OFM for one-time payment using a designated vendor number
4. Right-of-Way acquisition payments made by the Department of Transportation
5. Debt service payments made by the Office of the State Treasurer
6. Tax payments to the IRS
7. Tax payments to the Department of Revenue.
8. Transfers to the Public Employees Retirement System
9. Transfers to the Mississippi Deferred Compensation and Trust/SBA

Certain payments to vendors may be approved for exemption by DFA. To apply for exemption, Form 11.10.30 Mandatory E-Payment and E-Invoicing Exemption Request is completed and signed by the vendor. The agency submits this form to BFC. The form must detail the reason(s) for the requested exemption. Any supporting cost and legal issues associated with the request must be documented. Any vendor can request an exemption. DFA will issue a written response within 10 business days of the receipt of the exemption request. The written documentation by DFA will be considered the final determination.