Edit Supplier’s Address

The General (Purchase Order) Address is the physical address where the buyer orders from to purchase goods and services from a supplier.

The Remittance (Remit) Address shows where to send payments to the supplier for purchased goods and services.

- The Remit Address also includes the type of payment for the supplier.
- Suppliers may have multiple Remit addresses or P.O. Boxes. Make sure you know which one needs changes, and contact the supplier to determine if these addresses are valid, if necessary.
- If the supplier moves, the current Remit address is no longer valid and must be changed.

State agency employees may request changes to a supplier’s General or Remittance address or contact information on SWIFT. Suppliers also may request address changes on the Supplier Portal. (See the SWIFT Supplier Resources page.)

Steps to complete

- Step 1: Find the Supplier ID and Location Code for the supplier.
- Step 2: Edit the supplier’s General Address or Remit Address.

Step 1: Find the Supplier ID and Location Code for the supplier.

1. Find the Supplier ID. (See Review Suppliers Inquiry QRG and Query for DBA Name QRG.)
2. Find the Location Code for the supplier. (See Query for Location Code QRG.)

Step 2: Edit the suppliers General Address or Remit Address.

1. Navigate to the Supplier Change Request page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Change Request.</td>
</tr>
</tbody>
</table>
2. Enter the Supplier ID into the *Supplier ID* field, and press the *Create New Request* button.

1. The *Addresses* screen will display. To edit the supplier’s address, select the *Edit* icon.
2. **The Address Information** window will display. Edit the **Address Information** and/or **Phone Information**, and press **OK**.

   ![Address Information Window]

   **Address Information**
   - **Address Type:** General/Other
   - **Address 1:** 400 CENTENNIAL OFFICE BLDG
   - **City:** ST PAUL
   - **State:** MN
   - **Postal:** 55102
   - **Comments:** Requester name, phone number & reason for request

   ![Phone Information Window]

   **Phone Information**
   - **Business Phone:** 612-3723
   - **FAX:** 612-3728

   ![Approved Changes Take Effect]

   **Approved Changes Take Effect:**
   - **Approval Date**
   - **Future Date**

   ![Select Future Date]

   **Select Future Date**
   - **Future Date:** 01/30/2019

   ![OK and Cancel Buttons]

   ![OK and Cancel Buttons]

   ![OK and Cancel Buttons]

   a. **Note:** To request the **Address Information** and **Phone Information** changes take place at a future date, select the **Future Date** radio button, and enter the **Future Date**. Otherwise, the changes will take effect on the present date if the **Approval Date** radio button is selected.
3. Press the **Next** button.

4. The **Submit** screen will display. In the **Email communication** field, enter the email address you want notification sent to regarding the edits.

5. From the **Audit Reason Code** field, select “3-Addresses Add/Update” from the drop-down list.

6. In the **Comments** field, enter a description of the edits just made.

7. Check mark the **Confirm Changes** box.

8. Press the **Submit** button.

9. The **Tax Id Validation** window will display. Enter the Supplier’s Tax ID Number, and press **OK**.