

## QUICK REFERENCE GUIDE

Updated November 01, 2019

### 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- If the supplier moves, the current Remit address is no longer valid and must be changed.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.

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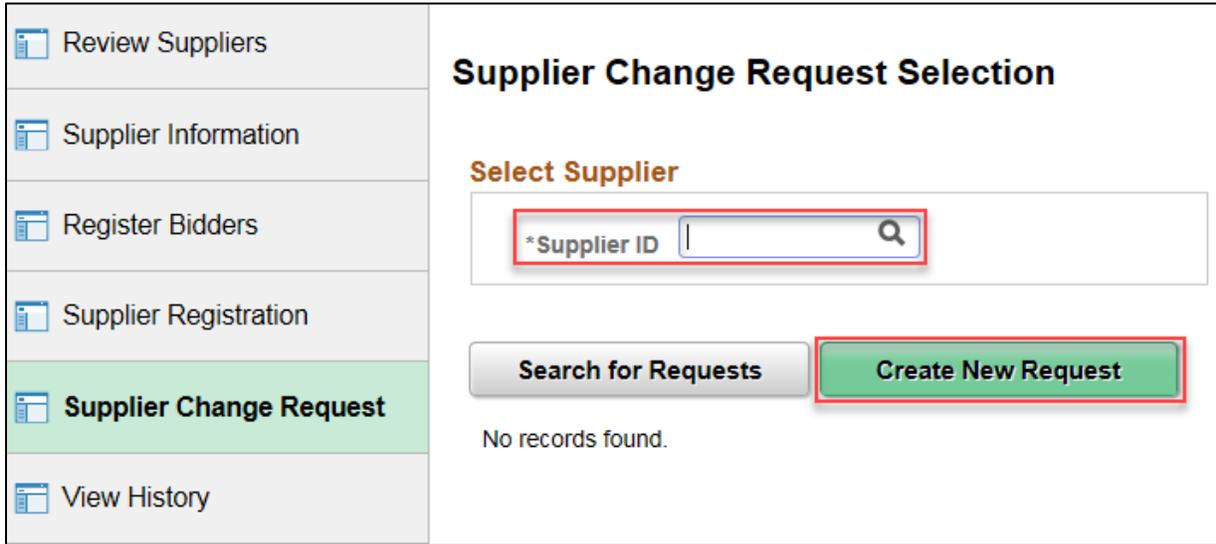
1. Find the Supplier ID. (See [Review Suppliers Inquiry QRG](#) and [Query for DBA Name QRG](#).)
2. Find the Location Code for the supplier. (See [Query for Location Code QRG](#).)

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

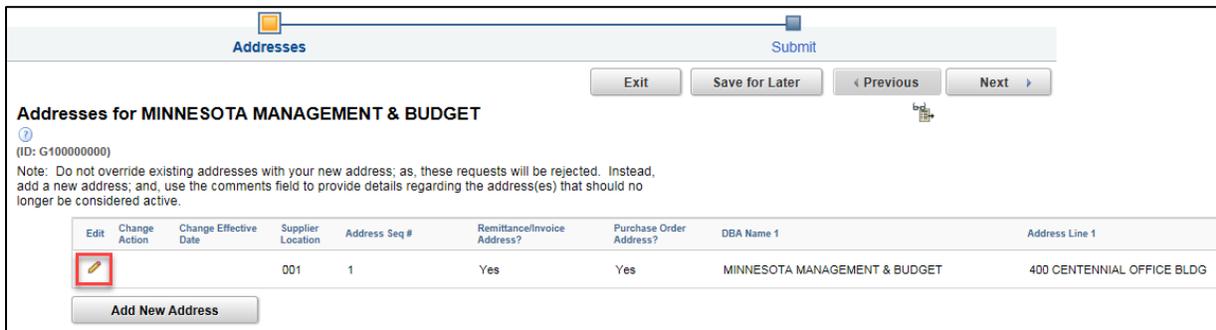
1. Navigate to the *Supplier Change Request* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Supplier, Supplier Maintenance, left-menu, Supplier Change Request.

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.



Addresses for MINNESOTA MANAGEMENT & BUDGET  
(ID: G100000000)

Note: Do not override existing addresses with your new address; as, these requests will be rejected. Instead, add a new address; and, use the comments field to provide details regarding the address(es) that should no longer be considered active.

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1
			001	1	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET	400 CENTENNIAL OFFICE BLDG

Add New Address

2. The *Address Information* window will display. Edit the *Address Information* and/or *Phone Information*, and press **OK**.

Address Information for GENERAL - ST PAUL

**Address Information**

Address Type: General/Ordering

Address Seq Number: 1 DBA Name 1: MINNESOTA MANAGEMENT & BUDGET

DBA Name 2:

Country: USA United States

Address 1: 400 CENTENNIAL OFFICE BLDG

Address 2: 658 CEDAR ST

Address 3:

City: ST PAUL

County: Postal: 55155

State: MN Minnesota

Comments: Requester name, phone number & reason for request

Email ID: Swift.Testing@state.mn.us

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**Phone Information**

Phone Type	Location	Prefix	Telephone	Extension	Remove
Business Phone			651/256-3728		<input type="checkbox"/>
Business Phone			651/256-3728		<input type="checkbox"/>
FAX					<input type="checkbox"/>
FAX					<input type="checkbox"/>

Approved Changes Take Effect:  Approval Date  Future Date

- 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.

Approved Changes Take Effect:  Approval Date  Future Date

Future Date

3. Press the **Next** button.

The screenshot shows the 'Addresses' screen for 'MINNESOTA MANAGEMENT & BUDGET'. At the top right, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red box. Below the buttons, there is a table with one row of address data:

Edit	Change Action	Change Effective Date	Supplier Location	Address Seq #	Remittance/Invoice Address?	Purchase Order Address?	DBA Name 1	Address Line 1
			001	1	Yes	Yes	MINNESOTA MANAGEMENT & BUDGET	400 CENTENNIAL OFFICE BLDG

Below the table is an 'Add New Address' 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.

The screenshot shows the 'Review and Submit Changes' screen for 'MINNESOTA MANAGEMENT & BUDGET'. At the top right, there are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. Below the buttons, there is a section for 'Review and Submit Changes'. The 'Email communication' field is highlighted with a red box. The 'Audit Reason Code' dropdown menu is set to '3-Addresses Add/Updates' and is also highlighted with a red box. The 'Comments' field contains the text 'Updated street address.' and is highlighted with a red box. The 'Confirm Changes' checkbox is checked and highlighted with a red box. At the bottom, there are buttons for 'Review', 'Withdraw', and 'Submit'.

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

The screenshot shows the 'Tax Id Validation' dialog box. It has a title bar with 'Tax Id Validation' and a close button (X). Below the title bar, there is a 'Help' link. The main area contains the text 'Enter Tax Id' and a text input field labeled 'Tax Id Number'. The 'Tax Id Number' field is highlighted with a red box. Below the input field are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.