

QUICK REFERENCE GUIDE

Updated November 01, 2019

Request Changes or Updates to Supplier Information

To request changes or updates to the supplier's information, identify the Supplier ID and Location Code, and determine whether to edit the Supplier's Address or to add a new Location Code for the Supplier.

Steps to complete

- Step 1: Find the Supplier ID, the Location Code, and the Address Sequence Number.
- Step 2: Make a request to Edit the supplier's info or to Add a Location Code to the supplier.

Step 1: Find the Supplier ID, the Location Code, and the Address Sequence Number.

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.](#))
3. Find the Address Sequence Number on the *General Vendor Lookup Ref* query window.

Supplier ID	Vendor Status	Supplier Location	Address Sequence Number	DBA Name1
1 0000	Approved	001	1	
2 0000	Approved	001	4	

Note: The Address Sequence Number differs from the Location Code as follows.

Supplier Location Code	Address Sequence Number
The code that determines <u>the payment method</u> (bank account info for ACH payments) used for electronic funds transfers (EFTs).	The number that determines <u>the name and address</u> (not bank account info) used for purchase orders and/or payments.
This code determines what Address Sequence Number defaults on purchase orders/vouchers.	This number determines the address of the supplier, which may be the General or the Remit Address.
You may edit or add Supplier Location Codes. (See Step 2 below.)	Never change the Address Sequence Number.

4. Check the *Descr* column to determine if the supplier’s address is a General address or a Remit address.

Descr Field	Explanation
General	A.k.a. Physical or Purchase Order Address (where the buyer orders from), is the address that defaults on the purchase order. <ul style="list-style-type: none"> • When the <i>Descr</i> column says “General,” the <i>Purchase Order Address</i> column will say “Yes” and the <i>Remit Address</i> column will say “No.”
Remit	A.k.a. Invoice or Remittance Address (where to send payments to the supplier), is the address that defaults on the voucher for payments of goods/services. <ul style="list-style-type: none"> • When the <i>Descr</i> column says “Remit,” the <i>Purchase Order Address</i> column will say “No” and the <i>Remit Address</i> column will say “Yes.”

M_VENDOR_INQUIRY - General Vendor Lookup Ref

Vendor ID

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(6 kb\)](#)

View All

Supplier ID	Vendor Status	Supplier Location	Address Sequence Number	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Descr	Purchase Order Address	Remit Address
1 0000	Approved	001	1				Active	GENERAL-JANESVILLE	Yes	No
2 0000	Approved	001	4				Active	REMIT-CHICAGO	No	Yes

Step 2: Make a request to Edit the supplier’s info or to Add a Location Code to the Supplier.

1. Review the following scenarios and determine whether to Edit the supplier’s information (addresses, name, contact info, etc.) or to Add a Location Code to the supplier.

Scenario	Edit or Add?
<p>Supplier Moved/Retain Remittance Address</p> <p>The supplier contacts MMB to say that it has moved. However, the supplier wishes to retain its Remittance Address. The <i>Descr</i> column lists both a General address and a Remittance address.</p>	<p>Edit the General Address.</p>
<p>Multiple Locations, Address Change Request</p> <p>The supplier has several General and Remit addresses and contacts MMB to say that one of its General address changed. The supplier has several Location Codes with different DBA names, and each Location Code has the same Remittance address but a different General address.</p>	<p>Edit the General Addresses that require changes.</p>
<p>No Location Code</p> <p>On the Query for Location Code, no <i>Location Code</i> appears under the <i>Supplier Location</i> column, which means that the supplier is missing a location code.</p>	<p>Add a Location Code that consists of 1 or 2 addresses.</p>
<p>Add a Remittance</p> <p>The supplier contacts MMB to request that future payments remit to a P.O. Box. The <i>Descr</i> column only lists a General address.</p>	<p>Add a Location Code with a Remittance Address.</p> <p>(The purchase order will still use the General address, while payments will go to the Remittance address.)</p>
<p>Supplier Acquires New DBA</p> <p>The supplier tells MMB that it has acquired another DBA and needs to add a new location with the same General Address but a different Remittance Address.</p>	<p>Add two Location Codes in the following order: first, add one with a General Address; second, add another with a Remit Address.</p>
<p>New Locations with DBA Name Different from Legal Name</p> <p>A supplier has added new locations with DBA names that differ from its legal name.</p>	<p>(Make sure the supplier sends a W-9 for that reflects the TIN, legal name, and new DBA name.)</p>

2. Make an appropriate Edit or Add request to change or update the supplier information on SWIFT.

(See the [Edit Supplier's Addresses \(General or Remittance\) QRG](#) or the [Add Location Code to Supplier QRG](#).)