



Update the Remit To Address on a Vendor Account

Job Aid Number	JAA-VEN101-005
Purpose	<p>This quick guide provides the necessary steps for a vendor to update the remit-to address on a NYS Vendor Record.</p> <p>For instructions on how to update your vendor account to receive direct deposit/ACH payments, please see Job Aid JAA-VEN101-024, Add a New Vendor Location/Add Direct Deposit</p>
User Role	SFS VENDOR DELEGATED ADMIN,
Date Modified	11/24/2023
Related SFS Handbook	SFS Training for Vendors




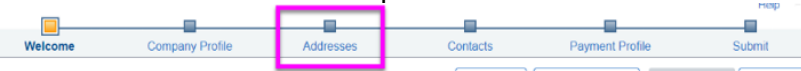
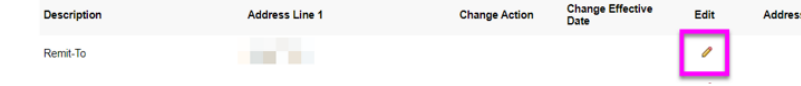
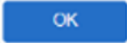

Concept

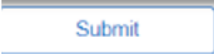
Vendor Self-Service (eSupplier) allows vendors to maintain information pertaining to their addresses and contacts. Once logged in, via the NYS Vendor Portal, users can make changes to their organization profile, addresses, contacts, banking information, and grant information by submitting a Supplier Change Request (SCR).
 “Remit To” addresses are usually the default mailing address for printed checks.

Predecessor(s)	
Transactions that should occur before this task.	
N/A	

Successor(s)	
Transactions that should occur after this task.	
N/A	

Procedure

Step	Action
1.	<p>From the Vendor Portal home page, click on the Supplier Change Request tile.</p> <p><small>Supplier Change Request</small></p>  <p>Alternative navigation: From the NavBar navigate to: Menu > Maintain Supplier Information > Supplier Charge Request > Initiate Supplier Change.</p> 
2.	<p>The Supplier Change Request Welcome page provides you with several action links: Company Profile, Addresses, Contacts, Payment Profile, and Submission</p>
3.	<p>If the Supplier Change Request Selection displays, select the Create New Request button.</p> 
4.	<p>Select Addresses from the options listed.</p> 
5.	<p>Select edit next to the Remit To address that requires updating.</p> 
6.	<p>Update the fields as required. At minimum, the following fields must be populated accurately:</p> <p>Country Address 1 City Postal Code State</p>
7.	<p>Review your entries for accuracy.</p>
8.	<p>Once you have completed your address updates and review, select OK.</p> 
9.	<p>Select Submit in the upper right of the web page.</p> 
10.	<p>In the Audit Reason section select Address Update</p>

Step	Action
11.	Add a note in the Comment field that provides a reason for the remit to address update.
12.	Check the Confirm Changes box.
13.	Select Submit at the bottom of the page. 
14.	This will submit the SCR. Immediately afterwards you will receive an auto-e-mail alerting you to its submission. The change is not yet in effect. Once the workflow review and approval of your SCR is completed, another auto-email will arrive, notifying you of your SCR's approval. The SCR is complete and in effect once you receive this second email.
15.	End of Procedure