Vendor Order Addresses - REQ3000

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This page is used if the order address for a vendor is different from the address listed in Finance. You can access an existing vendor record from the Finance vendor file, and then add or modify the vendor order address information. This is the address used when printing the purchase order.

Add vendor order address information:

Retrieve a record	Search for a record.	
	Vendor Search	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor.
	☐ Click **Retrieve**. The vendor record is displayed.	
	If the vendor name or number is not known, click Directory.	

All fields listed under **Flags**, **W9 Date**, **Local Use**, **CIQ**, **Remittance Address**, and **Numbers** are display only but can be modified on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab.