



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 address is used when printing the purchase order.

Add vendor order address information:

Retrieve 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.

Address Line 1	Type the vendor point of contact or other address information.
Street Nbr/Name	Type the vendor's mailing or physical address. Use the apartment abbreviation (APT) or the suite abbreviation (STE) and number, if known.
City/State	Type the name of the city where the vendor's address is located. Click ▼ to select the two-character state code.
Zip Code	Type the five-digit postal code for the delivery area.
+4	Type the four-digit code for the designation of the delivery route, if known.
Country	Type the country where the vendor's address is located. The field is optional and can be a maximum of 35 characters.

Under **Links**:

- Click the email address link to send an email message using the user's default email client. The To: e-mail address is populated with the if the **E-mail** field contains an e-mail address.
- Click **Internet** to go to the specified website using the user's default Internet browser.

☐ Click **Save**.

Other functions and features:

Documents	View or attach supporting documentation.
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