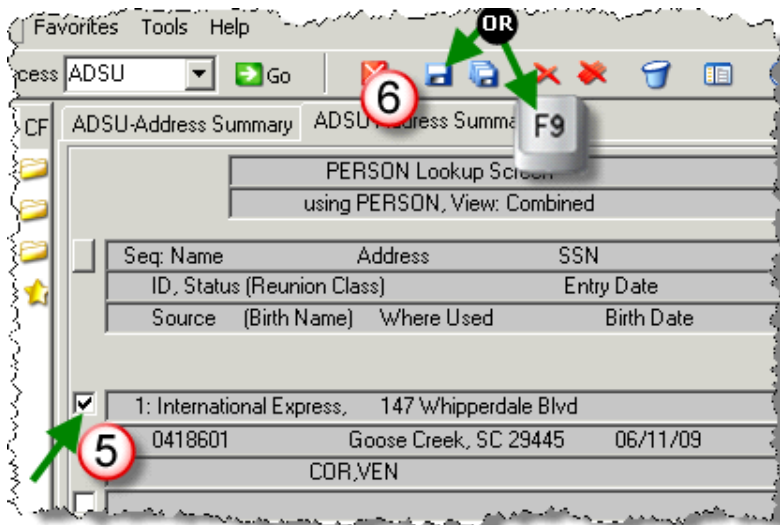
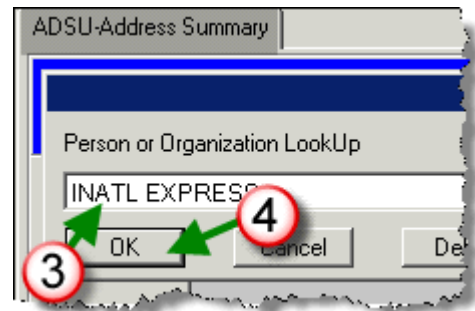
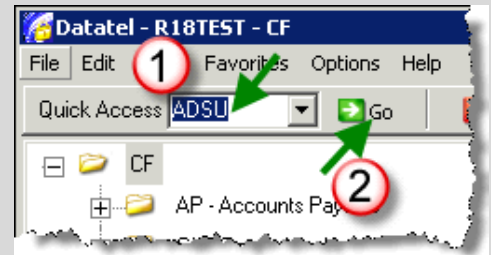


**FINANCE & PROCUREMENT: ADD A VENDOR REMIT-TO ADDRESS**

FROM DATATEL'S COLLEAGUE FINANCIALS (CF) MODULE...


**FIND THE VENDOR THAT REQUIRES ANOTHER REMIT-TO ADDRESS.**


1. Type **ADSU** in the Quick Access drop-box
2. Select **GO**
3. Type the vendor's name in the **Person or Organization Look-up** text field
4. Select **OK**
5. Check the **checkbox** that corresponds to the correct vendor
6. Select the **SAVE** icon or the **F9** key



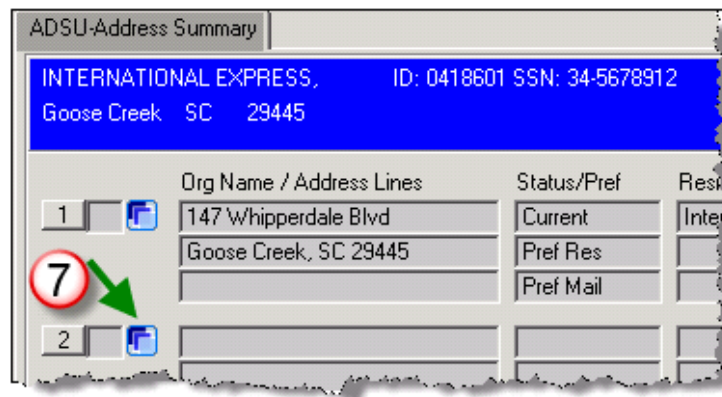
**TIP . TIP . TIP . TIP . TIP . TIP TIP . TIP**

**Function Keys as Keyboard Shortcuts**

 = **F9** **Update AND continue working with this screen**

 = **F10** **Save AND close this screen**

**TIP . TIP . TIP . TIP . TIP . TIP TIP . TIP**



**NAVIGATE TO THE VENDOR'S ADR - PERSON ADDRESS SCREEN.**

7. Detail or Select the **blue button** to the right of the next empty address record number for this vendor
8. Enter the **new address information** in the appropriate text fields (*see ADR screen next page*)

ADSDU-Address Summary ADR-Person Addresses

INTERNATIONAL EXPRESS, ID: 0418601  
Summerville SC 29485

**a** Address 1 PO BOX 2525  
2

Modifier  
CSZ Summerville SC 29485  
Country  
County 18 Dorchester  
Type 2  
Mail Pref No  
Pref Res No

Phone(s) Extension Type  
1 843-215-1152  
2

RTFX Remit To/

Eff. Start 06/15/2009  
Eff. End  
Status  
C Current  
F Former  
L Last Known  
P Pending

Seasonal Date(s) 1  
2

Route Code  
Time Zone

Address Chapter(s) 1

Source Vendor Not  
Date 06/15/2009

**8**

**9**

**10**

**a.** Add the **street address** or PO Box number and the city, state abbreviation, and zip code or CSZ

**b.** Select an **Address Type** from the dropdown list (see below)

**c.** Add any **Phone numbers** associated with this address

**d.** Select the **Phone Type** from the dropdown list (see below)

**e.** Select the **Address Status** from the dropdown list

**f.** Select the **reason for the new address** from the Change Source dropdown list

Source	Date	By	Change
CAF			Change of Address Form
REG			Registration Form
CER			Con Ed Registration
RTN			Return Mail
VEN			Vendor Notification
CDR			Correction
ORG			Organization Reported
OBT			Obituary
WEB			WEB Notification

**ADDRESS AND PHONE TYPES: Do NOT USE the types with strikethroughs**

**ADDRESS TYPES:**

- ~~LC Local~~
- WR Work
- BL Billing
- ~~PR Permanent~~
- RT Remit To/Accts Payable
- PO Purchase Order
- CH HR Check/Direct Deposit
- EM Emergency
- SS Seasonal
- CO Correction

AD Additional  
NOTE: Procurement  
will ALWAYS use the  
PO Purchase Order  
ADDRESS and PHONE types.  
NOT Allowed

**PHONE TYPES:**

- ~~LC Local~~
- WR Work
- OF Do not use
- CL Cell
- FX Fax Number

- HM Do not use
- PG Pager
- EM Emergency
- SS Seasonal
- ~~PR Permanent~~
- RT Remit To/Accts Payable
- RTFX Remit To/AP Fax
- PO Purchase Order
- POFX Purchase Order Fax
- SR Service
- TF Toll Free

- VM Voice Mail
  - MN Main
  - BR Berkeley
  - PL Palmer
  - EP Employer
  - CH HR Check/Direct Deposit
  - BL Billing
  - AD AC
- NOTE: Accounts Payable (AP)  
will ALWAYS use the  
RT Remit To/Accts Payable  
ADDRESS and PHONE types.

**SAVE AND UPDATE CHANGES.**

9. Select **Update**
10. Select the **SAVE** icon or the **F9** key

