



Updating A Supplier Address On Transactions

This job aid will assist users in updating a supplier's address on a transaction when the desired address is not listed under the available locations.

Occasionally, users may need to choose an address for a requisition or payment request that isn't among the available location options. Although the address cannot be added directly to the requisition or payment request, it can be updated on the purchase order and voucher.

Below are examples of a requisition, purchase order, payment request and voucher where the ordering or remit address needs to be updated, but the active Location does not have the desired address available.

This supplier has 14 active Addresses and 1 active Location. (Navigation: Suppliers > Supplier Information > Add/Update > Add/Update Supplier)

Add/Update Supplier			
Summary Identifying Information Address	<u>Contacts</u> Location Custom		New
SetID SHARE Supplier ID 000004047	Supplier Address Search Short Supplier Name USGFOUNDAT-001	Supplier UNIVERSITY SYSTEM OF	GEORGIA FOUNDATION
Supplier Address			Q K < 1 of 14 v > > View All
Address ID 1 Description ATLANTA-REMIT	SAM Address Type	+ -	
Details			Q I I< (1 of 1 v >) I View All
Effective Date 01/01/1901	Effective Status Active	· + -	
Country USA Q United States			
Address 1 P O Box 38001			
Address 2			
Address 3			
City Atlanta			
County/BLDG	Postal 30334		
State GA Q Georgia			
Email ID			
> Payment/Withholding Alt Names			

Only 1 of the 6 locations is active, REMIT-PW01.





Add/Update S	upplier											
<u>S</u> ummary	Identifying Inf	ormation	Address	<u>C</u> ontacts	Location	C <u>u</u> stom						
	SetID	SHARE										
	Supplier ID	000000404	17		Short Supplier I	Name USGF	OUNDAT-00	1	Supplier	UNIVERSITY	SYSTEM OF GEOF	RGIA FOUNDATIO
A supplier location	is a default set	of rules which	h define how y	ou conduct bus	iness with a supp	olier.						
Location								QI	< <	6 of 6 🗸	> > I Viev	v All
	*Location	REMIT-PW0	1			☑ Defaul		RTV Fees	Attach	ments (0)	+	-
	Description	ATLANTA-R	EMIT		SAM T	уре			~			
Details								Q I K	< 1 o	f1 🗸 🔿	> I View All	
	*Effective D	ate 08/11/20	20 🛗		Effective Stat	us Active	~				+ -	
								Expa	nd All	Coll	lapse All	
Options > Additional > Comments > Internet Ad > VAT	Payal ID Numbers s ddress	bles		Procurement	Sales	s/Use Tax	109	09)	
Ex	pand All	Co	llapse All									

The REMIT-PW01 Location Procurement Options default to address #1.





		Procurement Options
SetID Supplier ID Short Supplier Name Supplier Name	SHARE 0000004047 USGFOUNDAT US	Location REMIT-PW01 Description ATLANTA-REMIT
Supplier Name	UNIVERSITESTST	Expand All Collapse All
Ordering Supplier *Address	0000004047	UNIVERSITY SYSTEM OF GEORGIA FOUNDATION ATLANTA-REMIT P O Box 38001 Atlanta, GA 30334 Atlanta, GA 30334
Pricing	REWIT-FW01	
Supplier *Location	0000004047 REMIT-PW01 Q	UNIVERSITY SYSTEM OF GEORGIA FOUNDATION ATLANTA-REMIT
Returning		
*Supplier *Address	0000004047 Q 1 Search	UNIVERSITY SYSTEM OF GEORGIA FOUNDATION ATLANTA-REMIT P O Box 38001 Atlanta, GA 30334 Atlanta, BESHIT
Ship From	REMIT-F WOT	ALDANAACDIII
Supplier Address Location	0000004047 1 Search REMIT-PW01	UNIVERSITY SYSTEM OF GEORGIA FOUNDATION ATLANTA-REMIT P O Box 38001 Atlanta, GA 30334 ATLANTA-REMIT

Scenario #1 – Ordering address on Requisition/Purchase Order

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When creating a

requisition, the system allows the user to select a Location, not an Address. Only active Locations will appear in search results. However, the address can be modified on the Purchase Order. (Navigation: eProcurement > Create Requisition > Special Request)

Create Requisition										
Create Requisition @ Welcome Bradberry,Brittany Jade Request Options	Search All	🚵 Home 🥕 My I	Preferences 🍀 Requis	ition Settings	0 Lines Checkout Search Advanced Sea	rch				
All Request Options	Special Reques	ts 👔	endel Flor de condem							
Express Item Entry	Item Details	Supplier Search								Help
Special Requests	*Item Descrip	Sup	oplier ID 0000004047		Find					Theip
Favorites	*P		Name UNIVERSITY S	YSTEM OF GEORGIA F	Rese	t				
Templates	*Qua	Short Supple Alternate Sup	er Name							- 1
Recently Ordered	*Cate		City							- 1
	Supplier		Country	Q	State 🗸 🗸					
	Suppl	Post Search Results	tal Code			Personalize Find V	fiew All L 🔄 L 📖	First 🕢	1 of 1 🕟 Last	I
	Supplier M	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State		
	Manufacturer N	0 1 0000004047	UNIVERSITY SYSTEM OF GEORGIA FOUNDATION	REMIT-PW01	ATLANTA-REMIT	P O Box 38001	Atlanta	GA	P	
	Manufac Mfg Ite	Select Canc	el							

After creating the Purchase Order, the buyer can update the address by navigating to the Supplier Details in the Purchase Order Header section. (Navigation: Purchasing > Purchase Orders > Add/Update POs)

Add/Update POs									
Maintain Purchase 0	Order								
Purchase Order									
Business Unit 98	000				PO Status	Approved		×	¢
PO ID 00	00525605				Budget Status	Not Chk'd	N 🕅	15 J	1
Copy From	~					Hold From	Further P	rocessir	ng
✓ Header ③									
"PO Date	04/21/2025	Supplier Search			Doc Tol Sta	tus Not Chk'd			
*Supplier	USGFOUNDAT-001 Q	Supplier Details							
"Supplier ID	0000004047 Q,	UNIVERSITY SY	STEM OF GEO	RGIA FOUNDATION	Receipt Stat	tus Not Recvd	4		
"Buyer	woodsmar Q,	Woods, Mardina	Renee		Prio	rity Medium	*		
	Online Src From Reg 00005	15687			"Dispatch Meth	rod Print	~		Dispatch
PO Reference	1.4.5.0			Amo	unt Summary 💿				
PO Defaults	Add Comments	"Service PO	No 🛩		Merchan	dise	50.00		
PO Activities	Add ShipTo Comments Document Status	eVerify Deta	ils		Freight/Tax/N	lisc.	0.00		Calculate
Requisitions VActions					Total Amo	ount	50.00	USD	
					Encumbrance Bak	ance			

Next, click the magnifying glass in the Address field.





		PO Supplier Info	rmation			\times
Maintain Durahasa (Order					Help
Maintain Purchase C						
Supplier Details	UNIVERSITYS	TS TEM OF GEORGIA F	OUNDATION			
Business Unit	98000	PO ID 0000525605	Supplier USGFOUN	DAT-001		
*Location	REMIT-PW01 Q		Supplier Info	ormation		
	1.0		Terms	N30	Q Net 30 Days	
*Address	10	Show Address Details	Basis Date Type	Inv Date	*	
Contact	<u>ح</u>	Show Contact Details]			
Salesperson	~	Show Salesperson Details]			
Supplier Details Messa	ige					
Country US/	A United States		Prefix			
Address 1 P O	Box 38001		Fax	404/493-0699		
Address 2			Prefix			
Address 3			Phone	404/463-0245		
City Atla	inta					
County/BLDG		Postal	30334			
State GA	Georgia					
OK Cancel	Refresh					





Select the desired

address and click OK.

Look Up Address ×										
Cancel		He	elp							
Calicer										
Search Results										
View 100		< < 1-14 of 14 ♀ > >								
Supplier ID	Address Sequence Number	Description								
0000004047	1	ATLANTA-REMIT								
0000004047	2	ATLANTA-ORDER AND REMIT								
0000004047	3	ATLANTA-REMIT								
000004047	4	ATHENS - REMIT								
000004047	5	ATHENS-REMIT								
000004047	6	ATHENS-ORDER AND REMIT								
000004047	7	ATLANTA-ORDER AND REMIT								
000004047	8	ATLANTA-ORDER AND REMIT								
0000004047	9	ATLANTA-REMIT								
000004047	10	ATLANTA-REMIT								
000004047	11	PW-Corporate								
0000004047	12	PW-REMIT-ATLANTA								
000004047	13	USG REAL ESTATE FOUNDATION II	L							
000004047	14	USG REAL ESTATE FOUNDATION X	а							

After updating the address, the buyer can proceed with processing the PO.





Scenario #2 – Remit Address on Payment Request/Voucher

Payment Requests, similar to requisitions, only permit the selection of active locations. On the Supplier Information step, choose the desired Location. If the required address is not available under the selected location, it can be updated on the voucher. (Navigation: Payment Request tile > Create)

Payment Request				
Summary Information	Supplier Information	Invoice Details	Review a	and Submit
			Exit Save for Later	Previous Next
Supplier Information - Step 2 of 4				
Instructions 👔				
Business Unit 98000 Invoice Nu	mber TEST Entered By	Kistie Dawn Manders		
Request ID Invoice	Date 04/21/2025 Entered Datetime	04/21/2025 2:58PM		
Country USA Q Supplier ID 000004047 Q Supplier Name	Look Up Supplier ID Business Unit 50000 Supplier ID <u>50000</u> Short Supplier Name <u>begins with ▼</u> Look Up <u>Clear</u> <u>Cancel</u> <u>Basic Lookup</u> <u>Search Results</u> View 100	First @ 1of1 @ Last flours	Next >	
	Supplier ID Short Supplier Name Supplier Name 0000004047 USGFOUNDAT-001 UNIVERSITY SYSTEM C	F GEORGIA FOUNDATION		



Default supplier payment options are also determined by the supplier location. When creating a voucher (building a voucher from a payment request, copying in a PO, or direct entry) the default address will populate based on the Payables Options selected for the Location. If needed, the address can be changed. For example, supplier #0000004047 has address #12 selected as the default Payables Option for the one active location (REMIT-PW01) as seen in the screenshot below.

(Navigation: Suppliers > Supplier Information > Add/Update > Add/Update Supplier)

		Payat	oles Options			×
SetID Supplier ID Short Supplier Name Supplier Name	SHARE 0000004047 USGFOUNDAT USGFOU UNIVERSITY SYSTEM O	JNDAT-001 F GEORGIA FOUNDATION	Location Description	REMIT-PW01 ATLANTA-REMIT Expand All	Collapse All	Help
Invoicing Su Ad	pplier 0000004047 dress 12 Search cation REMIT-PW01	UNIVERSITY SYSTEM OF GEORO PW-REMIT-ATLANTA 270 WASHINGTON ST SW STE 70 ATLANTA, GA 30334-9056 ATLANTA-REMIT	GIA FOUNDATION			
Remitting *Suj *Ado *Loc	oplier 0000004047 Q Iress 12 Search ation REMIT-PW01 Q	UNIVERSITY SYSTEM OF GEORG PW-REMIT-ATLANTA 270 WASHINGTON ST SW STE 70 ATLANTA, GA 30334-9056 ATLANTA-REMIT	GIA FOUNDATION			

A different Remit address can be selected on the Payments tab. In the example below, the default address for Location REMIT-PW01 is address #12. (Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry)





Summary Belated Documents Invoice Information Payments Youcher Attributes Error Summary	
Business Unit 98000 Invoice No TEST	
Voucher ID 05375323 Invoice Date 04/21/2025 🛗 Action 🗸 Run	
Voucher Style Regular Voucher Total Amount 50.00 *Pav Terms N30 Q Net 30 Schedule Paymen	ts
Supplier Name UNIVERSITY SYSTEM OF GEORGIA FOUNDATION	
Payment Information Q I K < 1of1 >> > I I	/iew All
Payment 1]_]
*Remit to 0000004047 Q T Gross Amount 50.00 USD Scheduled Due 05/20/2025 E Payment Inguly	
Location REMIT-PW01 Q Discount 0.00 USD Net Due 05/21/2025 Express Payment	
*Address 12 Q Discount Due Holiday/Currency	
Accounting Date UNIVERSITY SYSTEM OF GEORGIA FOUNDATION 270 WASHINGTON ST SW STE 7005A ATLANTA, GA 30334-3056	

To change the address on the voucher, click on the magnifying glass in the Address field of the Payments tab.

Select the desired address.





	1	Look Up Address				×
Remit S Remitting A Search	Supplier 0000004047 Address = V Clear Cancel Basic Looku	p				Hel
View 100			< <	1-14 of	14 ~	> >
Remitting Address	Description	Address Line 1	City	County	State	Country
1	ATLANTA-REMIT	P O Box 38001	Atlanta	(blank)	GA	USA
2	ATLANTA-ORDER AND REMIT	270 Washington St SW Ste 5175	Atlanta	(blank)	GA	USA
3	ATLANTA-REMIT	Board of Regents of the USG	Atlanta	(blank)	GA	USA
4	ATHENS - REMIT	Attn: Merryll Penson, Library Services	Athens	(blank)	GA	USA
5	ATHENS-REMIT	Attn.: Lori Jarrard; IT Srvs	Athens	(blank)	GA	USA
5	ATHENS-ORDER AND REMIT	Merryll Penson Library Services ITS	Athens	(blank)	GA	USA
7	ATLANTA-ORDER AND REMIT	Attn: ITS-KellyAnn Davis	Atlanta	(blank)	GA	USA
3	ATLANTA-ORDER AND REMIT	270 Washington St, SW	Atlanta	(blank)	GA	USA
)	ATLANTA-REMIT	Attn: Christina Paloski	Atlanta	(blank)	GA	USA
10	ATLANTA-REMIT	USG Real Estate Foundation LLC	Atlanta	(blank)	GA	USA
11	PW-Corporate	270 WASHINGTON ST SW STE 7002	ATLANTA	(blank)	GA	USA
12	PW-REMIT-ATLANTA	270 WASHINGTON ST SW STE 7005A	ATLANTA	(blank)	GA	USA
13	USG REAL ESTATE FOUNDATION III	270 WASHINGTON ST SW	ATLANTA	(blank)	GA	USA
14	USG REAL ESTATE FOUNDATION XII	270 WASHINGTON ST SW	ATLANTA	(blank)	GA	USA

The Remit To address is now set to 2.

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In addition to updating the Remit address on the voucher, the Invoicing address can also be updated. As seen in the screenshot on page 6 of this job aid, the default Invoicing address is also #12. To change the Invoicing address on the voucher, from the Invoice Information tab, click on the magnifying glass in the Address field.





Regular Entry							
Invoice Information	Payments Voucher Attribute	15					New Window
Business Unit	98000	Invoice No	TEST			Invoice Total	Non Merchandise Summary Session Defaults
Voucher ID	NEXT Acco	ounting Date	04/28/2025			Line Total0.00	Comments(0) Attachments (0)
Voucher Style	Regular Voucher	*Pay Terms	N30 Q	2	Net 30	*Currency USD Q	Template List Advanced Supplier Search
Invoice Date	04/28/2025 🔛 Basi	is Date Type	Inv Date			Miscellaneous	Supplier Hierarchy Supplier 360
Invoice Received						Freight	
	UNIVERSITY SYSTEM OF GEOF	RGIA FOUNDA	TION			50.00	
Supplier ID	0000004047 Q Co	ontrol Group	۹			Difference 0.00	
ShortName	USGFOUNDAT-001 Q						_
Location	REMIT-PW01 Q						
*Address	12 Q						
			Incomplete Voucher				
Save	Save For Later	Action			~	Run Calculate	Print

Select the desired address.

Look Up Address >>														
SetID SHARE Help Supplier ID 0000004047 Address Sequence Number = Address Type = Search Clear Cancel Basic Lookup Search Results														
View 100 I< < 1-14 of 14 >>>														
Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country							
1	Business	ATLANTA-REMIT	P O Box 38001	Atlanta	(blank)	GA	USA							
2	Business	ATLANTA-ORDER AND REMIT	270 Washington St SW Ste 5175	Atlanta	(blank)	GA	USA							
3	Business	ATLANTA-REMIT	Board of Regents of the USG	Atlanta	(blank)	GA	USA							
4	Business	ATHENS - REMIT	Attn: Merryll Penson, Library Services	Athens	(blank)	GA	USA							
5	Business	ATHENS-REMIT	Attn.: Lori Jarrard; IT Srvs	Athens	(blank)	GA	USA							

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The Invoice address is now updated to reflect Address #3.

Regular Entry									
Invoice Information	Payments Voucher	Attributes							
Business Unit	98000 Invoice No		TEST		Invoice Total	Invoice Total		Non Merchandise Summary Session Defaults	
Voucher ID	NEXT	Accounting Date	04/28/2025			Line Tota	al 0.00		Comments(0) Attachments (0)
Voucher Style	Regular Voucher	^Pay Terms	N30 Q,	2	Net 30	*Currenc	USD C		Template List Advanced Supplier Search
Invoice Date	04/28/2025	Basis Date Type	Inv Date			Miscellaneou	IS	2	Supplier Hierarchy Supplier 360
Invoice Received						Freigh	ht	×	
	UNIVERSITY SYSTEM OF GEORGIA FOUNDATION						50.00		
Supplier ID	0000004047 Q	Control Group	۹			Differenc	al 0.00		
ShortName	USGFOUNDAT-001 Q								
Location	REMIT-PW01 Q								
*Address	3 🛄 Q								
		• 	Incomplete Voucher						
Save	Save For Later	Action			~ (Run	Calculate	Pri	nt

If further explanation is needed, please submit a ticket to <u>support@usg.edu</u>.