



Update the Remit To Address on a Vendor Account

Job Aid Number	JAA-VEN101-005
Purpose	This quick guide provides the necessary steps for a vendor to update the remit-to address on a NYS Vendor Record.
User Role	SFS VENDOR DELEGATED ADMIN,
Date Modified	8/21/2023
Related SFS Handbook	SFS Training for Vendors

Concept

Vendor Self-Service (eSupplier) is a system that allows vendors to maintain information pertaining to their addresses and contacts. Once logged in, via the NYS Vendor Portal, users can access the Maintain Addresses page through the Maintain Supplier Information menu.

“Remit To” addresses are usually the default mailing address for printed checks.

Predecessor(s)

Transactions that should occur before this task.

N/A

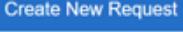
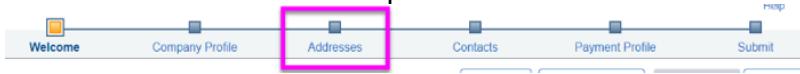
Successor(s)

Transactions that should occur after this task.

N/A

****VENDOR: PLEASE make sure to complete steps 9-14.****

Procedure

Step	Action
1.	From the Vendor Portal home page, click on the Supplier Change Request tile . 
2.	The Supplier Change Request Welcome page provides you with several action links; Company Profile , Addresses , Contacts , Payment Profile , and Submission
3.	If the Supplier Change Request Selection displays, select the Create New Request button. 
4.	Select Addresses from the options listed. 
5.	Select edit next to the Remit To address that requires updating. 
6.	Update the fields as required. At minimum, the following fields must be populated accurately: Country Address 1 City Postal Code State
7.	Review your entries for accuracy.
8.	Once you have completed your address updates and review, select OK . 
9.	Select Submit in the upper right of the web page. 
10.	In the Audit Reason section select Address Update
11.	Add a note in the Comment field that provides a reason for the remit to address update.
12.	Check the Confirm Changes box.



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Step	Action
13.	Select Submit at the bottom of the page. <input type="button" value="Submit"/>
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.