Remittance Address

As a reminder, in order to ensure supplier payment, as you process the Non-PO Voucher verify the remit address on Non-PO voucher matches the address on the invoice.

1. When creating a Non-PO Voucher, access the Payments tab.
2. Verify that the “Mail Payment to” or Remittance Address on the invoice matches the address located under the Payment tab.
3. If the address does not match, use the magnifying glass under the Address field to search for and select the correct address.

   Note: You can also look through the Location magnifying glass to find the right address.

Next steps to take if the correct remittance address cannot be found:

- If supplier has an established profile in PaymentWorks, contact the supplier and request to add/update the new remittance address on their profile.
- If supplier does not have an established profile in PaymentWorks send a registration invitation.