

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.

The screenshot displays the PaymentWorks interface. The top navigation bar includes tabs: Summary, Related Documents, Invoice Information, **Payments** (highlighted with a red box and circled 1), Voucher Attributes, and Error Summary. Below the Payments tab, the Business Unit is UTEP1, Voucher ID is 00114538, Voucher Style is Regular Voucher, Total Amount is 100.00, and Supplier Name is PETE, PAYDIRT. The Invoice No is 10000001 and the Invoice Date is 02/08/2021. The *Pay Terms are NET30, Net 30 Day. The Payment Information section shows Payment 1 with *Remit to 0000102464, Location UTEP, and *Address 1 (highlighted with a red box and circled 2). The Schedule ID is blank, Gross Amount is 100.00 USD, and Discount is 0.00 USD. A red box highlights the address PETE, PAYDIRT, 500 W. UNIVERSITY, EL PASO, TX 79968. To the right, the Invoice summary shows Total \$1,318.68, Invoice 10000001, Invoice Date 2/3/21, and Payment Terms 2% 10, Net 30. The Mail Payment to address is PETE, PAYDIRT, 500 W. UNIVERSITY, EL PASO, TX 79968 (highlighted with a red box and circled 3). A red double-headed arrow connects the address box in the Payment Information section to the Mail Payment to address box 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.