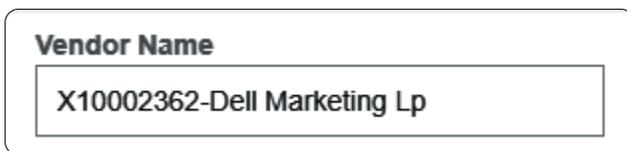


Create Temporary Vendor Address

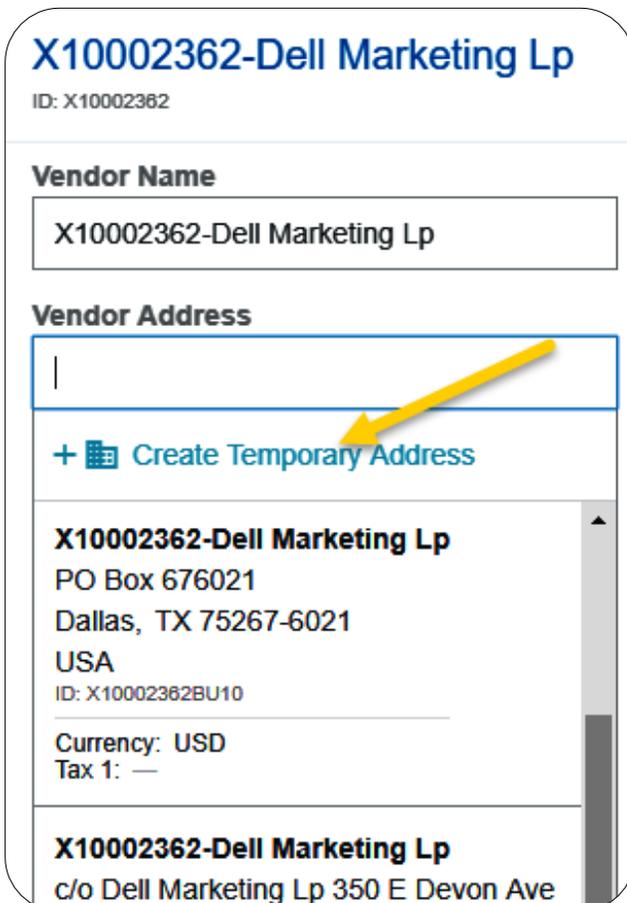
Occasionally when creating a new invoice, the vendors remit address, as shown on the invoice, may not appear in the **Vendor Address** list. When this happens, create a temporary address in Chrome River by performing the steps listed below.

1. Click inside the **Vendor Name** field and select the appropriate vendor.



Vendor Name
X10002362-Dell Marketing Lp

2. Click in the **Vendor Address** field and review the available addresses. If the desired address is not in the list, click **Create Temporary Address**.



X10002362-Dell Marketing Lp
ID: X10002362

Vendor Name
X10002362-Dell Marketing Lp

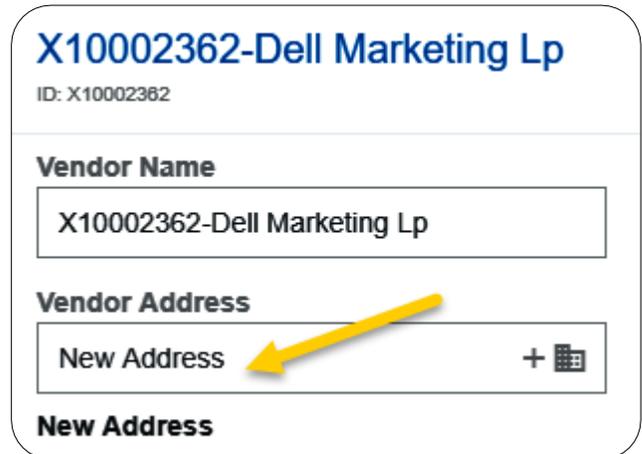
Vendor Address

+ Create Temporary Address

X10002362-Dell Marketing Lp
PO Box 676021
Dallas, TX 75267-6021
USA
ID: X10002362BU10
Currency: USD
Tax 1: —

X10002362-Dell Marketing Lp
c/o Dell Marketing Lp 350 E Devon Ave

3. The **Vendor Address** field will populate with the value "New Address".



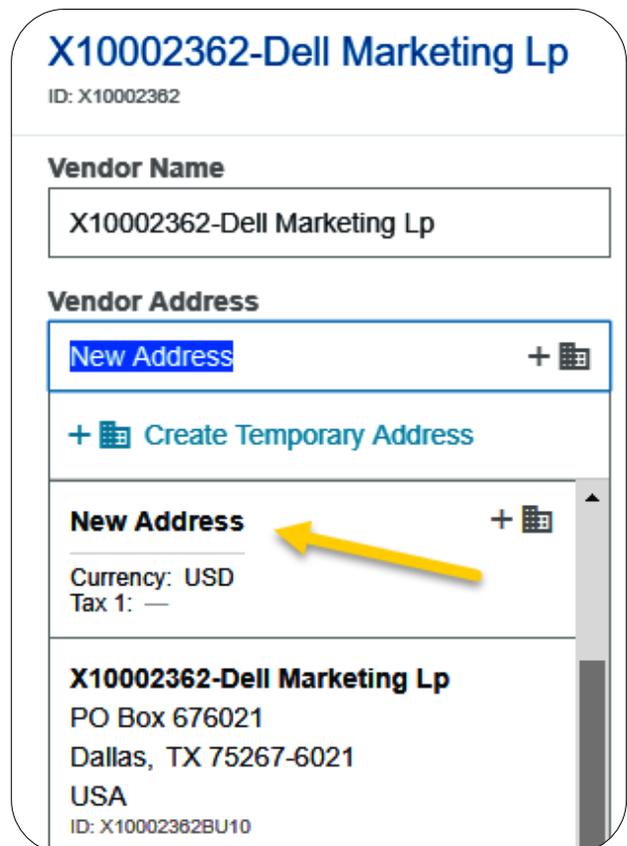
X10002362-Dell Marketing Lp
ID: X10002362

Vendor Name
X10002362-Dell Marketing Lp

Vendor Address
New Address + [grid icon]

New Address

Note: This process will create a blank vendor address record titled **New Address** in the **Vendor Address** dropdown list.



X10002362-Dell Marketing Lp
ID: X10002362

Vendor Name
X10002362-Dell Marketing Lp

Vendor Address
New Address + [grid icon]

+ Create Temporary Address

New Address + [grid icon]
Currency: USD
Tax 1: —

X10002362-Dell Marketing Lp
PO Box 676021
Dallas, TX 75267-6021
USA
ID: X10002362BU10

- Continue entering the invoice information. Utilize the **Comments** field to communicate the requested vendor remit address. Click **Post** to add the comment to the invoice.

Special Handling

Comments (0)

Remit address: 12345 Main Street, Tulsa, OK 74055

Post

Comments (1)

Kristie Courtney 01/25/2020 05:41 PM
Remit address: 12345 Main Street, Tulsa, OK 74055

- Complete and submit the invoice for approval.
- The invoice will route to the Vendor Maintenance queue. The new address will be added to the vendor record in Banner. The Chrome River invoice will be updated with the new address and routed forward in approvals to Accounts Payable.