Using A Vendor With No Order Address

If a KFS vendor record is found with a correct remit address, but no order address, you may select the vendor record from the vendor search. Then you may manually override the remit address on the REQ/PO e-doc and enter the desired order address in its place.

Steps:

1. Conduct a search to find the Vendor you wish to use
2. Click the Return Value link
3. Manually override the address fields
   A. Enter the Address into the Address 1: field
   B. Enter the City into the City: field
   C. Type in the State abbreviation using all Capital letters.
   D. Enter the Postal Code into the Postal Code: field
   E. Click the drop down arrow in the Country: field
   F. Choose the Country