

Tips Of The Week

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 it's 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**

Vendor ▼ hide

Vendor Address

Suggested Vendor: DELL <input type="text" value="clear vendor"/>	City: Tucson
Vendor #: 14295-0	State: AZ
Address 1: <input type="text" value="Enter a New Address"/>	Province: <input type="text"/>
Address 2: <input type="text"/>	Postal Code: 85730
Attention: <input type="text"/>	Country: UNITED STATES ▼

Vendor Info