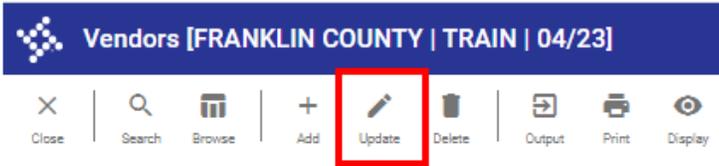


Change of Address

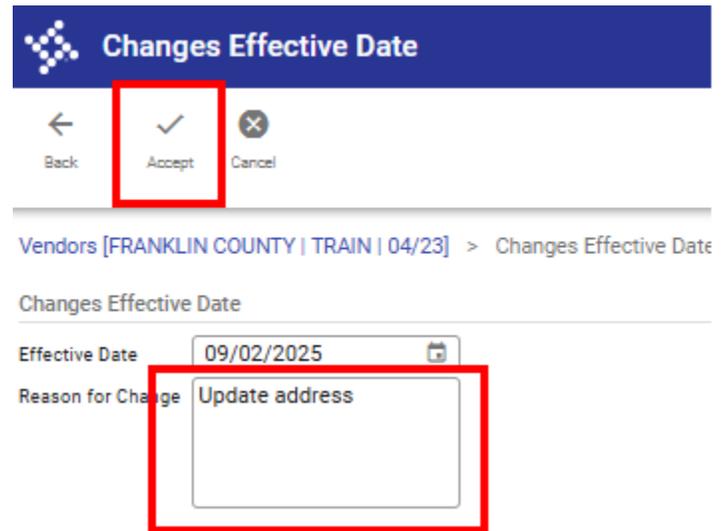
Vendors Hub

- Search for the vendor that needs the change of address.

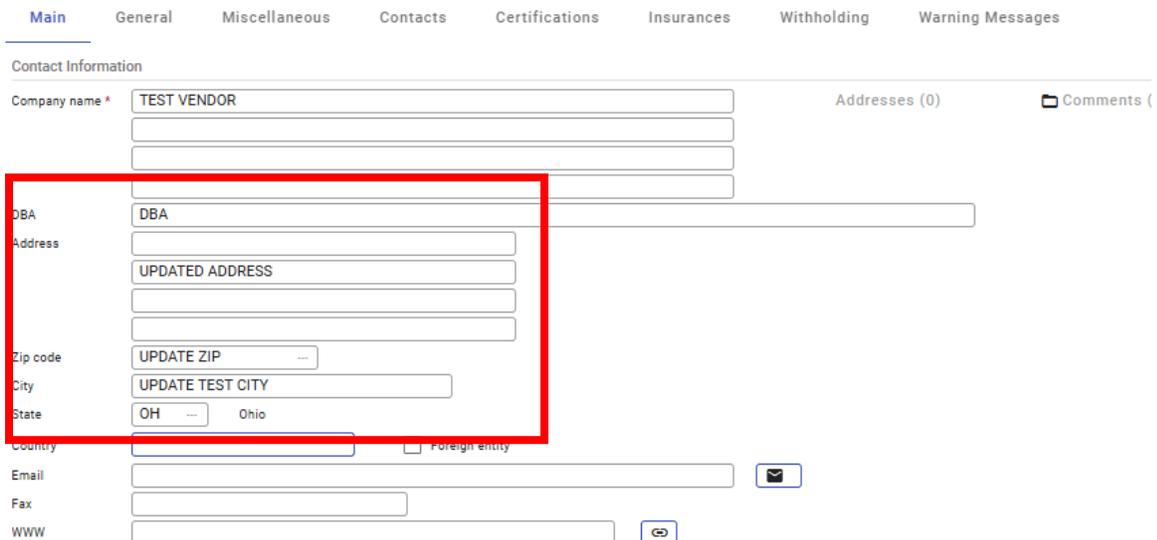


- Select “Update” at the top of the page

- The Changes Effective Date page will open.
 - Fill out the “Reason for Change” field
 - Examples
 - Update address
 - Add remit #1
 - Update remit #1
- Accept at the top of the page.
 - TAB (not ENTER) will accept.



- The vendor page will appear again with the ability to edit fields.



- Update all fields that need changed for the updated address/ new remit address.
 - DBA (if applicable)
 - Address
 - Zip (+4)
 - City
 - State



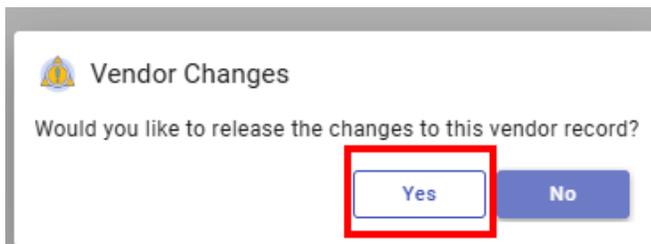
- Accept once all necessary fields have been updated

- The following message will appear at the bottom of the page

Release changes to the vendor to workflow. (W)
Records submitted for approval and are awaiting release.

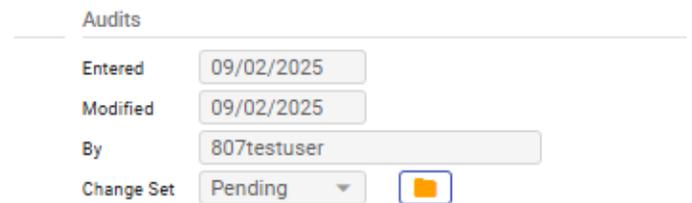


- “Release” at the top of the page



- Select Yes on the pop up.
- This will start the Workflow process

- Once Released the “Change Set” field under the Audits section of the vendor should now say “Pending”.



Note: The Option to release at the top of the page is only available if there are pending items.

Note: Additional remit addresses will be added at the discretion of the Auditor’s office.