How to View Vendor Remittance Address

With the implementation of the simplified vendor registration, the vendors may add a single 'Remit to' address (Alternative Payment Recipient). A vendor may have additional addresses added as permitted payees. When the remit to address is added via Supplier Self Service (SUS), a new vendor number is generated. The number range for the new vendor starts with '41'. This number is ONLY used for recording the 'Remit to' address on the vendor master record, and cannot be used for vendor payments. The number is added to the vendor master record with the partner function code AZ *A.payment recipient*. By default, all payments will go to the alternative payment recipient. View the partner functions in transaction code XK03 *Display Vendor*.

Display Vendor: Initial Screen

Vendor	310050000	HILLS CONSTRUCTION COMPANY, INC.
Company Code	0010	LAGOV
Purch. Organization	0010	PCC Purch. Org.

General data
- ☐ Address
- ☐ Control
- ☐ Contact Persons

Company code data
- ☐ Accounting info
- ☐ Payment transactions
- ☐ Correspondence
- ☐ Withholding tax

Purchasing organization data
- ☐ Purchasing data
- ☑ Partner functions

Display Vendor: Partner functions

Alternative data | Partner address | Other Minority Indicators | Auditor Compliance Info

Vendor	310050000	HILLS CONSTRUCTION COMPANY, INC. HAMMOND
Purchasing Org.	0010	PCC Purch. Org.

Double-click the vendor number to display the remittance vendor address

Partner Functions

P	Name	Number	Name	DP
AZ	A.payment recipient	410000175	HILLS CONSTRUCTION COMPANY, INC.	☐
OA	Ordering Address	310050000	HILLS CONSTRUCTION COMPANY, INC.	☐
VN	Vendor	310050000	HILLS CONSTRUCTION COMPANY, INC.	☐
IP	Invoice presented by	310050000	HILLS CONSTRUCTION COMPANY, INC.	☐

Remittance Vendor Address

Display Vendor: Address

Vendor	410000175

Preview

Name

Name	HILLS CONSTRUCTION COMPANY, INC.

Street Address

House no./street		14728 WOODBRIDGE DRIVE		
City/State/ZIP Code	BATON ROUGE		LA	70816
Country	US	USA	Louisiana	
Time zone	CST			

INVOICE ENTRY - 'REMIT TO' WITH NO PERMITTED PAYEES

If the partner function AZ has been added to a vendor master record, the 'Remit to' address may be viewed during invoice entry by using the scroll bar on the Basic data tab. See below illustrations.

The Payee field is available only if the vendor has permitted payees added to the vendor master record.

INVOICE ENTRY - 'REMIT TO' WITH PERMITTED PAYEES

If there are multiple 'Remit to' addresses for a single vendor, the additional vendor numbers must be added to the vendor master record as permitted payees by the Vendor Master Data Processor. When this occurs, and the permitted payee is selected by the user during invoice entry, the permitted payee will receive the payment. The Payee field is available when the vendor has permitted payees in the vendor master record.