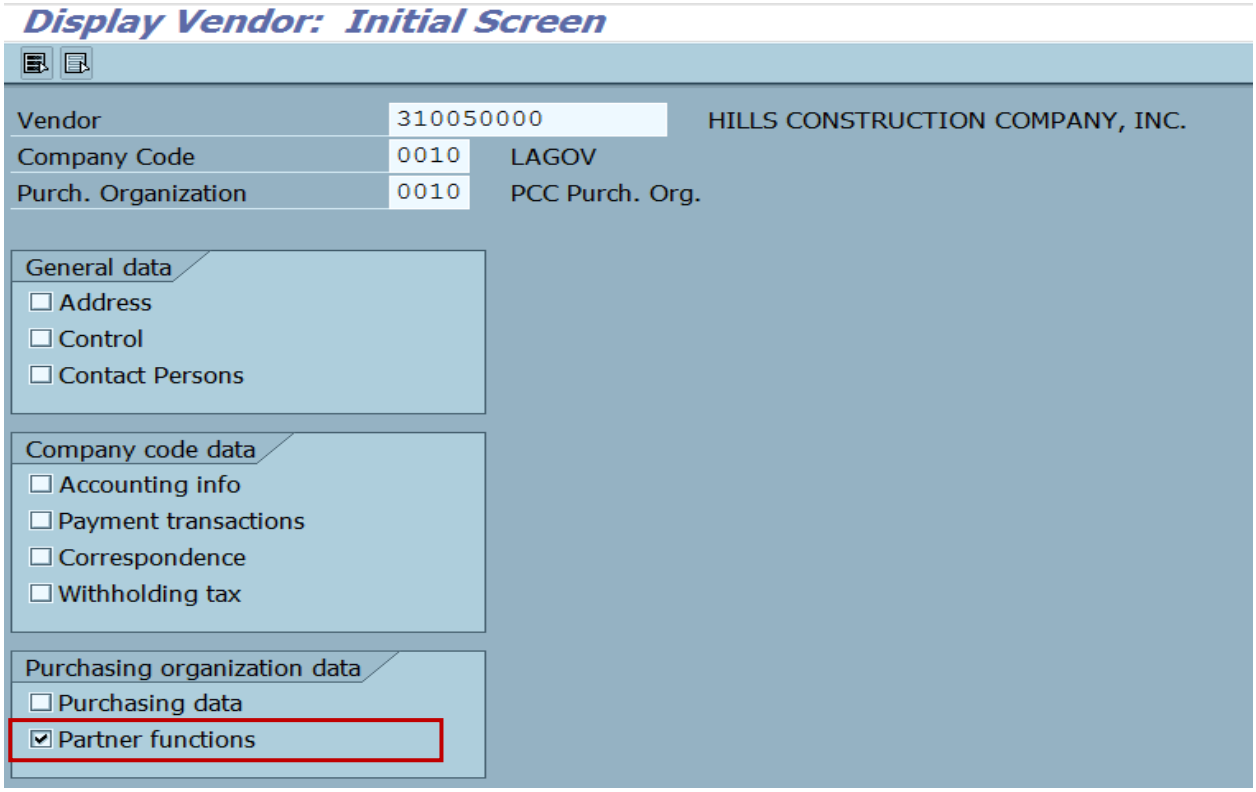
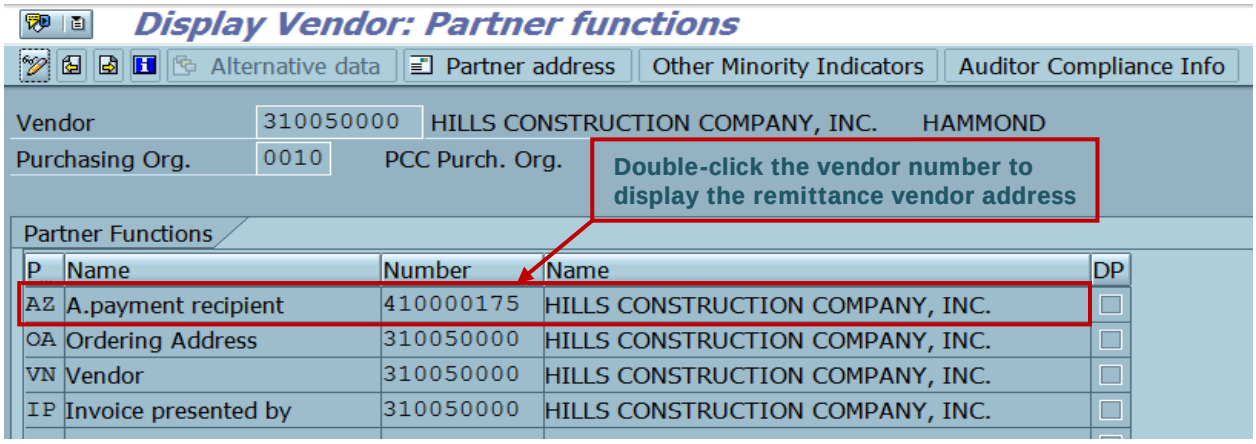
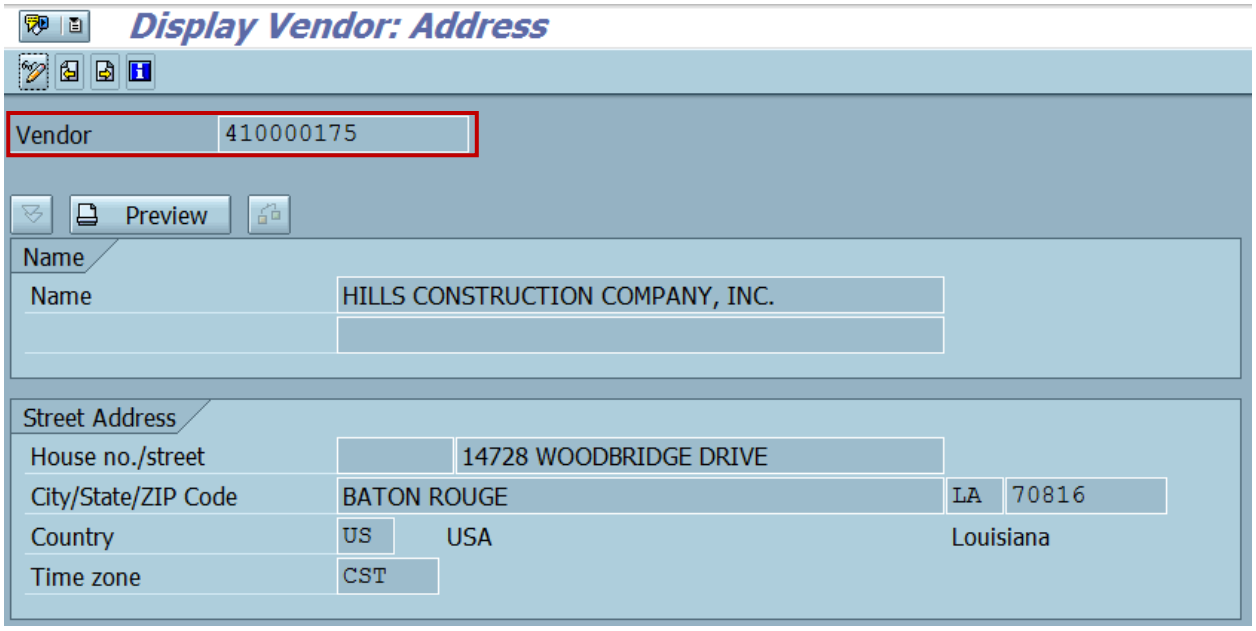
How to View Vendor Remittance Address

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*. <u>By default, all payments will go to the alternative payment recipient</u>. View the partner functions in transaction code XK03 *Display Vendor*.



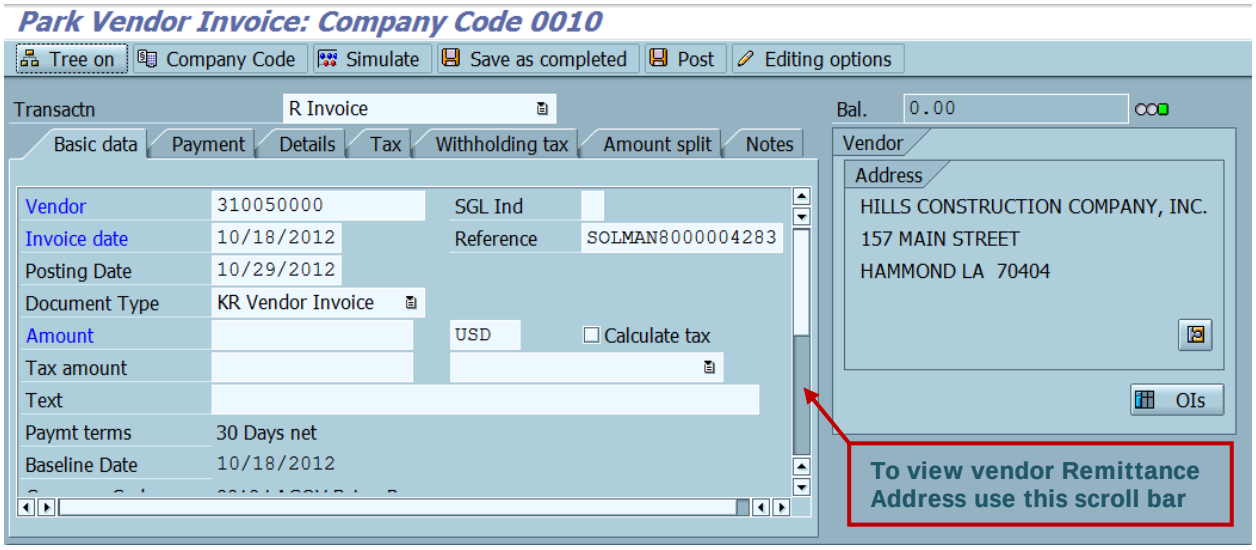


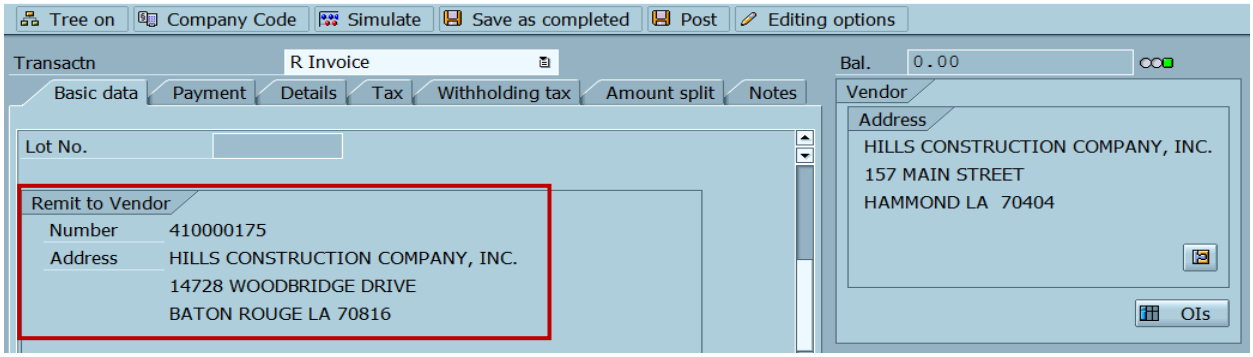
Remittance Vendor Address

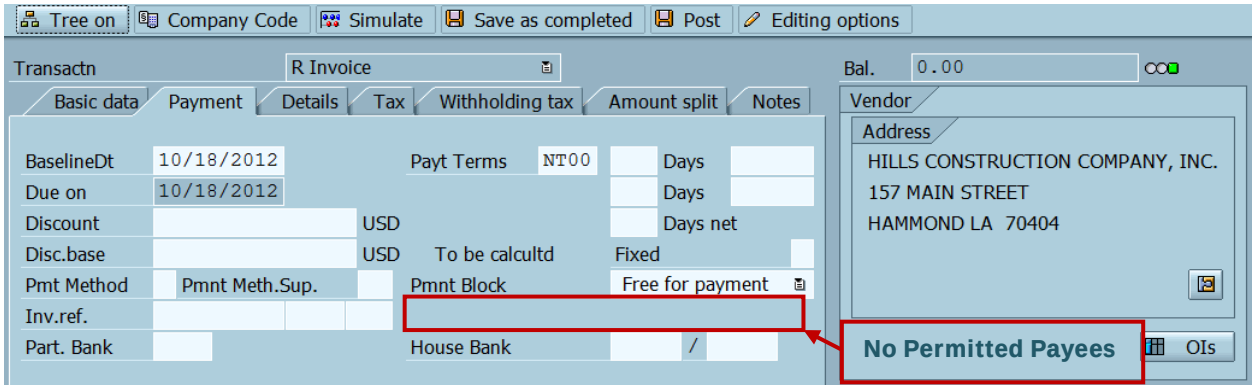


INVOICE ENTRY - 'REMIT TO' WITH NO PERMITTED PAYEES

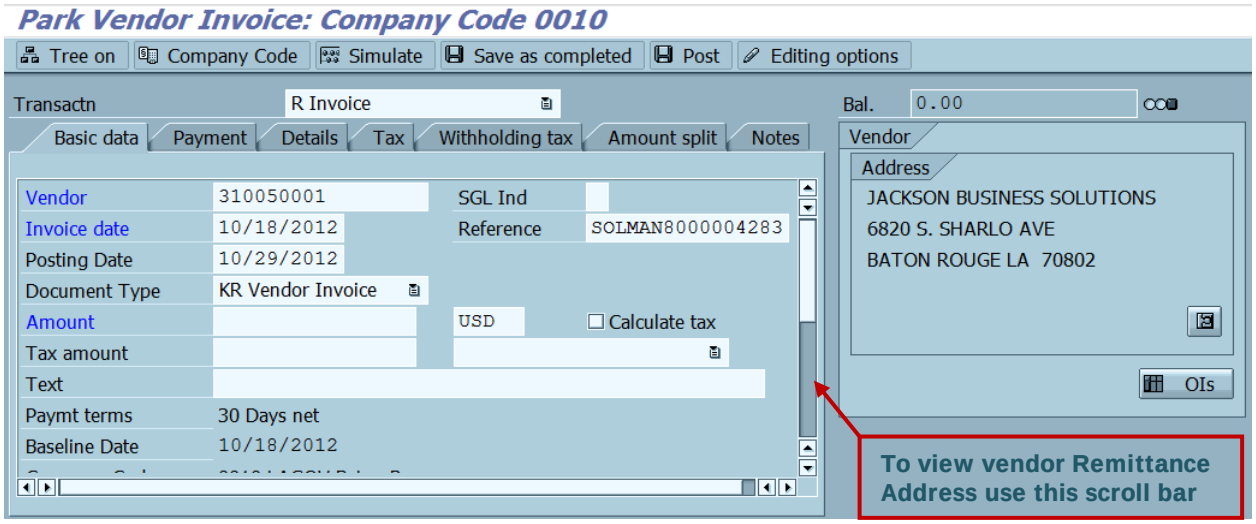
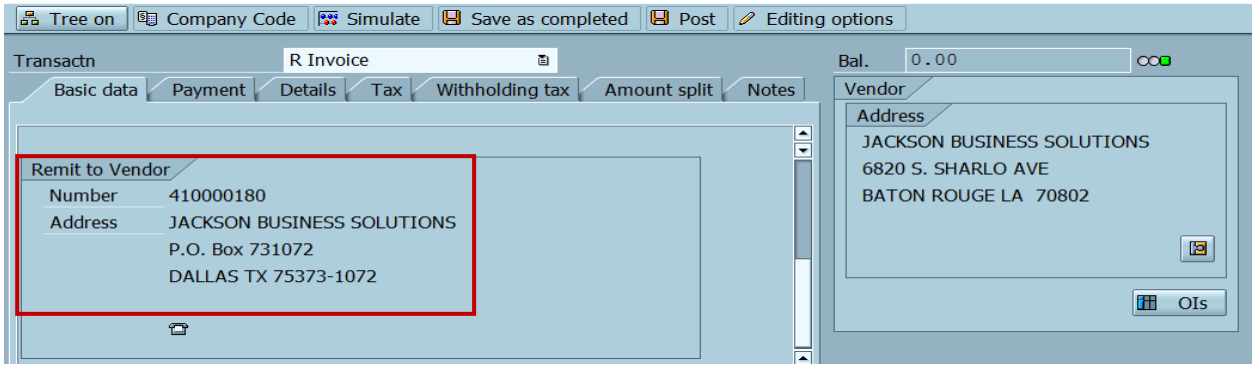
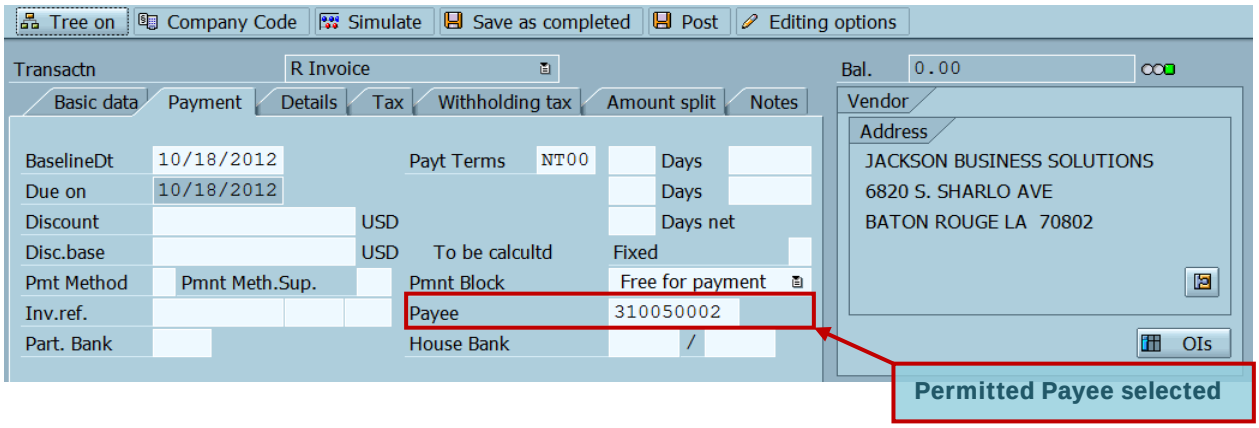
If the partner function AZ has been added to a vendor master record, the 'Remit to' address may be viewed during invoice entry by using the scroll bar on the Basic data tab. See below illustrations.







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.