

VMR-VRO CHECKLIST ADDING AN ADDRESS TO AN EXISTING VENDOR

Narrative – This checklist discusses how to set up a new address in an existing vendor.

Guideline Reference – Adding an Address to an Existing Vendor

Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

1. SetID: SHARE

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search:

SetID:

Vendor ID:

Persistence:

Short Vendor Name:

Our Customer Number:

Name 1:

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE %		Regular	INACTIVE-503	BUSINESS	HUTTON OIL CO
SHARE %81547		Regular	DESUTTER-002	2155	DESUTTER, KERI

2. Enter your search criteria.
3. Click on the selected vendor.
4. Research the vendor record to assure the address does not exist to avoid duplication.
5. Adding an address to an existing vendor requires the addition of a 'Main' address and location. See 'Main Address and Location' Guideline and Checklist.
6. New addresses can be added to the vendor and used without disturbing the existing addresses. To add a new address:
 - a. Plus the Vendor Address which will create a new address on the system.
 - b. In 'Address Description' enter: the city only
 - c. Finish entering the address according to the US Postal Guidelines.

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7. Create a new location
 - a. Plus the Vendor Location which creates a new location.
 - b. Name the location – Remit, 2Remit, etc. (Refer to guideline “How Locations are Used.”)
 - c. Location Description – will be determined by the following:
 - i. Single Address – enter the name of the city.
 - ii. Multiple Addresses different cities – enter the name of the city
 - iii. Multiple Addresses same city – enter the name of the city and address
8. In boxes named Ordering, Invoicing, Remitting, and Returning select the address that was just created.
9. If the vendor is reportable and you need to add 1099 information to the new location. See 1099-Adding 1099 Information to Existing Vendors Checklist.
10. Click Ok.
11. Save.
12. **Add a note in the comments** indicating who and why the address/location was added.
13. Forward the paperwork authorizing the change to the Vendor Registry Office.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.