High Level Description

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<td>Module</td>
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Revision Control

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Overview

Vendors may be set up in either Purchasing or Accounts Payable. The preference being to set the vendor up in Purchasing and changes can be done in either, with Purchasing related changes normally being made in purchasing and AP changes in AP.
Add an Address to a Vendor

Navigate to Vendors > Vendor Setup/Maintenance > Vendor Information

The Vendor Information page displays.

1. Click the **Find an Existing Value** tab

2. Enter Vendor ID (In this example, it is 0000013161)

3. Click **Search**
4. Click the **Address** tab

The Address page displays.

5. Click the Plus (+) icon below the Vendor Address and above Vendor Detail

This has created Address number 2 and will require you to enter all the information necessary. This includes street address, city, state, zip.

6. Use the **Telephone** link at the bottom of the panel to enter phone numbers

The Phone Information page displays.

7. Enter the appropriate phone numbers as you did in the initial set up of this vendor

8. When all numbers are entered click **OK**
The Address Panel page displays.

Note: Make certain that the effective date is not the same as any other date in the system.

9. Click Save

10. Go to the Location panel to verify address in the system

The Location page displays.

11. Click the magnifying glass on anyone of the functions (Ordering, Invoicing, Remitting, or Returning) to verify that the address has been successfully entered into the system

The Look Up Address page displays.

This will show you all the addresses that are currently in the system.

12. If you wish to change the default address in Location, select the alternative now
Note: If you are trying to make a change with the same effective date as the one currently shown for Location, in this case 032705 you will receive this message. We do not use the correction mode at CSUEB. Instead you will need to change the effective date.

13. Click OK

The Location page displays.

14. Click the Plus (+) sign to add a line to Location Detail

15. Change the Effective Date to a date in the future of the last effective date (i.e. 03/28/2006)

16. Select the address for the functions you wish to change and save

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).