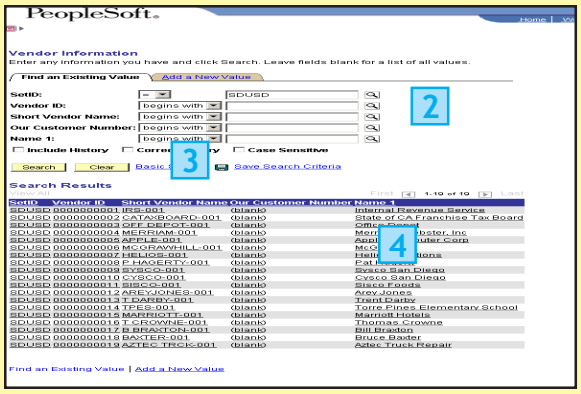
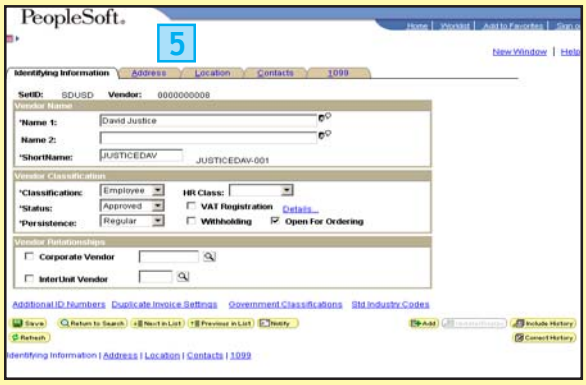
Updating a Vendor Address

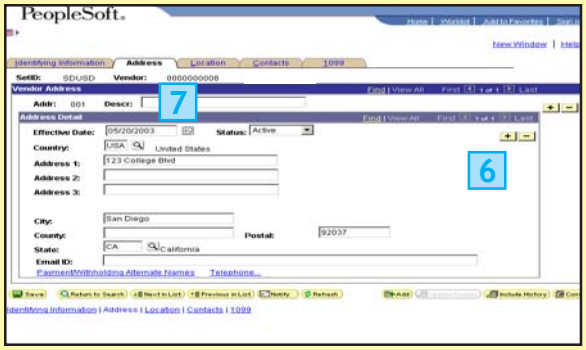
If a vendor record exists but does not contain the correct address, update the address on the Address and Location pages. Do not add a new vendor record.



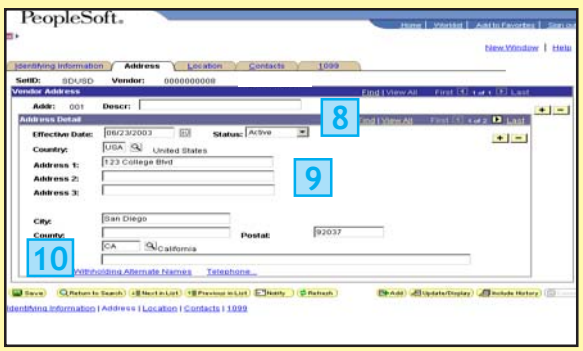
1. Navigate to: **Vendors→Vendor Setup/Maintenance→Vendor Information**.
2. Input known vendor information.
3. Click **Search**.
4. Select the vendor whose address needs to be updated.



5. Click on the **Address** tab.



6. Click on the + icon to add a new row.
7. Enter the **Effective Date** of the address change.



8. Update **Status** to Active.
9. Enter the new address in the appropriate fields.
10. Click **Save**.

Accounts Payable