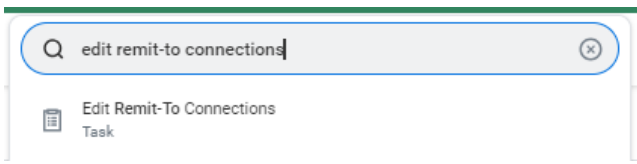


Audience / Role	Supplier Administrator Department Accountant
Description	This job aid provides instructions to create a supplier address with the use of remit and then create supplier remit-to address from the previously created address. This establishes the address that supplier invoices and payments should be remitted to.

Remit-To Connection

1	In the Search bar, enter Edit Remit-To Connections. In the search results, select the Edit Remit-To Connections task. 
2	Under Edit Remit-To Connections, in the Supplier field, search for and select the Supplier to change. Select OK.
3	Under Edit Remit-To Connections, for the Remit-To Connection section, select the Add icon to add a row. Edit and verify the following fields: Supplier Connection • Supplier Connection Name – specify a name to help workers correctly identify the Remit-To Connection when processing supplier invoices and contracts. • Remit-To Supplier – select to use a different supplier payment configuration for remitting invoices to this supplier connection. • Remit-to Connection Status – select Active, Inactive or Hold. Inactive supplier connections aren't available on invoices or payment settlements. • Default – Optional; select to default this connection in the Remit-To Connection field in supplier invoices and contracts. Payment Types • Accepted Payment Types – enter in all payment types allowed for supplier. • Default Payment Types – select a default payment type. Payment Details • Remit-To Bank Account – select a bank account to process settlement payments for this connection. • Alternate Name – select alternate names to use on supplier payments and remittances. • Payment Memo – if selected Use Supplier Connection Memo as the supplier default payment memo, specify the memo. • Default Payment Terms – select default payment terms for connection. • Always Separate Payments – select to pay each invoice separately based on the remit-to connection. • Do not pay during Bank Account updates – select to exclude invoices from a settlement run when changes are in progress in the settlement bank account.

	• Default Currency – defaults to USD. Remit-To Contact Information – select one of the following: • Remit-To Email • Remit-To Contact Email • None of the above
4	Select Submit .

What Happens Next?

- View remit-to connections in the Remit-To Connections tab on the supplier.
- Use remit-to connections to process and settle supplier invoices.