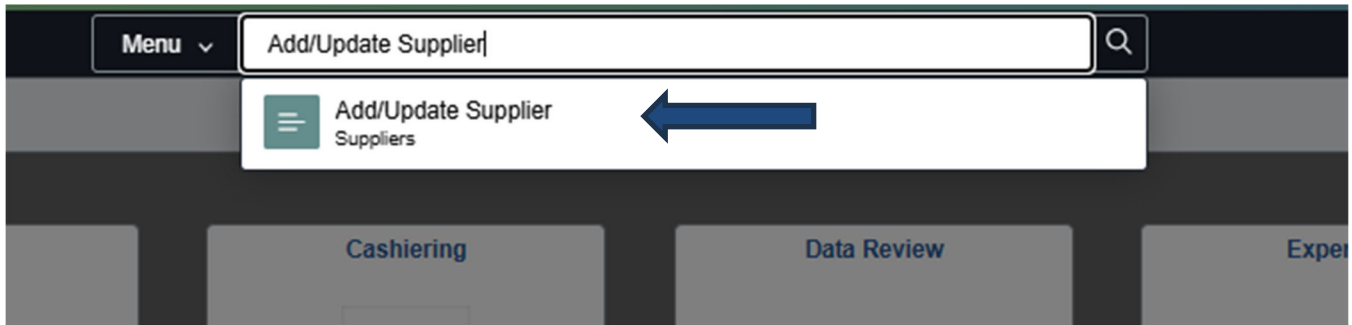
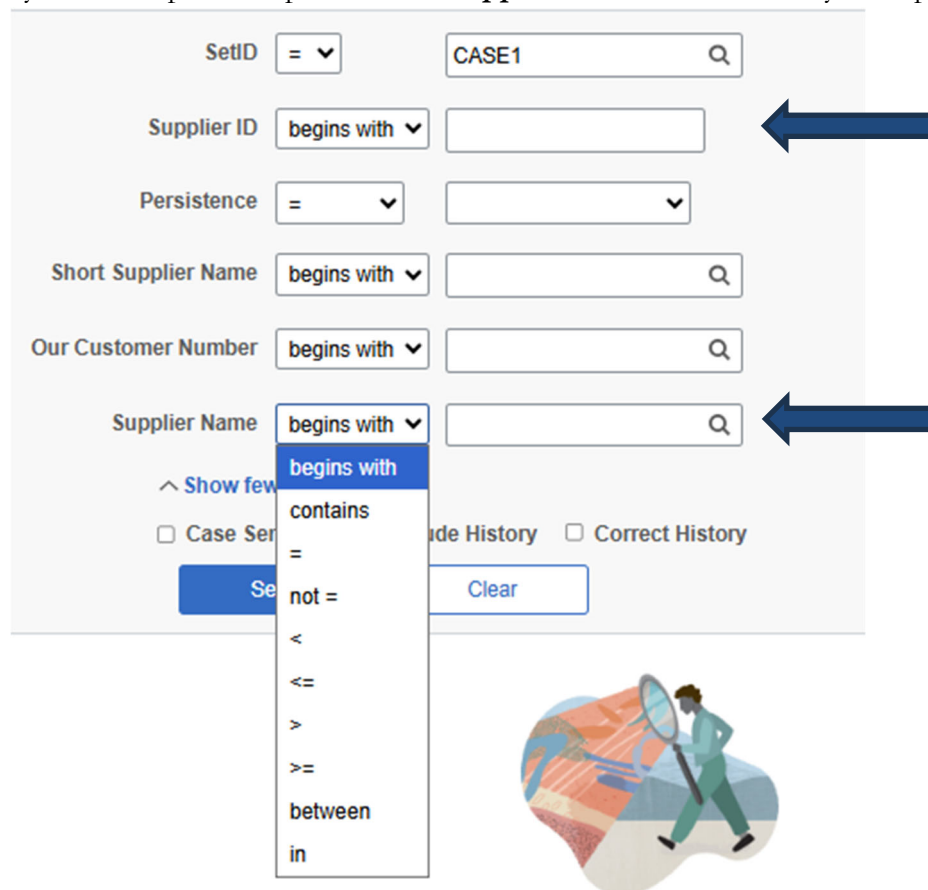


How to Search for Suppliers and Remittance Addresses:

1. Navigate to fin.case.edu. From the home page, use the **Search in Menu** bar to navigate to **Add/Update Supplier**.



2. If you know the **Supplier ID**, type the 10 digit number in the **Supplier ID** field. If you are unsure of the **Supplier ID**, utilize any of the drop down options under **Supplier Name** to search for your supplier.



SetID = CASE1

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

^ Show few

☐ Case Ser

☐ Include History ☐ Correct History

Se not = Clear

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<=

>

>=

between

in





3. Click on the desired supplier in the **Search Results** section at the bottom of the page.

Supplier Name

☐ Case Sensitive ☐ Include

Supplier Name	Short Supplier Name	Supplier ID	Our Customer Number	Old Supplier ID
Staples Advantage	CORP EXP-001	0000000001		539510
Staples Advantage	STAPLES AD-001	0000196434		
Staples, Inc.	STAPLES-001	0000056771		

Search Results

3 results SetID "CASE1", Supplier Name "staples"

1-3 of 3						
SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	
CASE1	0000000001	Regular	CORP EXP-001	(blank)	Staples Advantage	>
CASE1	0000196434	Regular	STAPLES AD-001	(blank)	Staples Advantage	>
CASE1	0000056771	Regular	STAPLES-001	(blank)	Staples, Inc.	>



4. The **Supplier Summary** page will provide basic information related to the chosen supplier, such as **Status**, **Supplier ID**, default **Order** and **Remit To** addresses, and **Created Date/Time** information.

Add/Update Supplier

Summary

Address

SetID

CASE1

Supplier ID

000000001

Supplier Short Name

CORP EXP

CORP EXP-001

Vendor Name

Staples Advantage

Order

CORP EXP-001

USE VENDOR 0000056771

Chicago, IL 60696-3689

Remit To

CORP EXP-001

USE VENDOR 0000056771

Chicago, IL 60696-3689

Status

Inactive

Persistence

Regular

Classification

Outside Party

HCM Class

Open for Ordering

Yes

Withholding

No

VAT

No

Last Modified By

cx240

Last modified date

05/04/2022 3:16PM

Created By

Created Date/time

07/04/2004 12:00AM

Last Activity Date

02/09/2024

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Include History

Correct History

Summary

Identifying Information

Address

Contacts

Location

Custom

5. To view all remittance addresses associated with a supplier, click on the **Address** tab. All remittance addresses associated with a supplier are listed in the order in which they were added to PeopleSoft. Default addresses are determined based on Address Change Requests and AP invoices. The **Effective Date** will tell you when exactly an address was added to PeopleSoft.

To request a remittance address for your **Requisition** or **Payment Request**, please communicate the specific Remitting number in the comments section of your submission. For example, if the address you require for payment is the 3rd entry, please note “Use remit 3” on your request.

Add/Update Supplier

Summary

Address

SetID CASE1

[Supplier Address Search](#)

Supplier ID 0000000001

Short Supplier Name CORP EXP-001

Supplier Staples Advantage

Supplier Address

Address ID 1

Description Remitting

Details

Effective Date 07/09/2015

Effective Status Active

Country USA United States

Address 1 USE VENDOR 0000056771

Address 2 Dept DET

Address 3 PO Box 83689

City Chicago

County

Postal 60696-3689

State IL Illinois

Email ID

> Payment/Withholding Alt Names

Phone Information


*Type	Location	Prefix	Telephone	Extension		
Business Phone			508/253-5000		+	-