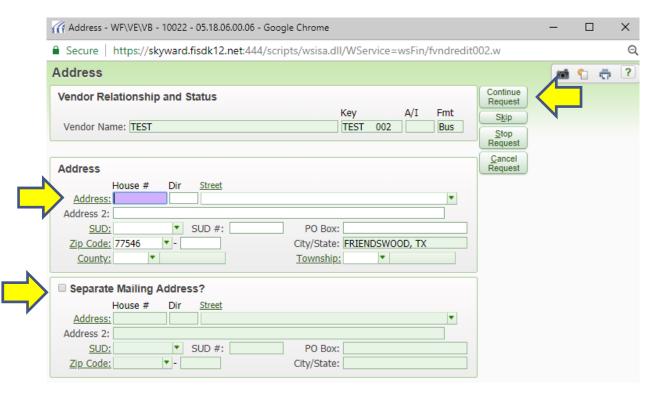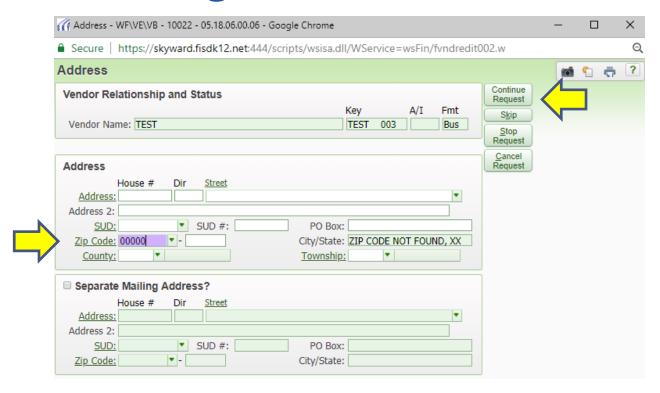# Purchasing – Vendor Entry (Address)

- Enter **Address**
- If Vendor has a **Separate Mailing Address** check box and enter. It is very important to confirm that we have the "remit to" address entered so that payment is mailed correctly.
  (If system does not accept Zip Code – see next page)
- Select **CONTINUE REQUEST**

Purchasing – Vendor Entry (zip code not found)

- If system does not accept the Vendor's **Zip Code**; enter "**00000**" and email the Purchasing Coordinator so it can be added to the system.
- Select **CONTINUE REQUEST**