

Add or Update Remittance Advice E-mail Work Instruction



Add or Update Supplier Address

Purpose:

This procedure is used to add or update email address where remittance advice will be sent when a system check or an Automated Clearing House Payment (ACH) is made.




Prerequisites:

Registered as a Supplier.

Menu Path:


Oracle > Main Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change

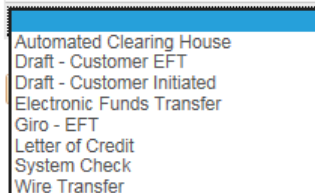
On the **Initiate Supplier Change** page complete the following actions

1. Click the  breadcrumb.
2. Click  to add an email address to the location that is requesting a remittance advice be sent to them.
3. Select  Enable Email Payment Advice. ☒ Enable Email Payment Advice
Email ID
4. Enter email address of the person that wants to receive the remittance advice.

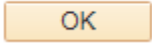



If remittance advice needs to be sent to two different email addresses enter them in the email ID separated by a comma.

5. Select  Payment Method.



Please choose System Check if you do not provide banking information on the location and choose Automated Clearing House if you do provide banking information on the location.

6. Click  when completed.
7. Click .

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8. **Click** the drop-down to select the Audit Reason Code for changes made. This should describe the change you are requesting.

*Audit Reason
Code

9. Please add comments if you need to further explain your change request.

10. **Click** the checkbox to confirm the changes made ☐ **Confirm Changes**

11. Click to verify data entered or once completed.

12. You should receive an e-mail to the e-mail address provided on the submit panel when your changes have been approved, denied, or if further information is needed.

Results

Message received once Supplier Change Request has been submitted.

Supplier Change Request Submit Confirmation

Pending Approval



You have successfully submitted your Supplier Change Request

Your Change Request ID 000000000000018

Any email regarding the request status will be sent to:

Supplier has successfully submitted requested changes to their profile.