

Question

Answer

What do I do if my vendor is not in the Vendor Master List?

1. Complete a new vendor setup form which is available on Procurement Services Web site.
2. The vendor must be setup before the PVI can be created within SAP.

What do I do if I need to pick the check up from Accounts Payable?

Select P in the Pmnt Meth Sup box on the Payment tab within FV60.

What do I do if I have an enclosure to be sent with the check?

Select E in the Pmnt Meth Sup box on the Payment tab within FV60. Deliver the enclosures to Accounts Payable.

What do I do if the remit to address does not match the address showing on the PVI?

AP addresses may be selected under the Payment tab within FV60.