Occasionally when creating a new invoice, the vendor's remit address, as shown on the invoice, may not appear in the Vendor Address list. When this happens, create a temporary address in Chrome River by performing the steps listed below.

1. Click inside the Vendor Name field and select the appropriate vendor.

2. Click in the Vendor Address field and review the available addresses. If the desired address is not in the list, click Create Temporary Address.

3. The Vendor Address field will populate with the value “New Address”.

Note: This process will create a blank vendor address record titled New Address in the Vendor Address dropdown list.
4. Continue entering the invoice information. Utilize the Comments field to communicate the requested vendor remit address. Click Post to add the comment to the invoice.

5. Complete and submit the invoice for approval.

6. The invoice will route to the Vendor Maintenance queue. The new address will be added to the vendor record in Banner. The Chrome River invoice will be updated with the new address and routed forward in approvals to Accounts Payable.