



This guide provides instruction on how to create a remit-to address in the **Address Book** section of the Supplier Hub.

Create a Remit-To Address

Note: Each vendor may only enter one remit-to address in the Supplier Hub.

To create a new remit-to address:

- From the **Address Book** screen, click **Create Remit To**. The **Create Address** screen displays (A).
- Answer the question, **Is this remittance address a lock box or P.O. Box?** (B)

If you select "No":

- The **Enter DUNS Number** field displays (C). Enter this address's **DUNS Number** in the field.
- Click **Verify DUNS Number** (D). The system populates the address fields from the DUNS Information. **Go to Step 3.**

Note: If you do not know your DUNS Number, click the link below the **DUNS Number** field to search for it (E).

For more information on finding your DUNS Number, [click here](#) to open the **Organization Screen Help Page** then open the **DUNS Search** reference guide.

If you select "Yes":

- The address fields are enabled. Complete the address fields for the remittance address (F). **Go to Step 3.**

ATTENTION: The **County** field (G) is **mandatory**.

If you click **Save** while the **County** field is blank, your changes will not be saved and you will need to re-complete the fields.

If **County** does not apply, enter "N/A."

- Enter an **Address Name** (H). Choose a name, up to 15 characters. (e.g. "NY Remit", "HQ Remit To".)
- Enter any desired notes in the **Note** text field (I).
- Click **Save** (J). The **Address Book** displays and the remittance address is listed in the table.