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Change the Pay to Site (DUNS Number) Information

Job Aid

v1

May 22, 2014

INTRODUCTION

The purpose of this document is to show how vendors with multiple DUNS can select the appropriate **Remit To (Pay to Site)** information when submitting their invoice.

Note: This job aid is not applicable to vendors with one DUNS number.

CHANGE THE PAY TO SITE (DUNS NUMBER) INFORMATION

The appropriate **Remit To (Pay to Site)** information can be changed in the Step 3 of the **General Information** screens under the **Create Invoices** section.

Figure 1: iSupplier Create Invoice: General Information Screen: Step 1 of 4

ORACLE iSupplier Portal

Home | Logout | Preferences | Help

Create Invoices | View Invoices | View Payments

Home | Orders | Shipments | Account

Purchase Orders | Lines to Invoice | General Information | Review and Submit

Create Invoice: General Information

* Indicates required field

Invoice Number

Invoice Date 22-May-2014

Invoice Description

Attachment None

Discount Terms

Remit To

Name	ACME BEAKERS INC
Address	1234 Main st Chantilly VA
Bank Account	1234567890

Cancel Save Back Step 3 of 4 Next Finish

Home | Orders | Shipments | Account | Home | Logout | Preferences | Help

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1. Click on the **Change** button to be taken to the **Remit To (Pay to Site)** selection screen.

Figure 2: General Information: Change Remit To

ORACLE iSupplier Portal

Home | Logout | Preferences | Help

Home | Orders | Shipments | Account

Create Invoices | View Invoices | View Payments

Purchase Orders | Lines to Invoice | General Information | Review and Submit

General Information: Change Remit To Cancel Apply

Select Address	Bank Account	DUNS Number
<input type="radio"/> 1234 Main st Chantilly VA	1234567890	555555555
<input checked="" type="radio"/> 9999 Independence Ave Washington DC	0987654321	999999999

Cancel Apply

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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2. Click on the radio button for the appropriate **Remit To** line.

Figure 3: iSupplier Create Invoice: General Information Screen: Step 3 of 4

ORACLE iSupplier Portal

Home | Logout | Preferences | Help

Home | Orders | Shipments | Account

Create Invoices | View Invoices | View Payments

Purchase Orders | Lines to Invoice | General Information | Review and Submit

Create Invoice: General Information Cancel Save Back Step 3 of 4 Next Finish

* Indicates required field

* Invoice Number

* Invoice Date 22-May-2014 (example: 22-May-2014)

Invoice Description

Attachment None Add

Discount Terms

Remit To Change

Name ACME BEAKERS INC
Address 9999 Independence Ave
Washington DC
Bank Account 0987654321

Cancel Save Back Step 3 of 4 Next Finish

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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3. The selected **Remit To** information appears in the **Remit To** section. If you have selected the incorrect **Remit To** line, repeat steps 1 and 2 above.