

Supplier Maintenance Remittance Address Documentation Requirements

Acceptable remittance documentation types are:

1. Invoice to or from the supplier
2. Hand-signed memo on company letterhead

The documentation must meet the following criteria:

1. Be legible
2. Is not altered
3. Contains supplier's Name or Doing Business As (DBA) name that appears on the W-9
4. Contains the remittance address
 - a. See the **Supplier Maintenance Address Standards** document for additional address guidelines
5. Dated within a year of the request submission date