

Template for Agencies to use when Invoice Remittance Address does not match Vendor’s Remittance Address in their MissouriBUYS Vendor Registration.

Send the following e-mail to the vendor’s main contact listed in their MissouriBUYS vendor registration.

Main Contact:

A recent invoice received from your company includes the following remittance address:

|  |  |
| --- | --- |
| Company Name |  |
| Street Address |  |
| City, State Zip Code |  |

The remittance address included in your MissouriBUYS vendor registration is below:

|  |  |
| --- | --- |
| Company Name |  |
| Street Address |  |
| City, State Zip Code |  |

The State of Missouri submits payments to the remittance address listed in a vendor’s MissouriBUYS vendor registration. Since your company’s invoice reflects a different remittance address than the remittance address listed in your company’s MissouriBUYS vendor registration, please proceed by completing Option 1 or Option 2 below:

Option 1: Resubmit the invoice with the remittance address included in your company’s MissouriBUYS vendor registration; OR

Option 2: \*Edit your MissouriBUYS vendor registration and update the remittance address to match the remittance address on your company’s invoice. Please notify me when the remittance address update is completed.

Once the remittance address matches on your company’s invoice and MissouriBUYS vendor registration, the state will proceed with processing the invoice and issuance of payment to your company.

Thank you!

Name

Phone Number

E-Mail Address

\*To edit your MissouriBUYS vendor registration to update the remittance address, proceed as follows:

1. Log in to **MissouriBUYS** at <https://missouribuys.mo.gov>.
2. Click the dropdown box by your name (top right corner) and select **My Account.**
3. Click on **Edit Contacts** on the menu tree on the top left side of the screen.
4. The four **Contact Information** sections will display. Scroll down to the **Remittance Address** section, update the remittance address, and click **Save** at the bottom of the screen.
5. Review and update, if applicable, any other sections of your company’s vendor registration.
6. Click the dropdown box by your name (top right corner) and select **Logout**.