

Changing Invoice Remit Address for Suppliers in myUF Marketplace

Overview

While reviewing an invoice, if you notice the remit to address on the supplier invoice does not match the remit to address shown in the myUF marketplace, this guide provides steps to update.

Navigation

1. Log on to <http://my.ufl.edu> using your GatorLink username and password.
2. Navigate to **Nav bar > Main Menu > My Self Service > myUF Marketplace.**

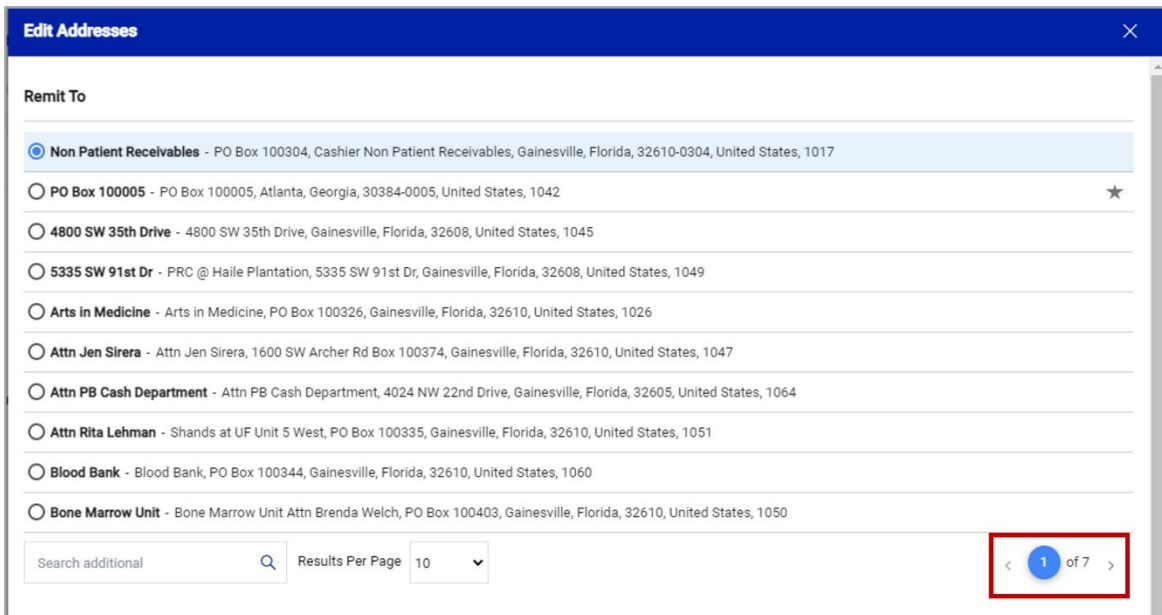
Modify Remit to Address

1. Within the invoice, go to **Summary** tab.
2. Click the pencil edit icon in the Addresses section.

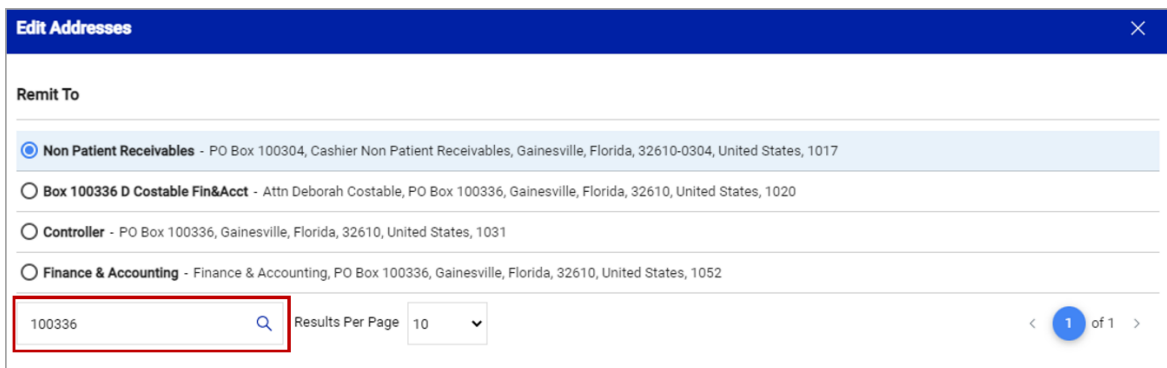
The screenshot shows the myUF Marketplace interface for an invoice. The breadcrumb trail is "Invoice • Shands Teaching Hospital an... • 138332882". The "Summary" tab is selected and highlighted with a red box. Below the tabs, there are two main sections: "General" and "Addresses". The "Addresses" section is also highlighted with a red box. It contains the following information:

General	Addresses
Invoice Type: Invoice	Remit To
Invoice Source: Manual	PO Box 100304
Invoice Number: no value	Cashier Non Patient Receivables
Supplier Invoice No.: no value (Required)	Gainesville, Florida 32610-0304
Supplier Name: Shands Teaching Hospital and Clinics Inc	United States
	Address Id 1017
	Bill To
	no address

3. In the **Remit To** section, review available addresses and find the one you need. Note: there could be multiple pages of addresses to review.
 - a. **Yes**, I found the address. Continue to **step 4**.
 - b. **No**, I didn't find the address.
 - i. Contact vendor to update their supplier portal information.
 - ii. Once updated, go back to **step 1**.



Tip: Another way to find an address is to enter part of it into the search box.



- 4. Click on radio button to select correct address.
- 5. Select **Save**.

Edit Addresses

Remit To

- Non Patient Receivables - PO Box 100304, Cashier Non Patient Receivables, Gainesville, Florida, 32610-0304, United States, 1017
- FCPA - FCPA, PO Box 13833, Philadelphia, Pennsylvania, 19101-3833, United States, 1056
- Facilities Administration - Facilities Administration, PO Box 100366, Gainesville, Florida, 32610, United States, 1021
- Facilities Operations - Shands Teaching Hospital and Clinics Inc, Attn April Williams Facilities Operations, Gainesville, Florida, 32610, United States, 1014
- Finance & Accounting - Finance & Accounting, PO Box 100336, Gainesville, Florida, 32610, United States, 1052
- Food & Nutrition - Food & Nutrition, PO Box 100325, Gainesville, Florida, 32610, United States, 1027
- For Cardio Med use only- Rehab - Div of Cardiovascular Med, PO Box 100277 237 Bldg, Gainesville, Florida, 32610, United States, 1034
- General Clinical Research Ctr - JHMHC, PO Box 100322, Gainesville, Florida, 32610, United States, 1004
- Hotel Eleo At UF** - Hotel Eleo At The University Of Florida, 1514 Southwest 14th St, Gainesville, Florida, 32608, United States, 1007
- Investigational Drug Service - Investigational Drug Service, PO Box 100316, Gainesville, Florida, 32610, United States, 1010
- Laboratory Administration - ATTN: Raquel Gras, 7201 Box 100344, Gainesville, Florida, 32610-0344, United States, 1022

Search additional Results Per Page 10 < 3 of 7 >

Bill To

- No address assigned
- UF Accounts Payable - UFL.invoices@trustflowds.com, PO Box 3357, Scranton, PA 18505, United States ★

Additional Assistance

Marketplace Help Desk

[Contact Us](#)

Phone: (352) 392-1335