

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 <u>http://my.ufl.edu</u> 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.

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	Inv	voice • Shands	s Teaching Hospital an •	13833288	2			
6	E	intry Summary	Matching Supplier Messages	Comments	Attachments	History		
Q	G	General		"	Addresses		<i>i</i> ····	
m	Ir	пvoice Туре	Invoice		Remit To			
-	Ir	nvoice Source	Manual		PO Box 100304	ant Reseivables		
\$	Ir	nvoice Number	no value		Gainesville, Florid	la 32610-0304		
հե	s	supplier Invoice No.	no value Required		United States Address Id 1017			
	s	upplier Name	Shands Teaching Hospital and Clinics Inc		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**.

Edit Addresses	×					
Remit To	Â					
Non Patient Receivables - PO Box 100304, Cashier Non Patient Receivables, Gainesville, Florida, 32610-0304, United States, 1017						
O PO Box 100005 - PO Box 100005, Atlanta, Georgia, 30384-0005, United States, 1042						
O 4800 SW 35th Drive - 4800 SW 35th Drive, Gainesville, Florida, 32608, United States, 1045						
O 5335 SW 91st Dr - PRC @ Haile Plantation, 5335 SW 91st Dr, Gainesville, Florida, 32608, United States, 1049						
O Arts in Medicine - Arts in Medicine, PO Box 100326, Gainesville, Florida, 32610, United States, 1026						
O Attn Jen Sirera - Attn Jen Sirera, 1600 SW Archer Rd Box 100374, Gainesville, Florida, 32610, United States, 1047	_					
O Attn PB Cash Department - Attn PB Cash Department, 4024 NW 22nd Drive, Gainesville, Florida, 32605, United States, 1064	_					
O Attn Rita Lehman - Shands at UF Unit 5 West, PO Box 100335, Gainesville, Florida, 32610, United States, 1051	_					
O Blood Bank - Blood Bank, PO Box 100344, Gainesville, Florida, 32610, United States, 1060	_					
O Bone Marrow Unit - Bone Marrow Unit Attn Brenda Welch, PO Box 100403, Gainesville, Florida, 32610, United States, 1050						
Search additional Q Results Per Page 10 V	>					

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

Edit Addresses					
Remit To					
Non Patient Receivables - P0 Box 100304, Cashier Non Patient Receivables, Gainesville, Florida, 32610-0304, United States, 1017					
O Box 100336 D Costable Fin&Acct - Attn Deborah Costable, PO Box 100336, Gainesville, Florida, 32610, United States, 1020					
O Controller - PO Box 100336, Gainesville, Florida, 32610, United States, 1031					
O Finance & Accounting - Finance & Accounting, PO Box 100336, Gainesville, Florida, 32610, United States, 1052					
100336 Q Results Per Page 10 V	>				

*my*uf marketplace

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

Edit Addresses	×						
Remit To	Í						
O Non Patient Receivables - PO Box 100304, Cashier Non Patient Receivables, Gainesville, Florida, 32610-0304, United States, 1017							
O FCPA - FCPA, PO Box 13833, Philadelphia, Pennsylvania, 19101-3833, United States, 1056							
O Facilities Administration - Facilities Administration, PO Box 100366, Gainesville, Florida, 32610, United States, 1021							
O Facilities Operations - Shands Teaching Hospital and Clinics Inc, Attn April Williams Facilities Operations, Gainesville, Florida, 32610, United States, 1014							
O Finance & Accounting - Finance & Accounting, PO Box 100336, Gainesville, Florida, 32610, United States, 1052							
O Food & Nutrition - Food & Nutrition, PO Box 100325, Gainesville, Florida, 32610, United States, 1027							
O For Cardio Med use only- Rehab - Div of Cardiovascular Med, PO Box 100277 237 Bldg, Gainesville, Florida, 32610, United States, 1034	_						
O 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							
O Investigational Drug Service - Investigational Drug Service, PO Box 100316, Gainesville, Florida, 32610, United States, 1010							
O Laboratory Administration - ATTN: Raquel Gras, 7201 Box 100344, Gainesville, Florida, 32610-0344, United States, 1022							
Search additional Q Results Per Page 10 < 3 of 7	>						
Bill To							
No address assigned							
O UF Accounts Payable - UFL.invoices@trustflowds.com, PO Box 3357, Scranton, PA 18505, United States	*						
Save	Close						

Additional Assistance	
	Marketplace Help Desk
	Contact Us
	Phone: (352) 392-1335