

SUPPLIER: ADD OR UPDATE REMITTANCE ADDRESS

Introduction

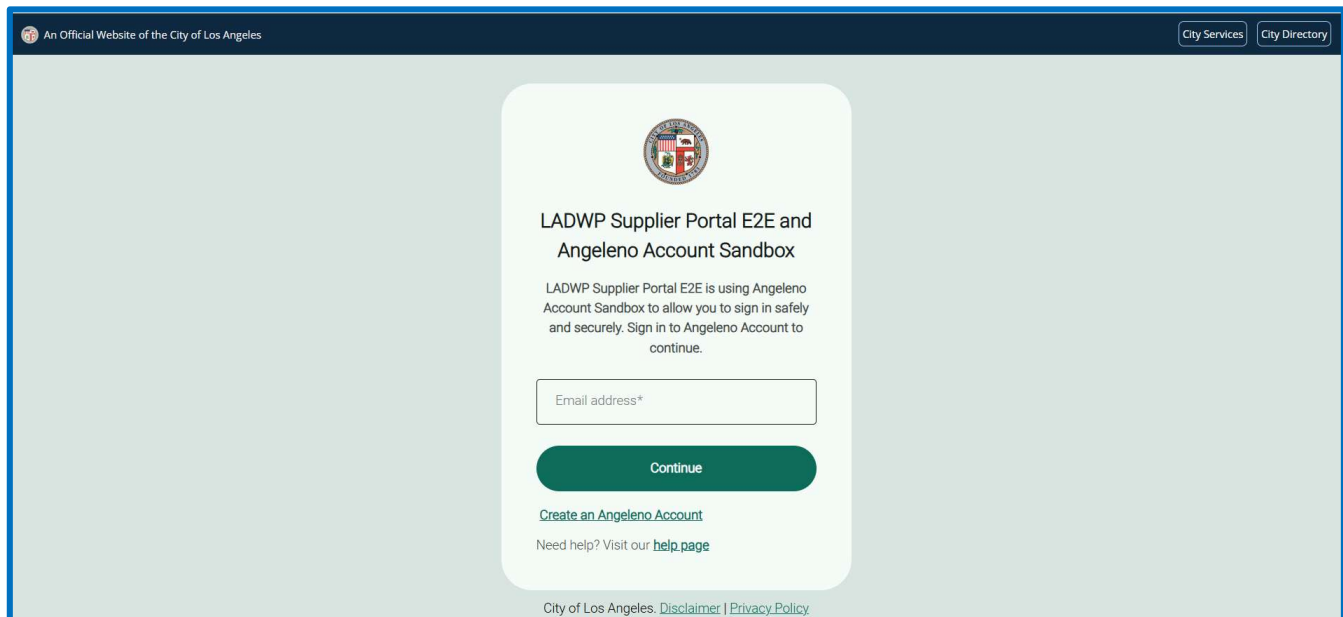
Suppliers can update their remittance address to ensure payments and correspondence are sent to the correct location.

Security Roles

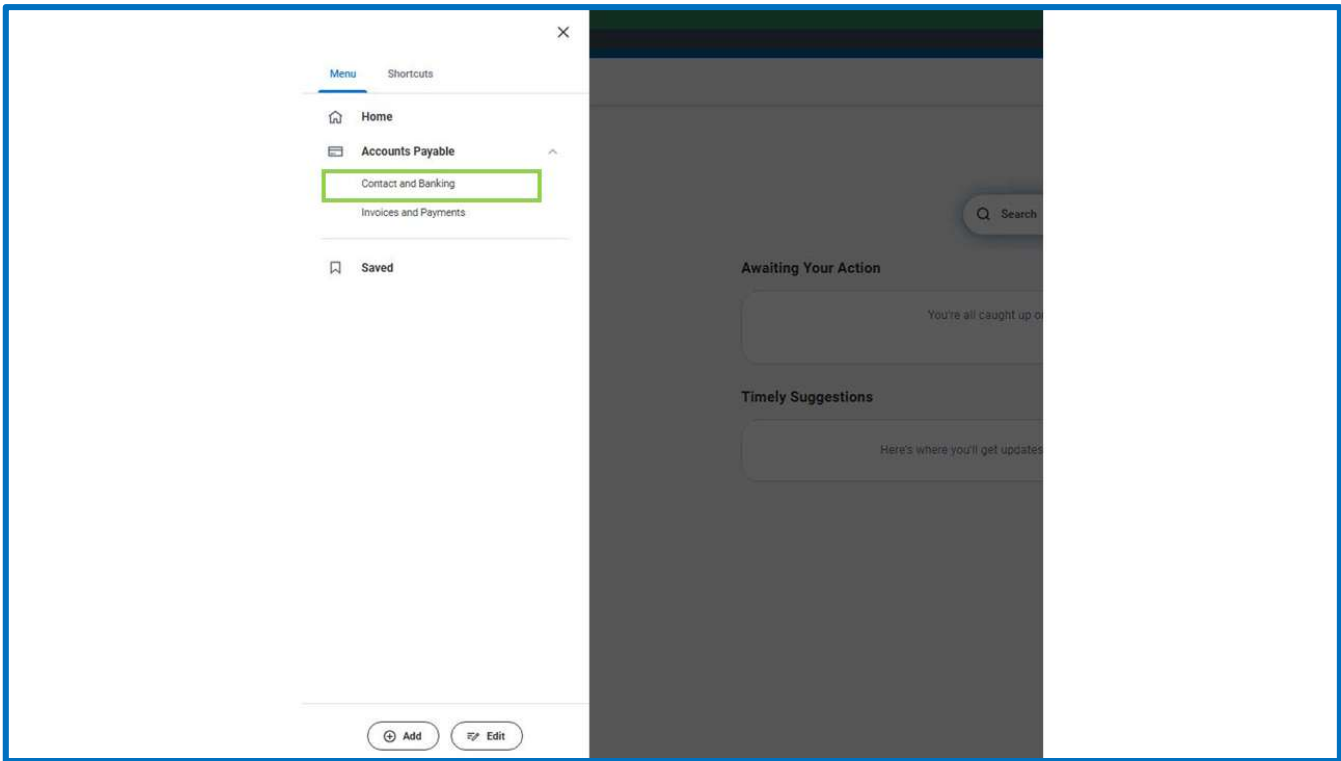
- Supplier – External Supplier Portal User

Add/Update Remittance Address

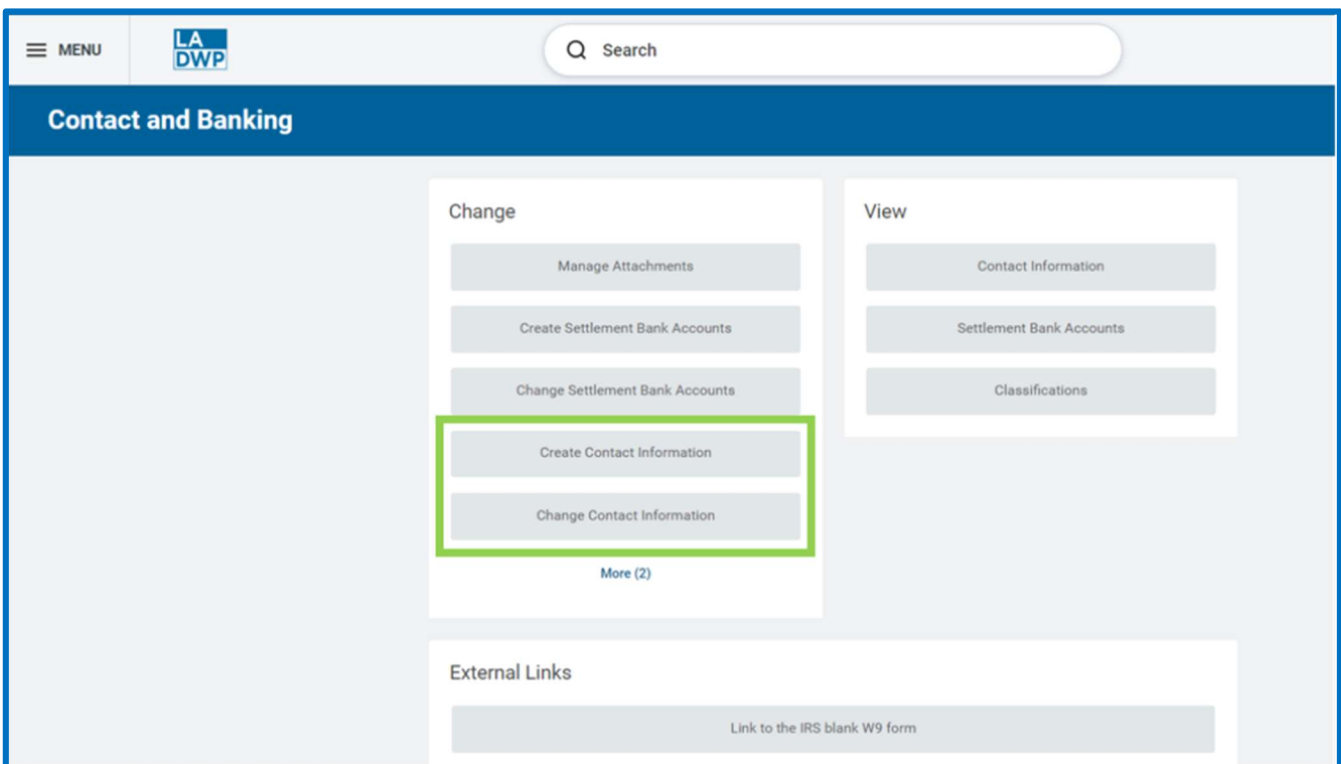
1. Sign in to the **Workday Supplier Portal** through Angeleno log in using your credentials.



2. From the **Menu** at the top left, navigate to the **Contact and Banking** dashboard.




3. Under the **Change** section, select **Change Contact Information** to update existing contact information. You must have a settlement account already created. Otherwise, select **Create Contact Information** to add new details.





4. The supplier contact information will be displayed. Fill in the required fields, where suppliers will be able to add or update the remittance address in the Address section.

Create Contact Information 

Change Event Contact Information Change for Acme Solutions LLC - created by John Rahm on 04/01/2026


Status Draft

Contact Information Attachments

Phone


Add


Address

Effective Date * 04 / 01 / 2026 

Submit Save for Later Cancel

Address


Effective Date * 04 / 01 / 2026 

Country * 

Address Line 1 *

Address Line 2

City *

State * 

Postal Code *

County

5. In the **Usage** section, under “**Use for**”, select **Remit To** as the option.

The screenshot shows a form titled "Usage". It includes the following elements:

- Type:** Business (marked with a red asterisk)
- Primary:** Checked (checkbox)
- Use For:** A dropdown menu with "Remit To" selected. This field is highlighted with a green border.
- Visibility:** Public (checked)
- Comments:** An empty text area.
- Buttons:** "Remove", "Add", "Submit", "Save for Later", and "Cancel".

6. Once the Remittance address has been added, click the “**Submit**” button to save the remittance address entered.

The screenshot shows a form titled "Create Contact Information". It includes the following elements:

- Change Event:** Contact Information Change for Acme Solutions LLC - created by John Rahm on 04/01/2026
- Status:** Draft
- Navigation:** "Contact Information" (active) and "Attachments".
- Phone:** An "Add" button.
- Address:** An "Effective Date" field with the value "04 / 01 / 2026" and a calendar icon.
- Buttons:** "Submit", "Save for Later", and "Cancel". The "Submit" button is highlighted with a green border.