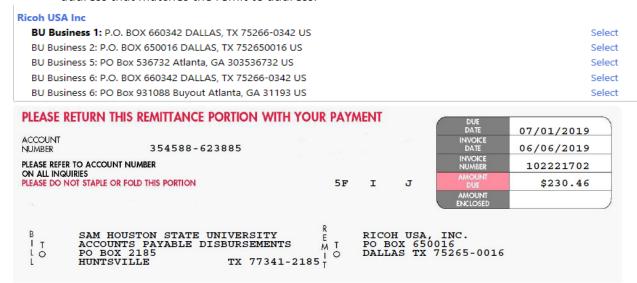
- Choose the vendor that you are doing business with.
 - o If the vendor has a note stating Do Not Use, do not select that vendor.
 - If the vendor does not appear, an invitation may need to be sent through PaymentWorks inviting the vendor to be set up to do business with SHSU.



- If the address does not match the address that the payment should go to, then you will select a different fulfillment center.
 - Example: The Remit To address is PO BOX 650016 Dallas, TX 75265. We will select the address that matches the remit to address.



 After selecting the correct address, the Fulfillment Address will change to match the correct Remit To address.

