"You must enter a city and country" - error message for RFP creation

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- I am trying to create a request for reimbursement for a non-MIT employee.
- I want the check to be sent to an MIT address, or to be held by Accounts Payable.
- I select the Request for Reimbursement link, then choose non-MIT employee.
- I choose the option to have the check sent to an MIT address, or to be held by Accounts Payable, which makes the input fields for City and State no longer available.
- When I press Save and Continue, I receive error messages: "You must enter a city" and "You must choose a country."

Solutions

If this is a taxable payment

- Use the **Payment (Taxable)** link in the Manage Reimbursements (RFPs) group in Atlas instead of the Request for Reimbursement link.

If this is a non-taxable payment

- Use the **Reimbursement** link in Atlas, available in the Manage Reimbursements (RFPs) group and in the My Reimbursements group.
- Select the option to have the check mailed to the recipient.
- Enter the mailing address for the recipient. This information is needed in order to complete the "vendor record" for the individual or entity being paid.
- Save the RFP.
- If desired, change the option to **Deliver check to MIT address** and to enter the name and building and room information.
- Click Save.

See Also

- Purchasing, RFP and Travel Landing Page