

Pegasys Tips

Steps to Novation

Replacing a previous vendor with a new vendor

1. Click on **"Transactions."** Choose **"Form/Document Selection."**
2. Enter the document type and document number; click **"Search."** Select the document type; click **"Amend."**
3. On the **"New Amendment"** page, enter a new **"Amendment Number,"** and click **"OK."**
4. Scroll down to **"Amendment Information,"** and enter a reason for the novation in the box labeled **"Justification."**
5. Enter the Code and Address Name in the **"Designated Agent"** section.
6. Click **"Save"** and **"Verify."**

Talk about the "Big Dance" – novation helps you change partners with ease!



☐ Amendment Information

Date:

Justify reason for novation here.

* Justification:

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☐ Novate Vendor

Novation Date:

Remit To Vendor Address

* Remit To Address: [More](#)

* Address Code:

Vendor

Code: [More](#)

Address Name:

Designated Agent

Code: [More](#)

Address Name:

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Enter reason for novation.

Enter Code and Address Name to novate the vendor.