

How to Choose a Different Fulfillment Center for a Vendor

1. When filling out your non-catalog item or other form, select your supplier. Below the supplier name you will see the “Fulfillment Address” section. Select the fulfillment address you wish to send the purchase order to.
 - a. If only one address is listed, then the supplier does not have multiple fulfillment addresses.

Add Non-Catalog Item

Existing Supplier

Acme Brick Co

Acme Brick Co

Fulfillment Address

PO Purchase Order 1 - 2500 Nw 10th, Oklahoma City, Oklahoma 73107-5406 United States

PO Purchase Order 2 - 123 Brick Ave, Stillwater, Oklahoma 74078-5984 United States

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

Fax +1 405-525-7683

Manual

Item

Description	Catalog No.	Quantity	Price	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Ea...

254 characters remaining

Additional Details

Commodity Code Manufacturer Name

Manufacturer Part No

Product Flags

Controlled substance

Recycled

Hazardous material

Radioactive

Rad Minor


Select Agent

★ Required fields

Save Save And Add Another Close

- b. Please note: The supplier’s primary fulfillment address will be designated with a .

Fulfillment Address

PO Purchase Order  2500 Nw 10th, Oklahoma City, Oklahoma 73107-5406 United States

PO Purchase Order 2 - 123 Brick Ave, Stillwater, Oklahoma 74078-5984 United States

2. Proceed with your item as normal.