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.

   ![Fulfillment Address Selection](image)

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

2. Proceed with your item as normal.