How to Choose a Different Fulfillment Center for a Vendor

1. When filling out your non-catalog item or other form, select your supplier. Then, click on “select different fulfillment center”.
   a. If the “select different fulfillment center” is not present, then the supplier does not have multiple fulfillment centers.

2. Choose the fulfillment center from the list that appears.

3. The new fulfillment center should now show in the supplier information.

4. Proceed with your item as normal.