


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.

Non-Catalog Item ? X

Fiske Associates [select different supplier](#)

Fulfillment Address PO Purchase Order 1: (preferred)
2 Technology Way
Norwood, MA 02062
[select different fulfillment center](#) 

[Distribution Methods](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/> <small>254 characters remaining</small> expand clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each ▼

[Product Details](#)

Commodity Code

Manufacturer Name

Manufacturer Part No


- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

[Save and Close](#) [Save and Add Another](#) [Close](#)

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

Results Per Page Suppliers found: 1 Page 1 of 1 ?


Supplier Name/Address	Select
Fiske Associates PO Purchase Order 1: 2 Technology Way Norwood, MA 02062 PO Purchase Order 2: 123 Training St. Stillwater, OK 74075	Select Select



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

Non-Catalog Item ? X

Fiske Associates [select different supplier](#)

Fulfillment Address PO Purchase Order 2:
123 Training St.
Stillwater, OK 74075
[select different fulfillment center](#) 

[Distribution Methods](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/> <small>254 characters remaining</small> expand clear	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each ▼

4. Proceed with your item as normal.