Changing a Vendor’s Fulfillment Address
1. Some vendors have multiple fulfillment addresses and the address may need to be changed on the requisition.
2. Click on the Requisition Form button.
3. Enter the vendor’s name in the field provided or use the supplier search to select a vendor.
4. Click the select different fulfillment center under the address.
5. Browse the complete list to find the correct fulfillment address.
6. Click Select.
7. Notice the address has been changed.
8. Proceed with the order.