
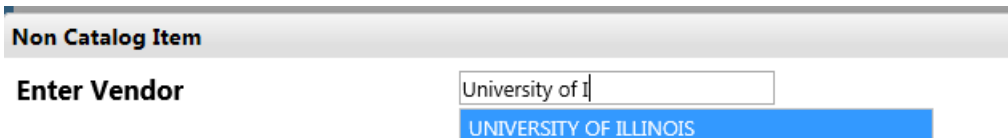
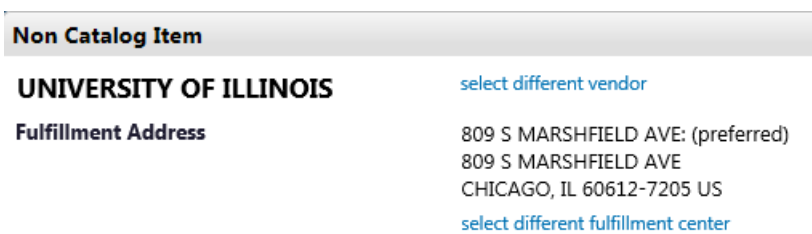
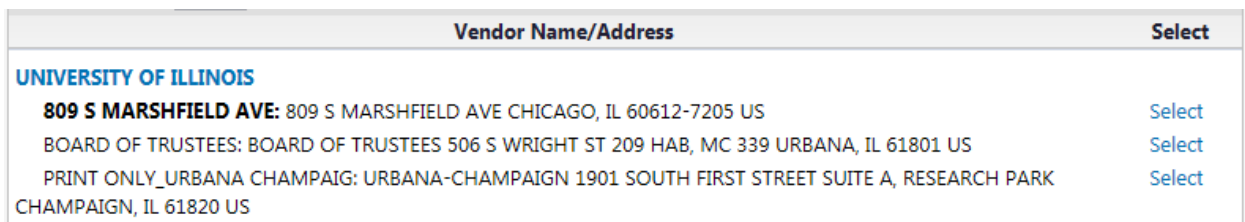


Non-Catalog Orders – Vendors That Have Multiple Fulfillment Centers

Some Non-Catalog vendors have multiple fulfillment Centers. When you create a requisition for one of these vendors, you should follow the steps below.

Step	Action								
1.	<p>Select the  button to add the vendor to your requisition.</p>								
2.	<p>Start to enter the name of the vendor in the Enter Vendor field. Select the vendor when their name appears in the vendor dropdown list.</p> 								
3.	<p>If the vendor has multiple fulfillment centers, a link, select different fulfillment center will appear below the vendor address that defaults into the screen. Select this link to view all of the fulfillment center options for this vendor.</p> 								
4.	<p>A list of all of the addresses for this vendor will appear on the next screen. Click on the Select link on the right side of the screen in order to choose the fulfillment address that you want for your requisition.</p>  <table border="1" data-bbox="272 1302 1510 1522"> <thead> <tr> <th>Vendor Name/Address</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>UNIVERSITY OF ILLINOIS 809 S MARSHFIELD AVE: 809 S MARSHFIELD AVE CHICAGO, IL 60612-7205 US</td> <td>Select</td> </tr> <tr> <td>BOARD OF TRUSTEES: BOARD OF TRUSTEES 506 S WRIGHT ST 209 HAB, MC 339 URBANA, IL 61801 US</td> <td>Select</td> </tr> <tr> <td>PRINT ONLY_URBANA CHAMPAIG: URBANA-CHAMPAIGN 1901 SOUTH FIRST STREET SUITE A, RESEARCH PARK CHAMPAIGN, IL 61820 US</td> <td>Select</td> </tr> </tbody> </table>	Vendor Name/Address	Select	UNIVERSITY OF ILLINOIS 809 S MARSHFIELD AVE: 809 S MARSHFIELD AVE CHICAGO, IL 60612-7205 US	Select	BOARD OF TRUSTEES: BOARD OF TRUSTEES 506 S WRIGHT ST 209 HAB, MC 339 URBANA, IL 61801 US	Select	PRINT ONLY_URBANA CHAMPAIG: URBANA-CHAMPAIGN 1901 SOUTH FIRST STREET SUITE A, RESEARCH PARK CHAMPAIGN, IL 61820 US	Select
Vendor Name/Address	Select								
UNIVERSITY OF ILLINOIS 809 S MARSHFIELD AVE: 809 S MARSHFIELD AVE CHICAGO, IL 60612-7205 US	Select								
BOARD OF TRUSTEES: BOARD OF TRUSTEES 506 S WRIGHT ST 209 HAB, MC 339 URBANA, IL 61801 US	Select								
PRINT ONLY_URBANA CHAMPAIG: URBANA-CHAMPAIGN 1901 SOUTH FIRST STREET SUITE A, RESEARCH PARK CHAMPAIGN, IL 61820 US	Select								
5.	<p>The address you selected will now appear in your requisition.</p> 