SELECT SPECIFIC SUPPLIER LOCATIONS

A single supplier in the FMS system can have multiple locations associated under their individual supplier file. The locations determine how the University conducts its business with the supplier, and establish how the supplier will receive the purchase order, payment and returns.

When creating a Special Request requisition or a Quick Invoice request, the Requisitioner should select the appropriate locations for purchase order dispatching, remit to, and invoices, if there are multiple options for the supplier based on the supplier’s quote and payment instructions. The Description field within the Location contains specific details that should help determine the best selection.

SELECT SUPPLIER LOCATION IN A SPECIAL REQUEST REQUISITION

1. From the initial Special Request requisition screen, click the magnifying glass to the right of the Supplier field.

2. On the Supplier Search pop up, enter the Supplier Name in the corresponding field, and click the Find button.
3. From the Supplier Search results screen, review the various addresses and location descriptions to identify and select the appropriate address for the request. To select a specific address, double-click the corresponding Supplier ID number at the left of the results line.

SELECT SUPPLIER LOCATION IN A QUICK INVOICE:

1. Navigate to the Quick Invoice entry screen at Main Menu > MSU Implementation > Accounts Payable > Quick Invoice.
2. Enter all of the pertinent data in the Add a New Value tab, including selecting a supplier from the search field if needed.
3. Click the Add button.
On the *Quick Invoice* screen, there are multiple fields for the Supplier information.

4. Click the **magnifying glass** to the right of the appropriate field for which to select the supplier information.
5. In the *Look Up* pop up window of the field selected, click the correct location from the displayed list, paying attention to the description listed for each address.

NOTE – Each location type field will have its own look up window associated with it.