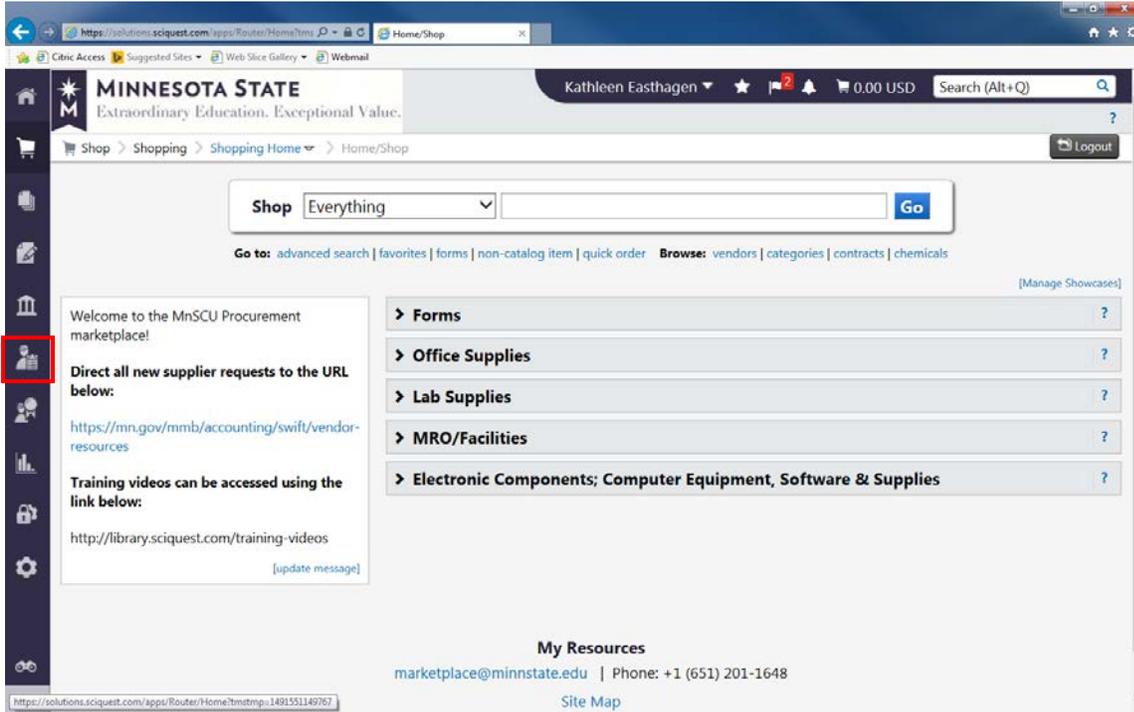
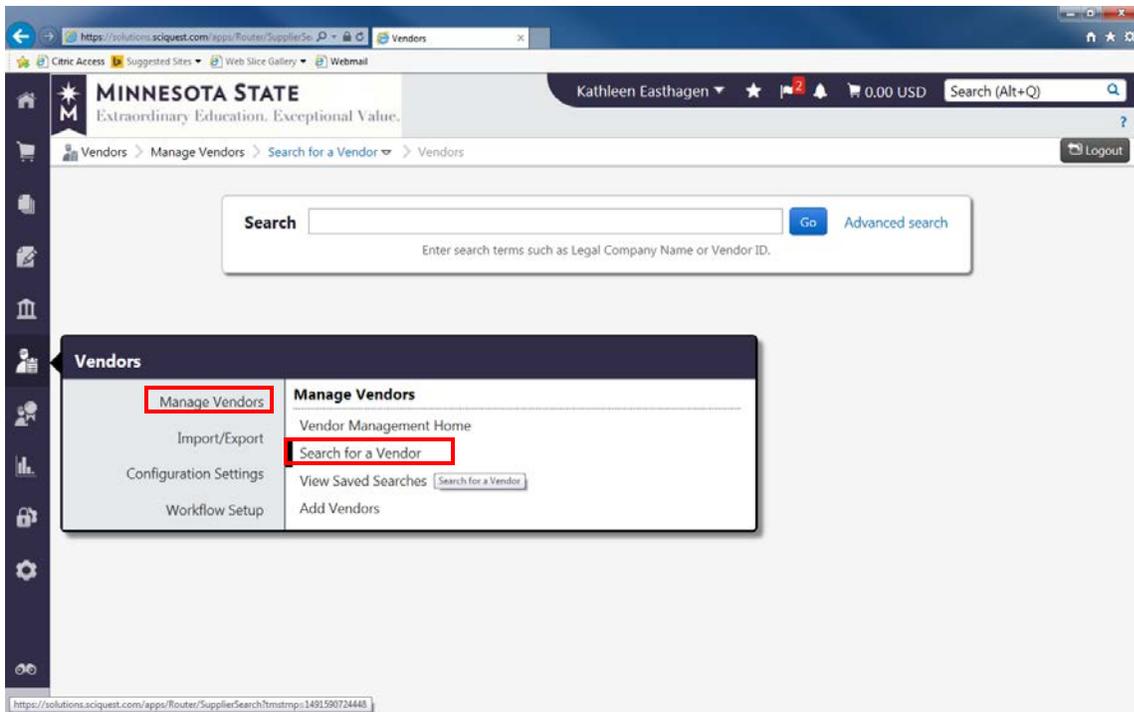


Vendor Fulfillment & Remittance Addresses in the Marketplace

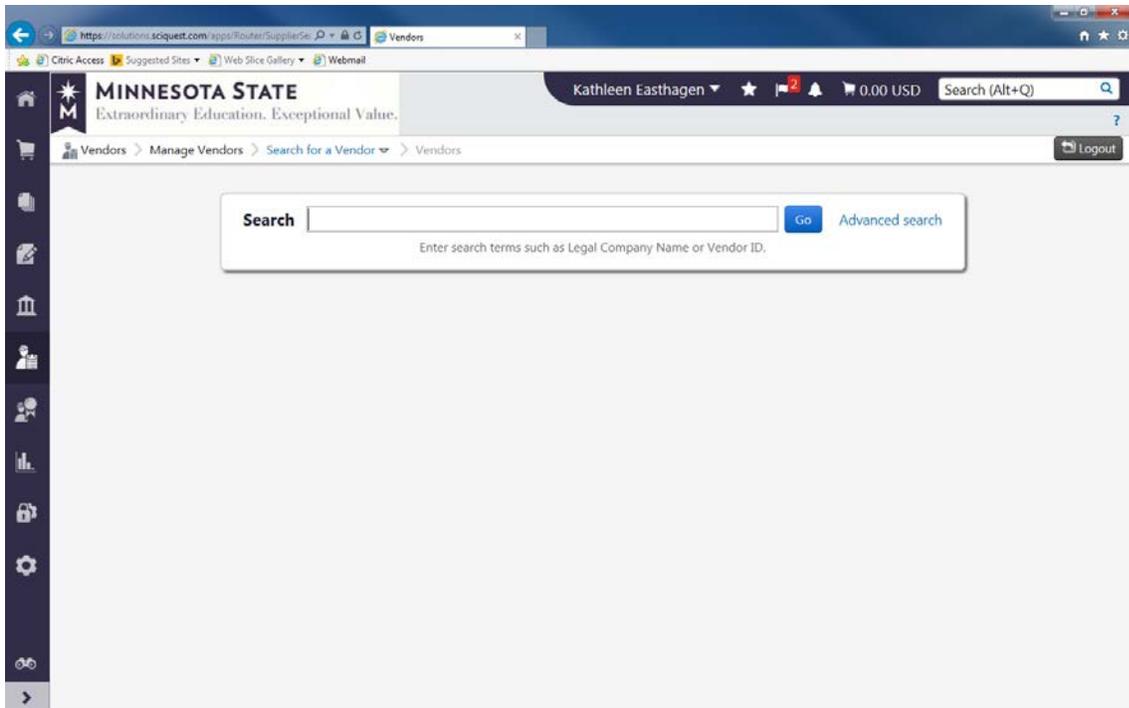


Select Vendors

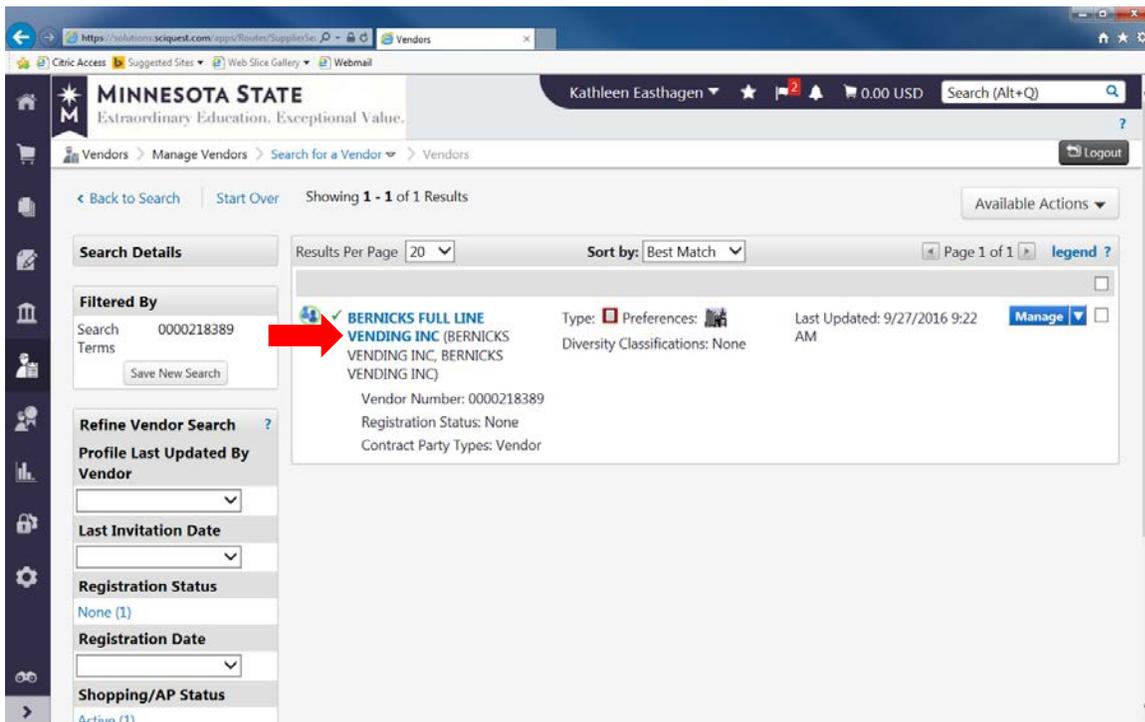


Select "Manage Vendors"

Select "Search for a Vendor"

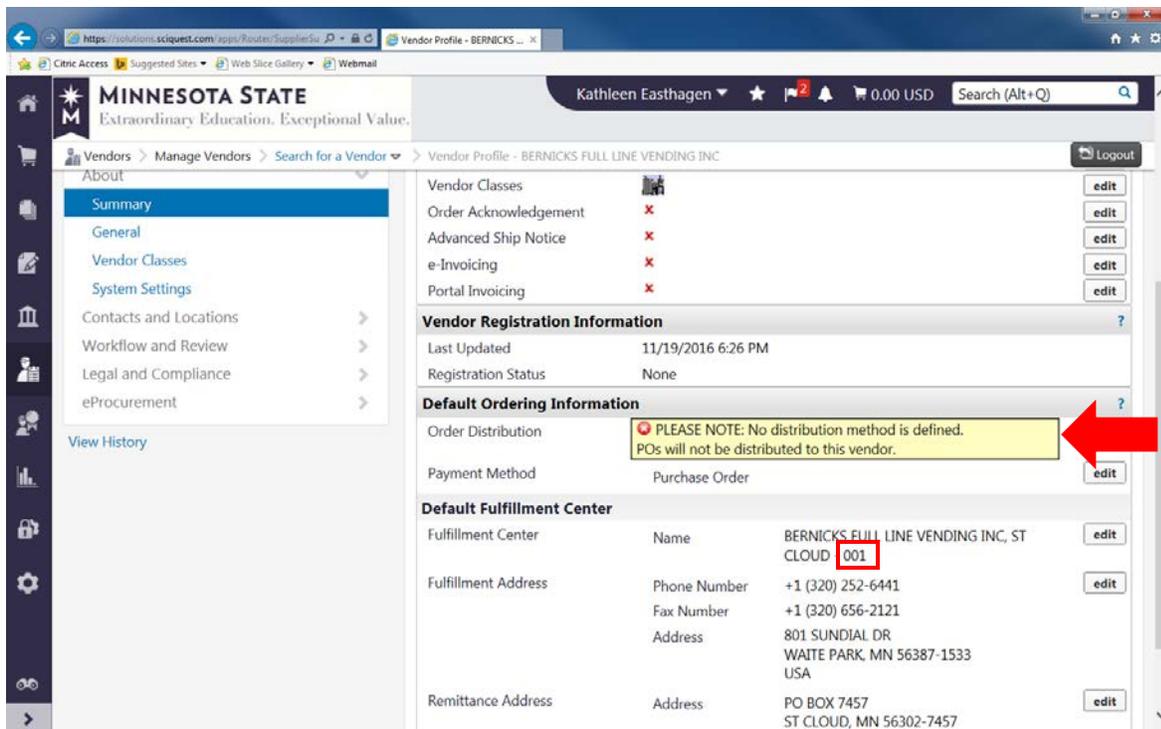


Input vendor name or vendor ID number (without the -xxx location code). Then click “Go”.



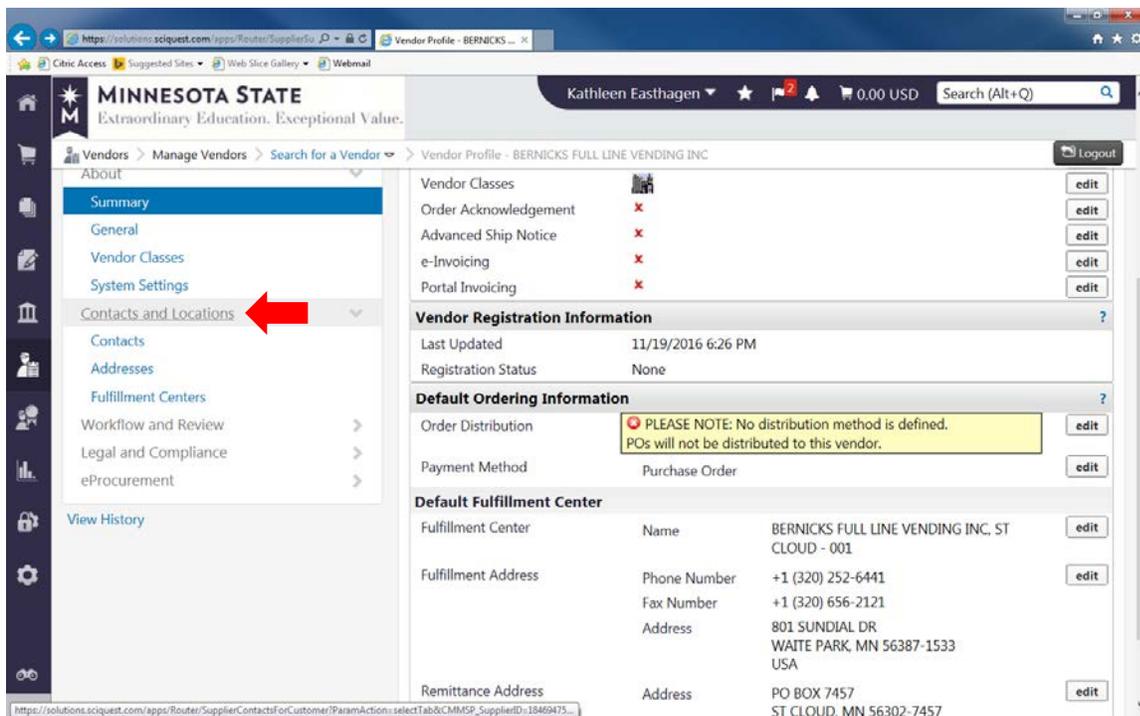
Click on the blue link created by the Vendor Name (in this instance; “Bernicks Full Line Vending Inc”)

All addresses in the Marketplace were set to a default location of 001. Each user will need to check if that is the correct location to use by verifying the Fulfillment Address and Remittance Address.

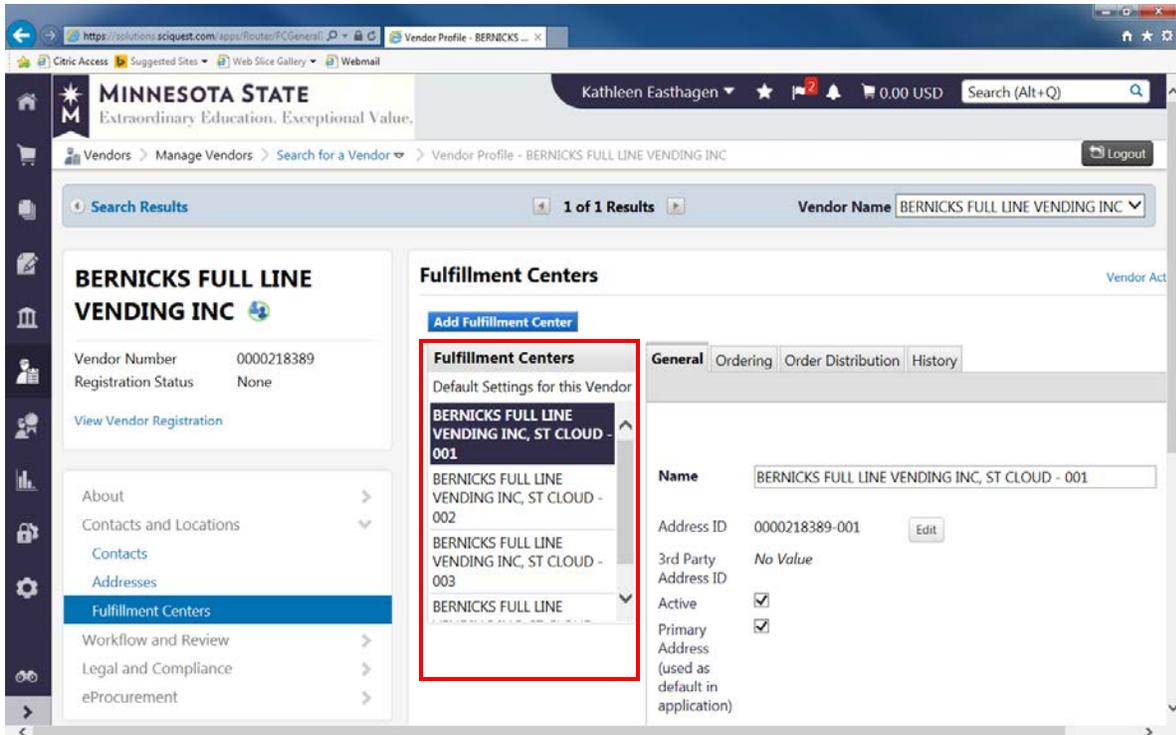


Note: There is NO distribution method set-up for this vendor. Also, the location default shows as -001.

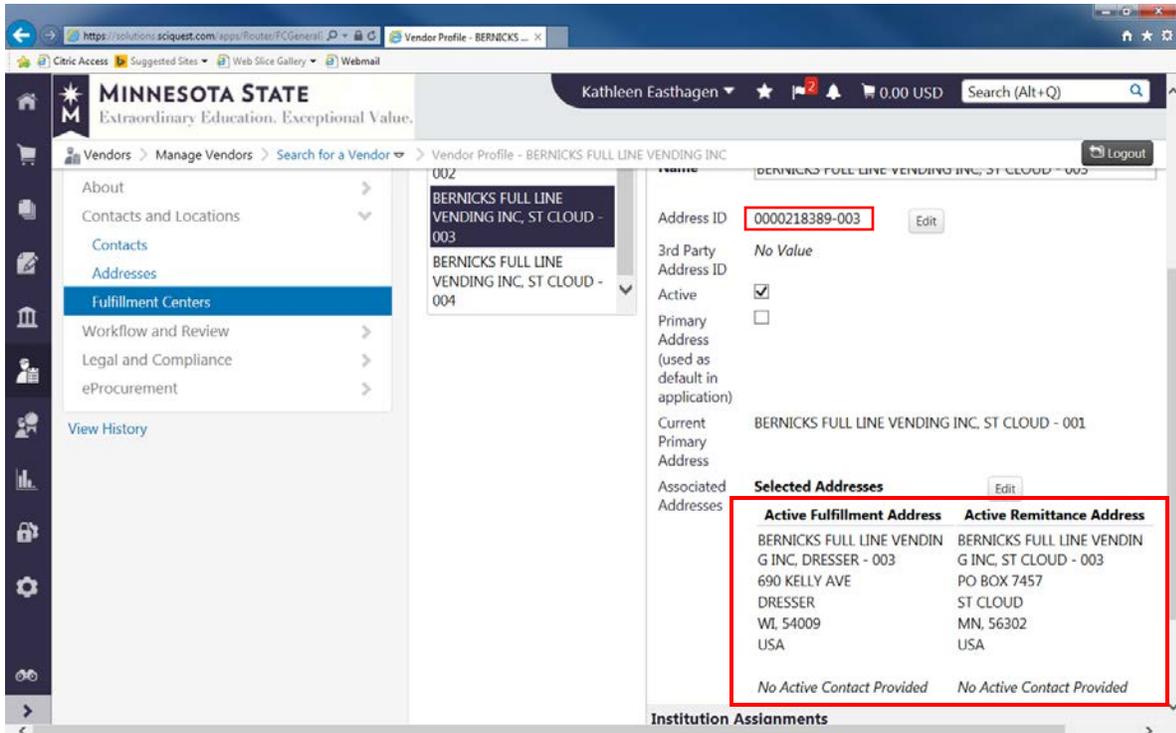
If the Fulfillment and/or Remittance addresses shown do not match what you need, select “Contacts and Locations” in the near left navigation bar (see below).



Then select “Fulfillment Centers”.



Select one of the addresses in the “Fulfillment Centers” section until you find the one that has the combination of Fulfillment and Remittance Address you need. In this case, -003 is the combination I am looking for:



If this is the address you want to select as your *personal* default address you can select it as preferred.