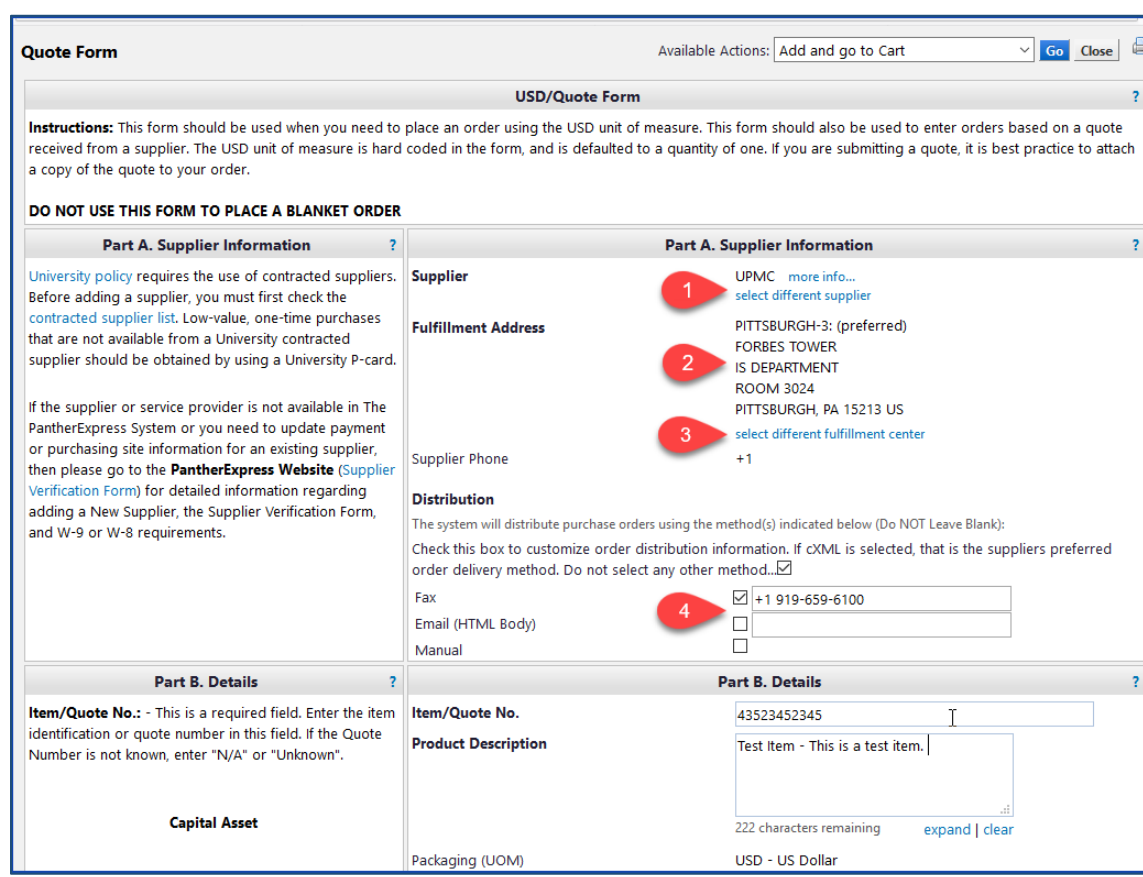# Reviewing and Changing Order Distribution Information

Standard Form Orders

The buyer is responsible for reviewing the fulfillment address and order distribution method *before* you submit your transaction for approval. Please ensure your non-catalog, blanket order, USD/Quote, or software transaction has the correct order distribution information to properly send your order to the supplier. **This will ensure there are no delays in your order being sent to the supplier once all required approvals have been made.**

The fulfillment address and distribution information is located in Part A. Supplier Information.
The numbered flags correspond to information provided below

1. Supplier Information: Supplier

When you select the supplier that will be providing the product(s) needed, the fulfillment address and distribution information will load.
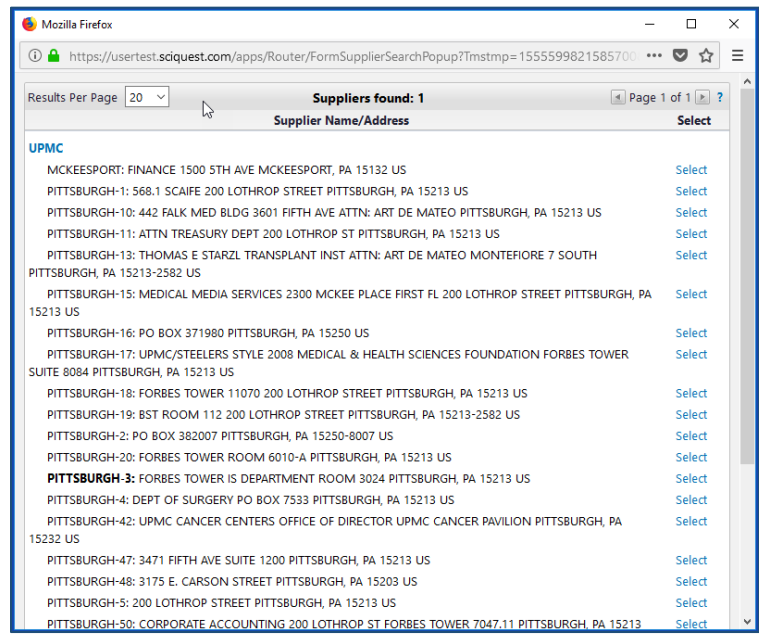
2. Supplier Information: Fulfillment Address

The fulfillment address is the supplier location where orders are received, processed, and filled. Most suppliers have multiple fulfillment addresses.

Example: UPMC has many locations. In the screenshot provided above, the Fulfillment Address is the Forbes Tower location.

3. Supplier Information: Changing the Fulfillment Address Information

If the fulfillment address shown for the supplier is not correct, you can use the **select different fulfillment center** link to pull up a list of all fulfillment addresses for that particular supplier. Use the **Select** link, to the right of the correct address, to select the address you wish to use.

*Using the **Select Different Fulfillment Center** link will open a pop-up window that lists all supplier addresses. To change the address, use the **Select** link to the right of the correct address.*

4. Supplier Information: Distribution

Distribution is the method and information (Fax, Email) to provide the order to the supplier. Default Distribution information is tied to the specific **Fulfillment Address**. Each Fulfillment Address could have a different default for the distribution information.

Before you send your order to the supplier, review the Distribution information to ensure it is correct. To change the default, you will check the box to the left of the method; this check mark defines the distribution method to be used.

A. **Fax:** If your order needs to be faxed to the supplier ensure the **Fax** check box is checked and the fax number listed is correct. You can edit the FAX number, if needed, by typing in the text box for this line.

B. **Email (HTM, Body):** Ensure the **Email** check box is checked if your order needs to be emailed to the supplier. Make sure the email address in this field is correct or edit by typing in the provided text box.

C. **Manual:** Manual means the purchase order is created in PantherExpress but is then printed and distributed outside of the system. Select the **Manual** check box next to this option if you *do not* want the purchase order sent by PantherExpress. There is no text entry for this option.

D. **cXML:** This option sends your purchase order to the supplier electronically, using XML, from the PantherExpress System to the supplier's order entry system. This option will appear if the supplier is set up to receive orders in this format.