

Start the process by clicking on ‘non-catalog item” to create your SQ cart and type the name, the field will auto populate (typically after the third letter) with the rest of the supplier name (in this case Apple Computer, Inc). Underneath the supplier name you will see “Select Different Fulfillment Center” (in the box on the right of your screen). When you click on “Select Different Fulfillment Center” the second box appears (the one on the left of your screen) which shows the number of suppliers found. In this case you have two. Select the one with the address you need.

