

How to Customize Order Distribution on a Form in WrightBuy

Non-Catalog Form Available Actions: Save

Form History **3. Save**

Supplier Info

Supplier Sams Club Direct [more info...](#)
[select different supplier](#)

Fulfillment Address Business 1: (preferred)
!Acct 0402 51714360 8
Po Box 530930
Atlanta, GA 30353-0930 US

Supplier Phone +1 (800) 362-6196

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Fax

Email (HTML Body) greg.kojola@wright.edu x

1. Check this box

2. Enable the appropriate checkbox based on which type of order delivery you require and enter the distribution information

NOTE: This must be done for every line item on the requisition.

How to check to see if distribution has been customized when approving or reviewing a requisition


Supplier / Line Item Details

Hide line details For

Sams Club Direct [more info...](#)

Business 1
!Acct 0402 51714360 8, Po Box 530930, Atlanta, GA 30353-0930 US

| |
|--------------|
| Contract |
| Quote number |
| PO Number |

| Product Description | Catalog No | Size / P |
|---|---------------|----------|
| 1 ✓ Food Supplies for Volleyball camp concessions on 7/5/17.  more info... | FOODSUPPL | |
| Commodity Code | Food Supplies | |

Indicates that Custom Supplier Distribution has been selected for this order (... you can select the product description to open the form to view/modify distribution).

NOTE: The same distribution must be applied to every line item on the requisition.