

## Selecting /Verifying / Updating Distribution Method – Non-Catalog:

### During Cart Creation:

Create a Non-Catalog Item order

Locate the Supplier

Existing Supplier

arno

Arnold E. Spain

Arnolds Pools Inc.  
Doing Business As: ARNOLDS POOLS, INC.

Ferdinand J. Arnold

254 characters remaining

Catalog No.	Quantity *	Price Estimate *	Packaging
			EA

★ Required fields

Save Save And Add Another Close

Review information listed

If email address listed is current and valid = move to next step in cart creation.

If email address is not valid =

Check the box for “check this box to customize order distribution information”

Key in updated email address

Notify Procurement System Administrator of update

PSA will notify Supplier Relations Manager of required colleague update

Existing Supplier

Arnolds Pools Inc.

Arnolds Pools Inc.

Fulfillment Address

MAIN FULFILLMENT CENTER - 1390 Cannon Rd, Myrtle Beach, SC 29577

Fulfillment Center 1 - No Address

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information.

Item

Product Description *	Catalog No.	Quantity *	Price Estimate *	Packaging
				EA

254 characters remaining

★ Required fields

Save Save And Add Another Close

Continue with next step of Cart creation – Item information entry

**If verifying the Distribution Method information within a cart or purchase requisition:**

- Scroll to the bottom portion of the Cart or REQ
- Locate line item #1's product description
- Click on the product description

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Pool liner		Each	24.50	10 Each	245.00

Pop up screen for “Edit Non-Catalog Item” appears

Follow steps listed previously regarding verifying and/or updating the supplier email address

- If email address listed is current and valid = move to next step in cart creation.
- If email address is not valid =

Check the box for “check this box to customize order distribution information”  
Key in updated email address

Notify Procurement System Administrator of update

PSA will notify Supplier Relations Manager of required Colleague update

- Each requisition line must be updated
- OR

- Contact the Procurement System Administrator so that the supplier profile can be updated in the ePro application and shared for the Colleague profile.

SAVE and return to Cart / Requisition