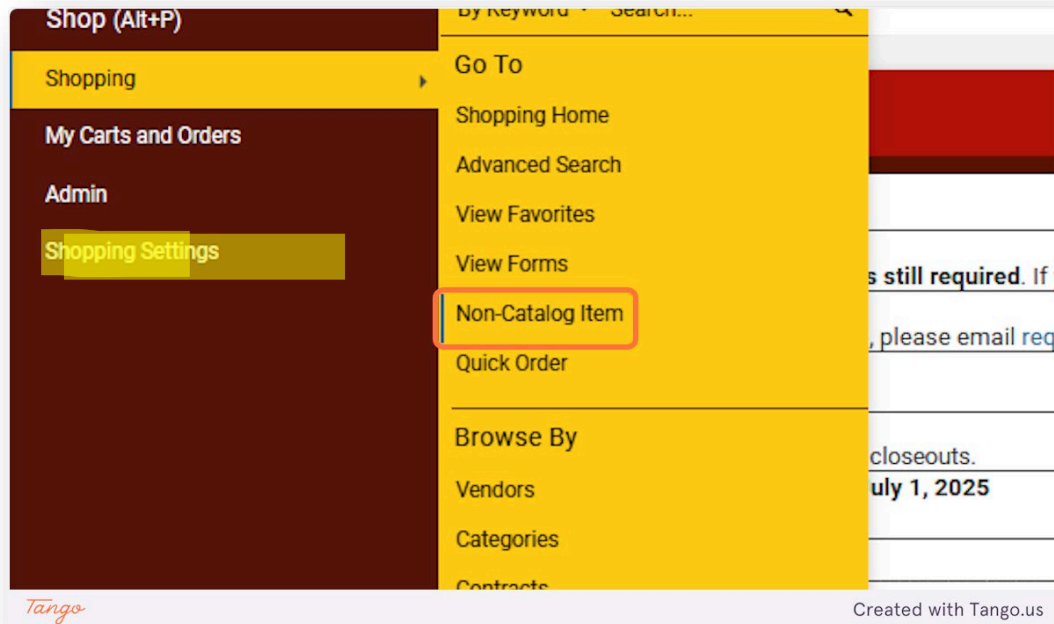


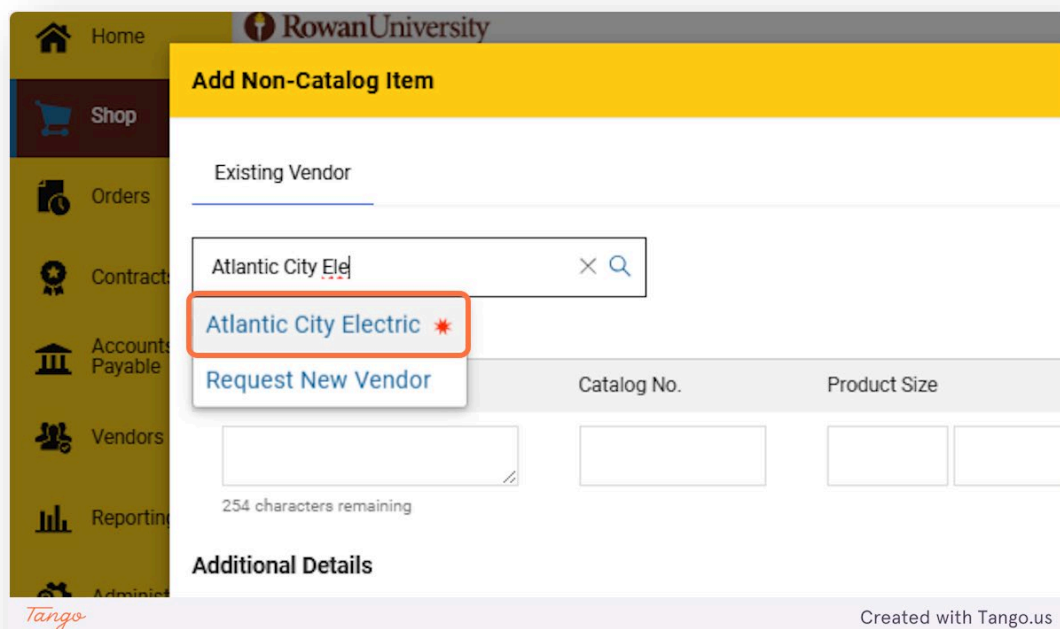
Customizing PO Distribution

Customize the PO Distribution Email Address on Your Non-Catalog Order

1. Click on Non-Catalog Item.

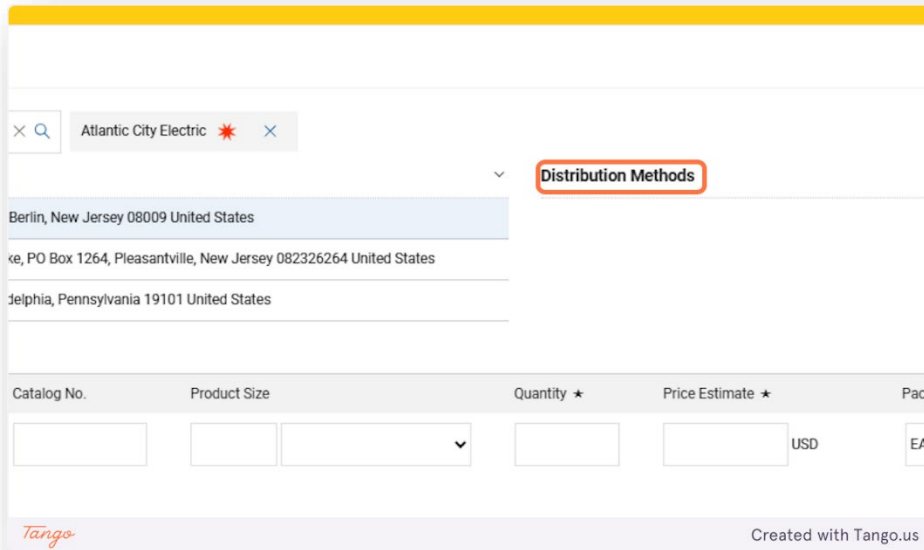


2. Search for and choose your vendor.



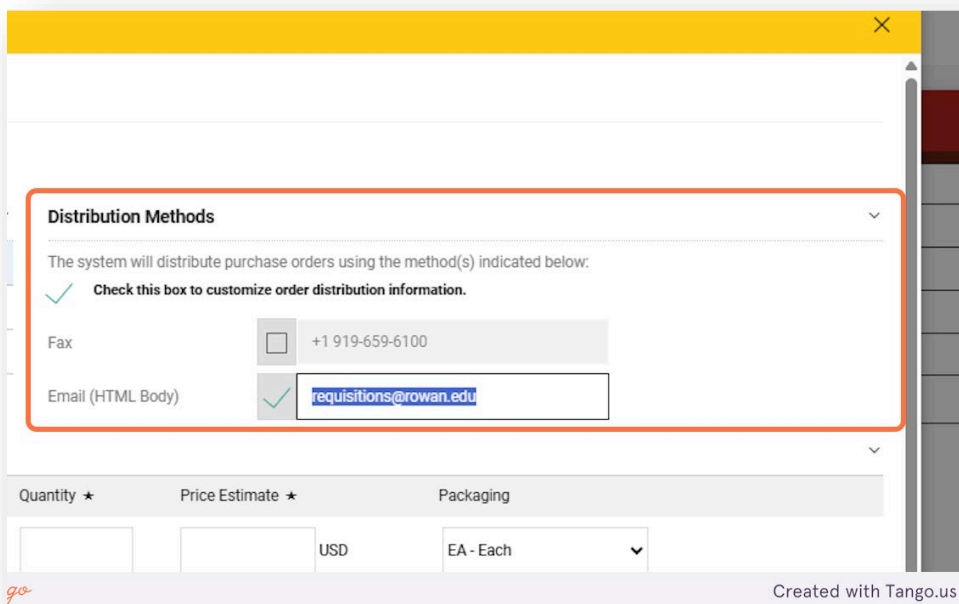
Customizing PO Distribution

3. Click on “Distribution Methods” to access the drop-down menu.



The screenshot shows a search bar with "Atlantic City Electric" entered. Below the search bar, a dropdown menu is open, displaying a list of addresses. The "Distribution Methods" dropdown is highlighted with a red box. Below the dropdown, there is a table with columns: Catalog No., Product Size, Quantity, Price Estimate, and Pack. The table contains several rows of data, including "Berlin, New Jersey 08009 United States", "PO Box 1264, Pleasantville, New Jersey 082326264 United States", and "Philadelphia, Pennsylvania 19101 United States".

4. Check the box to customize order distribution information.



The screenshot shows the same search bar and dropdown menu as the previous image. The "Distribution Methods" dropdown is highlighted with a red box. Below the dropdown, there is a section titled "Distribution Methods" with a checkmark icon and the text "Check this box to customize order distribution information." Below this, there are two input fields: "Fax" with a checkbox and the value "+1 919-659-6100", and "Email (HTML Body)" with a checked checkbox and the value "requisitions@rowan.edu". Below the input fields, there is a table with columns: Quantity, Price Estimate, and Packaging. The table contains several rows of data, including "Quantity", "Price Estimate", and "Packaging".

Customizing PO Distribution

5. Add the email address you wish to send the purchase order to.

Distribution Methods

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

Check this box to customize order distribution information.

☐ +1 919-659-6100

☒ Email (HTML Body)

★ Price Estimate ★ Packaging

Tango Created with Tango.us

6. Continue building your requisition and Save when complete. Submit your order as you normally would.

Rowan University

Add Non-Catalog Item

Existing Vendor: Atlantic City Electric

Fulfillment Address: PO Purchasing 2 - 295 N. Grove St., Berlin, New Jersey 08009 United States

Distribution Methods: Check this box to customize order distribution information.

Product Description: Catalog No: Product Size: Quantity: Price Estimate: USD Packaging: EA - Each

Additional Details: Commodity Code:

Product Flags: ☐ Controlled substance, ☐ Recycled, ☐ Hazardous material, ☐ Radioactive, ☐ Rad Minor, ☐ Select Agent, ☐ Toxic, ☐ Flammable Gas

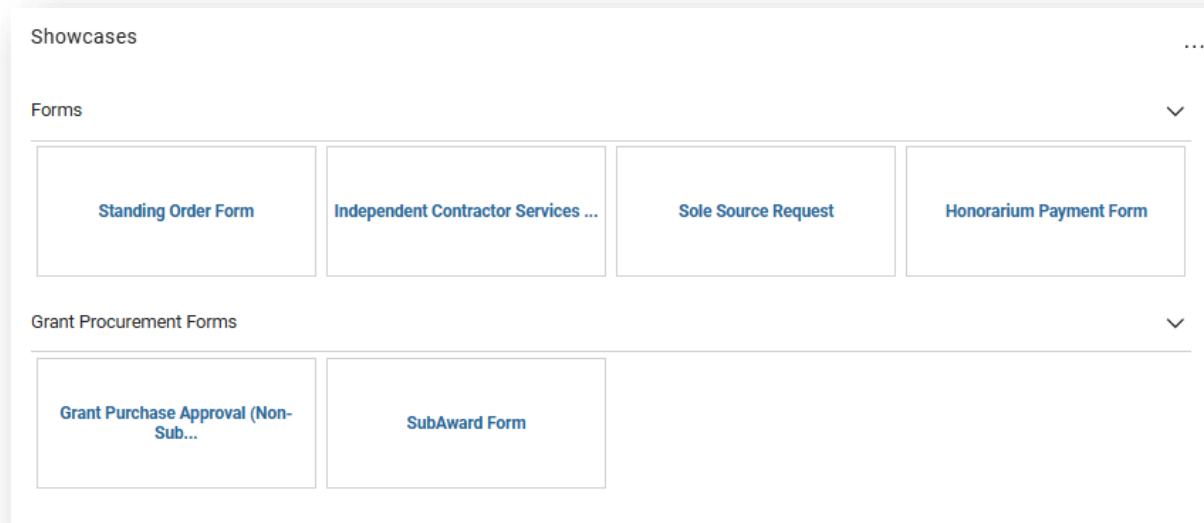
Save Save And Add Another Close

Tango Created with Tango.us

Customizing PO Distribution

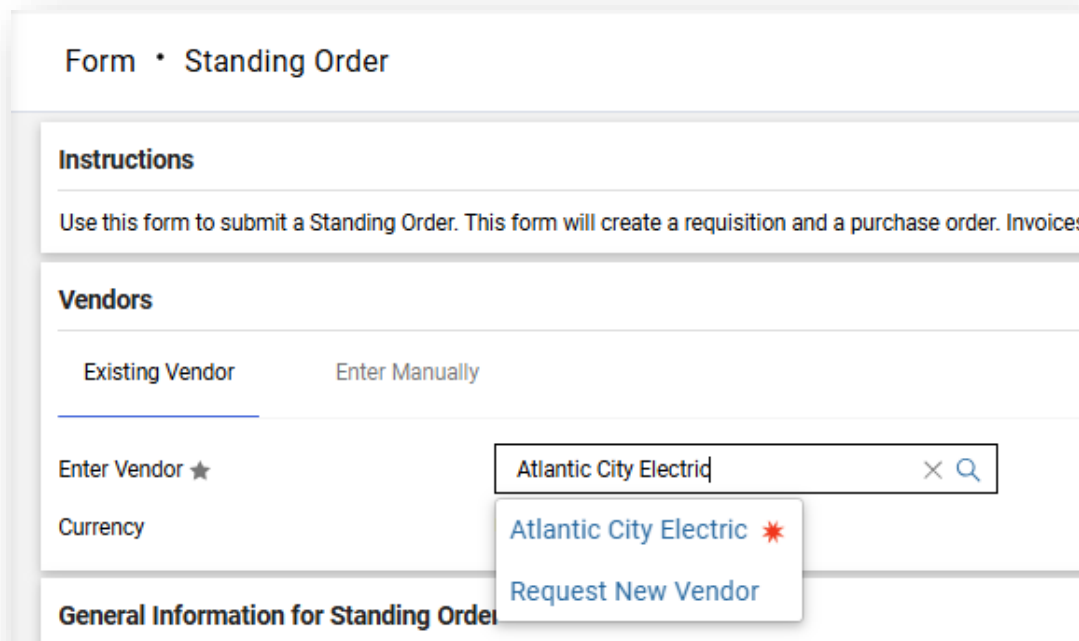
Customize the PO Distribution Email Address on an Order Form

1. Choose the appropriate form from the Shopping Home page.



The screenshot shows a web interface with a 'Showcases' header and a 'Forms' section. The 'Forms' section contains four buttons: 'Standing Order Form', 'Independent Contractor Services ...', 'Sole Source Request', and 'Honorary Payment Form'. Below this is a 'Grant Procurement Forms' section with two buttons: 'Grant Purchase Approval (Non-Sub...)' and 'SubAward Form'.

2. Search for and choose your vendor.



The screenshot shows the 'Form • Standing Order' page. It includes an 'Instructions' section, a 'Vendors' section with 'Existing Vendor' and 'Enter Manually' tabs, and a 'General Information for Standing Order' section. The 'Enter Vendor' field is active, showing a search for 'Atlantic City Electric' with a dropdown menu listing 'Atlantic City Electric' and 'Request New Vendor'.

Customizing PO Distribution

3. Check the default Email Address listed.

This is where the purchase order will be sent if you do not make any changes.

Vendors

Existing VendorEnter Manually

Vendor ★

Atlantic City Electric

Atlantic City Electric ✖

Fulfillment Address

PO Purchasing 2
 295 N. Grove St.
 Berlin, New Jersey 08009 United States

Currency

USD

Distribution Method ★

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

☐ Check this box to customize order distribution information.

Email (HTML Body)

requisitions@rowan.edu

4. Click on the box under Distribution Method and add preferred email address to the Email field.

Distribution Method ★

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

☒ Check this box to customize order distribution information.

Fax

☐

Email (HTML Body)

☒ orders@atlanticcity.com

5. Complete the rest of the form and add to your cart.

♥

🖨

⋮

Close

Add And Go To Cart

Last updated 7.24.25