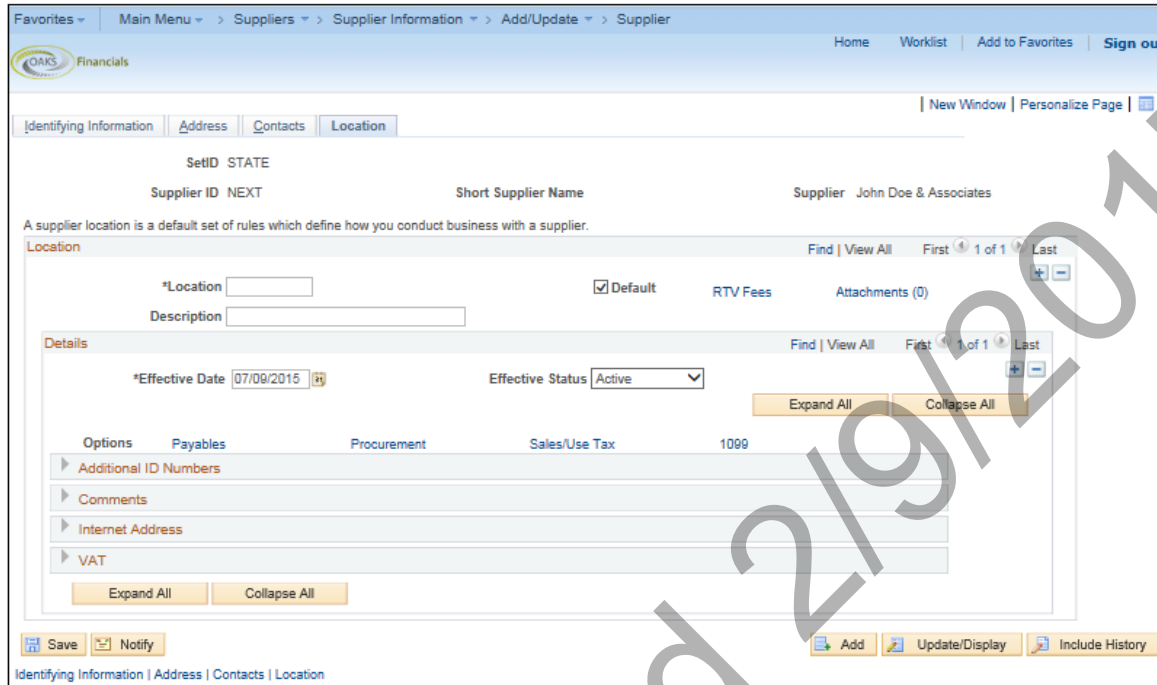

 [Previous steps](#) - [Creating a Supplier Record - Contacts tab](#)

Creating a Supplier Record - Location tab

Location tab

A supplier **Location** is a default set of rules which define how business is conducted with the supplier.



1. Enter **Location** "CHK."
2. Enter **Description** "CHK."
3. Confirm the **Effective Date** displays today's date.
4. Confirm the **Effective Status** is "Active."
5. If a complete and accurate **"Authorization Agreement for Direct Deposit of State Warrants (OBM 4310)"** is received, click [here](#) and complete the steps to enter EFT information.
6. Complete the following steps for each **Location** entered (i.e., "CHK," "EFT," "FAX," "Email," etc.).
 - a. Click the **Procurement** link.
 -  The **Procurement Options** page displays.
 - b. Click **Additional Procurement Options** to expand the section.
 - c. Click the **Payment Terms Options** dropdown.
 - Select **Specify** or leave as **Default when**:
 - Select **Specify** if none of the above.
 - d. Select the **Look Up Payment Term ID** icon.
 - e. Select **Payment Term ID** from the dropdown list.
 - Select "2/10 Net 30" if specified on "**Section 6** - Payment Terms" of the "Supplier Information Form" and the supplier does not fall into the one of the categories below.
 - Select "Due Now" for state employees, business unit suppliers, and CAPA Development.
 - Select "Net 30" or leave blank (if **Payment Terms Flag** is "Default") for the following:
 - "Net 30" is specified on "**Section 6** - Payment Terms" of the "Supplier Information Form."
 - No Payment Terms are specified on "**Section 6** - Payment Terms" of the "Supplier Information Form."
 - If a Payment Term other than one of the options provided is handwritten on "**Section 6** - Payment Terms" of the


If a Payment Term other than one of the options provided is handwritten on [Section 6](#) - Payment Terms of the "Supplier Information Form."

- If more than one Payment Term is selected on "[Section 6](#) - Payment Terms" of the "Supplier Information Form."

f. If **Location** is "FAX" or "EMAIL" complete the following steps.

- Click [Dispatch Methods](#) to expand the section.
- Click the [PO Dispatch Options](#) dropdown and select "Specify at this Level."
- Click the [PO Dispatch Method](#) dropdown and select "Email" or "Fax" (based on the **Location**).

7. Click [OK](#).

 The **Location** tab displays.

8. If creating a new supplier record to replace a supplier record that will be obsolete, click [here](#).

9. Click [Save](#).

 The [Summary](#) tab will appear.

10. Click the **Summary** tab.

 Next steps - [Creating a Supplier Record - Summary tab](#)

Revised 2/9/2017