Pay Vendor

This form is used to pay a vendor by check. There are times when you will already have the invoice for the service rendered. This form is also used for reimbursement.

1. Click on “Pay Vendor”.

2. Type in the name of the supplier. Please note, everything in bold is required. If something is missing, then Gorilla Marketplace will not allow you to complete the order.
3. Please make sure the fulfillment address matches the remittance address. Sometimes there will be more than one address to select from (as seen below). If you do not see your address under the vendor, then please notify the Purchasing Department.

![Image of Pay Vendor form]

Telling you there is more than 1 fulfillment center

a. By clicking on “select different fulfillment center” more address will show.

![Image of Supplier Name/Address]

4. Please use the invoice number (if applicable)
5. Select an action.

6. Add to cart and return will be used if you have more than 1 invoice.
7. This will create a cart.