## Selecting the correct Fulfillment Center for Subawards in UD Exchange (UDX)

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Rev. 2.0

Requisitions for subawards in UDX require an attachment that indicates the Administrative/Fulfillment address and Payment/Remittance address for the award. The related Fulfillment Center matching <u>BOTH</u> of those addresses should then be chosen in UDX when creating the requisition. This ensures that the award is set up with the correct provider, and that payments will be disbursed to the correct location.

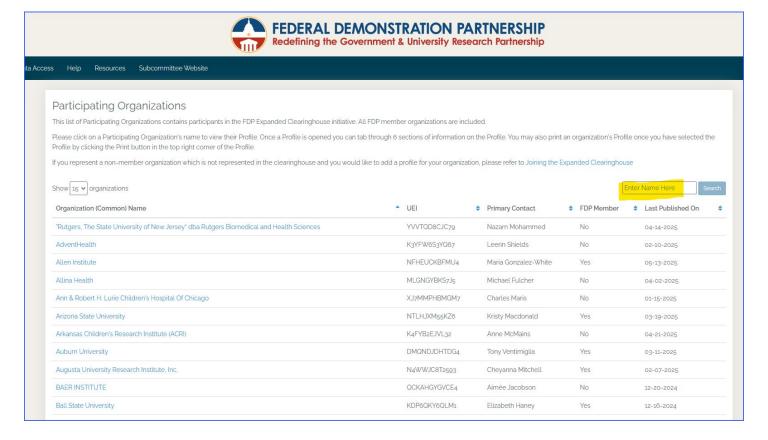
The type of attachment depends on the type of entity being engaged:

- For non-federal awards, the Attachment 3B (current revision) or equivalent document is required.
- For federal awards, It is assumed that the award addresses are the entity's registered addresses in the
  Federal Demonstration Partnership Clearing House (FDPCH) online database
  (<a href="https://fdpclearinghouse.org/organizations">https://fdpclearinghouse.org/organizations</a>). If the award requires different addresses, then an
  Attachment 3B or similar document must be submitted with the requisition.

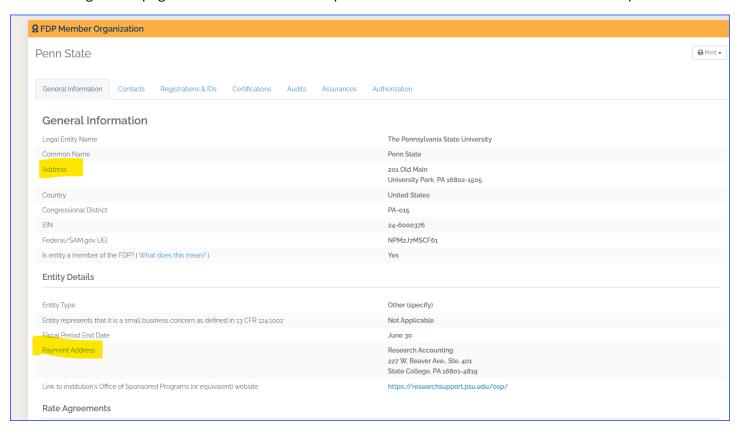
Best practice is to first search for the supplier/award partner in UDX to determine if the Fulfillment Center matching the award addresses is available. If a Fulfillment Center does not exist in UDX for the indicated addresses on the attachment, the award partner must submit an online UD substitute W9 (<a href="www.udel.edu/w9">www.udel.edu/w9</a>) with those addresses. This will facilitate them being added to the system so that they will be available prior to the creation of the requisition.

## Federal Award Example:

First obtain the required addresses from the FDPCH database website:



The following results page should be used as the required address attachment on the subaward requisition:

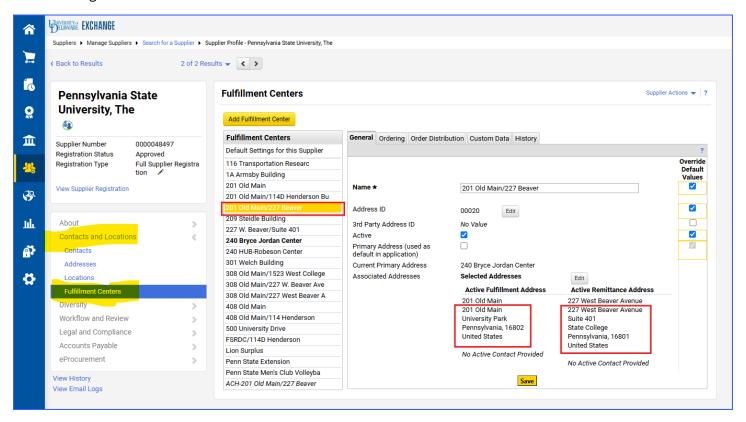


The above indicates the addresses that are required to be reflected in the Fulfillment Center chosen for the subaward requisition.

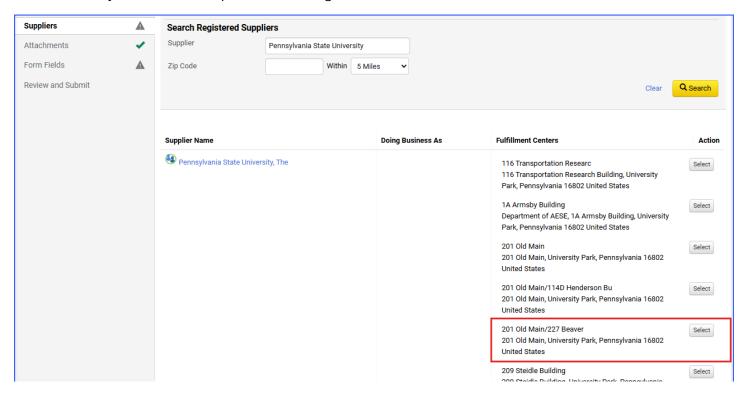
- Search for the supplier in UDX using the search feature in the top right of the application page:



Navigate to Contacts and Locations > Fulfillment Centers to see the list of available choices.



- Take note of the name of the Fulfillment Center with the addresses that match the addresses in the FDPCH database. Note that there may be several Fulfillment Centers that may contain either the same Fulfillment Address or Remittance (Payment) Address. The combination of addresses must match exactly to what is determined to be the award addresses from the FDPCH database.
- In the above example, the Fulfillment Center "201 Old Main/227 Beaver" matches the addresses in the FDPCH data warehouse.
- Create your subaward requisition choosing that Fulfillment Center:



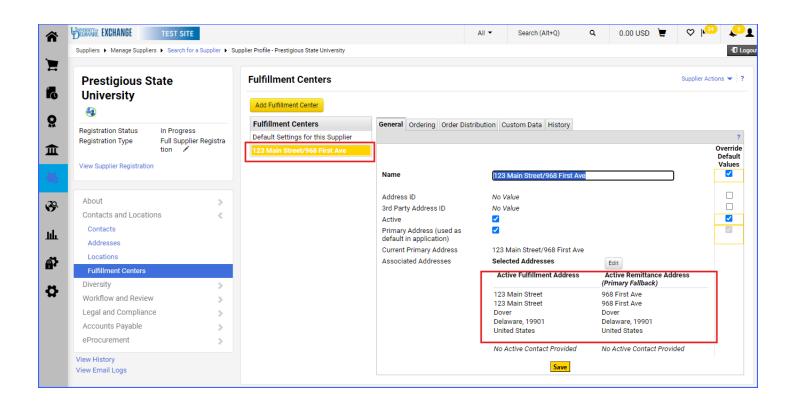
Non-Federal award or Federal Award with different addresses than listed in FDPCH warehouse:

The Attachment 3B (or similar document) must include the transactional addresses for the award, indicated as Administrative Address and Payment Address:

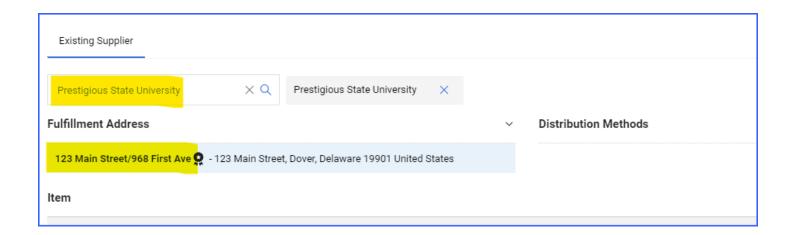
	Attachment 3B Subaward Number: Research Subaward Agreement
Subrecipient Information f	Subrecipient Contacts
Entity's UEI/DUNS Name:	Prestigious State University
EIN No.:	Institution Type: Public/State Controlled Inst. of Higher Ed.
UEI / DUNS:	Currently registered in SAM.gov: Yes No
Parent UEI / DUNS:	Exempt from reporting executive compensation: Yes   No
Place of Performance Info Physical Address, City, State (i	rmation for FFATA reporting i U.S.) and Country:
Legal Address:	
123 Main Street Dover, DE 19901	
Administrative Address:	
123 Main Street Dover, DE 19901	
Payment Address:	
Accounts Receivab 968 First Ave Dover, DE 19901	le
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This subaward requires a Fulfillment Center matching both the Administrative Address (Fulfillment Address in UDX) and Payment Address (Remittance Address in UDX).

- Search for the supplier in UDX to determine the name of the Fulfillment Center that should be selected:



Therefore, when creating the requisition, the supplier and Fulfillment Center that matches the addresses for the award should be chosen:



It is important to select the correct Fulfillment Center, and not just the default one, if it doesn't match. Again, if a suitable Fulfillment Center is not available in the system, the partner must submit an online UD Substitute W9 reflecting the required addresses (www.udel.edu/w9).

Please send any related questions to procuement@udel.edu