

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

-Bil González, Procurement Services

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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 **BOTH** 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 (<https://fdpclearinghouse.org/organizations>). 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 (www.udel.edu/w9) 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:

 FEDERAL DEMONSTRATION PARTNERSHIP Redefining the Government & University Research Partnership				
Data Access Help Resources Subcommittee Website				
<h3>Participating Organizations</h3> <p>This list of Participating Organizations contains participants in the FDP Expanded Clearinghouse initiative. All FDP member organizations are included.</p> <p>Please click on a Participating Organization's name to view their Profile. Once a Profile is opened you can tab through 6 sections of information on the Profile. You may also print an organization's Profile once you have selected the Profile by clicking the Print button in the top right corner of the Profile.</p> <p>If you represent a non-member organization which is not represented in the clearinghouse and you would like to add a profile for your organization, please refer to Joining the Expanded Clearinghouse</p> <p>Show <input type="text" value="15"/> organizations <input type="text" value="Enter Name Here"/> <input type="button" value="Search"/></p>				
Organization (Common) Name	UEI	Primary Contact	FDP Member	Last Published On
"Rutgers, The State University of New Jersey" dba Rutgers Biomedical and Health Sciences	YVVTQD8CJC79	Nazam Mohammed	No	04-14-2025
AdventHealth	K3YFW6S3Y067	Leerin Shields	No	02-10-2025
Allen Institute	NFHEUCKBFMU4	Maria Gonzalez-White	Yes	05-13-2025
Allina Health	MLGNGYBKS7J5	Michael Fulcher	No	04-02-2025
Ann & Robert H. Lurie Children's Hospital Of Chicago	XJ7MMPHBMGM7	Charles Maris	No	01-15-2025
Arizona State University	NTLHJXM55KZ6	Kristy Macdonald	Yes	03-19-2025
Arkansas Children's Research Institute (ACRI)	K4FYB2EJVL32	Anne McMains	No	04-21-2025
Auburn University	DMQNDJDHTDG4	Tony Ventimiglia	Yes	03-11-2025
Augusta University Research Institute, Inc.	N4WWJC8T593	Cheyanna Mitchell	Yes	02-07-2025
BAER INSTITUTE	OCKAHGYGVE4	Aimée Jacobson	No	12-20-2024
Ball State University	KDP6QKY6QLM1	Elizabeth Haney	Yes	12-16-2024

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

FDP Member Organization

Penn State

Print

General Information

Contacts

Registrations & IDs

Certifications

Audits

Assurances

Authorization

General Information

Legal Entity Name

The Pennsylvania State University

Common Name

Penn State

Address

201 Old Main
University Park, PA 16802-1505

Country

United States

Congressional District

PA-015

EIN

24-6000376

Federal/SAM.gov UEI

NPM2J7MSCF61

Is entity a member of the FDP? [What does this mean?]

Yes

Entity Details

Entity Type

Other (specify)

Entity represents that it is a small business concern as defined in 13 CFR 124.1002

Not Applicable

Fiscal Period End Date

June 30

Payment Address

Research Accounting
227 W. Beaver Ave., Ste. 401
State College, PA 16801-4819

Link to institution's Office of Sponsored Programs (or equivalent) website

<https://researchsupport.psu.edu/osp/>

Rate Agreements

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:

Supplier Profile

Pennsylvania State University

0.00 USD

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Logout

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 Research Subaward Agreement Subrecipient Contacts		Subaward Number: <div style="border: 1px solid black; height: 20px; width: 150px;"></div>
Subrecipient Information for FFATA reporting		
Entity's UEI/DUNS Name: <div style="border: 1px solid black; padding: 2px;">Prestigious State University</div>		
EIN No.: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>	Institution Type: <div style="border: 1px solid black; padding: 2px;">Public/State Controlled Inst. of Higher Ed.</div>	
UEI / DUNS: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>	Currently registered in SAM.gov: <input type="radio"/> Yes <input type="radio"/> No	
Parent UEI / DUNS: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>	Exempt from reporting executive compensation: Yes <input checked="" type="radio"/> No <input type="radio"/> <small>(if no, complete 3B pg2)</small>	
Place of Performance Information for FFATA reporting Physical Address, City, State (if U.S.) and Country: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Legal Address: <div style="border: 1px solid black; padding: 5px; min-height: 60px;">123 Main Street Dover, DE 19901</div>		
Administrative Address: <div style="border: 1px solid black; padding: 5px; min-height: 60px;">123 Main Street Dover, DE 19901</div>		
Payment Address: <div style="border: 1px solid black; padding: 5px; min-height: 60px;">Accounts Receivable 968 First Ave Dover, DE 19901</div>		

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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:

Prestigious State University

Registration Status: In Progress
Registration Type: Full Supplier Registration

Fulfillment Centers

Add Fulfillment Center

Fulfillment Centers
Default Settings for this Supplier

123 Main Street/968 First Ave

General | Ordering | Order Distribution | Custom Data | History

Name: 123 Main Street/968 First Ave

Address ID: No Value
3rd Party Address ID: No Value
Active: ☒
Primary Address (used as default in application): ☒
Current Primary Address: 123 Main Street/968 First Ave
Associated Addresses:

Selected Addresses

Active Fulfillment Address	Active Remittance Address (Primary Fallback)
123 Main Street	968 First Ave
123 Main Street	968 First Ave
Dover	Dover
Delaware, 19901	Delaware, 19901
United States	United States

No Active Contact Provided No Active Contact Provided

Save

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

Existing Supplier

Prestigious State University

Fulfillment Address

123 Main Street/968 First Ave - 123 Main Street, Dover, Delaware 19901 United States

Distribution Methods

Item

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 procurement@udel.edu