

Adding Multiple Ship-To Locations

1. When you have completed shopping and are ready to checkout, proceed to checkout from your shopping cart (Figure 1).

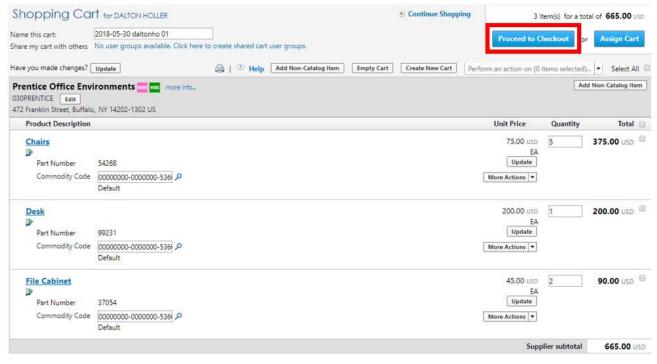


Figure 1

2. Before you place the order, navigate to the shipping information by selecting the "Shipping" tab (Figure 2).

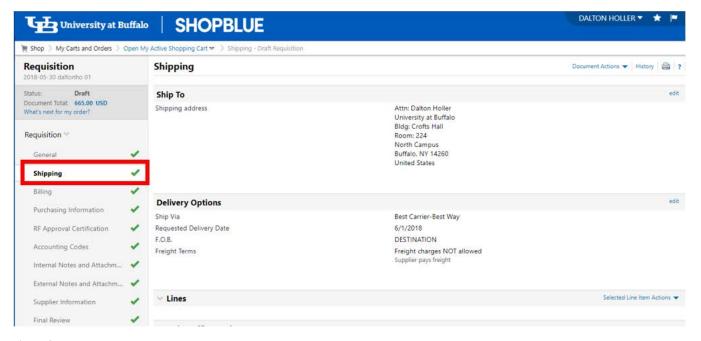


Figure 2



3. On the shipping page, under the "Lines" section, select the "Edit" button to change the ship-to location for that line (Figure 3). Note: the ship-to location for each line will automatically default to be the same as the ship-to on the header of the requisition.

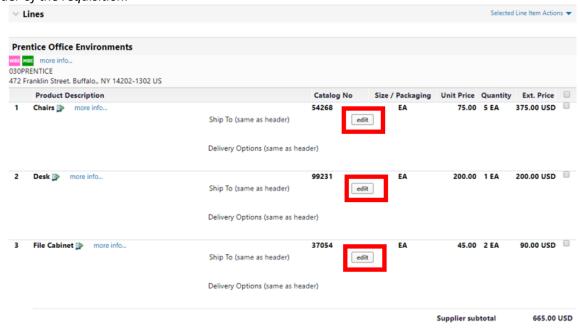


Figure 3

4. A pop-up will appear. Here you can edit ship-to information. You can either edit the address details where an asterisk is located or choose from other organizational addresses. If you would like to select an address not located in your favorite ship-to, choose "select from org addresses". (Figure 4).



Figure 4



5. Type UB in the search field then click search. Locate the address you are seeking then click select (Figure 5).

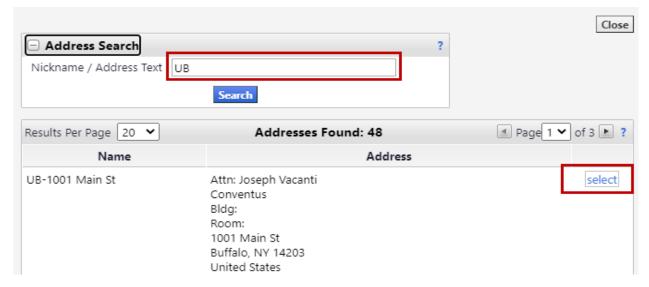


Figure 5

6. Once you have selected the address, you will need to input Bldg. and Room information. You may also save the address. Select "Update" when the appropriate address has been entered (Figure 6).



Figure 6



7. After you have changed the ship-to addresses for the appropriate lines, the header ship-to will be removed, and the updated ship-to locations will appear on the corresponding lines (Figure 7).

