

## 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).

Shopping Cart for DALTON HOLLER

Continue Shopping

3 Item(s) for a total of **665.00 USD**

Name this cart: 2018-05-30 daltonho 01

Share my cart with others: No user groups available. Click here to create shared cart user groups.

Have you made changes? [Update](#)

[Help](#) [Add Non-Catalog Item](#) [Empty Cart](#) [Create New Cart](#) Perform an action on (0 items selected)... [Select All](#)

**Prentice Office Environments** [more info...](#) [Add Non-Catalog Item](#)

030PRENTICE [Edit](#)  
472 Franklin Street, Buffalo, NY 14202-1302 US

Product Description	Unit Price	Quantity	Total
<b>Chairs</b> Part Number: 54268 Commodity Code: 00000000-0000000-536 Default	75.00 USD EA <a href="#">Update</a> <a href="#">More Actions</a>	5	<b>375.00 USD</b>
<b>Desk</b> Part Number: 99231 Commodity Code: 00000000-0000000-536 Default	200.00 USD EA <a href="#">Update</a> <a href="#">More Actions</a>	1	<b>200.00 USD</b>
<b>File Cabinet</b> Part Number: 37054 Commodity Code: 00000000-0000000-536 Default	45.00 USD EA <a href="#">Update</a> <a href="#">More Actions</a>	2	<b>90.00 USD</b>
<b>Supplier subtotal</b>			<b>665.00 USD</b>

Figure 1

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

University at Buffalo | SHOPBLUE

DALTON HOLLER

Shop > My Carts and Orders > Open My Active Shopping Cart > Shipping - Draft Requisition

**Requisition**  
2018-05-30 daltonho 01

Status: **Draft**  
Document Total: **665.00 USD**  
[What's next for my order?](#)

**Requisition**

- General
- Shipping**
- Billing
- Purchasing Information
- RF Approval Certification
- Accounting Codes
- Internal Notes and Attachm...
- External Notes and Attachm...
- Supplier Information
- Final Review

**Shipping**

**Ship To** [edit](#)

Shipping address

Attn: Dalton Holler  
University at Buffalo  
Bldg: Crofts Hall  
Room: 224  
North Campus  
Buffalo, NY 14260  
United States

**Delivery Options** [edit](#)

Ship Via: Best Carrier-Best Way  
Requested Delivery Date: 6/1/2018  
F.O.B.: DESTINATION  
Freight Terms: Freight charges NOT allowed  
Supplier pays freight

**Lines** [Selected Line Item Actions](#)

Figure 2

# SHOPBLUE

- 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.*

Lines Selected Line Item Actions

**Prentice Office Environments**  
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 472 Franklin Street, Buffalo, NY 14202-1302 US

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Chairs <a href="#">more info...</a>	54268	EA	75.00	5 EA	375.00 USD	<input type="checkbox"/>
	Ship To (same as header) <span style="float: right;">edit</span>						
	Delivery Options (same as header)						
2	Desk <a href="#">more info...</a>	99231	EA	200.00	1 EA	200.00 USD	<input type="checkbox"/>
	Ship To (same as header) <span style="float: right;">edit</span>						
	Delivery Options (same as header)						
3	File Cabinet <a href="#">more info...</a>	37054	EA	45.00	2 EA	90.00 USD	<input type="checkbox"/>
	Ship To (same as header) <span style="float: right;">edit</span>						
	Delivery Options (same as header)						
						Supplier subtotal	665.00 USD

Figure 3

- 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).

**Ship To** ? X

✖ No User Addresses

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from org addresses

**Address Details**

Attn: \* Jordan Wilson

Contact Line 2 \* University at Buffalo

Bldg: \* Crofts Hall

Room: \* 224

Address Line 1 North Campus

City Buffalo

State NY

Zip Code 14260

Country United States

Update Cancel

Figure 4

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

The screenshot shows the 'Address Search' window. At the top right is a 'Close' button. Below the title bar is a search bar with the text 'UB' and a 'Search' button. Below the search bar, it says 'Results Per Page 20' and 'Addresses Found: 48'. A table lists the results. The first result is 'UB-1001 Main St' with details: 'Attn: Joseph Vacanti', 'Conventus', 'Bldg:', 'Room:', '1001 Main St', 'Buffalo, NY 14203', and 'United States'. A 'select' button is visible next to the first result.

Name	Address
UB-1001 Main St	Attn: Joseph Vacanti Conventus Bldg: Room: 1001 Main St Buffalo, NY 14203 United States

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).

The screenshot shows the 'Ship To' form. At the top right are '?' and 'X' buttons. Below the title bar is a yellow banner with a red star icon and the text 'No User Addresses'. Below this is a message: 'Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.' Below the message is a link: 'Shipping address select from org addresses'. Below this is the 'Address Details' section. It contains several fields: 'Attn: \*' with 'Jordan Wilson', 'Contact Line 2 \*' with 'Conventus', 'Bldg: \*' with an empty field, and 'Room: \*' with an empty field. Below these are 'Address Line 1' with '1001 Main St', 'City' with 'Buffalo', 'State' with 'NY', 'Zip Code' with '14203', and 'Country' with 'United States'. At the bottom, there is a checkbox labeled 'Save this address for future use' and two buttons: 'Update' and 'Cancel'.

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).

**Shipping** Document Actions ▾ History ⓘ ?

**Ship To**  
 Ship To values vary by line

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 030PRENTICE  
 472 Franklin Street, Buffalo, NY 14202-1302 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Chairs <a href="#">more info...</a>	54268	EA	75.00	5 EA	375.00 USD	<input type="checkbox"/>
<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;">           Ship to (same as header)            Shipping address Attn: Dalton Holler            University at Buffalo            Bldg: Crofts Hall            Room: 224            North Campus            Buffalo, NY 14260            United States         </div> Delivery Options (same as header)						
2 Desk <a href="#">more info...</a>	99231	EA	200.00	1 EA	200.00 USD	<input type="checkbox"/>
<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <b>Ship To</b>            values have been overridden for this line            Shipping address Attn: Jordan Wilson            University at Buffalo            Bldg: Crofts Hall            Room: 322            North Campus            Buffalo, NY 14260            United States  <a href="#">Copy to other lines</a> </div> Delivery Options (same as header)						
3 File Cabinet <a href="#">more info...</a>	37054	EA	45.00	2 EA	90.00 USD	<input type="checkbox"/>
<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <b>Ship To</b>            values have been overridden for this line            Shipping address Attn: Alison Meadows            University at Buffalo            Bldg: Clement Hall            Room: 117            South Campus            Buffalo, NY 14214            United States         </div>						

Figure 7