Adding Multiple Ship-To Locations

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

2. Before you place the order, navigate to the shipping information by selecting the “Shipping” tab.
3. On the shipping page, under the “Lines” section, select the “Edit” button to change the ship-to location for that line. 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.

4. A pop-up will appear. Here you can edit ship-to information:

   a. Access this drop down menu to select one of your saved shipping addresses.

   b. Click here to enter a completely new address.

   c. If you only wish to change the attention person, building, or room, edit those details here.

5. Select “Update” when the appropriate address has been entered.
6. 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.