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](image)

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

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

   b. Click to enter a completely new address.

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

![Figure 4](image)
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 (Figure 5).