



Changing the Shipping Address on a Requisition

1. From the Shipping” section of the requisition, click the  icon in the top right-hand corner.

Shipping  

Ship To

Attn: Matthew Wessel
Room/Blg 102
Dept 100408 - Purchasing
OK State Univ
WHITEHURST HALL
STILLWATER, OK 74078
United States


2. Start typing the new address in the search field and select your address when it pops up in the list.

Edit Shipping ✕

Ship To ★

CURRENT ADDRESS ↻

Attn: ★	<input type="text" value="Matthew Wessel"/>	<input type="checkbox"/> Add to my addresses
Room/Blg ★	<input type="text" value="102"/>	
Dept ★	<input type="text" value="100408 - Purchasing"/>	
Address Line 1	OK State Univ	
Address Line 2	WHITEHURST HALL	
City	STILLWATER	
State	OK	

[1224 N Boomer Rd - Matthew Wessel, \[Room/Blg*\], 100408 - Purchasing, OK State Univ, 1224 N BOOMER RD, STILLWATER, OK 7407...](#) 

[OK State Univ - 1224 N BOOMER RD - Matthew Wessel, \[Room/Blg*\], 100408 - Purchasing, OK State Univ, 1224 N BOOMER RD, STILL...](#)

Delivery Options

Expedite

Ship Via

★ Required fields

3. You will then enter your room or building number and click "Save".

Edit Shipping ✕

Ship To ★

Current Address - Matthew Wessel, 102, 100408 - Purchasing, OK State Univ, WHITEHURST HALL, STILLWATER, OK 74078, United States

1224 N Boomer Rd ↻

Attn: ★	<input type="text" value="Matthew Wessel"/>	<input type="checkbox"/> Add to my addresses
Room/Blg ★	<input type="text" value="Matt's Office"/>	
Dept ★	<input type="text" value="100408 - Purchasing"/>	
Address Line 1	OK State Univ	
Address Line 2	1224 N BOOMER RD	
City	STILLWATER	
State	OK	
Zip Code	74078	
Country	United States	

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Delivery Options

Expedite

★ Required fields ➔