

Changing Shipping Address on Requisition

1. From the Shipping” tab, click the “edit” button in the shipping field.

and Attachments | Supplier Info

Shipping

These values apply to all lines unless specified by line item

Ship To edit

Shipping address

Attn: BELINDA Rowden
Room/Blg
Dept AAD0330 - PURCHASING
OK State Univ
1224 N BOOMER RD
STILLWATER, OK 74078
United States

⊕ Address is incomplete ✎

Delivery Options edit

Expedite ✘

Ship Via Best Carrier-Best Way

Requested Delivery Date *no value*

2. Click “To use a different address [click here...](#)” .

Ship To ? X

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

To choose a different address, [click here](#)

Address Details

Attn:	<input type="text" value="BELINDA Rowden"/>
Room/Blg	<input type="text"/>
Dept	<input type="text" value="AAD0330 - PURCHASING"/>
Address Line 1	OK State Univ
Address Line 2	1224 N BOOMER RD
City	STILLWATER
State	OK
Zip Code	74078
Country	United States

3. Click “select from org addresses”.

Ship To ? X

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:	<input type="text" value="BELINDA Rowden"/>
Room/Blg	<input type="text"/>
Dept	<input type="text" value="AAD0330 - PURCHASING"/>
Address Line 1	OK State Univ
Address Line 2	1224 N BOOMER RD
City	STILLWATER
State	OK
Zip Code	74078
Country	United States

4. From the Address Search Box, you search by building name and click “Search”.

The screenshot shows a dialog box titled "Address Search" with a "Close" button in the top right corner. Inside the dialog, there is a text input field labeled "Nickname / Address" containing the text "whitehurst". Below the input field is a blue button labeled "Search". An orange arrow points from the right towards the "Search" button.

a. This will bring up all of the addresses available for that building and you select the one you need.

5. You will then enter your room or building number and “Save”.

The screenshot shows a dialog box titled "Ship To" with a "? X" icon in the top right corner. The main text reads: "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 this is a "Shipping address" dropdown menu with the text "select from your addresses" and a "select from org addresses" link. Underneath is a section titled "Address Details" with the following fields: "Attn:" (BELINDA Rowden), "Room/Blg" (empty), "Dept" (AAD0330 - PURCHASING), "Address Line 1" (OK State Univ), "Address Line 2" (1224 N BOOMER RD), "City" (STILLWATER), "State" (OK), "Zip Code" (74078), and "Country" (United States). At the bottom are "Save" and "Cancel" buttons. An orange arrow points from the right towards the "Room/Blg" field, and another orange arrow points from the left towards the "Save" button.