

## How to Add a One-Time Ship-to Address for Off and On Campus

To create a one-time ship-to address for off campus: On the Requisition Summary tab, under Addresses, click “edit.” (See page 4 for adding a one-time ship to **on** campus.)

Order Info		?	Addresses		?
Cart Name	2019-02-13 laanderson 01	<a href="#">edit</a>	<b>Bill To</b>		<a href="#">edit</a>
Description	<i>no value</i>		Accounts Payable Department		
Prepared by	Lara Anderson		The Regents of the University of California		
Prepared for	Lara Anderson		3201 Student Affairs and Administrative		
PO Description	<i>no value</i>		Services Building (SAASB)		
Share cart	<b>x</b>		Santa Barbara, CA 93106-2040		
			United States		
<b>PO Clauses</b>			<b>Ship To</b>		<a href="#">edit</a>
PO Clauses			ATTN: Lara Anderson		
001 Invoice Processing & Billing I...			Room No.		
002 UC Terms and Conditions			Purchasing		
003 Sales Tax			3203 SAASB		
			University of California, Santa Barbara		

This will allow you to select “To choose a different address, [click here](#)” link.

**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 your addresses

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

**Address Details**

**ATTN:**

**Room No.**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**City**

**State**

**Zip Code**

**Country**

## How to Add a One-Time Ship-to Address for Off and On Campus

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 your addresses  
  
select from org addresses

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**Address Details**

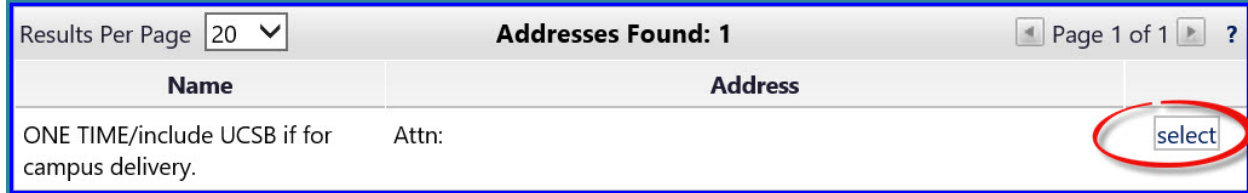
ATTN: *	<input type="text" value="Lara Anderson"/>
Room No.	<input type="text"/>
Address Line 1	Purchasing
Address Line 2	3203 SAASB
Address Line 3	University of California, Santa Barbara
City	Santa Barbara
State	CA
Zip Code	93106-1150
Country	United States

The Address Search window displays; in the Nickname / Address field, enter the word “One,” click “Search.”

**Address Search** ?  
Nickname / Address  X  
Text

## How to Add a One-Time Ship-to Address for Off and On Campus

The ONE TIME window displays, click “select.”



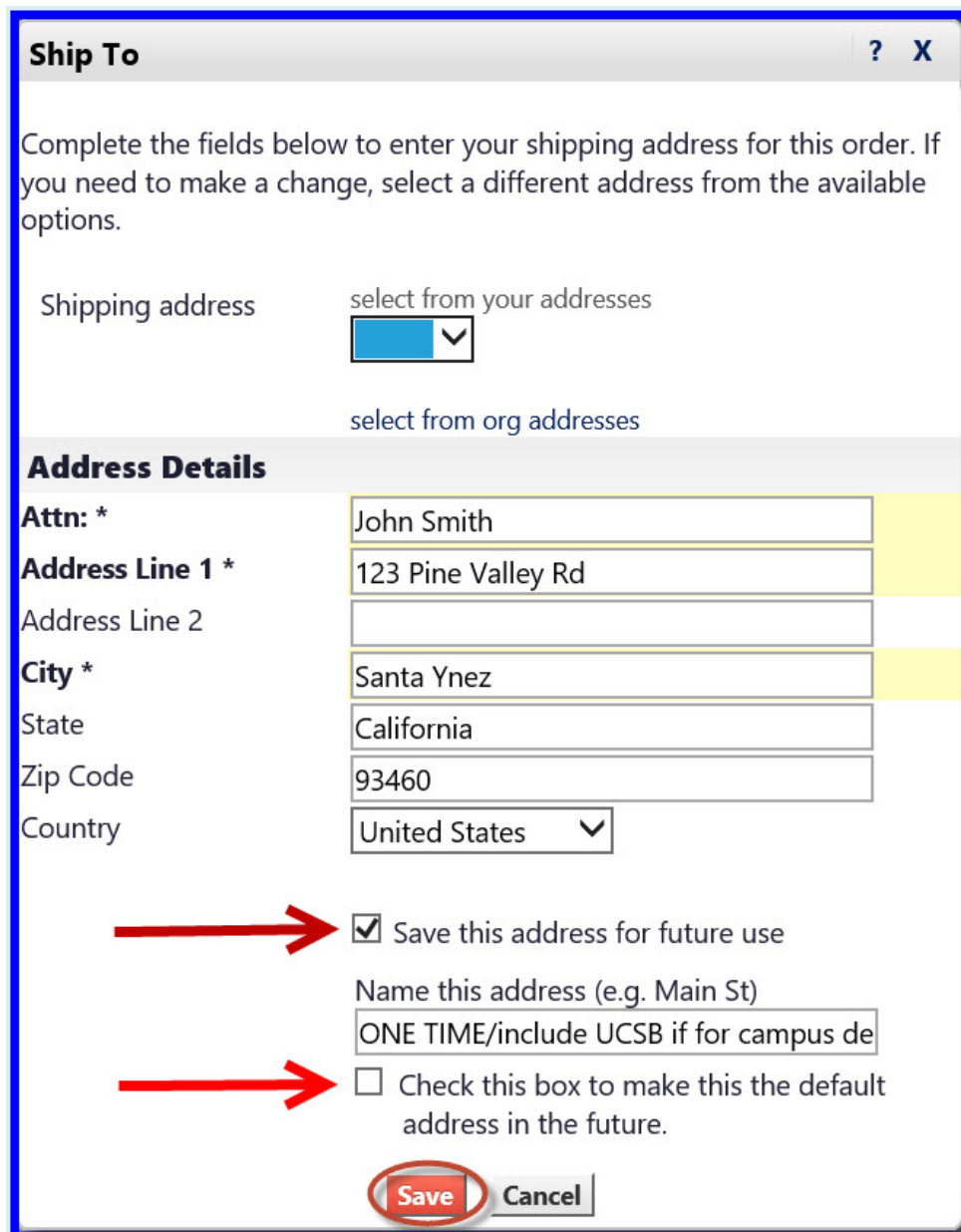
Name	Address
ONE TIME/include UCSB if for campus delivery.	Attn:

Results Per Page 20 ▾ Addresses Found: 1 Page 1 of 1 ?

select

The ship to fields are displayed allowing the shipping address to be entered. Options: Save this address for future use, or choose to make it the default address in the future. Click “Save.”

**Bold \* fields are required. Currently Amazon will not accept a ONE-TIME SHIP-TO ADDRESS.**



**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 your addresses  
select from org addresses

**Address Details**

Attn: \* John Smith

Address Line 1 \* 123 Pine Valley Rd

Address Line 2

City \* Santa Ynez

State California

Zip Code 93460

Country United States ▾

Save this address for future use

Name this address (e.g. Main St)  
ONE TIME/include UCSB if for campus de

Check this box to make this the default address in the future.

Save Cancel

## How to Add a One-Time Ship-to Address for Off and On Campus

**To create a one-time ship-to for an on campus address:** On the Requisition Summary page, under Addresses, click the edit button.

The screenshot shows the 'Requisition Summary' page with the 'Addresses' tab selected. The 'Summary' tab is circled in red. The 'Addresses' section is divided into 'Order Info' and 'Addresses'. The 'Ship To' section is circled in red, and a red arrow points to the 'edit' button next to it.

Order Info	Addresses
Cart Name: 2019-02-13 laanderson 01	<b>Bill To</b>
Description: no value	Accounts Payable Department
Prepared by: Lara Anderson	The Regents of the University of California
Prepared for: Lara Anderson	3201 Student Affairs and Administrative Services Building (SAASB)
PO Description: no value	Santa Barbara, CA 93106-2040
Share cart: x	United States
<b>PO Clauses</b>	<b>Ship To</b>
PO Clauses	ATTN: Lara Anderson
001 Invoice Processing & Billing I...	Room No.
002 UC Terms and Conditions	Purchasing
003 Sales Tax	3203 SAASB
	University of California, Santa Barbara

This will allow you to select the “To Choose a different address, click here” link.

The 'Ship To' dialog box is shown with the 'Address Details' section. The 'Shipping address' dropdown is set to 'select from your addresses'. The 'To choose a different address, click here' link is circled in red. The 'Address Details' section contains the following information:

<b>ATTN:</b>	Lara Anderson
Room No.	
<b>Address Line 1</b>	Purchasing
<b>Address Line 2</b>	3203 SAASB
<b>Address Line 3</b>	University of California, Santa Barbara
<b>City</b>	Santa Barbara
<b>State</b>	CA
<b>Zip Code</b>	93106-1150
<b>Country</b>	United States

Buttons: Save, Cancel

## How to Add a One-Time Ship-to Address for Off and On Campus

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 your addresses  
  
select from org addresses

---

**Address Details**

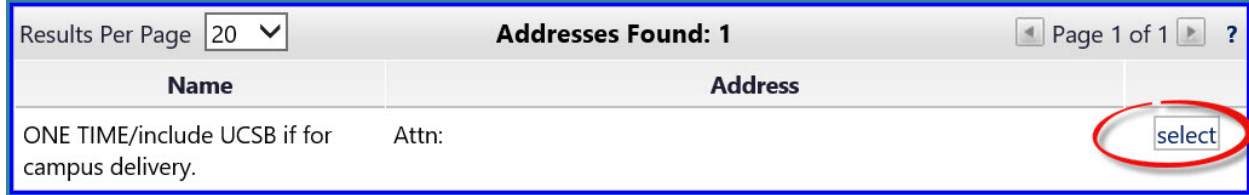
ATTN: *	<input type="text" value="Lara Anderson"/>
Room No.	<input type="text"/>
Address Line 1	Purchasing
Address Line 2	3203 SAASB
Address Line 3	University of California, Santa Barbara
City	Santa Barbara
State	CA
Zip Code	93106-1150
Country	United States

The Address Search window displays type in One and click “Search.”

**Address Search** ?  
Nickname / Address  X  
Text

## How to Add a One-Time Ship-to Address for Off and On Campus

The ONE TIME window displays, click “select.”



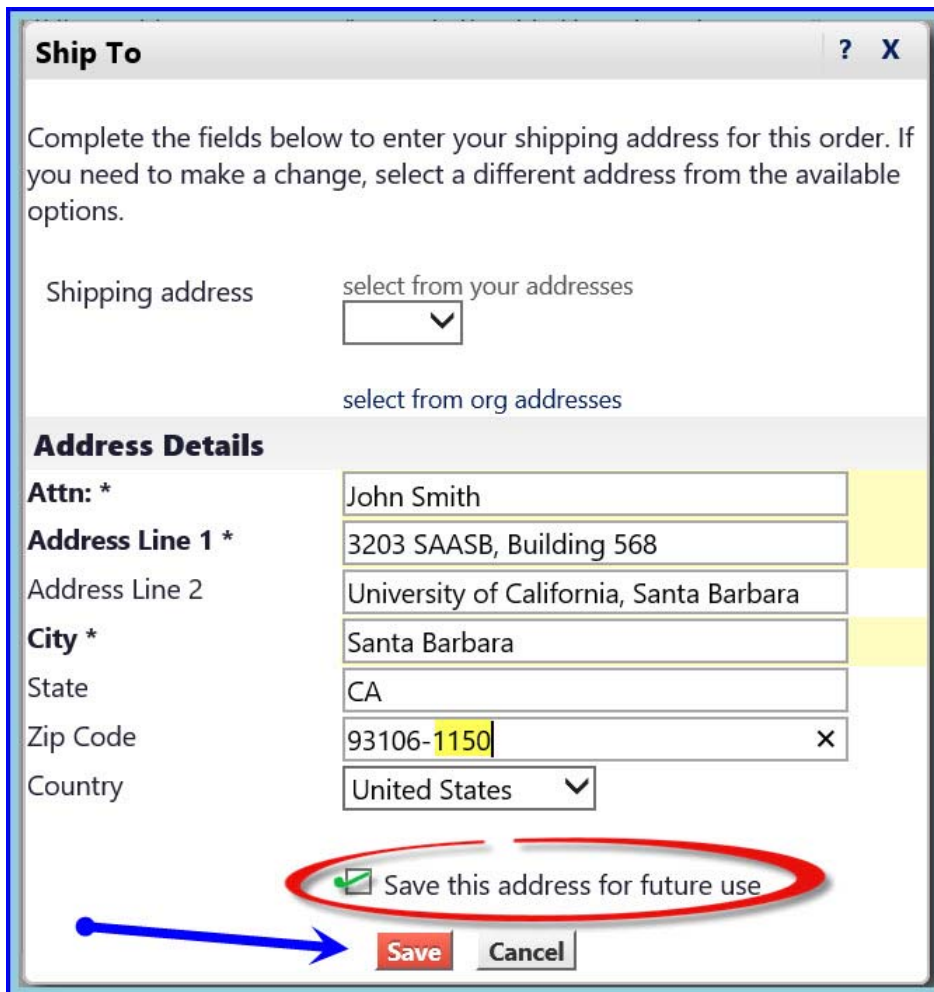
Name	Address
ONE TIME/include UCSB if for campus delivery.	Attn:

Results Per Page 20 ▾ Addresses Found: 1 Page 1 of 1 ?

select

The ship to fields are displayed allowing the shipping address to be entered. **Bold \* fields are required.** University of California, Santa Barbara must be in the address and the mail code.

The option to click on the save the address for future use is available, in addition to choosing it as the default address in the future. Click “Save.”



**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 your addresses  
select from org addresses

**Address Details**

Attn: \* John Smith

Address Line 1 \* 3203 SAASB, Building 568

Address Line 2 University of California, Santa Barbara

City \* Santa Barbara

State CA

Zip Code 93106-1150 X

Country United States ▾

Save this address for future use

Save Cancel