

How to Select a Different Department's Ship to Address

On the Requisition summary tab, under Addresses, click “edit.”

The screenshot shows the 'Requisition Summary' page. The 'Summary' tab is selected. The page is divided into two main sections: 'Order Info' and 'Addresses'. The 'Order Info' section includes fields for Cart Name, Description, Prepared by, PO Description, and Share cart. The 'Addresses' section includes 'Bill To' and 'Ship To' information. The 'Ship To' field is circled in red, and a blue arrow points to the 'edit' button next to it.

Order Info	Addresses
Cart Name: 2019-09-25 laanderson 01	Bill To
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
PO Description: no value	Services Building (SAASB)
Share cart: x	Santa Barbara, CA 93106-2040
	United States
	Ship To
	ATTN: Lara Anderson
	Room No.
	Purchasing
	3203 SAASB
	University of California, Santa Barbara
	Santa Barbara, CA 93106-1150
	United States

The “Ship To” window displays; to choose a different address, “click here.”

The 'Ship To' window is displayed. It contains a 'Shipping address' dropdown menu with the text 'select from your addresses'. Below this, the text 'To choose a different address, click here' is highlighted in yellow, with a red dashed arrow pointing to it. The 'Address Details' section includes fields for ATTN, Room No., Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code, and Country. The 'Save' and 'Cancel' buttons are at the bottom.

Shipping address select from your addresses

To choose a different address, **click here**

Address Details

ATTN: * Lara Anderson

Room No.

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

Save Cancel

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Click “select from org addresses” (organization addresses), to see campus addresses from which you can select.

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; in the Nickname / Address field enter the campus department or building name you want the order shipped to. The example below shows Marine Science, click “**Search.**”

Address Search ?

Nickname / Address X
Text

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The results of the search are displayed. Click "select" to choose the address.

Results Per Page ▾**Addresses Found: 2**◀ Page 1 of 1 ▶ ?

Name	Address	
ERTH MSB	ATTN: Room No. Earth Research Institute 4002 Marine Science Bldg University of California, Santa Barbara Santa Barbara, CA 93106-6150 United States	<input type="button" value="select"/>
MSII	ATTN: Room No. Marine Science Institute Bldg 520 Rm 4001 FL 4L University of California, Santa Barbara Santa Barbara, CA 93106-6150 United States	<input type="button" value="select"/>

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The Ship to window opens allowing you to enter **Address Details** such as **ATTN*** and the option to Save this address for future use and/or to choose to make this address the **default address in the future**, by checking the box. You can Name this address as shown below.

Click "Save."

The screenshot shows a window titled "Ship To" with a close button (X) and a help button (?). The window contains the following elements:

- Instructional text: "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 selection: "Shipping address" label followed by "select from your addresses" and a dropdown menu.
- Organization selection: "select from org addresses" label.
- Address Details** section with the following fields:
 - ATTN: * (highlighted in yellow): Mary Smith
 - Room No.:
 - Address Line 1: Marine Science Institute
 - Address Line 2: Bldg 520 Rm 4001 FL 4L
 - Address Line 3: University of California, Santa Barbara
 - City: Santa Barbara
 - State: CA
 - Zip Code: 93106-6150
 - Country: United States
- Checkboxes:
 - Save this address for future use (circled in red)
 - Check this box to make this the default address in the future. (highlighted in yellow)
- Name field: "Name this address (e.g. Main St)" with the value "MSII" entered.
- Buttons: "Save" (highlighted in red) and "Cancel". A purple arrow points to the "Save" button.