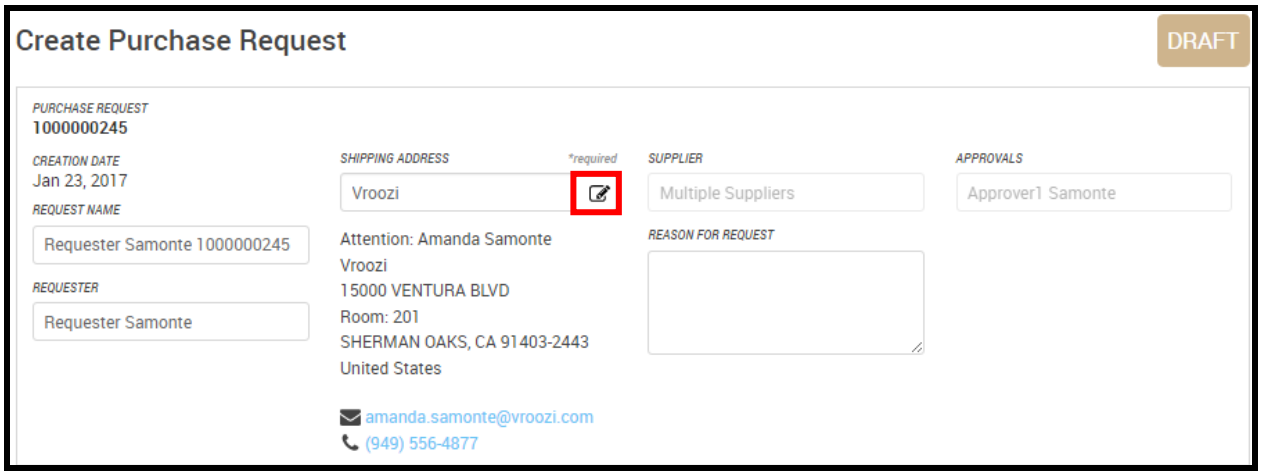
CHANGE THE SHIPPING ADDRESS

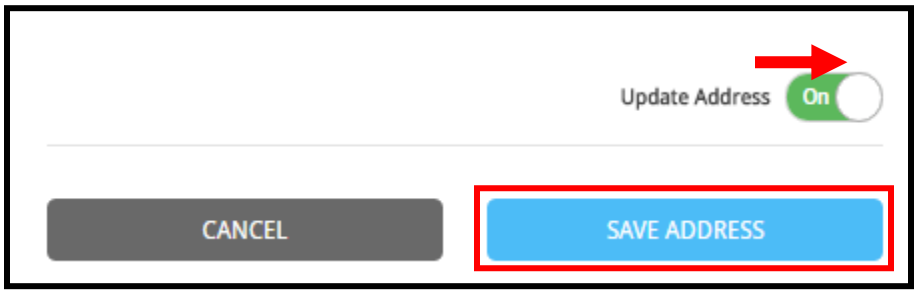
The *Shipping Address* for all *Requests* is defaulted based on your set *Profile Information*. However, this information can be updated on a request by request basis. Please verify with your organization's *Administrator* if you need to update any accounting information before changing the *Shipping Address*.

This section describes how to update the Address Information at the *Request* level. If you would like to start from the request process from the *Homepage*, refer to additional *Create a Request* sections.

1. From the *Create Purchase Request* screen, click the *Pencil Edit* icon next to shipping address. The *Edit Address* window will pop up prompting you to fill out new address information. If this is an address you have used before, go directly to the **TIP!** after instruction #5.



2. Fill out all of the following fields. (not pictured)
    a. **Address Name**: Fill out a short reference nickname for the address. (Required)
    b. **Attention To**: This is the name of the person or group receiving the shipment or service, if needed.
    c. **Country**: This is defaulted to your organization's information. (Required)
    d. **Street**: Enter the street address. (Required)
    e. **Street 2, Building, Room, Floor, Phone, Email**: Optional fields.
    f. **City**: Enter the name of the city. (Required)
    g. **Zip**: Enter the zip code information. (Required)
    h. **State**: Select the state using the drop down menu. (Required)
    i. **Phone & Email**: Enter your Phone Number & Corporate Email contact info. (Required)



3. Once the address has been updated, slide the *Update Address* function from “off” to “on”.
4. Click the *Save Address* button.
5. You will be returned to the *Create Purchase Request* screen with your new address information populated on the *Request*. (not pictured)

TIP! *For future use of a saved address, simply start typing in the Address Name in the Shipping Address text box (“Warehouse Address” in this example). This allows you to access a selection of addresses you have saved in the past.*