

Address Assignment

Grab & Go on the creation and use of new delivery/shipping addresses.

1. If enabled, any user with Requisition editing rights can create a new addresses under *My Data*.



ddress ID	Name	Street	Building	Room	Floor	City	State	Zip	Country	Phone	Email	Action
00000014	Vroozi HQ Default	15000 VENTURA BLVD				SHERMAN OAKS	CA	91403-2443	US	+1 (818) 555-5555	Nichole.Whitaker+OfficeRequester@vroozi.com	1
00000039	Tempe	8903 1st Ave				Austin	тх	78704	US	+1 (208) 309-4444	Nichole.Whitaker+OfficeRequester@vroozi.com	1

- 2. New addresses can also be created from the Requisition draft.
 - Remove the default address and select 'New Address' or select from another previously created address.

Purchase Request 1000001165 reated on 10/31/2019	7	
Request Name *	Shipping Address *	
Requester Training 1000001165	Click to select value	Đ
Requester *	New Address	
Requester Training	My Addresses	
	Vroozi HQ	
	Tempe	

Note: Users cannot set a self created address as their Default Address but they can remove the Default Address at the requisition draft and

replace with another.

Required Address Information

- 🗸 Name
- ✓ Country
- ✓ Street
- ✓ City/State/Zip Code
- ✓ Phone
- 🖌 Email

What if I can't create an address?

Reach out to your internal Vroozi Administrators as they may have disabled user ability to create addresses.

User Created Addresses	
Enable or disable user created addresses	?
On	

	Add Address	
Address Name *		
West Loading Dock		
Attention To		
Requester Training		
Country *		
united States of	America	
Street *		
1309 Black Street		
Building:	Room:	Floor:
Building: City*	Room:	Floor. Zip *
City *	State*	Zip *
City *	State * California V	Zip *
City * Los Angeles Phone *	State * California V	Zip *
City * Los Angeles Phone *	State * California V	Zip *
City * Los Angeles Phone * Email *	State * California V	Zip *
City * Los Angeles Phone * Email *	State * California v a	Zip *