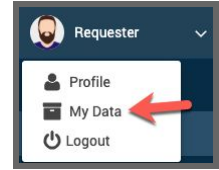


# Address Assignment

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*.



Address ID	Name	Street	Building	Room	Floor	City	State	Zip	Country	Phone	Email	Action
000000014	Vroozzi HQ	15000 VENTURA BLVD				SHERMAN OAKS	CA	91403-2443	US	+1 (818) 555-5555	Nichole.Whitaker@vroozzi.com	
000000039	Tempe	8903 1st Ave				Austin	TX	78704	US	+1 (208) 309-4444	Nichole.Whitaker@vroozzi.com	

[Add Address](#)

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.

**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 Vroozzi Administrators as they may have disabled user ability to create addresses.