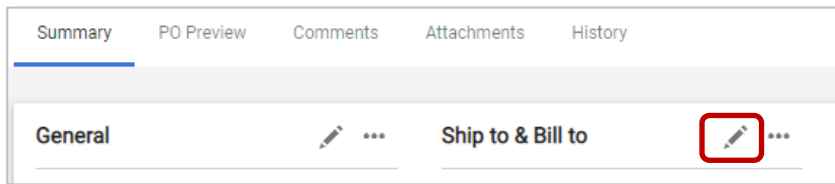


Choosing a Shipping Address



These steps show how to search for and choose an address to add to your requisition.

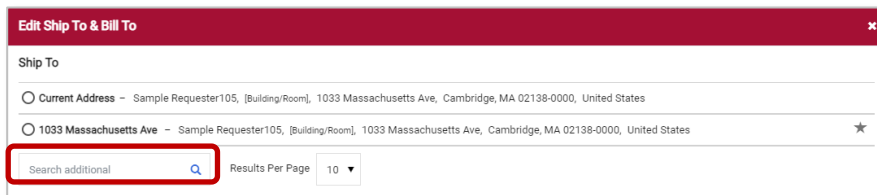
1. On the **Summary** tab, scroll to the **Ship To & Bill to** section and click the **pencil icon**.



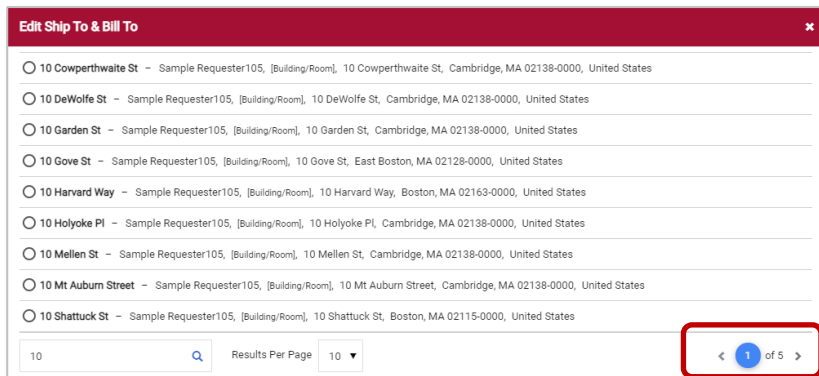
2. Click the radio buttons to select from any listed addresses. **Note:** the star indicates your default address.

Use the **Search additional** field to find other addresses and click the magnifying glass.

Tip: search by street number, e.g. 1033, 79, etc. to view available addresses.



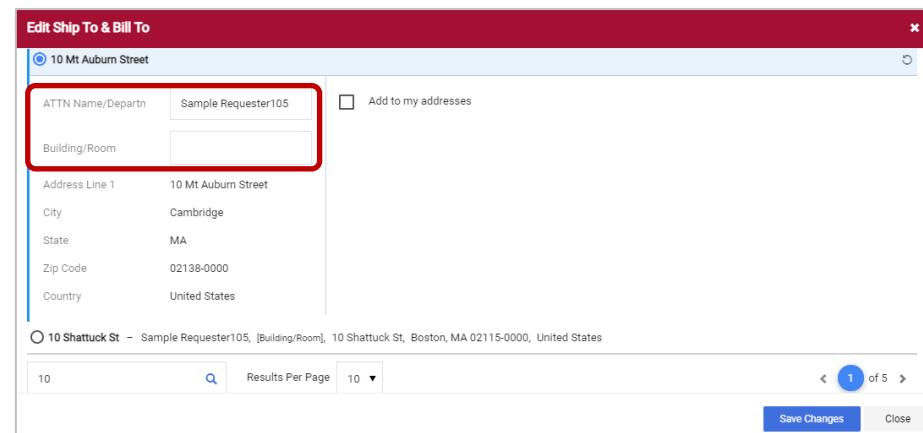
3. Select an address from the search results by clicking the radio button. Click the arrows on the bottom right to display further search results.



4. Clicking the radio button expands the address details, where you can:

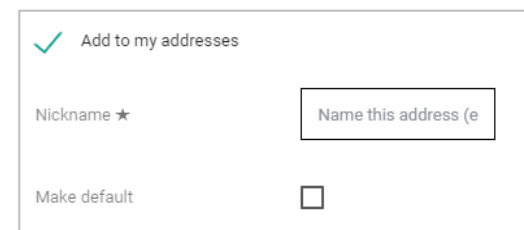
- Enter the name of the person you want listed in the **ATTN:** field
- Enter other optional information (building, room, floor, etc.) that will help in the proper delivery of the items

Please note: Suppliers have limited space on their shipping labels, so be judicious in providing only the critical information for delivery.



5. Check **Add to my addresses** to save the address to your profile for future use.

- Enter a nickname to identify the address easily
- Select the **Make default** checkbox if you want this address to be your default shipping address



6. Click **Save Changes**.