


Ship To Locations

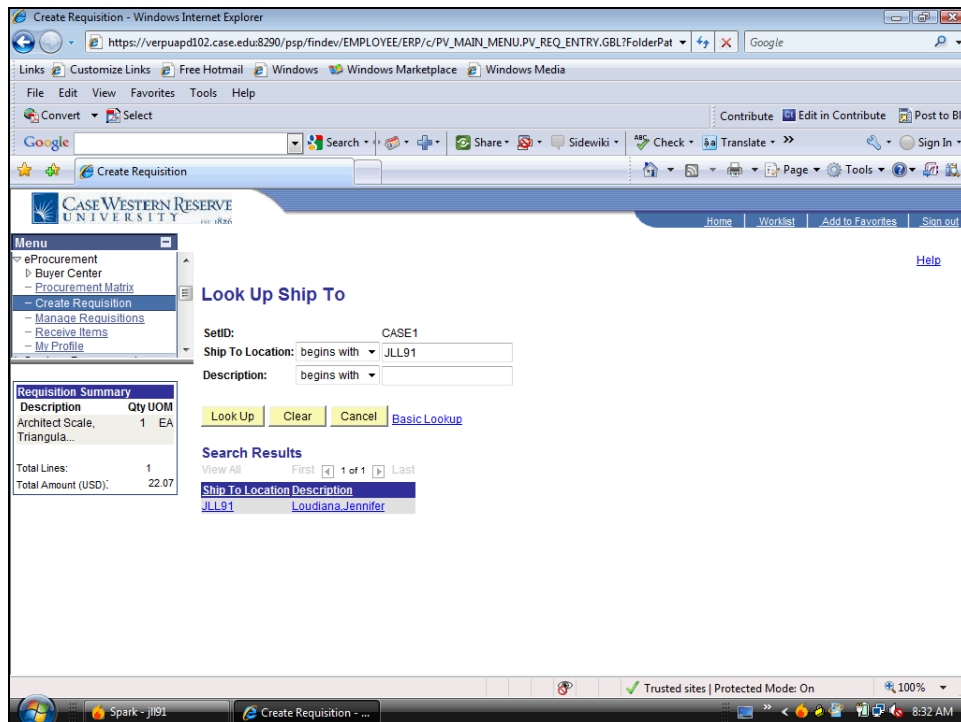
Procedure

Shipping Addresses will now be available within the eProcurement system. Users will not need to Modify Shipping Addresses.

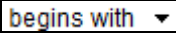
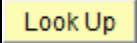
The information below will explain how to choose a different shipping address.

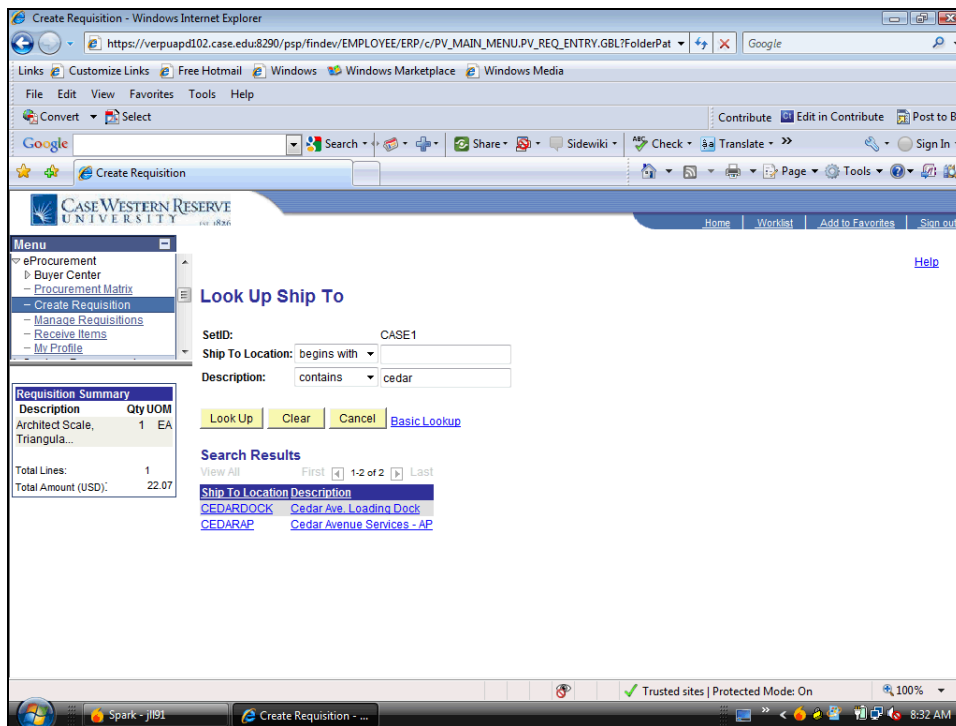
If your address is not in the system, please fill out the Ship To Location form on the Procurement website at <http://campusservices.case.edu/PDSHome.aspx> or by emailing information to smartcart@case.edu.


Step	Action
1.	The Ship To: will default to your ID as the location. If you want to change the location, click the Look up button to see a list or search for a location. 

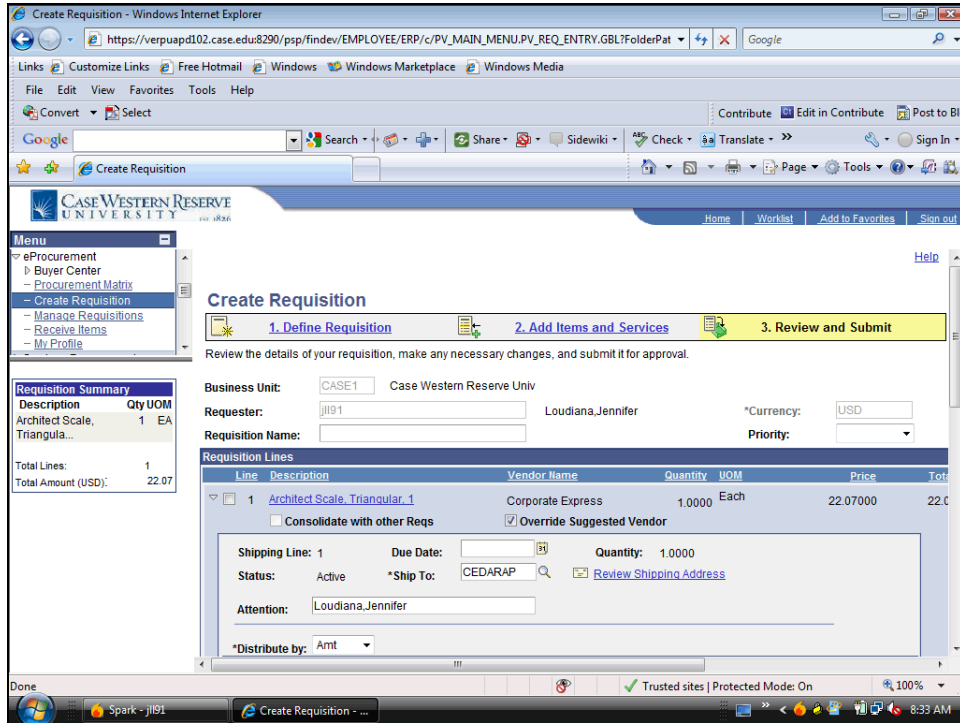


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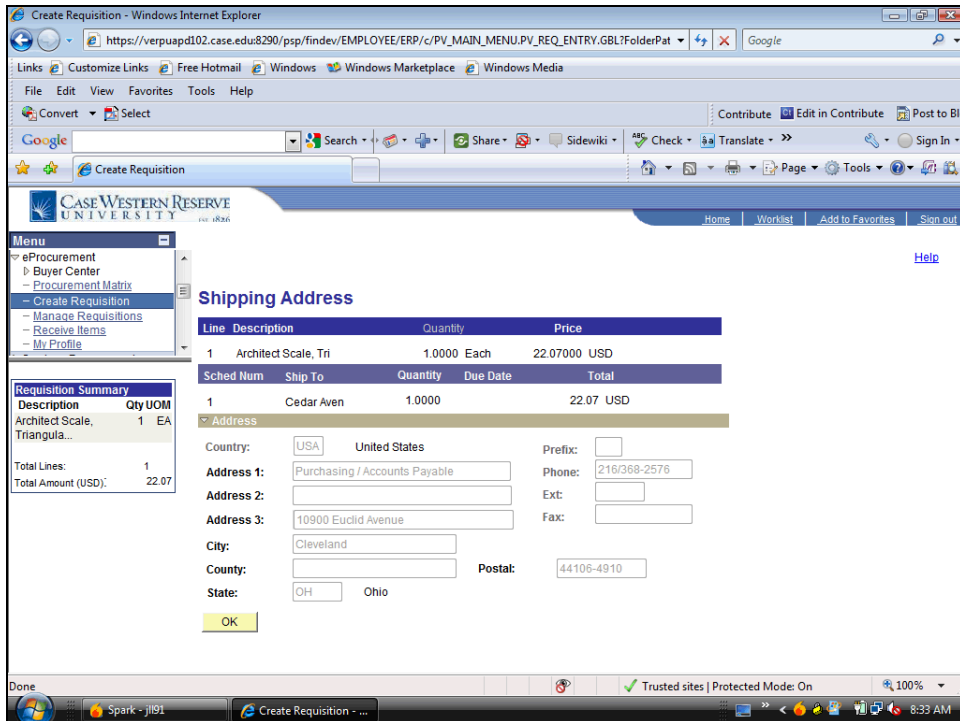
Step	Action
2.	The Look Up Ship To page appears and will default to the location already in the Ship To on the screen, in this example it was a user ID. For the Description: click contains from the dropdown list. 
3.	Enter a short search into the Description field, for example, enter " cedar " to send an item to the Accounts Payable office.
4.	Click the Look Up button. 



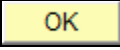
Step	Action
5.	Results for any description that has the word cedar will appear. To send to Accounts Payable, click the CEDARAP link. 



Step	Action
6.	The Ship To: is now CEDARAP. To make sure the address is correct, click the Review Shipping Address link. Review Shipping Address



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Step	Action
7.	A non-editable Shipping Address screen appears. Review for accuracy, when finished click OK to return to the requisition. 
8.	For questions on Ship To: locations contact Procurement and Distribution at 368-2560 or email smartcart@case.edu End of Procedure.