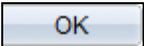
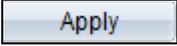
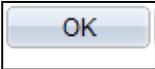


## Change Shipping Address: Multiple Line Items

Step	Action
1.	<p>In order to complete this task you must first be on the <b>Review and Submit</b> page.</p> <p>Two options are available when modifying shipping for multiple line items. To change a shipping address for <u>specific line items</u>, select the desired lines.</p> <p>To modify shipping for <u>all line items</u>, click the <b>Select All / Deselect All</b> option. Click the <b>Select All / Deselect All</b> option.</p> 
2.	<p>Click the <b>Modify Line / Shipping / Accounting</b> button.</p> 
3.	<p>Click the <b>Modify Onetime Address</b> link.</p> 
4.	<p>Enter the desired information into the <b>Address 1:</b> field.</p>
5.	<p>Enter the desired information into the <b>Address 2:</b> field.</p>
6.	<p>Enter the desired information into the <b>City</b> field.</p>
7.	<p>Enter the <b>State:</b>.</p>
8.	<p>Enter the desired information into the <b>City</b> field.</p>
9.	<p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>Apply</b> button.</p> 
11.	<p>The radio button should have <b>Replace Distribution Lines</b> selected.</p> 
12.	<p>Continue editing your requisition as needed. Click <b>Save &amp; Preview Approvals</b> when complete.</p> <p><b>End of Procedure.</b></p>