

Changing Shipping Address: Multiple Line Items

Introduction

To ship an item to an address that is not your default address, you have the option to add a onetime address to your requisition.

Procedure

1. In the **Shipping Summary** section of your requisition, click the **Edit for All Lines** link.
2. In the window that appears, click **Add Onetime Address**.
3. Enter desired information for the new address in the provided fields.
4. Click **OK**.
5. Click **OK** again.
6. Click **Save & Preview Approvals** when complete.
7. **End of Procedure**.

Shipping Summary



Edit for All Lines

Ship To Location
Address

OIT-S
6185 AIRLINE RD.
DALLAS, TX 75205

