

Changing Shipping Address: Individual Line Item

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. Click the **Modify Onetime Address** link.
2. Your current default address will display. Highlight and delete address fields as needed.
3. Enter the new address in the **Address 1** field.
4. If needed, enter additional address information into the **Address 2** field.
5. Change additional fields if needed.
6. Click the **OK** button.
7. Click the **Save & Preview** Approvals button.
8. Click the **Submit** button.
9. **End of Procedure.**

Requisition Lines ?						
Line	Description	Item ID	Supplier	Quantity	UOM	
▼ 1	Transit Bus		DALLAS AREA RAPID TRANSIT	1.0000	Each	750
Shipping Line 1		* Ship To	OIT-S			Quantity
		Address	6185 AIRLINE RD. DALLAS, TX 75205			Price 7500
		Attention To	Zach Peterson			
		Due Date				
▼ Accounting Lines						

[Add One Time Address](#)