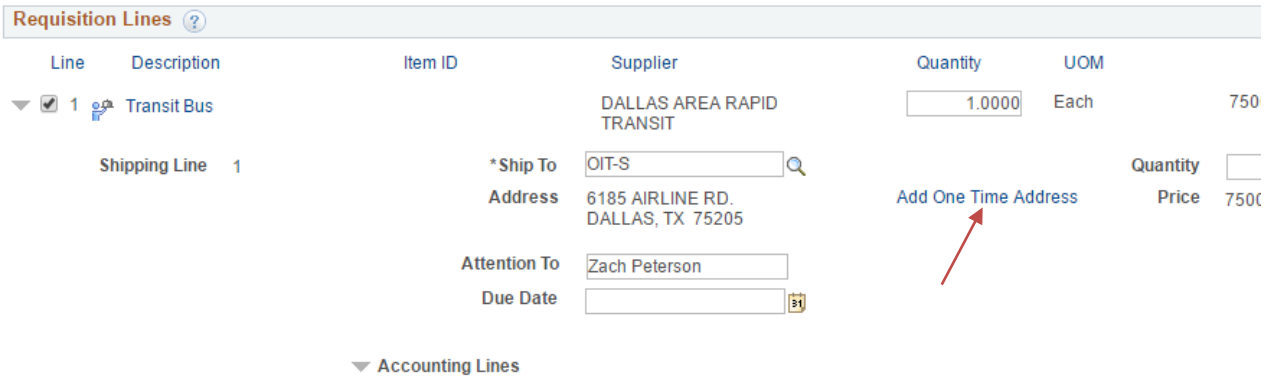
Changing Shipping Address: Individual Line Item

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.**