Setting Shipping Address
Within **Guided BUying**, Requisitioners can set shipping at the line-level or header-level.

**Setting Address at Header-Level vs. Line-Level:**

**Header-Level:** The **Ship To** and **Deliver To** fields should be set at the header-level for PRs when all lines are being shipped to the same address. Deliver To at the line level **does not** update the header-level. Thus, it’s important to set the **Ship To** and **Deliver To** at the header-level if shipping to one location. If you are purchasing from a catalog supplier (e.g., WB Mason), set the delivery address at the header level. If you need to send the order to multiple addresses, create separate PRs for each address.

**Line-Level:** If you have multiple lines with different **Ship To** addresses, set the **Ship To** and the **Deliver To** at the line level. To avoid delivery delays, please ensure your **Deliver To** is populated or you risk your package being returned to the Supplier.
Setting Shipping Address

If you have multiple lines with different **Ship To** addresses, set the **Ship To** and the **Deliver To** at the line level. To avoid delivery delays, please ensure your **Deliver To** is populated or you risk your package being returned to the Supplier. Select the Shipping tab at checkout to make changes at the line level.

1. Click the arrow to expand at the line level
2. Select the arrow next to the Shipping tab to view details and make changes.
Setting Shipping Address

View shipping details and make necessary updates.

Select the drop down under **ShipTo(Plant)**. Previously used addresses will display. Click **Browse all**.

Change search criteria from **ID** to **Street** or **Name**.

Search for the address. Click **Choose** next to the appropriate address.

Update **Deliver To** including name, floor, and room number. We recommend using abbreviations as certain suppliers can only accept 30 characters in this field.

**Note:** Click **New** to add a non-BU delivery address. Enter a comment noting that this is being sent to a non-BU address. If the purchase is <$500, manually add your financial approver as an approver to the PR to route for approval.