

Setting Shipping Address



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

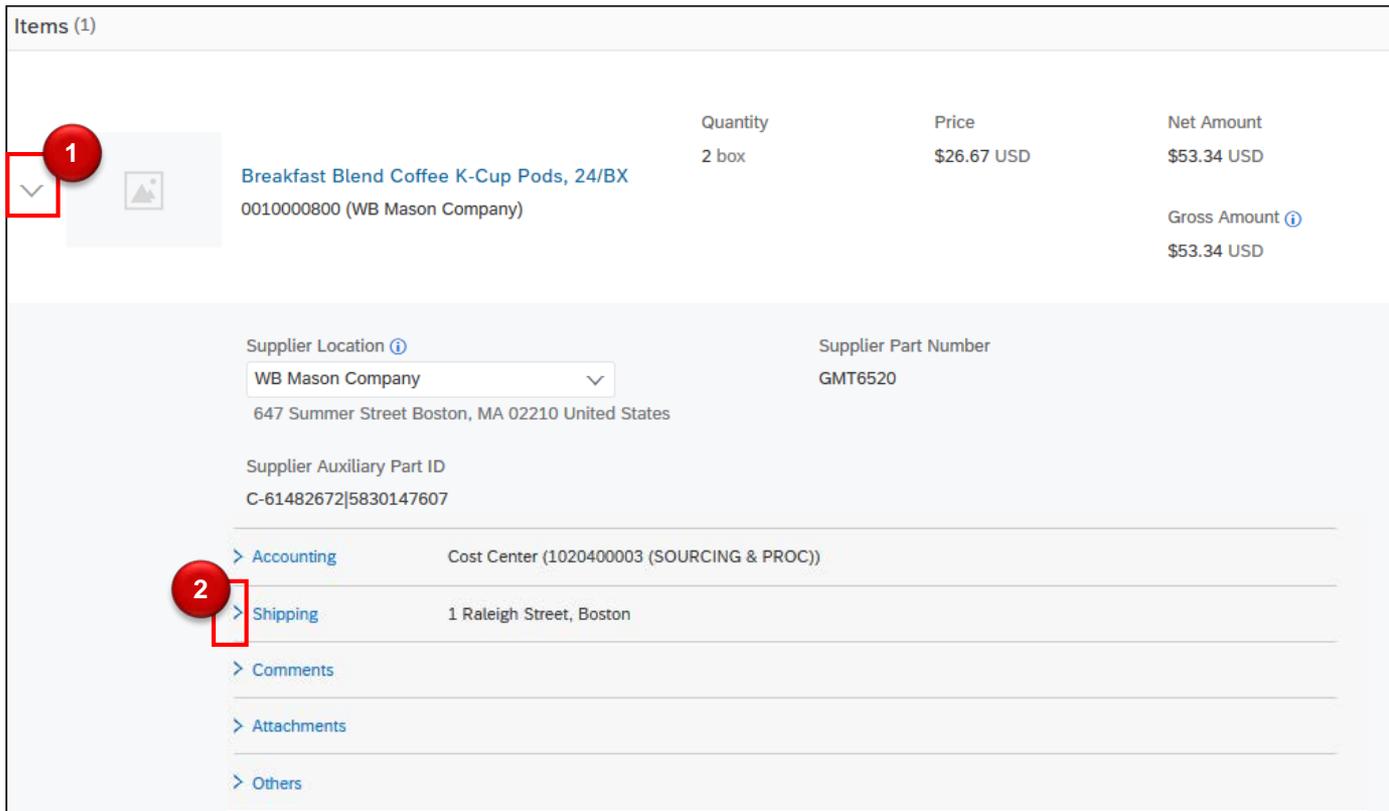
Setting Address at Header-Level vs. Line-Level:

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.

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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.



Items (1)

	Quantity	Price	Net Amount
  Breakfast Blend Coffee K-Cup Pods, 24/BX 0010000800 (WB Mason Company)	2 box	\$26.67 USD	\$53.34 USD
			Gross Amount ⓘ \$53.34 USD

Supplier Location ⓘ
WB Mason Company
647 Summer Street Boston, MA 02210 United States

Supplier Part Number
GMT6520

Supplier Auxiliary Part ID
C-61482672|5830147607

- > Accounting Cost Center (1020400003 (SOURCING & PROC))
- > Shipping 1 Raleigh Street, Boston
- > Comments
- > Attachments
- > Others

- 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.

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View shipping details and make necessary updates.

> Accounting Cost Center (1020400003 (SOURCING & PROC))

Shipping ShipTo(Plant) (5004 (1 Raleigh Street))

ShipTo(Plant) * ⓘ
5004 (1 Raleigh Street) ✓
1 Raleigh Street Boston, MA 02215 United States

Deliver To * ⓘ
Erika Lonardo - Room #404

Need-by Date ⓘ
6/10/20

Purchase Group
103 (PGroup 103)

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

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

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

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

ShipTo(Plant) * ⓘ

1000 (General Plant) ^

Clear selection

900001 (0 Carlton Street)

900018 (1010 Commonwealth Avenue)

900013 (Boston University)

900161 (Boston University)

Browse all

ShipTo(Plant)

Street ▾ buick

ID	Street	City	State	Postal Code	Country		
	buick Street	10 Buick Street	Boston	MA	02215	US	Choose
	buick Street	25 Buick Street	Boston	MA	02215	US	Choose



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.