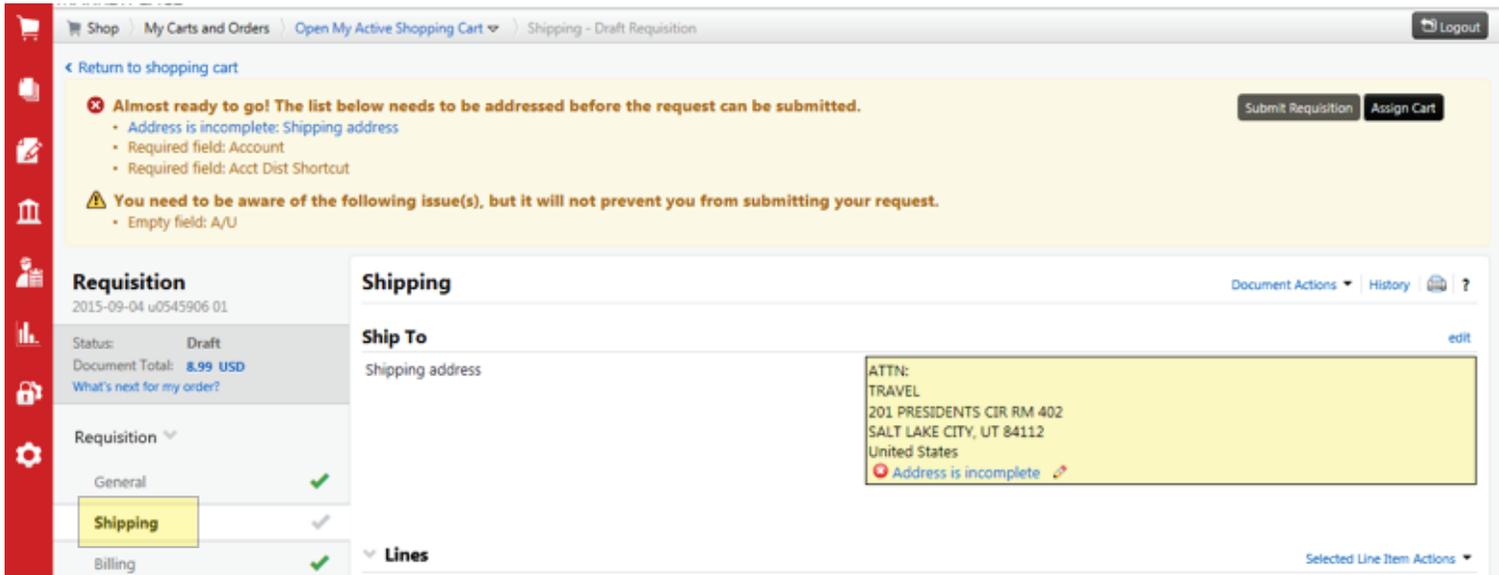
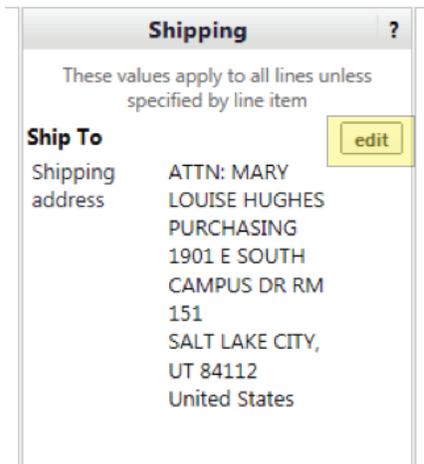


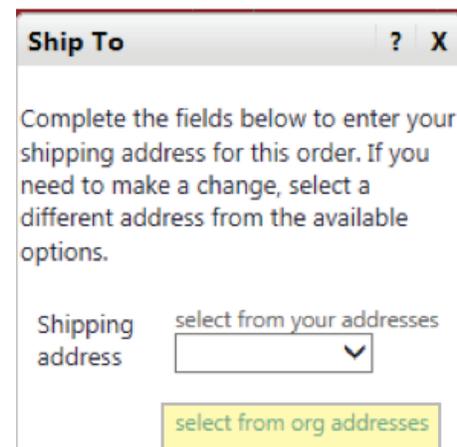
1. After the Shopper or Requisitioner has filled a cart and clicked on **Proceed to Checkout**, a page will appear that shows a list of steps that must be completed before you submit the requisition.
2. If you wish to edit the Shipping location, click on the **Shipping Tab**, or on the **Shipping** step in the upper banner.



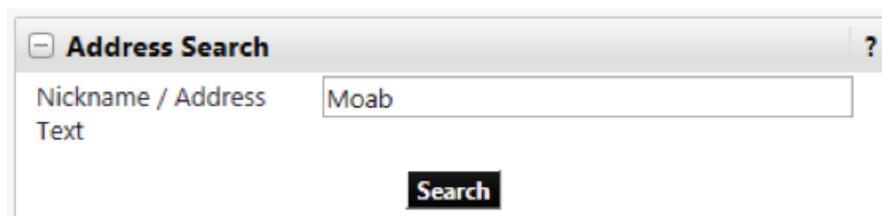
3. Your default ship to address will be displayed. If you want to select a different address, click on the **edit** button.



4. A field will appear that gives you the option to **select from your addresses** if you have already added multiple address to your profile. You may also click on **select from org addresses** to select from other University addresses.



5. The **Address Search** field will appear. Type in a key word or part of the address, and click **Search**.



6. If the address that appears is correct, click on **select**.

Name	Address	
RIO MESA CENTER - SMALL BARN	ATTN: MARY LOUISE HUGHES RIO MESA CENTER - SMALL BARN UTAH BOTTOM ON DOLORES RIVER MOAB, UT 84532 United States	<input type="button" value="select"/>

7. This new address will be added as your **Ship-To** for this order. If you want to add this address to your profile, check the box marked **Save this for future use**.

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[select from org addresses](#)

Address Details

ATTN: MARY LOUISE HUGHES

Contact Line 2 RIO MESA CENTER - SMALL BARN

Address Line 1 UTAH BOTTOM ON DOLORES RIVER

City MOAB

State UT

Zip Code 84532

Country United States

Save this address for future use

8. A new box will appear to give you the option of saving this address as your default. Click the box if desired, and click **Save**.

Address Details

ATTN: MARY LOUISE HUGHES

Contact Line 2 RIO MESA CENTER - SMALL BARN

Address Line 1 UTAH BOTTOM ON DOLORES RIVER

City MOAB

State UT

Zip Code 84532

Country United States

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

9. In this example, the next time an order is placed and the **Ship-To** is edited, the user may click on the dropdown under **select from your addresses** and both **Purchasing** and **Rio Mesa Center** will be listed to select from.

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

To choose a

Address Details

ATTN: MARY LOUISE HUGHES

Contact Line 2 RIO MESA CENTER - SMALL BARN

Address Line 1 UTAH BOTTOM ON DOLORES RIVER

City MOAB

State UT

Zip Code 84532

Country United States