

# Edit Shipto Address

(Proceed to checkout)

Requisition Requisition Number

Summary PO Preview Comments Attachments History

General Information Ship To / Billing Options Notes/Attachments & Add'l Approvals

1. In the *Summary* Tab click on the Pencil next to *Shipto/Billing Options*.

2. Choose default or new address

a. Current Default address

- (previously saved by you)

b. Search for other address(s)

- See search tips below

3. Search for the Address (see Options below)

Edit Ship To / Billing Options

Ship To \*

CURRENT ADDRESS

ATTN: \* HEATHER HOLLEY  Add to my addresses

Contact Line 2 PURCHASING

Address Line 1 201 PRESIDENTS CIR RM 170

City SALT LAKE CITY

State UT

Zip Code 84112

Country United States

Search additional  Results Per Page 10

💡 Search Options:

○ Peoplesoft (10 digit) Shipto code

PURCHASING - HEATHER M HOLLEY, PURCHASING, 201 PRESIDENTS CIR RM 170, SALT LAKE CITY, UT 84112

0001001700  Results Per Page 10

○ Address Name (Begin typing to see addresses)

Huntsman  Results Per Page 10

HUNTSMAN BASKETBALL FACILITY - HEATHER M HOLLEY, HUNTSMAN BASKETBALL FACILITY, 294 SOUTH 1850 EAST RM 399, S...

HUNTSMAN BASKETBALL FACILITY 1 - HEATHER M HOLLEY, HUNTSMAN BASKETBALL FACILITY 1, 294 SOUTH 1850 EAST RM 499

○ Type physical address

201 s  Results Per Page 10

ACCOUNTS PAYABLE - HEATHER M HOLLEY, ACCOUNTS PAYABLE, 201 PRESIDENTS CIR RM 145, SALT LAKE CITY, UT 8...

ADMIN COMPUTING SERVICES - HEATHER M HOLLEY, ADMIN COMPUTING SERVICES, 201 PRESIDENTS CIR RM 150, SA...

ADMISSIONS - HEATHER M HOLLEY, ADMISSIONS, 201 S 1460 E RM 250S, SALT LAKE CITY, UT 84112, United States

○ For New addresses email [ushop@utah.edu](mailto:ushop@utah.edu) and cc' [askme@purchasing.utah.edu](mailto:askme@purchasing.utah.edu) Provide the address and /or 10 digit code to be added

4. Click on the text that matches the desired address (Note that the address will move up to the current Shipto section)

○ To add this as a favorite click on the box next to "Add to my Addresses"

◆ Note that a Nickname can be given, by you, to this address for your profile only (example: Dr H's Lab)

○ To Make this address your new default Shipto address click the box next to "Make Default"

JON M HUNTSMAN CTR

ATTN: \* HEATHER M HOLLEY  Add to my addresses

Contact Line 2 JON M HUNTSMAN CTR

Address Line 1 1825 SOUTH CAMPUS DR R M 102A

City SALT LAKE CITY

State UT

Zip Code 84112

Nickname \* Example Nickname: Dr H's Lab

Make default

5. Click Save

Save

★ Click [One UShop](#) for more *Proceed to Checkout* help