

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**.

Results Per Page 20		Addresses Found: 1		Page 1 of 1	?
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		<div>select</div>	

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

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 your addresses

select from org addresses

Address Details

ATTN:MARY LOUISE HUGHES

Contact Line 2RIO MESA CENTER - SMALL BARN

Address Line 1UTAH BOTTOM ON DOLORES RIVER

CityMOAB

StateUT

Zip Code84532

CountryUnited States

☐ Save this address for future use

SaveCancel

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 2RIO MESA CENTER - SMALL BARN

Address Line 1UTAH BOTTOM ON DOLORES RIVER

CityMOAB

StateUT

Zip Code84532

CountryUnited States

☒ Save this address for future use

Name this address (e.g. Main St)

RIO MESA CENTER - SMALL BARN

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

SaveCancel

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

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 your addresses

PURCHASING

RIO MESA CENTER - SMALL BARN

Address Details

ATTN:MARY LOUISE HUGHES

Contact Line 2RIO MESA CENTER - SMALL BARN

Address Line 1UTAH BOTTOM ON DOLORES RIVER

CityMOAB

StateUT

Zip Code84532

CountryUnited States

SaveCancel