

Working Remotely? You may ship items to Stores & Receiving if no one is at your office to receive them.

1. Click *edit* to select a different Shipping address.

Requisitions: 130959321 Shipping

Status: Draft
Document Total: 1.0K USD
What's next for my order?

Requisitions

- General ✓
- Shipping ✓
- Editing ✓

Ship To

Shipping address

ATTN: MARY LOUISE HUGHES
PURCHASING
201 PRESIDENTS CIR RM 170
SALT LAKE CITY, UT 84112
United States

Lines

2. Click *click here* to select a different address.

Ship To

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

Shipping address

select from your addresses

To choose a different address, [click here](#)

Address Details

ATTN: * MARY LOUISE HUGHES

Contact Line 2 PURCHASING

Address Line 1 201 PRESIDENTS CIR RM 170

City SALT LAKE CITY

State UT

Zip Code 84112

Country United States

Save Cancel

3. Click on *select from org addresses*.

select from your addresses

select from org addresses

MARY LOUISE HUGHES

PURCHASING

201 PRESIDENTS CIR RM 170

SALT LAKE CITY

UT

84112

United States

4. Type the word "stores" in the search field.

Address Search

Nickname / Address Text

stores

Search

5. Be sure to select "Stores & Receiving – Campus" located on South Campus Drive.

Results Per Page: 100

Addresses Found: 2

Page 1 of 1

Name	Address	
STORES & RECEIVING -- CAMPUS	ATTN: MARY LOUISE HUGHES STORES & RECEIVING -- CAMPUS 1795 E SOUTH CAMPUS DR RM 253 SALT LAKE CITY, UT 84112 United States	select
STORES & RECEIVING1	ATTN: MARY LOUISE HUGHES STORES & RECEIVING 175 N MEDICAL DR E RM 1317 SALT LAKE CITY, UT 84132 United States	select

6. In the *Attn To* field, be sure to add the words "Hold for Will Call" and your phone number before your name.

Hold for Will Call, ML Hughes, 5-6814

STORES & RECEIVING

175 N MEDICAL DR E RM 1317

SALT LAKE CITY

UT

84132

United States

Please note that all three elements are required: "Hold for Will Call", phone number, and name.

7. Track your package through the supplier. Pick up your package at Stores & Receiving within 5 days after delivery. A UID will be required to pick-up packages from Receiving.