Changing the Delivery Address

During the checkout process you may wish to change the default delivery address for a particular requisition.

Please note, changing delivery addresses does not apply to Corporate Express orders, they can only be delivered to one address which is linked to your purchasing account.

To change the delivery address

Responsibility: ANY end user responsibility beginning with “ECU Purchasing”

Prerequisite: Have some items in your iProcurement shopping cart and be ready to run through the checkout process.

1. To change the delivery location for the entire requisition, click in the field titled ‘Deliver to Location’ and either enter in the new location in the format of campus.building.room (e.g. JO.01.2101), or use the torch icon to search for the new delivery address. Once your new delivery address is entered, click the Next button to continue the checkout process.

2. If you want different delivery addresses on the same requisition (please note, this is not applicable to Corporate Express requisitions), click the Edit Lines button to progress to the ‘Requisition Information: Edit Lines’ screen.

3. (H) Delivery if not already defaulted to it.

4. Select the line or lines that you want to change by putting a tick in the box under the ‘Select’ column.
5. Enter in the delivery address that you want your items to be delivered to, or use the torch icon to search and select the delivery address.

6. Repeat Step 5 for each line that you want to change the delivery address for.

7. (B) Return once you’re happy with your delivery details.
8. The ‘Checkout: Requisition Information’ screen should now list either the new delivery address, or if there is more than one address it should say Multiple under the locations.

9. Complete the rest of your checkout process by reviewing the GST details and charge accounts. If you are happy with all the checkout details, click the **Next** button.

10. Check your approver details, to Change First Approver please see reference PO-042 or to Add Additional Approvers please see reference PO-043. Once you are happy with the Checkout: Review Approvers List screen, click the Next button.

11. Review your requisition, to see the detail of the individual lines, click on the **Show** hyperlink next to each line to review the delivery address, charge accounts etc. To hide the detail, click on the ‘Hide’ hyperlink.

12. (B) **Submit** if you’re happy with the requisition to send the requisition on the approval path.