## Smart Source Step-by-Step Guide

Changing Ship-To Addresses

## Procedure

1. From within a transaction, select the Edit icon on the Shipping tab.

ñ	Smart Source	Shelly Dutka	💌 🛛 🛨 🖌 Action Item	s 🚺   Notifications 🔟	🎽 610.84 USD 🛛 🔍		
1.1	Procure to Pay						
	The Shop My Carts and Orders Open My Active Shopping Cart 😁	Shipping - 54029675 - Draft Requi	sition				
					Contraction of the local division of the loc		
	General A Shinning @ Baling Accounting In	ternal Notes and 🛛 👩	External Notes and	A Final	Submit Requisition		
	Codes Al	tachments 🛛 🚩 /	Attachments	Review	Assign Cart		
2							
			Go to Express Checkout	Return to shopping car	t 💽 Continue Shopping		
Ĥ	Almost ready to go! The list below needs to be addressed before the request can be submitted.     Address is incomplete: Shinning address						
	Requisition PR Approvals PO Preview Comments Attachments H	istory					
	Summary Shipping Billing Accounting Codes Supplie	r Info			9 1		
					Hide value descriptions		
	Shipping ?						
	These values apply to all lines unless specified by line						
		item					
	Ship To	and the second sec	edit				
	Shibbing	Attn:	TREETS				
		PHILADELPHIA, PA 1	19104				
		United States	a second				
		Address is incom	nplete				

2. A new window appears. To change the default Central Receiving ship-to address, select the **Click Here** icon and then select the **Select from Org Addresses** icon.

Ship To		?	х			
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:						
Address Line 1	34TH & LUDLOW STREETS					
City	PHILADELPHIA					
State	PA					
Zip Code	19104					
Country	United States					
	Save Cancel					

3. A search box is displayed. Enter search criteria in the box and select the **Search** icon. *Note,* criteria such as streat name, building, atc. can be used

	?		ddress Search
		korman Search	mame / Address Text
	111		

4. A list of ship-to address values is displayed. Select the desired value. The address details are updated to reflect the selection.

Ship To	? X
Complete the fie for this order. If y different address	lds below to enter your shipping addres ou need to make a change, select a from the available options.
Shipping address	select from your addresses
	select from org addresses
Address Detai	ls
Contact Line 1 Department Address Line 1 City State Zip Code Country	G. Cringolo Bldg. 6 Korman Center Philadelphia PA 19104 United States
	Save this address for future use

5. To save this address for future requisitions, select the **Save This Address for Future Use** link and provide a name for the address. Should you wish to have this address default for all future requisitions, select the **Check this Box to Make this the Default Address in the Future** checkbox.

Ship To	? X	2		
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	l		
	select from org addresses	I		
Address Detail	s	I		
Contact Line 1 Department Address Line 1 City State Zip Code Country	G. Cringolo Bldg. 6 Korman Center Philadelphia PA 19104 United States			
	<ul> <li>Save this address for future use Name this address (e.g. Main St)</li> <li>Korman</li> <li>Check this box to make this the default address in the future.</li> <li>Save Cancel</li> </ul>			

6. Select the **Save** icon. Your requisition is updated with the updated shipping details.

You have successfully changed your shipping address.