

Populate requisition header for the order, but leave the default shipping address

Then click the button circled in red

Shipping Address

Deliver-To Seattle, Non-Campus

Ship-To Address 4300 Roosevelt Way NE Box 354965
Seattle, WA 98105
United States of America

Requisition Information

Request Date * 09/27/2023

Currency * X USD ...

Requisition Type X Goods and Services ...

High Priority

Sourcing Buyer

Submitted by Bravo, Yesenia

Memo to Suppliers

Internal Memo

Goods

1 item

	Order	Image	Company	Item	Purchase Item	Item De
			X UWMS University ...	<input type="text"/>		YB T

Then select Edit Address

Medicine Shared Services

Click the check box 'Use Alternate Address', then click the Add button

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To

Ship-To Address (empty)

Use Alternate Address

Then enter the address you wish to add and then click apply- see example, below.

Use Alternate Address

Effective Date *

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Usage

Type * Business

Primary

Use For Billing
 Remit To
 Shipping

Visibility Public

Comments

Once you click apply it will populate your address on the requisition:

▼ **Shipping Address**

Deliver-To Seattle, Non-Campus

Ship-To Address Eastern Washington University JFK Library room #100
320 Media Ln
Cheney, WA, WA 99004
United States of America