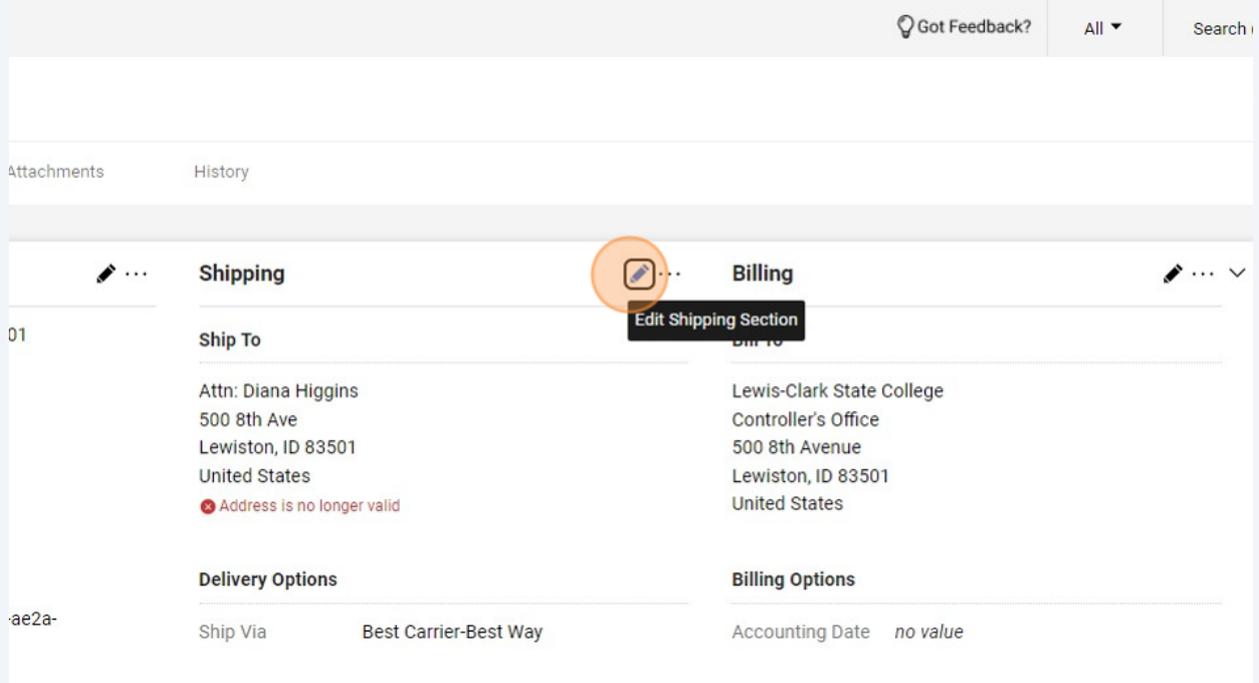


Set Up Address for Computer Orders

For those departments not on the main campus, IT wants all computers to come to the main campus prior to being delivered to you. This is how you set up an alternate address just for computer orders.

1 Click the pencil icon to open the Shipping Address area of your requisition.



Got Feedback? All Search

Attachments History

	Shipping	Billing
01	Ship To Attn: Diana Higgins 500 8th Ave Lewiston, ID 83501 United States <small>Address is no longer valid</small>	Bill To Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States
ae2a-	Delivery Options Ship Via Best Carrier-Best Way	Billing Options Accounting Date no value

2 Click the "Search additional" field.

The screenshot shows a software interface with a sidebar on the left containing menu items: Suppliers, Sourcing, Reporting, Administer, and Setup. The main content area is divided into several sections. At the top, there is a table with the following data:

Address Line 1	500 8th Ave
City	Lewiston
State	ID
Zip Code	83501
Country	United States

Below the table, there is a radio button labeled "default" followed by the text "Diana Higgins, ADM 104, [Mailstop], 500 8th Ave., Lewiston, ID 83501, United States". Underneath this is a search field containing the text "Search additional" and a magnifying glass icon. To the right of the search field is a "Results Per Page" dropdown menu set to "10". Below the search field is a section titled "Delivery Options" with a "Ship Via" dropdown menu set to "Best Carrier-Best Way". At the bottom, there is a "★ Required fields" label. The search field is highlighted with an orange circle.

3 Type in "LCSC" to bring this option up. (You can also hit enter to display the entire list of addresses available to select.)

The screenshot shows the same software interface as above, but with the search field containing the text "lcsc". A dropdown menu is open below the search field, showing a single option: "LCSC Campus - Diana Higgins, ...". This option is highlighted with an orange circle. The rest of the interface, including the table, radio button, "Results Per Page" dropdown, "Delivery Options" section, and "★ Required fields" label, remains the same as in the previous screenshot.

4 Enter your name here if it is not already displayed.

Edit Shipping

Ship To ★

Current Address – Diana Higgins, 500 8th Ave, Lewiston, ID 83501, United States

default – Diana Higgins, ADM 104, [Mailstop], 500 8th Ave., Lewiston, ID 83501, United States

LCSC Campus

Attn: ★ Add to my addresses

Bldg/Rm: ★

Mailstop:

Address Line 1 500 8th Ave.

City Lewiston

State ID

5 Enter "SGC 120" to indicate the mailroom.

Edit Shipping

Ship To ★

Current Address – Diana Higgins, 500 8th Ave, Lewiston, ID 83501, United States

default – Diana Higgins, ADM 104, [Mailstop], 500 8th Ave., Lewiston, ID 83501, United States

LCSC Campus

Attn: ★ Add to my addresses

Bldg/Rm: ★

Mailstop:

Address Line 1 500 8th Ave.

City Lewiston

State ID

6 Click the "Name this address (e.g. Main St)" to give this address a nickname.

ve, Lewiston, ID 83501, United States

p], 500 8th Ave., Lewiston, ID 83501, United States ★

✓ Add to my addresses

Nickname ★

Make default

i Do NOT click the "make default" button. This address is just for Dell/Apple orders.

7

Click "Save"

The screenshot displays a software interface with a modal window in the foreground. The modal window contains a checkbox, a pagination indicator showing '1 of 1', and two buttons: 'Save' and 'Close'. The 'Save' button is highlighted with an orange circle. The background interface shows a form with error messages such as 'not have permission to access this field: Fund' and 'not have permission to access this field: Funct'. Below the form, there is a table with columns for 'Suppliers' and 'no value', and a row with 'for all' and 'Add'. The table also shows numerical values like '1,119' and '1,119'. The footer of the page reads 'Powered by JAGGAER | Priv'.