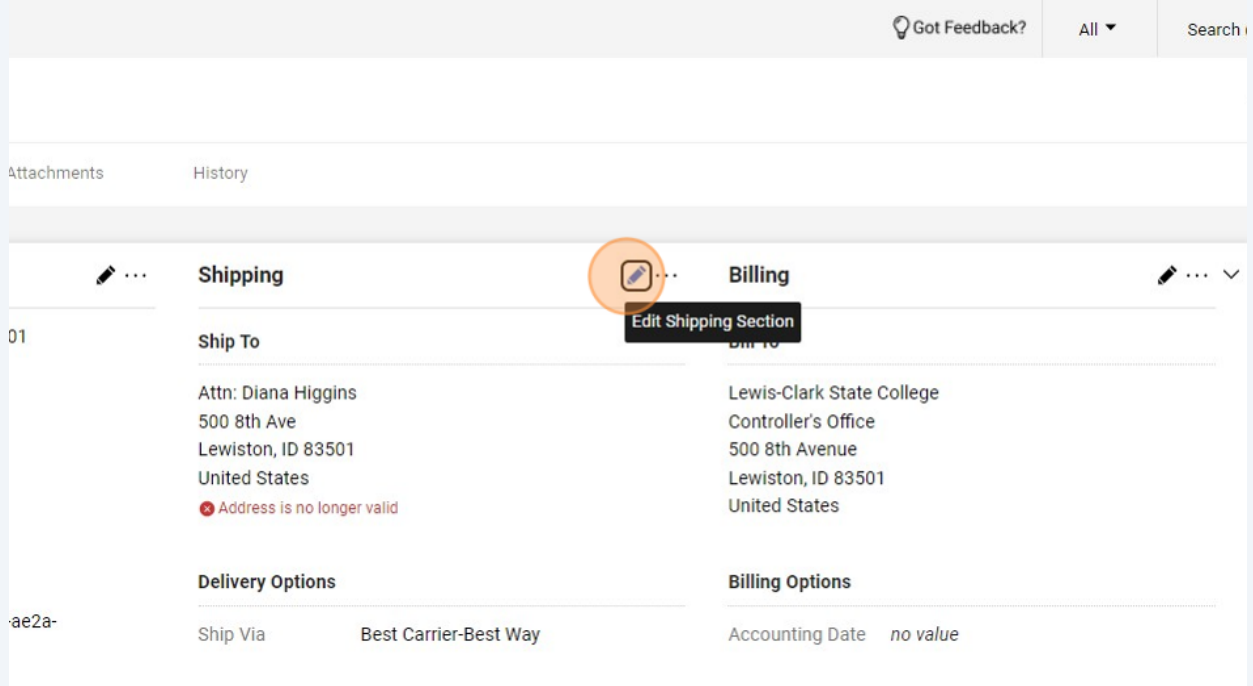


Set Up Address for Computer Orders

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01	Ship To Attn: Diana Higgins 500 8th Ave Lewiston, ID 83501 United States ✖ Address is no longer valid	Bill To Lewis-Clark State College Controller's Office 500 8th Avenue Lewiston, ID 83501 United States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.

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

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

Search additional Results Per Page 10

Delivery Options

Ship Via Best Carrier-Best Way

★ Required fields

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

City Lewiston
State ID
Zip Code 83501
Country United States

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

lcsc Results Per Page 10

LCSC Campus - Diana Higgins, ...

Delivery Options

Ship Via Best Carrier-Best Way

★ Required fields

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

Requisition • 39

Edit Shipping

Summary

General

Cart Name 20

Description no

Prepared by DI

Prepared for DI

Ad-Hoc Approver Se

Buyer Code 0a
43
W

Bank Code VI

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.

39

Edit Shipping

39

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 image shows a software interface with a modal window. The modal window has a white background and contains a checkbox at the top left. At the bottom right of the modal, there are two buttons: a dark blue button labeled "Save" and a white button labeled "Close". An orange circle highlights the "Save" button. In the background, a greyed-out form is visible with various fields and error messages. Some visible text includes "not have permission to access this field: Fund", "ed: Function", "not have permission to access this field: Funct", "ed: Cost Center", "re of these issues.", "y review and proceed.", "Object Code", "9.75 USD)", "handling, and Tax charges are calculated and", "each supplier. The values shown here are for", "purposes, budget checking, and workflow", "1,119", "1,119", "Suppliers no value", "for all Add", and "Powered by JAGGAER | Priv".