

How to Change the “Ship To” Address on eProcurement Requisitions Updated March 2007

The “Ship to” address field is important because this is the location that will print on the Purchase Order to advise the vendor where to ship your merchandise. For UTMBG and UCLIN orders, the default “Ship to” address is UTMBR for Central Receiving. If the merchandise being ordered should be shipped directly to an off-site clinic, you must change the “Ship to” field to the appropriate clinic location, otherwise, the merchandise will be shipped to CR at 14th and Strand.

For UTDCJ orders, the default “Ship to” location is the Medical Warehouse in Huntsville. To ship your merchandise directly to another location, the following steps should be followed.

Pathway: eProcurement > Create Requisition > Settings



Click the **Override** radio button.

The screenshot shows the "Requisition Defaults" section with two tabs: "Requisition Defaults" and "Search Settings". Under "Default Options", there are two radio buttons. The "Override" radio button is selected and has a mouse cursor pointing at it. The "Default" radio button is unselected. The text for "Default" reads: "If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used." The text for "Override" reads: "If you select this option, all default values entered on this page override the default values found in the default hierarchy."

Click the **Ship To Lookup** icon.

The screenshot shows the "Line Defaults" section with several search criteria fields. Each field has a magnifying glass icon to its right. The fields are: "Vendor:" with a search icon, "Vendor Location:" with a search icon, "Buyer:" with a search icon, and "Ship To:" with a search icon. The "Ship To:" field contains the text "UTMBR" and "UTMB Central Receiving" is displayed to its right. A mouse cursor is pointing at the search icon for the "Ship To:" field. Below these fields are "Buyer" and "Freight Terms" fields, partially visible.

Enter appropriate information in one or more of the search criteria fields. You may also use the “wildcard” (%) feature to find the appropriate **Ship To** address. Click the **Look Up** button.

The screenshot shows a search criteria form. It has three rows of input fields. The first row is "SetID:" with the value "UTMBG". The second row is "Ship To Location:" with a dropdown menu set to "begins with" and an empty text box. The third row is "Description:" with a dropdown menu set to "begins with" and the value "%family". Below the fields are four buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup". A mouse cursor is pointing at the "Look Up" button.

To select the appropriate Ship To address, click the **Ship to Location** or **Description** hyperlink.

Ship To	Description
L06179	TC FAMILY MED CLINIC STE 138
L06169	FAMILY MED CLINIC, STE 128
MC25	UTMB ORANGE PERINATAL & FAMILY

Click OK to save changes and exit the Settings page.

Buyer:	<input type="text"/>	<input type="text"/>							
Ship To:	<input type="text" value="L06179"/>	<input type="text" value="TC FAMILY MED CLINIC STE 138"/>							
Due Date:	<input type="text"/>	Attention:	<input type="text"/>	Freight Terms Code:	<input type="text" value="PPA"/>				
Category:	<input type="text"/>	Unit of Measure:	<input type="text"/>	*Currency:	<input type="text" value="USD"/>				

Distribution Defaults Customize | Find | First 1 of 1 Last

Distributions More Details More Details 2 Asset

Distrib Line	Pct	Speed Chart	GL Unit	Account	Oper Unit	Fund	Dept		
1	<input type="text"/>	<input type="text"/>	<input type="text" value="UTMBG"/>	<input type="text"/>	<input type="text" value="14062"/>	<input type="text" value="310"/>	<input type="text" value="224900"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Note: If a new “Ship To” address needs to be added to the table, please e-mail the Purchasing Help Desk. A specific ship to address cannot be used on a requisition until the Ship To code has been added to PS.