

Within **Guided BUying**, Requisitioners can set shipping at the line-level or header-level

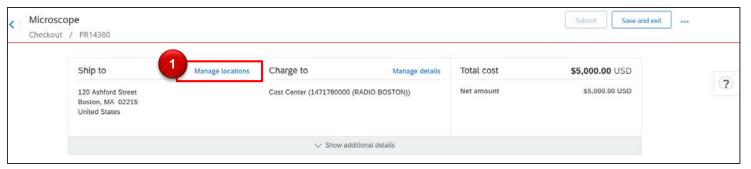
Setting Address at Header-Level vs. Line-Level:

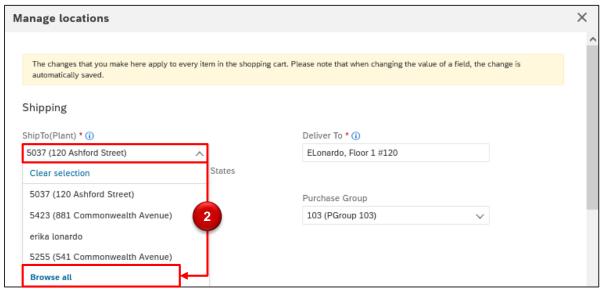
Header-Level: The **Ship To** and **Deliver To** fields should be set at the header-level for PRs when all lines are being shipped to the same address. Deliver To at the line level **does not** update the header-level. Thus, it's important to set the **Ship To** and **Deliver To** at the header-level if shipping to one location. If you are purchasing from a catalog supplier (e.g., WB Mason), set the delivery address at the header level. If you need to send the order to multiple addresses, create separate PRs for each address.

Line-Level: If you have multiple lines with different **Ship To** addresses, set the **Ship To** and the **Deliver To** at the line level. To avoid delivery delays, please ensure your **Deliver To** is populated or you risk your package being returned to the Supplier.



At checkout, information from your personal profile will populate. Changes to the **Ship to** and **Charge to** can be modified at the header level.

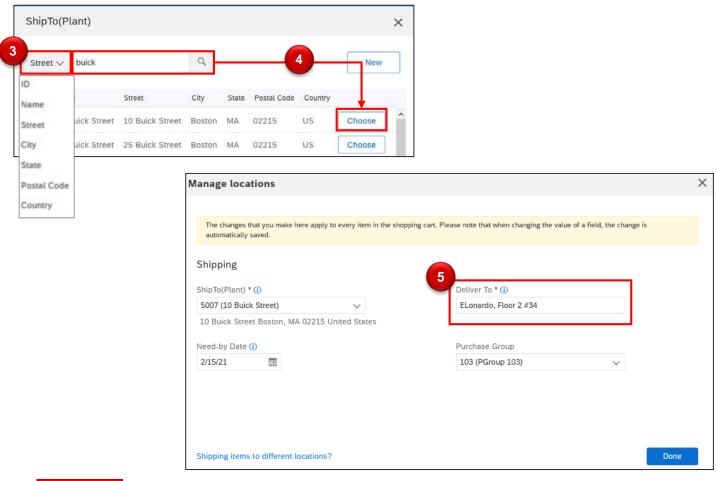




- Shipping at Header Level:
 Click Manage Locations to update the Ship to information.
- Update the Ship
 To for the header
 level by selecting
 the drop down
 under
 ShipTo(Plant).
 Previously used
 addresses will
 display. Click
 Browse all.



Update the search criteria from **ID** to **Street** or **Name** and search for the appropriate address. After selecting the address, enter a **Deliver To** including name, floor, and room number.



- Change search criteria from ID to Street or Name.
- Search for the address. Click Choose next to the appropriate address.

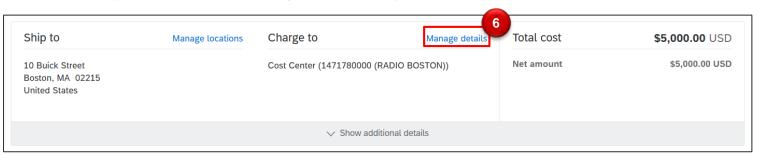
View updated address.

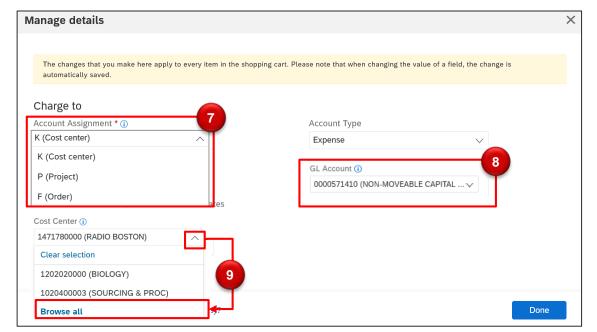
Update **Deliver To** including
name, floor, and
room number. We
recommend using
abbreviations as
certain suppliers
can only accept
30 characters in
this field.

Click Done.



Select Manage details to updating Accounting information.

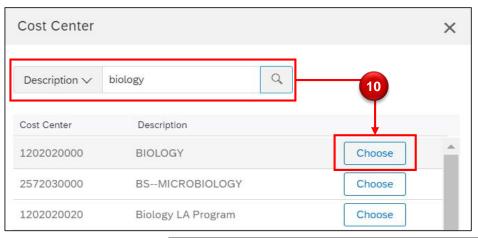


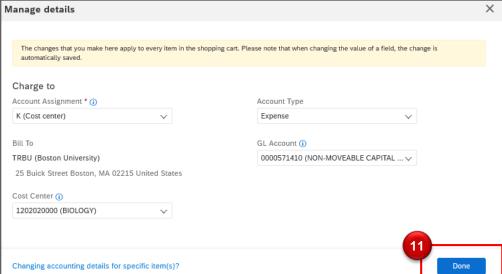


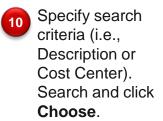
- Accounting:
 Click Manage
 details.
- Click the drop down to select the **Account Assignment** (i.e., Cost Center, Project/WBS Element, Order).
- The **GL Account** populates based on the commodity.
- Olick the drop down to change the Cost Center. History will display. Click Browse all to view options.



Select the appropriate accounting information. After updating accounting and shipping, make any other necessary changes before submitting the PR.







View updated accounting information.

Click Done.

