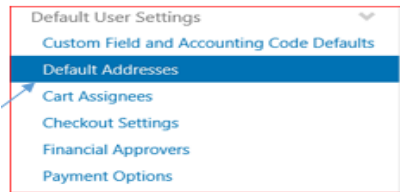
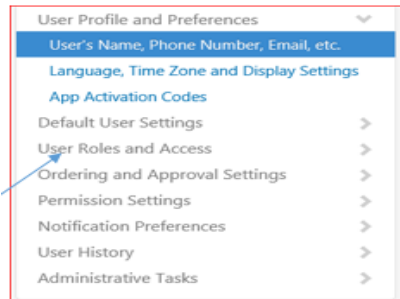


# Creating an Additional Ship To Address

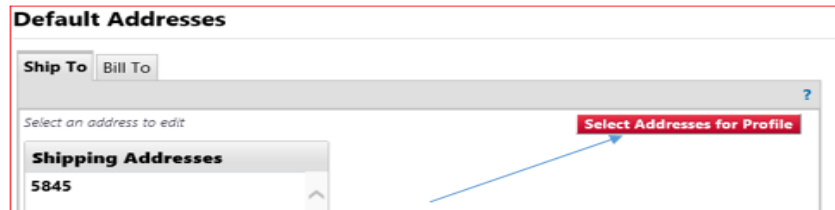
Go to the dropdown next to your name, VIEW MY PROFILE



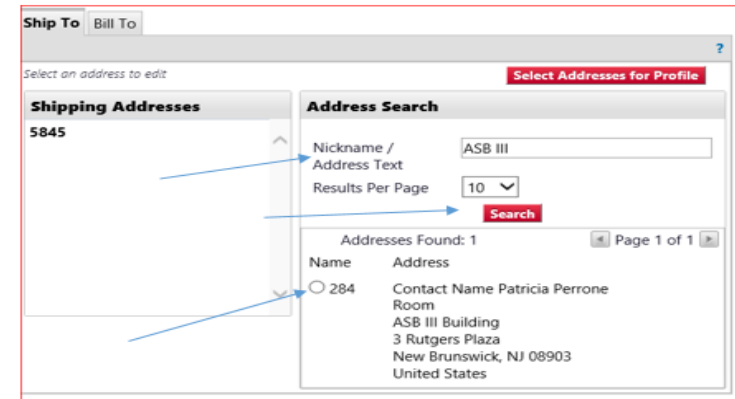
Click on DEFAULT USER SETTINGS, then DEFAULT ADDRESSES



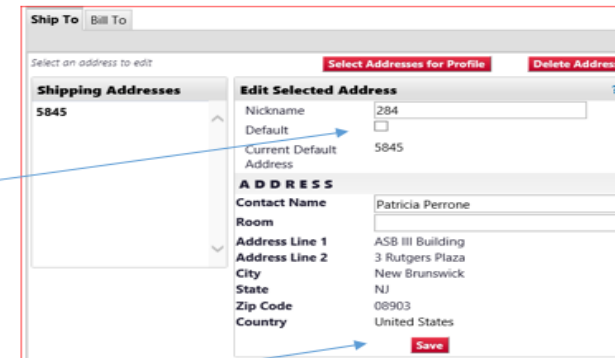
Click on SELECT ADDRESSES FOR PROFILE. Search by street or building name.



Search by street or building name.



Click Default box if this is the address you want to use as your default.



Hit Save. This address will now come up as an option.

# Creating an Ad-Hoc Ship To Address (for one time shipments)

## Business Process Context

The RU MarketPlace has been configured to provide schools/units a way to have goods shipped to an address that is not available in the list of pre-defined addresses in the system. This job aide provides you with an overview of the steps to select a one-time address.

**Please note:** due to how the RU MarketPlace interacts with our suppliers' eCommerce applications, we are unable to use a one-time address with requisitions containing one or more line items added from a punchout or hosted catalog. If a one-time address has been used along with punchout/hosted catalog line items, the requisition will be automatically returned by the RU MarketPlace to the requisitioner.

Should you need to have goods shipped from an enabled supplier shipped to a one-time address, please utilize either the Quick Order or Goods Request form.

## Create an Ad hoc Ship-to Address

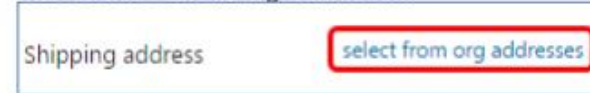
From the shipping tab in the shopping cart:

1. Select the **edit** button for the shipping address.



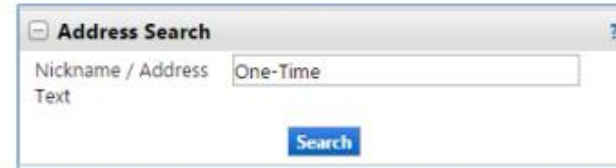
The screenshot shows a 'Shipping' window with a sub-header 'These values apply to all lines unless specified by line item'. Below this, there is a 'Ship To' section with a 'Shipping address' field. The field contains the text 'no address' and a red error message that says 'Required field' with a pencil icon. To the right of the field is an 'edit' button, which is highlighted with a red rectangular box.

2. Choose **select from org addresses**.



The screenshot shows a 'Shipping address' field. To the right of the field is a button labeled 'select from org addresses', which is highlighted with a red rectangular box.

3. Type "**One-Time**" in the **Nickname / Address Text** box, appropriately. Then press **Search**.



The screenshot shows an 'Address Search' dialog box. The 'Nickname / Address Text' field contains the text 'One-Time'. Below the field is a blue 'Search' button, which is highlighted with a red rectangular box.

4. Select the One-Time option.
5. Populate the required fields.
6. If you would like to use this address in the future, save it.
7. Once the address has been added to the requisition, complete the requisition process as normal.



Currently, you can only utilize an ad hoc ship-to address with requisitions initiated from a Goods Request, Service Request, or Quick Order.

If you attempt to add an ad hoc ship-to address with an enabled supplier, the requisition will be auto-rejected.

**MUST be a Rutgers location**