To update or request a new Delivery Address, complete and submit a Delivery Address Request form with the details of the entry or change. The form will route to Procurement Services for processing.

**Remember:**
- You cannot add a line to an existing Draft Cart if other items are present.
- Submit Delivery Address Request in its own shopping cart do not combine with any other items.

**Instructions**

1. **Read the instructions** for use of the Address Delivery Form.
2. **Enter the Existing Delivery Address**
   - Address Code field is an eight-digit code assigned to your specific department.
   - Name - Your department name as listed in SAP
   - Street - Physical street address of your building
   - City - the city where building is located
   - State
   - Zip Code
   - Country - Prefilled with USA
3. **Enter the New Delivery Address**
   - New Department Name
   - New physical street address of your building
   - New city where building is located
   - New State
   - New Zip Code
   - New Country - Defaulted USA
4. **Complete Additional Information**
   - Mark the type of request by clicking one of the “radio” buttons.
     - Add New Address
     - Delete Existing Address
     - Update Existing Address
   - Third Party Address: Check Box if third party
   - Explain need for Third Party Address if applies:
   - Internal Attachments
     - Add Attachments - supporting documentation from person requesting the addition of the address.
5. Once you have completed the form, **choose Add and go to Cart** from the Available Actions drop-down at the top and click GO.

**Additional Information**

- Name your cart for ease of tracking.
- Click Proceed to checkout.
- Complete the required fields to submit the form.
- Procurement Services will review the form once submitted. An overnight sync is required to add the shipping address to eSHOP. Keep in mind that incomplete data will delay the process of completing the request.
- Third party addresses need additional approval and may take up to a week to complete the process.