

Step-by-Step Instructions for Adding a One-Time Delivery Address

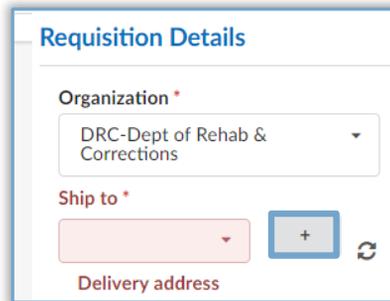
1

▲ During the checkout process, you can add a one-time delivery address when selecting a **Ship To** location. One-time delivery addresses are only added when you cannot find the delivery address you would like your items to shipped to.

Log in to Ohio Buys. Add items to your shopping cart and begin the checkout process.

2

To add a one-time delivery address, click the **Plus (+)** icon next to the Ship To field.



The screenshot shows a 'Requisition Details' form. Under 'Organization *', a dropdown menu is set to 'DRC-Dept of Rehab & Corrections'. Below this is the 'Ship to *' field, which is currently empty. To the right of the 'Ship to *' field is a blue square button with a white plus sign (+) and a circular refresh icon to its right. Below the 'Ship to *' field, the text 'Delivery address' is displayed in red.

3

Enter the **Address Label** (a nickname for the address), **Address Line 1**, **City**, **State/Province**, **Zip Code**, and **Country**. Once you have entered this information, click **Save & Close**.

4

After you have added the one-time delivery address, you must select it from the drop-down menu in the **Ship To** field. To do this, enter the **Address Label** for your address and then select the associated address from the drop-down menu.



The screenshot shows the 'Ship to *' field with a dropdown menu. The dropdown menu is open, showing a list of addresses. The selected address is 'Construction Site 123 Street Columbus US', which is highlighted with a red border. The text 'onstruction site' is visible in the dropdown menu, and the plus icon and refresh icon are also present.

5

Finish the remainder of the checkout process and submit your purchase requisition.

▲ Whenever a one-time delivery address is added to a purchase requisition, the purchase requisition requires approval by an Agency Administrator before the corresponding order can be generated. If the one-time delivery address is going to be a new permanent address, submit the address change form: http://obm.ohio.gov/Forms/doc/StateAccounting_OAKS-Location.pdf