Ship-to Address Change/Add/Delete Quick Guide

You can request that a new Ship To address be added to the system, or you can ask for a change or deletion of an existing Ship To address.

Navigation:
University of Maine System>Locations>Change/Add/Delete>Ship to Address Maintenance

The following page will appear:

You can request modifications, additions, or deletions to Ship To Locations. Make a selection from the list below.

- Submit changes to an existing Location.
- Request a new Location.
- Request the deletion of an existing location.
To make a change to a ShipTo address click the

The following page will appear:

<table>
<thead>
<tr>
<th>Location Table Mod/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
</tbody>
</table>

- **SetID:** begins with
- **Location Code:** begins with
- **Description:** begins with
- **Address Line 3:** begins with
- **Attention:** begins with

- Include History  
- Case Sensitive

Perform a search by clicking on **Search** or clear the search by clicking on **Clear**.

Search Results

<table>
<thead>
<tr>
<th>SetID</th>
<th>Location Code</th>
<th>Description</th>
<th>Address Line 3</th>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMSYS 3000000001</td>
<td>Academic &amp; Counseling Services</td>
<td>Cyr Hall</td>
<td>Angela T Theriault</td>
<td></td>
</tr>
<tr>
<td>UMSYS 3000000002</td>
<td>Administrative Services</td>
<td>Cyr Hall</td>
<td>Lisa A Fournier</td>
<td></td>
</tr>
<tr>
<td>UMSYS 3000000003</td>
<td>Admissions</td>
<td>St. David House</td>
<td>Brenda Fournier Plourede</td>
<td></td>
</tr>
<tr>
<td>UMSYS 3000000004</td>
<td>Acadian Archives</td>
<td>Cyr Hall</td>
<td>Nicholas Hawes</td>
<td></td>
</tr>
<tr>
<td>UMSYS 3000000005</td>
<td>Natural &amp; Behavioral Sciences</td>
<td>Cyr Hall</td>
<td>Lisa M Lavoie</td>
<td></td>
</tr>
<tr>
<td>UMSYS 3000000006</td>
<td>Business Office</td>
<td>Cyr Hall</td>
<td>Darryl Lee Ouellette</td>
<td></td>
</tr>
<tr>
<td>UMSYS 3000000007</td>
<td>Development</td>
<td>Madawaska House</td>
<td>Linda M Deprey</td>
<td></td>
</tr>
</tbody>
</table>

Select the address you want to change by clicking on its link. The following page will appear:
Make the changes you need to make including any name that should be on the Attn Line which can be found on the **Location Detail** tab:

When you are done making changes, click the Submit Button 🍀. The changes you have requested should be available within a few working hours.
To request a new location, click the +.
The following page will appear:

Note that the new location code is your logon ID plus a 3 digit number. This will be changed to the usual location code format when it is approved. Click the Add button. The following page will appear:

Put the Department Name in the Description field AND in the Address 1 field. In Address 2 put the name of your institution such as University of Maine at Augusta, UMF, University of Maine System, etc.
Address 3 & 4 are for Building name, Street, PO Box, Room # etc. Remember to go to the Location detail page to enter a person’s name for an Attention line. Click the Submit button to submit the new address. Your new address should be available for use within a few hours. Click the button if you want to add another address.

To request the deletion of an address Click the Delete button. The following page will appear:

```
Location Table Mod/Delete
Enter any information you have and click Search. Leave fields blank for a list of all values.
```

```
| Field       | Begins With | Search
|-------------|-------------|--------
| SetID       |             |        
| Location Code|             |        
| Description |             |        
| Address Line 3|             |        
| Attention   |             |        

Include History | Case Sensitive

Search | Clear | Basic Search | Save Search Criteria
```

Enter the location Code you want to delete. The following page will appear:
Jean Meakin is requesting to Delete a Location

Verify that it is the address you want to delete including the location detail tab!

Click the submit button.