CHANGE DELIVERY ADDRESS

In SRM, you are able to change your default delivery address or the address for a single cart.

CHANGE DEFAULT DELIVERY ADDRESS FOR ALL CARTS

1. In "Go Shopping", click the **Change User Settings** tab.

2. Click the **Edit** button.

3. In the **Attribute** dropdown menu, select Storage Location.

    Attribute: Storage Location*

4. In the **Logical System** dropdown menu, select R3 Backend.

    Logical system: R3 Backend*

5. Under the **Standard** column, click the radio button of the preferred location.

Example:

| ⦿ | ☐ | ☐ | 0002 | One Baylor Plaza | PDSCLNT400 | 0011 |

6. Click the **Save** button.

⭐ Your default delivery address is now changed for **all** future shopping carts you create.

- Please note that this setting is only to be used if all of your orders always go to the same place. If you only need to change the location for **one** cart, follow the instructions below.

CHANGE DELIVERY LOCATION FOR SINGLE CART

1. Click the **Shop - Full Functionality** tab.

2. Click the **Set Values** hyperlink.

3. The **Change Default Settings** window will display. The only mandatory field you must fill in is the **Unloading Point**, but the other values can be changed if needed.

    - In **Unloading Point**, you will type in the room number where the goods/services are to be delivered, as well as a contact phone number. Please note the **Storage Location** text box already contains the building name.

4. Click the **OK** button.