This instructional guide describes what to do in the event a “Ship To Location” value is unavailable when creating a purchasing requisition. To learn more about creating a purchasing requisition in PeopleSoft, please see the appropriate instructional guide or attend “Introduction to Purchasing and Payables.” Please note: “Ship To Location” is a required field.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Follow the steps described in the “Create a Purchasing Requisition” instructional guide until the first line of the requisition is displayed on the Requisition Summary Screen
- Click the Truck icon to review shipping information
- At the Shipping Information screen, click the magnifying glass to the right of the “Ship To Location” field to make sure the information isn’t available
  - Advanced Lookup allows searching and selecting by building name or number
  - Enter the appropriate word or partial word, changing the drop down for each field to “contains”
  - Click “Look Up”
  - Select the appropriate Shipping Address
- If the appropriate “Ship To Location” cannot be found, assign a “One Time Shipping Address“ as follows:
  - At the “Shipping Information” screen, on the Shipping Information Line, press the “One Time Address Button”
  - Look for this button: 🕵️
- Next, at the “One Time Shipping Information” screen, enter the following fields
  - Country
  - Address 1
  - Address 2 (as needed)
  - Address 3 (as needed)
  - City
  - County
  - Postal
  - State
  - Prefix
  - Phone
  - Ext (as needed)
  - Fax
- Click “Return”
- The “Ship To Location” field will now be populated with the one-time information
- The one-time information will follow the transaction, but it will not be captured in the location file

Notes
- You may create a onetime shipping address for each Shipping Information Line. A line that has multiple quantities and needs to be shipped to different locations also can be accommodated by this function
- Again, the “Ship To Location” is a required field