



Subject: How to Reverse Multiple Ship-To Addresses in a Purchase Order

Audience: SRM Users

The SCEIS Materials Management Team is pleased to announce the availability of a help document, "How to Reverse Multiple Ship-To Addresses in a Purchase Order," to assist SRM users with reversing multiple Ship-To Addresses in a Purchase Order. When a Shopping Cart is created with multiple Ship-To Addresses, the corresponding Purchase Order will display multiple Ship-To Addresses at the line item level. If only one Ship-To Address is needed at the header level of the Purchase Order, users will need to reverse the multiple Ship-To Addresses.

You can find the link to the help document below as well as posted on the SCEIS Weekly Updates page in conjunction with this message.

[How to Reverse Multiple Ship-To Addresses in a Purchase Order](#)

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.