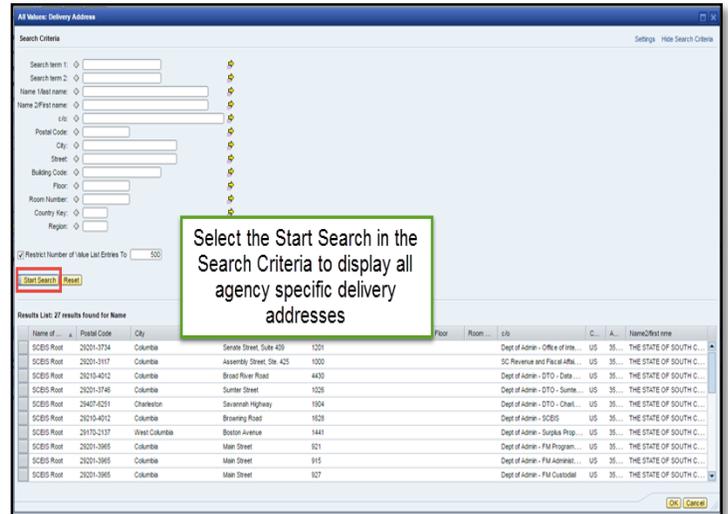
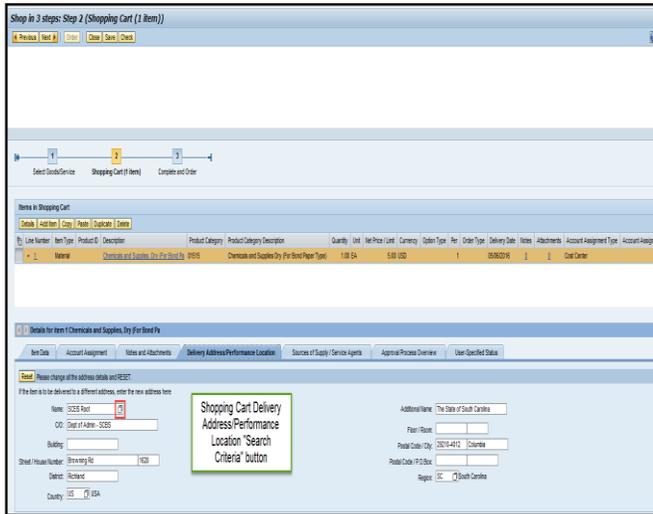


**Subject:** Change to SRM Delivery Address  
**Audience:** AST Leads, Procurement Directors, Shopping Cart Creators

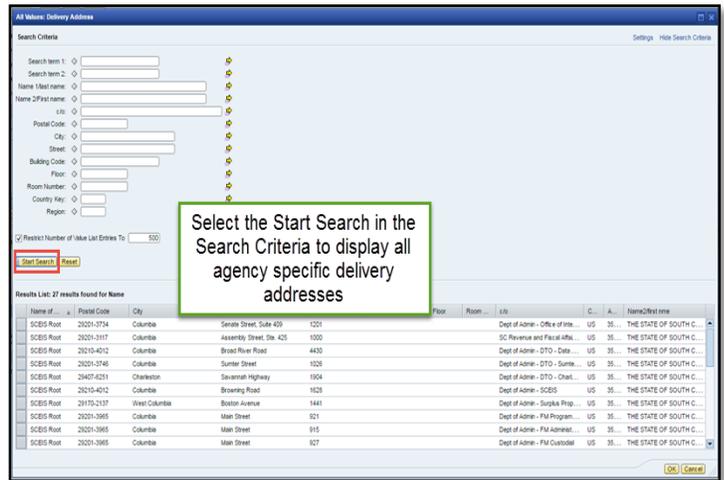
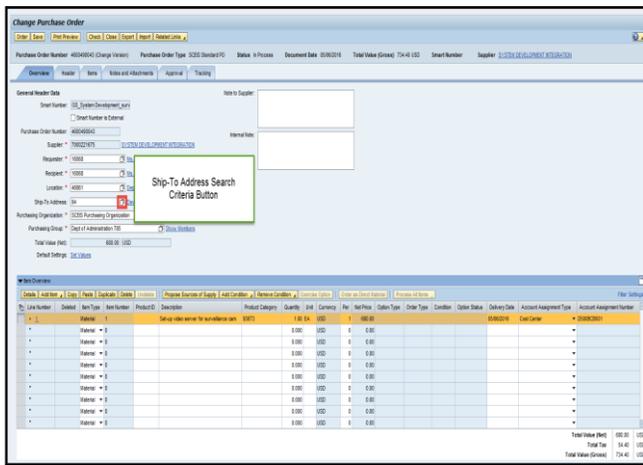
The SCEIS Team is pleased to announce that Shopping Cart Creators and Buyers will only have access to Delivery/Ship-To Addresses that are assigned to the user's agency in the SRM Organizational Structure. This change is effective 05/09/2016 and will give agencies an opportunity to determine the accuracy of their list of delivery/ship-to addresses and make changes as necessary.

Users will have one assigned default delivery address and all other required addresses can be searched by using the Search Criteria button in the Delivery Address/Performance Location tab of the Shopping Cart and Ship-To Address in the Purchase Order. Examples are provided below.

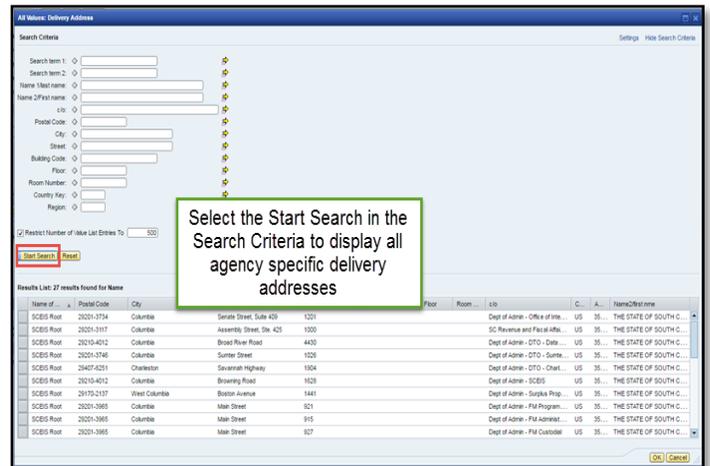
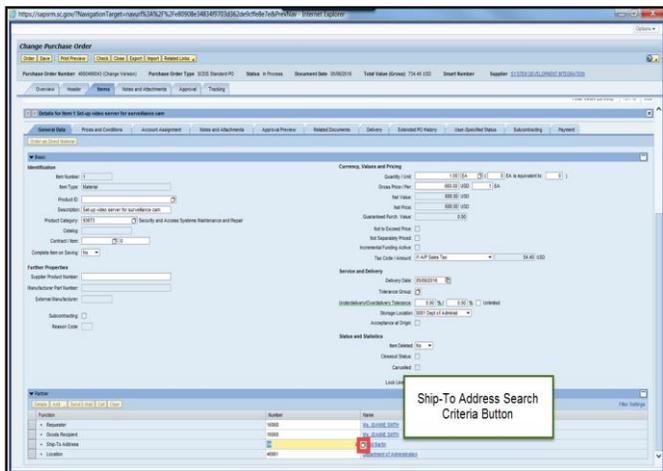
**Shopping Cart Delivery Address/Performance Location Search Criteria Button**



**Purchase Order Ship-To Address Search Criteria Button {Header Overview tab}**



**Purchase Order Ship-To Address Search Criteria Button {Line Item General Data tab}**



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

Thank you,  
The SCEIS Team