Supplier Relationship Management (SRM) 7.2
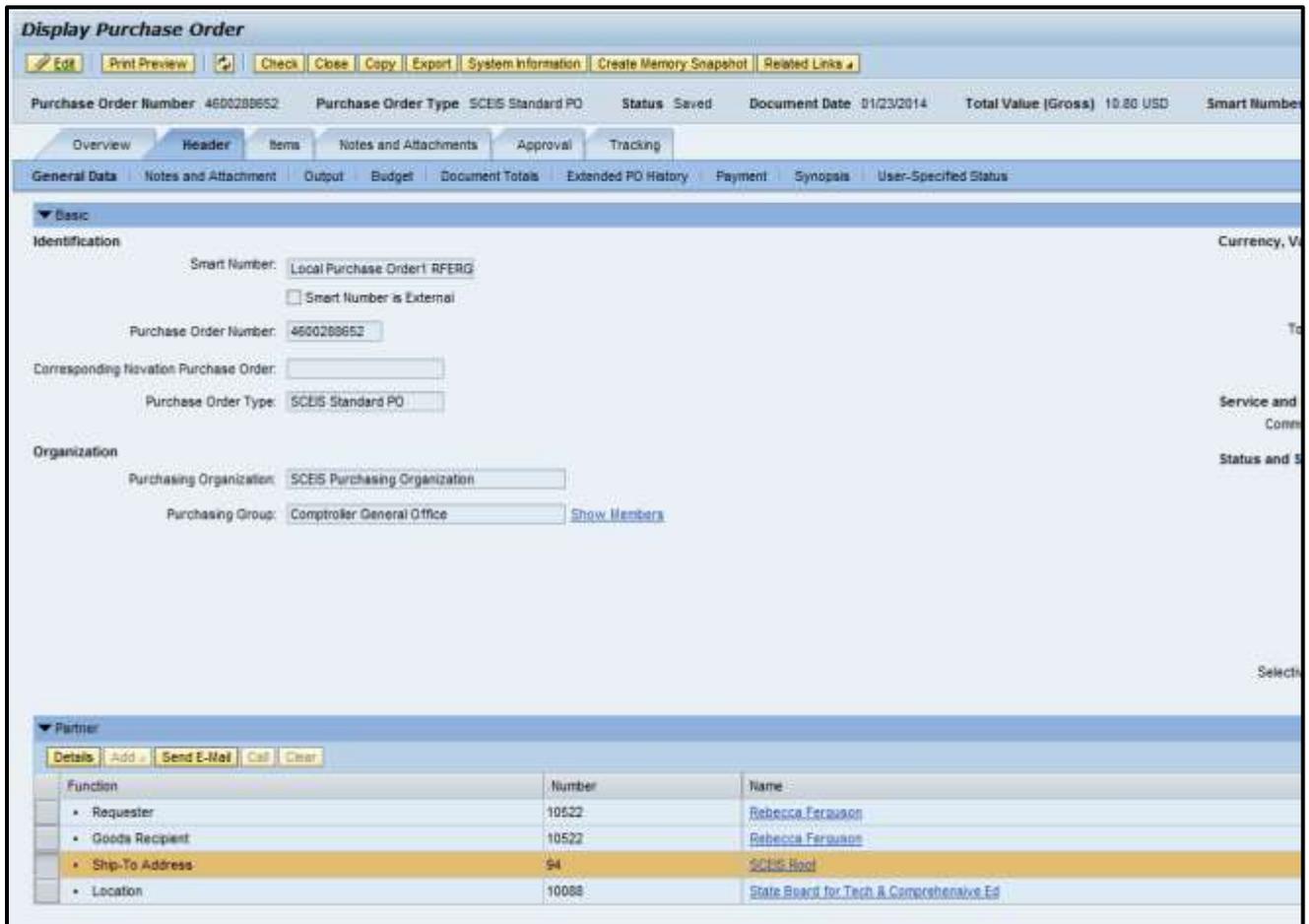
Verify and Change Delivery Address on a Purchase Order

This document provides instructions on how to verify a single and multiple delivery addresses on a Purchase Order (PO) in addition to instructions on how to change a delivery address on a PO.

How to Verify that a Delivery Address is Correct for a Single Address

1. Click the **"Header"** tab of the PO.
2. Under the Partner section, highlight the **"Ship-To Address"** line, then click the **"Details"** button. (See Example 1 below)

Example 1

3. A **"Details of Ship-To Address"** pop-up window will appear with details on the Ship-To Address as shown in Example 2. Verify that the address is correct.
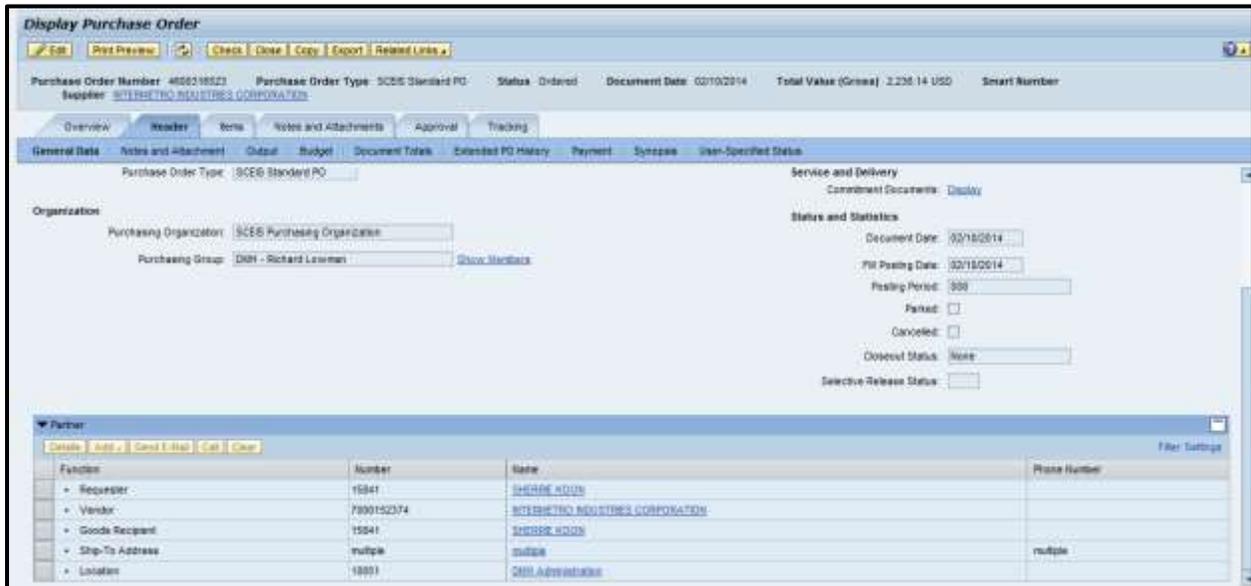
Example 2
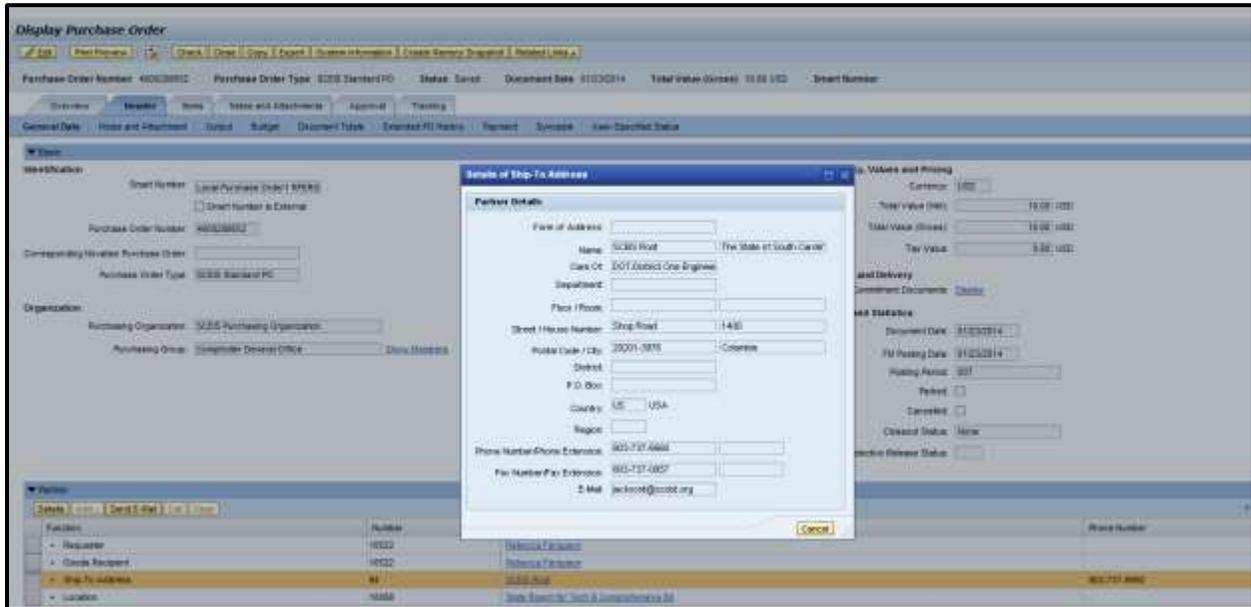
How to Verify Delivery Address is Correct for Multiple Delivery Addresses

1. Click the **"Header"** tab of the PO.
2. Under the Partner section, highlight the **"Ship-To Address"** line, then click the **"Details"** button. (See Example 1 below)

Example 1

3. From the multiple list of items in the "Details Ship-To Address" section, highlight the item under **"Item Number"** that you wish to verify as shown in Example 2. Next, click the **"Details"** button.

Example 2

4. A **"Details of Ship-To Address"** pop-up window will appear with details on the Ship-To Address for that item as shown in Example 3. Verify that the address is correct.

Example 3
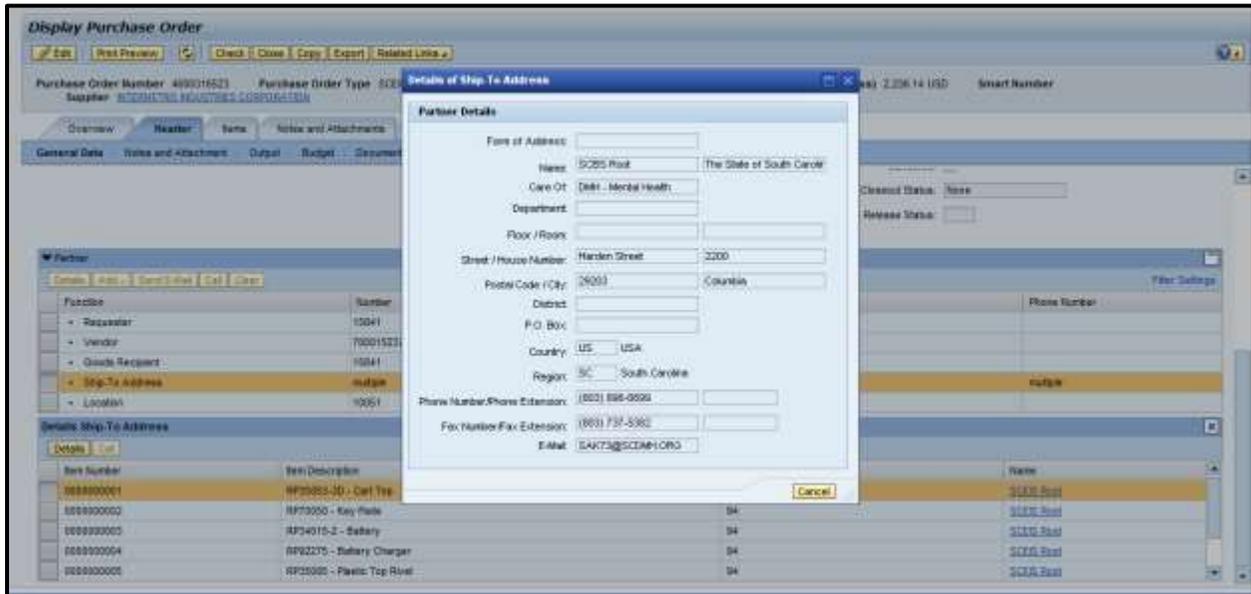
5. To verify the Ship-To Address for additional items, follow this process for each line item.

How to Change the Ship-To Address in the Purchase Order

1. To change a Ship-To Address in a Purchase Order, click the **"Edit"** button, then click the **"Header"** tab as shown in Example 1.

Example 1

2. Click in the **"Number"** column of the "Ship-To Address" for a match code to appear to enter search values for a Ship-To Address.
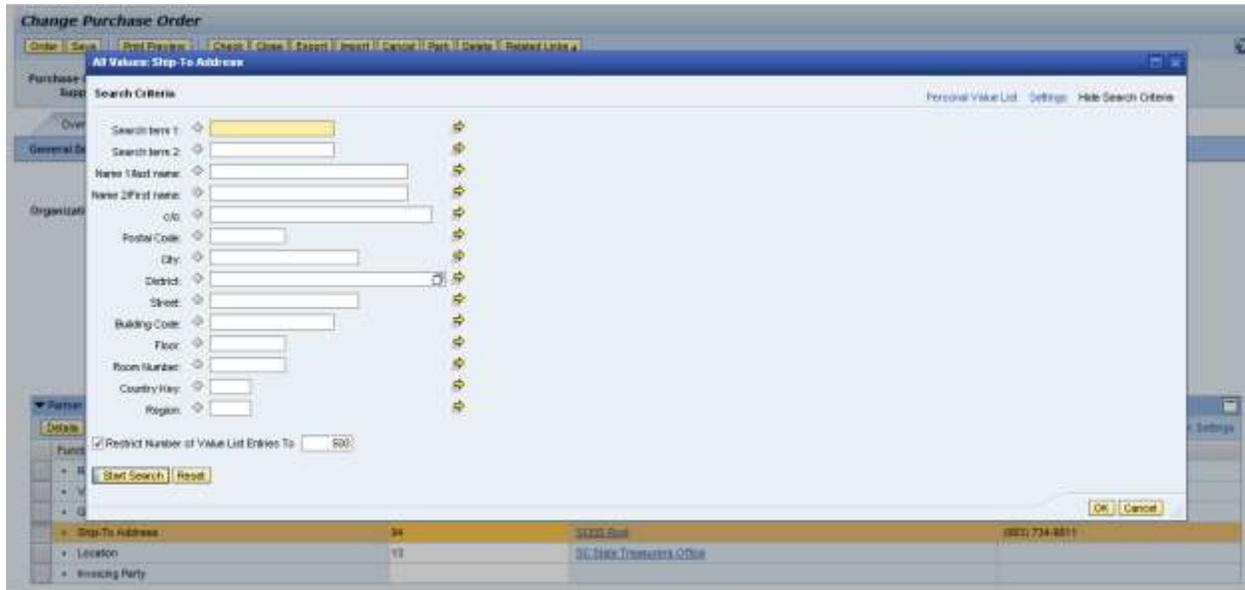
Example 2

3. A pop-up window, **"All Values: Ship-To Address"** shown in Example 3 will appear.

Example 3

4. **Enter your search criteria.** In Example 4, *Health* was entered in the "c/o" field. Click the **"Start Search"** button and the system will display a list of results.
5. Select the required address by **highlighting the line item.** Next, click the **"OK"** button.

Example 4
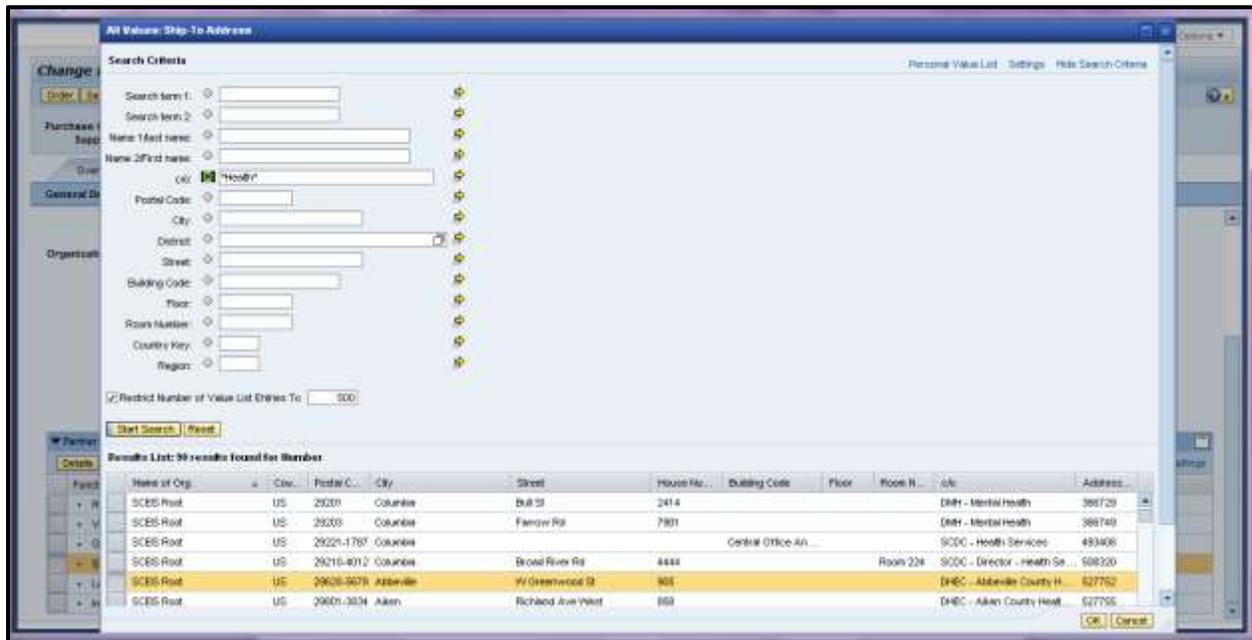
6. The screen in Example 5 will appear. Under the Partner section, highlight the **"Ship-To Address" line,** then click the **"Details"** button.

Example 5

7. As shown in Example 6, the **"Details of Ship-To Address"** window will display. Click the **"OK"** button.

Example 6

8. Click the **"Order"** button as shown in Example 7.

Example 7

9. **Check the Status** to make sure the PO is **"Ordered"** as shown in Example 8.

Example 8

You have successfully changed the Ship-To Address in the Purchase Order.