

Shipping to Central Receiving Center - UIUC

Orders being shipped through the **Central Receiving Center** require two address designations:

1. The **Central Receiving Center** address to the vendor
2. The **Ultimate Destination** address

The vendor will include the **Ultimate Destination** address on the package, which becomes the routing instruction for Central Receiving Center's redistribution on the campus.

To Enter Shipping Address for the Central Receiving Center

1. Click the **User** icon.
2. Select **View My Profile**.
3. Select **Default User Settings** and then **Default Addresses**.
4. Click **Select Addresses for Profile**.
5. Enter 1CRCU1 in **Nickname/Address Text**.
6. Click **Search**.
7. Select the radio button next to **1CRCU1**.
8. Enter the ultimate destination in the **Location** text box (for example: 111 East Green Street MC597).
9. Click **Save**.

To Edit Shipping Address on a Requisition

1. Hover over the **Shop** icon.
2. Hover over **My Carts and Orders** and select **Open My Active Shopping Cart**.
3. Open the appropriate cart by clicking the shopping cart name.
4. Click **Proceed to Checkout**.
5. Click **Edit** (pencil icon) within the **Shipping** section.
6. Scroll down to the list of your **Profile Addresses**.
7. Select one of the following:
 - a. Select the radio button next to 1CRCU1 if this address is already in your list.
 - b. Use the **search additional** box and type 1CRCU1 and click **Search** (magnifying glass icon) to find the address.
8. Enter the ultimate destination if the **Location** text box is blank.
9. Click **Save Changes**.