

## 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, and
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

Step	Task
1.	Click the <b>User</b> (silhouette) icon in the top right corner.
2.	Select <b>View My Profile</b> .
3.	Select <b>Default User Settings</b> and then <b>Default Addresses</b> .
4.	Click <b>Select Addresses for Profile</b> .
5.	Enter <i>1CRCU1</i> in <b>Nickname/Address Text</b> .
6.	Click <b>Search</b> .
7.	Select the radio button next to <b>1CRCU1</b> .
8.	Enter the ultimate destination in the <b>Location</b> text box (e.g., <i>111 East Green Street MC597</i> ).
9.	Click <b>Save</b> .

To edit Shipping Address on a Requisition

Step	Task
1.	Hover over the <b>Shop</b> (shopping cart) icon on the left-side task bar.
2.	Hover over <b>My Carts and Orders</b> , and select <b>Open My Active Shopping Cart</b> .
3.	Open the appropriate cart by clicking the shopping cart name.
4.	Click <b>Proceed to Checkout</b> .
5.	Click <b>Edit</b> within the <b>Shipping</b> section.
6.	Scroll down to the list of your <b>Profile Addresses</b> .
7.	Click <b>Use</b> under the <b>1CRCU1</b> address.
8.	Click <b>Edit</b> and enter the ultimate destination if the <b>Location</b> text box is blank.