



Updated: 10/14/2013

The following instructions outline the steps in assigning a delivery address to a shopping other than the default address.

1. Select the "Set Values" on the Shopping Cart creation.

Buy on Behalf of.	Jose Gomez 🗇
Name of shopping cart:	JGOMEZ001 10/01/2013 16:56
Default Settings:	Set Values
Header Data:	Values
Approval Process:	Display / Edit Agents
Document Changes:	Display

2. Select the "Account Assingment".



3. Select the Delivery Address/Performance Location



4. Select the drop down under the "LAUSD CODE"

Item Basic Data	Account Assignment Internal	Note Delivery Address / Perfo	rmance Location	on
Reset	ad to a different address and to the pe	u addraaa hara		
Name:	LAUSD Code	Additional Name:	LAUSD Comp	any
C/O:	ITD-BUS APP SUPPORTING ED	Phone Number / Extension:	[
Fax Number/Extension:		E-Mail:		
Street / House Number:	333 SOUTH BEAUDRY AVE.	Floor / Room:	11TH	
District:		Postal Code / City:	90017	LOS
Country:	US USA	Postal Code / P.O.Box:		
		Region:	CA Califor	nia

 Enter the name of the location where the delivery needs to be sent. The use of * before and after looks for matches to what is in between.

Delivery Address: Al	I Values	
- Hide Filter Crite	ria	Settings
Search term 1:	♦	\$
Search term 2:	♦	\$
Name 1/last name:	♦]
Name 2/First name:	♦	\$
c/o:	♦ *WEST VALLEY OCC*	-
Postal Code:	•	\$
City:	♦	\$
Street:		\$
House Number:	♦	\$
Building Code:	♦	\$
Floor:		\$
December 1		_

6. Select the Start Search and depending on the number of sites that match the selection criteria will be displayed.

Room Number:	♦		\$	
Country Key:	♦		\$	
Region:	♦		\$	
Restrict umbe	er of Value List Entries To Reset	500		
Restrict umbe	er of Value List Entries To Reset	500 Postal Code	City	Street
Restrict umber Start Search F Name of Org.	er of Value List Entries To Reset	500 Postal Code 91367	City WOODLAND HILLS	Street 6200 WINNETKA AV

 Highlight the location and select OK to transfer the delivery address to the shopping cart. The Delivery Address will default to all the Shopping Cart lines that are entered.

NOTE: A Shopping Cart may have different delivery addresses at the shopping cart line level and that will result in different purchase orders issued.

our data will be transferre	d to all new items. Items already in the sho Account Assignment Internal Note	opping cart will be unchanged. Delivery Address / Perfo	ormance Location
Reset If the item is to be deliver	ed to a different address, enter the new ad	dress here.	
Name: C/O: Fax Number/Extension: Street / House Number: District: Country:	LAUSD Code	Additional Name: Phone Number / Extension: E-Mail: Floor / Room: Postal Code / City: Postal Code / P.O.Box: Region:	LAUSD Company Code