BASE Business Applications Supporting Education

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.

2. Select the "Account Assingment".
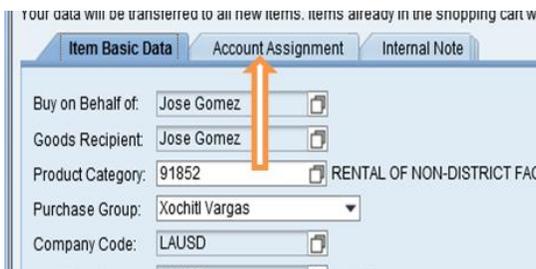
3. Select the Delivery Address/Performance Location
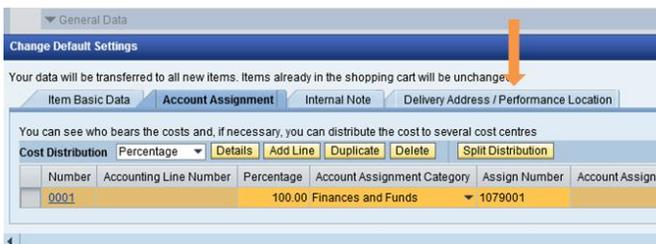
4. Select the drop down under the "LAUSD CODE"
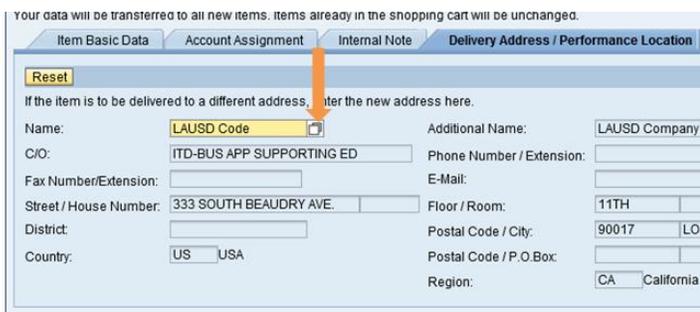
5. Enter the name of the location where the delivery needs to be sent. The use of * before and after looks for matches to what is in between.
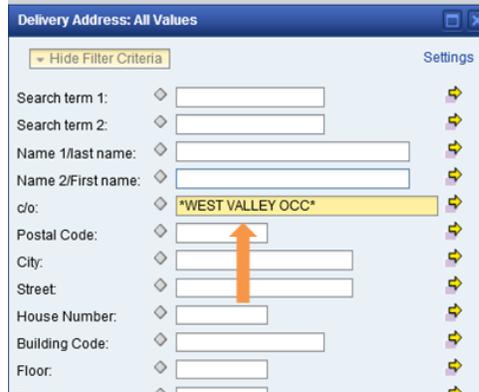
6. Select the Start Search and depending on the number of sites that match the selection criteria will be displayed.
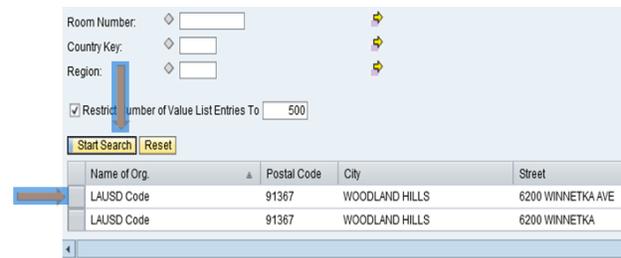
7. Highlight the location and select OK to transfer the delivery address to the shopping cart. The Delivery Address will default to all the Shopping Cart lines that are entered.

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