CHANGE DELIVERY ADDRESS

In SRM, you are able to change your default delivery address or the address for a single cart.

**CHANGE DEFAULT DELIVERY ADDRESS FOR ALL CARTS**

1. In “Go Shopping”, click the **Change User Settings** tab.
2. Click the **Edit** button.
3. In the **Attribute** dropdown menu, select Storage Location.
4. In the **Logical System** dropdown menu, select R3 Backend.
   - **Logical system:** R3 Backend*
5. Under the **Standard** column, click the radio button of the preferred location.
   - **Example:**
   - ![Delivery Address Example](image)
6. Click the **Save** button.

🌟 Your default delivery address is now changed for all future shopping carts you create.
- Please note that this setting is only to be used if all of your orders always go to the same place. If you only need to change the location for one cart, follow the instructions below.

**CHANGE DELIVERY LOCATION FOR SINGLE CART**

1. Click the **Shop - Full Functionality** tab.
2. Click the **Set Values** hyperlink.
3. The **Change Default Settings** window will display. The only mandatory field you must fill in is the **Unloading Point**, but the other values can be changed if needed.
   - In **Unloading Point**, you will type in the room number where the goods/services are to be delivered, as well as a contact phone number. Please note the **Storage Location** text box already contains the building name.
4. Click the **OK** button.

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