

Request New Ship To Addresses & Change Existing Addresses

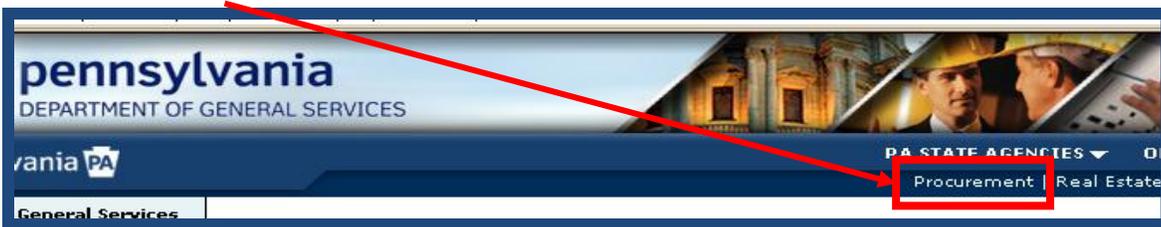
Online form available on DGS Portal

1. Log onto www.dgs.state.pa.us

2. Select the Log in



3. Select Procurement



4. Select Agency Dashboard

Procurement
▪ Contact Us
▪ Division Descriptions
▪ Aggregates Search
▪ Points of Contact
▪ Service Level Commitment
▪ Recycled Content Requirements
▪ Debarment List
▪ Community Management
▪ Agency Dashboard
▪ Supplier Service Center

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5. Select Resource Toolbox

Procurement
Agency Dashboard
▪ Resource Toolbox
▪ Ship To Address Change Form
▪ BOP Updates ASaP
▪ Procurement Pulse Newsletters
▪ Procurement Policy Council
▪ Procurement Connection Group

6. The “Ship to Address Change Form” is located under the SRM Related Documents:

The following documents are SRM related documents

-  [Ship to Address Change Form](#)
-  [Request New Ship To Addresses on DGS Portal](#)
-  [Agency Ship To Address List](#)
-  [Agency Plant List](#)
-  [List of Suppliers accepting Auto PO](#)
-  [List of P-Card Enabled Suppliers](#)
-  [Shopping Cart Approval Thresholds by Business Area](#) 
-  [Public Bid Opening Policy](#)
-  [Written Signature Requirements](#)
-  [Tips & Tricks - What to do if you are notified of a vendor being deleted & you have a PO with that Vendor](#)
-  [SRM Commands & Buttons](#)

Agency SRM Help
Phone: (717) 346-2676 (877) 435-7363 (Outside of Harrisburg)
eMail: ra-srmhelp@state.pa.us [Submit a SRM Helpdesk Ticket](#)

Helpful Hint: If you are a repeat customer and are comfortable with the form, proceed to the “Ship To Address Change Form” located directly under Resource Toolbox.

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7. Enter all mandatory fields indicated with an asterisk *:

Ship To Address Form Portlet

An asterisk to the right of the label for each data field (as shown to the right) indicates that the data requested is required *

Enter the Name of the Person Completing This Request*

Enter the Phone Number of the Person Completing This Request*

Select the Type of Change (A = Add, C = Change)*

If You Selected Address Change Enter Your Address Number

Building Code (4 Digit Plant #)*

c/o Agency/Division and Attention (example: Corrections - Attn: Jane Smith)
(There is a 40 character limit on this field)*

Floor or Room#, and Building (example: 6th Floor North Office Building)
(There is a 20 character limit on this field)*

Street
(There is a 40 character limit on this field)*

City*

Zip (example: 11111-2222)*

State*

Country*

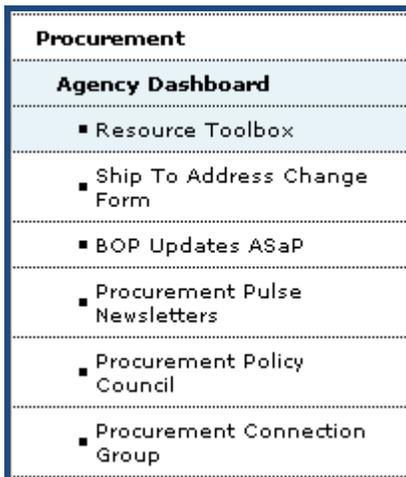
Phone Number (example: 111-222-3333)*

Fax Number (example: 111-222-3333)*

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- Name of the Person Completing Request (new or change)
 - Phone Number of Requestor
 - Type of change: A for Add, C for Change
 - Address Number: Enter 6, 7, or 8 digit number for Changes
 - Building Code (4 digit Plant #)
 - c/o Agency/Division and Attention Information
 - Floor or Room #, and Building
 - Street
 - City
 - Zip Code (ex. xxxxx-xxxx)
 - State (ex. PA)
 - Country (ex. US)
 - Telephone (ex. xxx-xxx-xxxx)
 - Fax (ex. xxx-xxx-xxxx)
- For C = Change requests an existing address number must be included with the request. Prior to initiating the change form, locate the address number in the “Agency Ship To Address List” located under the Resource Toolbox. This address list is an excel spreadsheet containing the 6, 7, or 8 digit numbers in Column A. Search the list to locate desired delivery address. After noting your Delivery Address number, proceed with the change form.

8. Select the Resource Toolbox and the Agency Ship To Address List.



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9. Open the Excel file to view the Agency Ship To Address List.



10. The Agency Ship to Address List is displayed. Column A consists of 6, 7, or 8 digit address numbers.

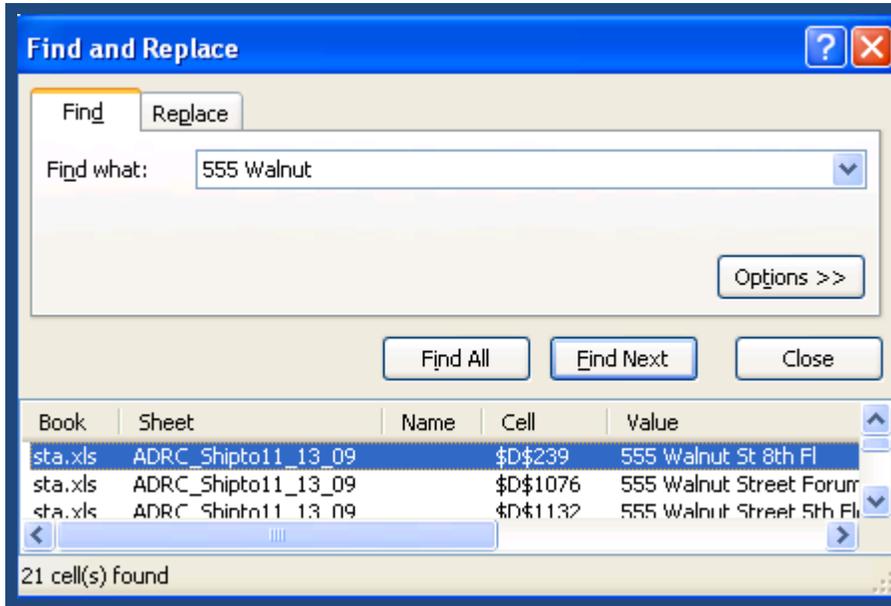
	A	B	C	D	E	F
1	Address number	Building Code	c/o	Street	City	Postal Code
2	173157	1200 - L&I	DLI WC-HEALTHCARE	1171 S Cameron St Rm 310	Harrisburg	17104-2501
3	173158	1200 - L&I	DLI PACL BEDFORD CO	One Corporate Dr Ste 103	Bedford	15522
4	173159	1200 - L&I	DLI PACL SOMERSET CO	218 N Kimberly Ave Ste 4	Somerset	15501-1461
5	173160	1200 - L&I	DLI DEP SEC-COMP	651 Boas Street Rm 1700	Harrisburg	17121
6	173161	1200 - L&I	DLI WC-DIR'S OFF	1171 S Cameron St Rm 324	Harrisburg	17104-2501

11. To locate a desired delivery address and address number, select anyone of the columns for example the Street column and do a Find to search for desired delivery address.

	A	B	C	D	E	F
1	Address number	Building Code	c/o	Street	City	Postal Code
2	173157	1200 - L&I	DLI WC-HEALTHCARE	1171 S Cameron St Rm 310	Harrisburg	17104-2501
3	173158	1200 - L&I	DLI PACL BEDFORD CO	One Corporate Dr Ste 103	Bedford	15522
4	173159	1200 - L&I	DLI PACL SOMERSET CO	218 N Kimberly Ave Ste 4	Somerset	15501-1461
5	173160	1200 - L&I	DLI DEP SEC-COMP	651 Boas Street Rm 1700	Harrisburg	17121
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12. In the Find what: field type a Street address and select the Find All button to locate delivery address.



13. Note your Delivery Address number and proceed with the change form.

	A	B	C	D
239	173414	1200 - L&I	DLI BBVS-HARRISBURG	555 Walnut St 8th Fl

The Department of General Services reviews the requests to ensure there is no duplication in data and that changes are not conflicting with previous change request.

Address data is updated in the SRM system on a weekly basis only. The once a week update is required because the Commonwealth of Pennsylvania transmits purchase orders electronically (via XML) with certain suppliers (i.e., Dell, Grainger, & Wesco) and the suppliers must remain synchronized with the Commonwealth's address numbers.

If there is a need to add or update a significant number of addresses (high volume) at the same time due to office relocations, please submit a remedy ticket and classify the category as SAP-Procurement and IES will get it directly. The IES Department will coordinate with your agency to load the addresses directly once the ticket is received.