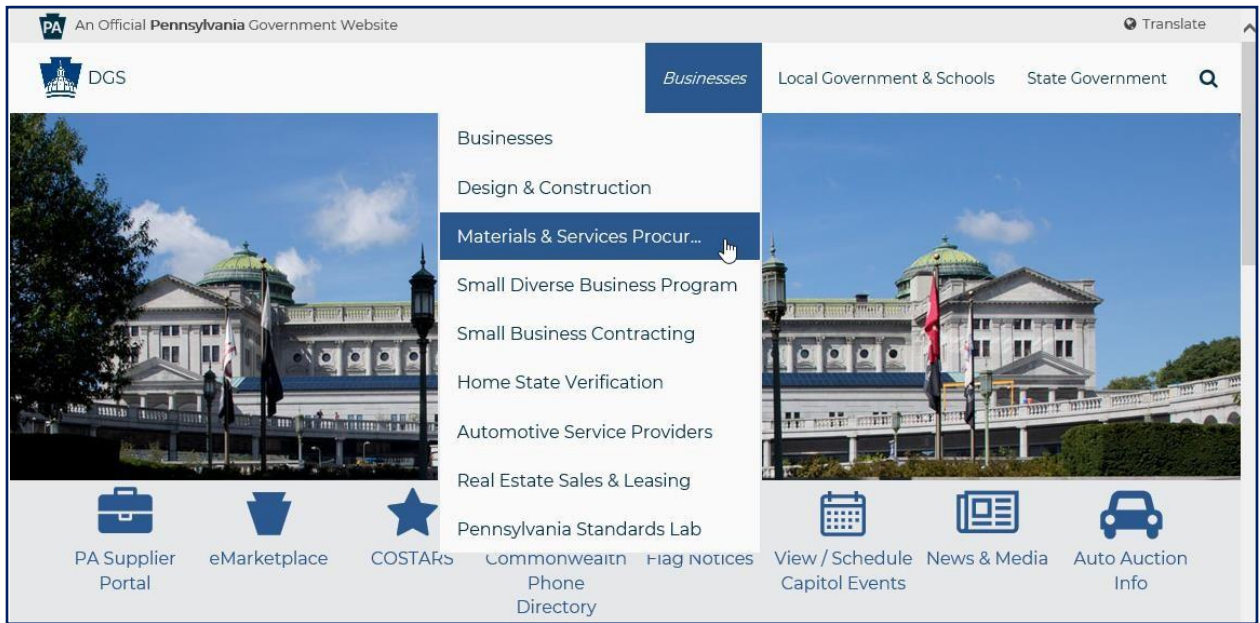
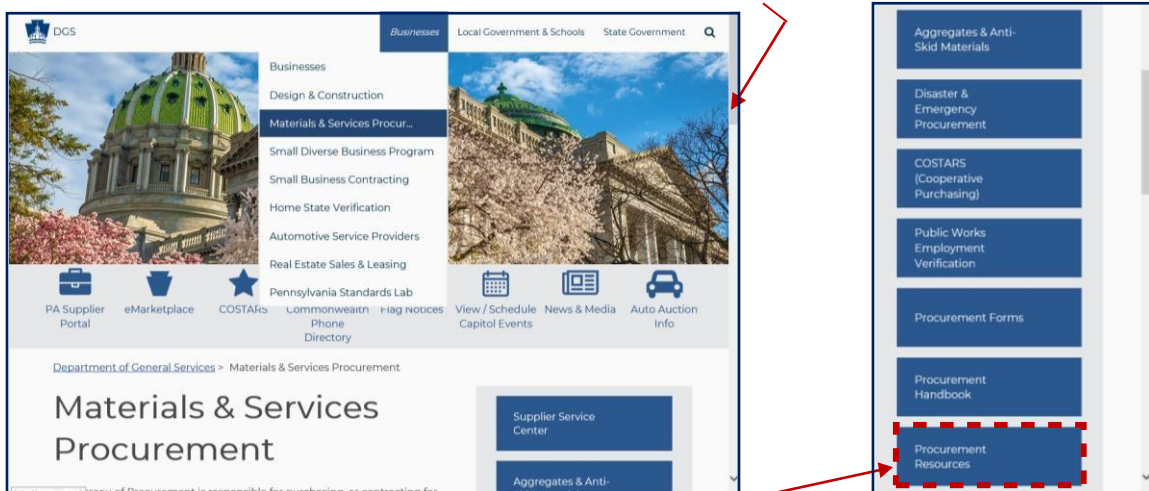


Instructions for Searching Agency Ship-to-Addresses

1. Log onto www.dgs.pa.gov
2. Select **BUSINESSES**. Hover over **MATERIALS AND SERVICES PROCUREMENT**



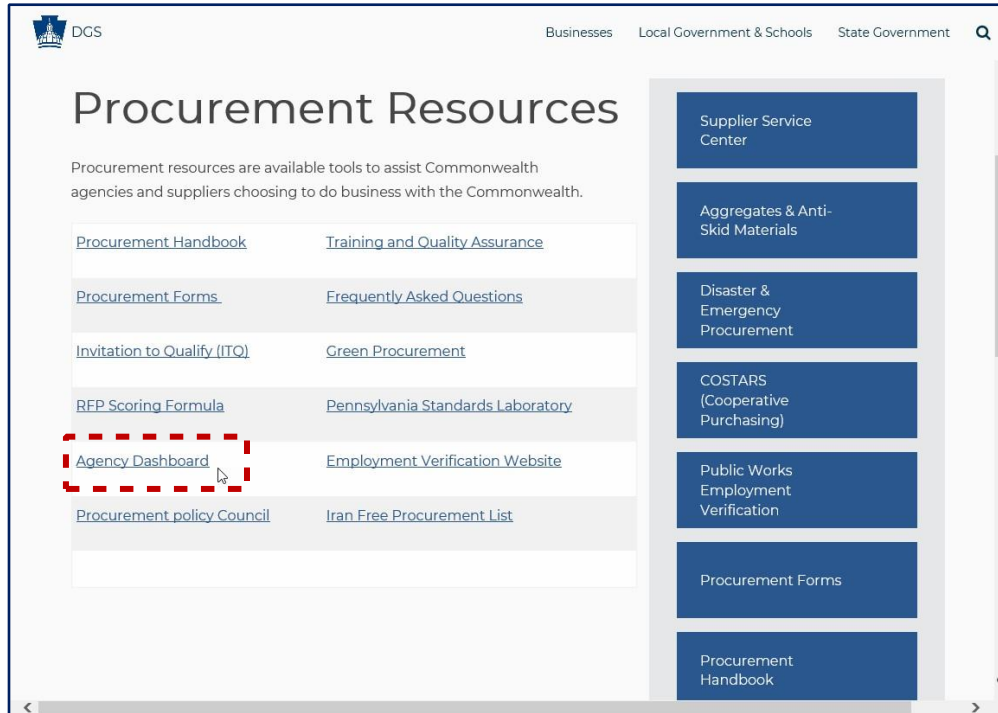
3. The **Materials & Services Procurement** page displays, scroll down



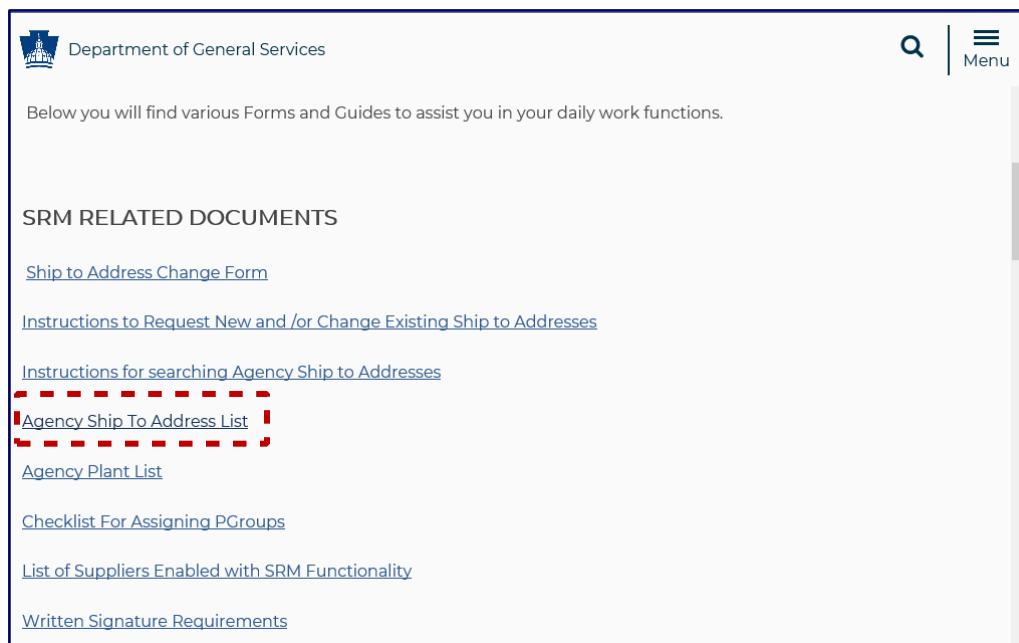
4. Select the **PROCUREMENT RESOURCES** link

Instructions for Searching Agency Ship-to-Addresses

5. The Procurement Resources page displays; scroll down and select the **AGENCY DASHBOARD** link



6. The Agency Dashboard page displays; scroll down to the **SRM RELATED DOCUMENTS** section and select the **Agency Ship-to-Address List** link.



Instructions for Searching Agency Ship-to-Addresses

1. The **Agency Ship to Address List** is displayed in **Excel** format. Column A displays a 6-8-digit address number, which represents the ship-to-address id number the system assigns when adding a delivery address.

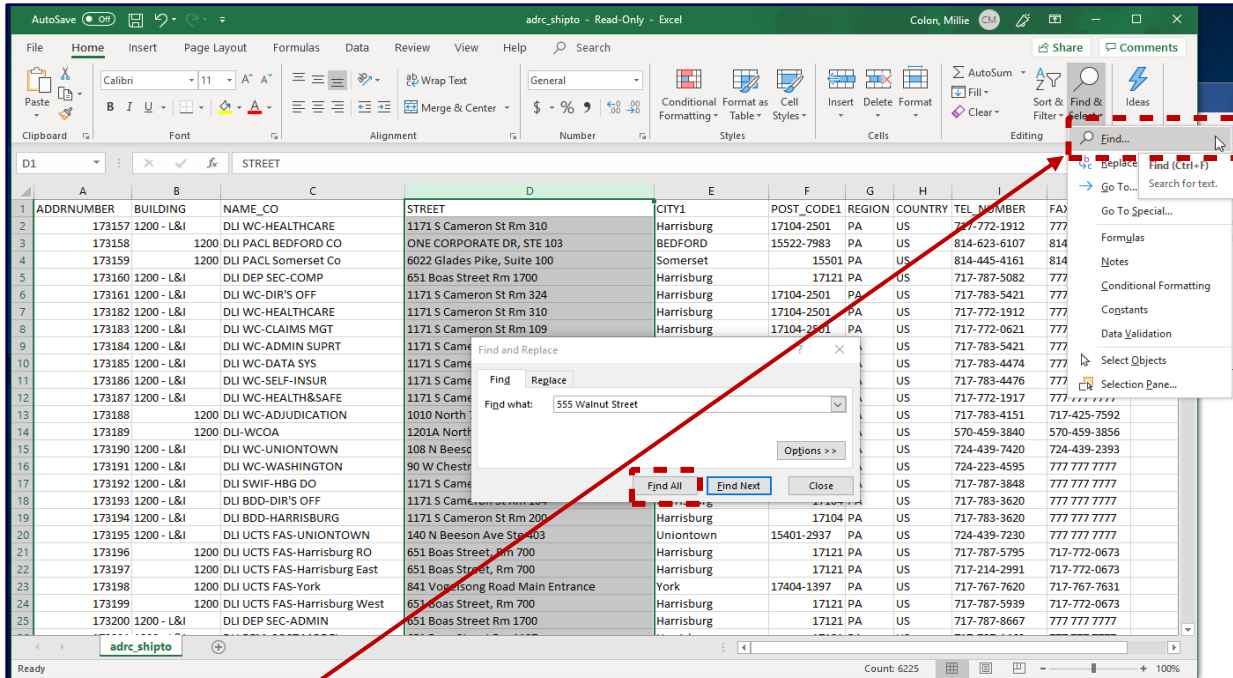
	A	B	C	D	E	F	G	H	I	J	K
1	ADDRNUMBER	BUILDING	NAME_CO	STREET	CITY1	POST_CODE1	REGION	COUNTRY	TEL_NUMBER	FAX_NUMBER	
2	173157	1200 - L&I	DLI WC-HEALTHCARE	1171 S Cameron St Rm 310	Harrisburg	17104-2501	PA	US	717-772-1912	777 777 7777	
3	173158	1200	DLI PACL BEDFORD CO	ONE CORPORATE DR, STE 103	BEDFORD	15522-7983	PA	US	814-623-6107	814-623-5598	
4	173159	1200	DLI PACL Somerset Co	6022 Glades Pike, Suite 100	Somerset	15501	PA	US	814-445-4161	814-445-3913	
5	173160	1200 - L&I	DLI DEP SEC-COMP	651 Boas Street Rm 1700	Harrisburg	17121	PA	US	717-787-5082	777 777 7777	
6	173161	1200 - L&I	DLI WC-DIR'S OFF	1171 S Cameron St Rm 324	Harrisburg	17104-2501	PA	US	717-783-5421	777 777 7777	
7	173182	1200 - L&I	DLI WC-HEALTHCARE	1171 S Cameron St Rm 310	Harrisburg	17104-2501	PA	US	717-772-1912	777 777 7777	
8	173183	1200 - L&I	DLI WC-CLAIMS MGT	1171 S Cameron St Rm 109	Harrisburg	17104-2501	PA	US	717-772-0621	777 777 7777	
9	173184	1200 - L&I	DLI WC-ADMIN SUPRT	1171 S Cameron St Rm 324	Harrisburg	17104-2501	PA	US	717-783-5421	777 777 7777	
10	173185	1200 - L&I	DLI WC-DATA SYS	1171 S Cameron St Rm 103	Harrisburg	17104-2501	PA	US	717-783-4474	777 777 7777	

2. To search by an address number (shown in column A) or search for a delivery address, highlight any one of the columns shown on the excel spreadsheet.

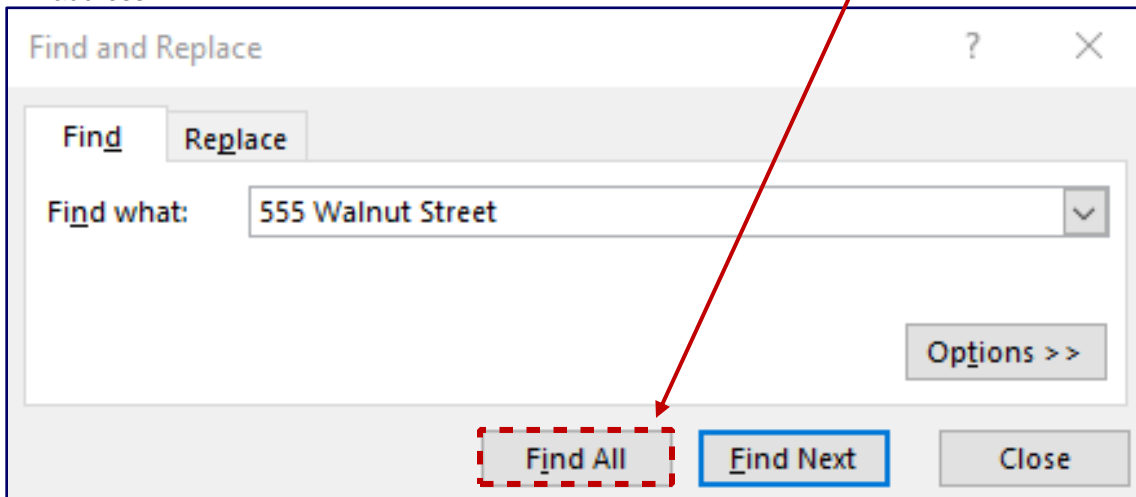
- a. For example, to search by **street name**, select to highlight **Column D for Street** and click to expand the **Find & Select** feature within the toolbar.

The screenshot shows the Microsoft Excel interface. The 'Home' tab is active, and the 'Find & Select' button in the Editing group of the ribbon is highlighted with a red dashed box. A red arrow points from this button to column D of the spreadsheet below. The spreadsheet data is identical to the one in the previous block.

Instructions for Searching Agency Ship-to-Addresses

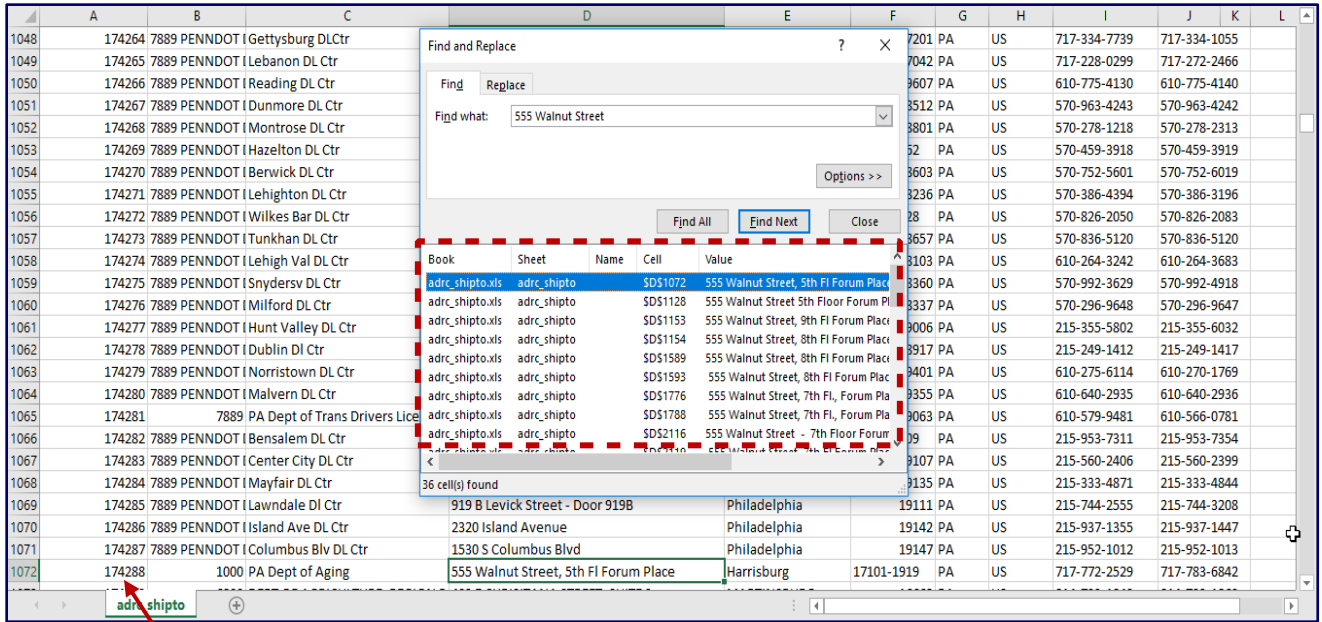


3. Select the **FIND** icon from the top menu bar.
4. In the “**FIND WHAT**” field, type a street address and select the **FIND ALL** button to locate delivery address.



Instructions for Searching Agency Ship-to-Addresses

- The searched address result displays within the **FIND and Replace** box and **highlights the first address within the excel spreadsheet.**



- Within Column A, **notate** your **Delivery Address Number** and proceed in the completion of the **Ship-to-Address Change** form located within the Agency Dashboard.

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., HP Inc. – IT Hardware Purchase, CDW-G or Unisys) and the suppliers must remain synchronized with the Commonwealth’s address numbers. Please allow at least five business days from the submission of the Ship-to-Address form for processing.

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.

END