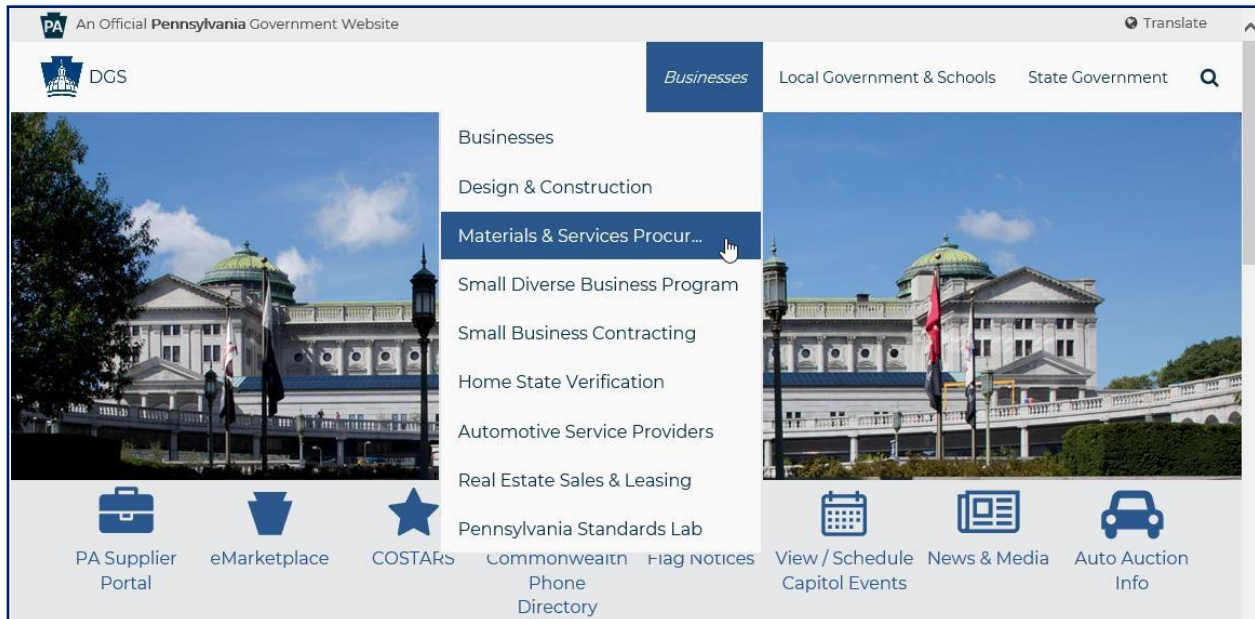
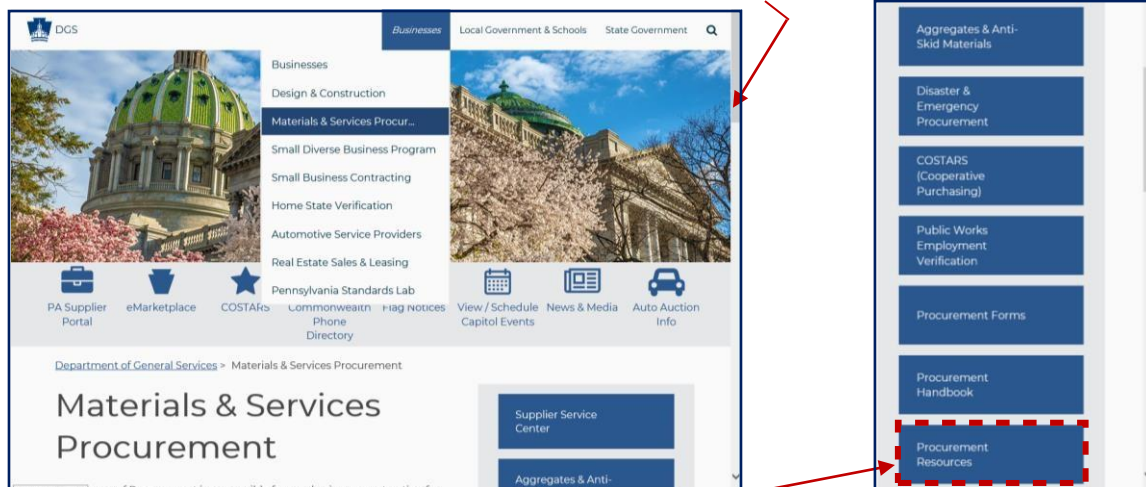


Instructions to Add or Change Ship-to-Addresses

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



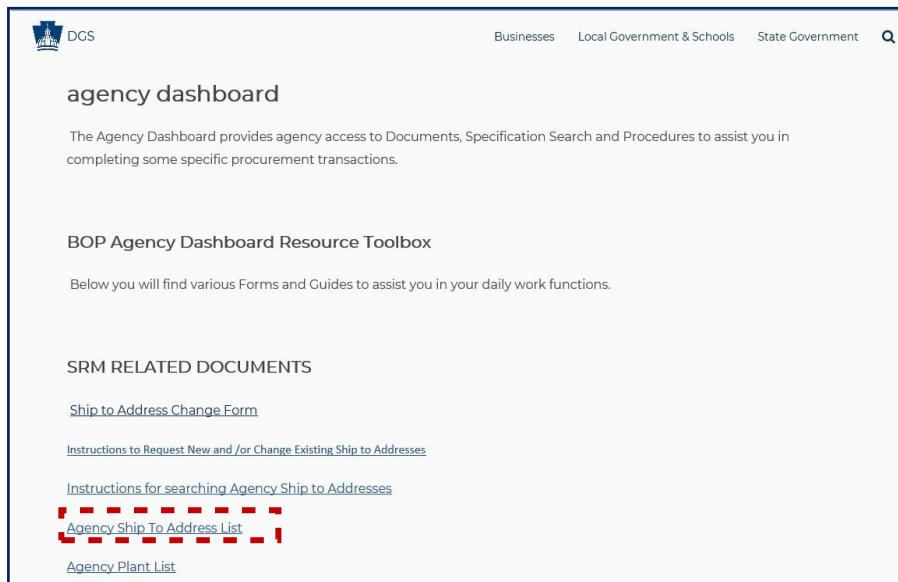
4. Select **PROCUREMENT RESOURCES** link

Instructions to Add or Change Ship-to-Addresses

- The Procurement Resources page displays; down the middle of the page select **AGENCY DASHBOARD** link



- The Agency Dashboard page displays; scroll down under SRM RELATED DOCUMENTS section, select the **Ship to Address Change Form** link



Instructions to Add or Change Ship-to-Addresses

7. The Ship to Address Form has been updated in SharePoint. **Enter all mandatory fields indicated with an asterisk ***. Select the **SUBMIT** button upon completion.
 - i. A list of the mandatory fields and associated information is provided below the screenshot of the Form.

NOTE: Please **DO NOT** use the menu toolbar located at the top left corner of the Form; as it is only to be used by the IT Developer.

The screenshot shows a SharePoint form titled "SHIP TO ADDRESS FORM". At the top, there is a note: "An asterisk to the right of the label for each data field * (as shown to the right) indicates that the data requested is required". The form contains the following fields:

- Enter the Name of the Person completing This Request*
- Enter the Phone Number of the Person Completing this Request*
- Select the Type of Change* (Dropdown menu with "Please Select" and a downward arrow)
- If you selected Address Change Enter Your Address Number: (Text input)
- Building Code (4 Digit Plant #)* (Text input)
- c/o Agency/Division and Attention (example: Corrections- Attn: Jane Smith)* (Text input, note: "There is a 40 character limit on this field")
- Floor or Room #, and Building (example: 6th Floor NOB)* (Text input, note: "Limit 20 characters")
- Street (There is a 40 character limit)* (Text input)
- City* (Text input)
- Zip (example: 11111-2222)* (Text input)
- State* (Text input, value: PA)
- Country* (Text input, value: US)
- Phone Number (example: 111-222-3333)* (Text input)
- Fax Number (example: 111-222-3333)* (Text input)

A "Submit" button is located at the bottom right of the form.

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

- **Enter Name of Person Completing this Request***
- **Enter the Phone Number of the Person Completing this Request***
- **Select Type of Change***: Expand the **downward arrow** and select **Add or Change (Add = Adding a new address; Change = Changes to an existing address)**
- **If you selected Address Change Enter your Address Number:** For example, enter a 6-8-digit number (only when you select Change)

Note: When selecting Change from the **Type of Change** field, you must enter a 6-8-digit number within the address number field. This number is located within Column A of the [Agency Ship to Address List](#).

For end user procedures on how to **"Search for Agency Ship-to-Addresses"** please select this link: [Instructions for Searching Agency Ship-to-Addresses](#).

Instructions to Add or Change Ship-to-Addresses

- **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 NOB) *
(Limit 20 characters. **If no floor or building number, type “N/A” in the field**)
- **Street** (There is a 40-character limit) *
- **City** * (example: Harrisburg)
- **Zip Code** * (example: 11111-2222)
- **State** * (example: PA)
- **Country** * (example US)
- **Phone Number** (example: 111-222-3333) * **If there is no phone number, enter all sevens; e.g. (777-777-7777).**
- **Fax Number** (example: 111-222-3333) * **If there is no fax number, enter all sevens; e.g. (777-777-7777).**

END