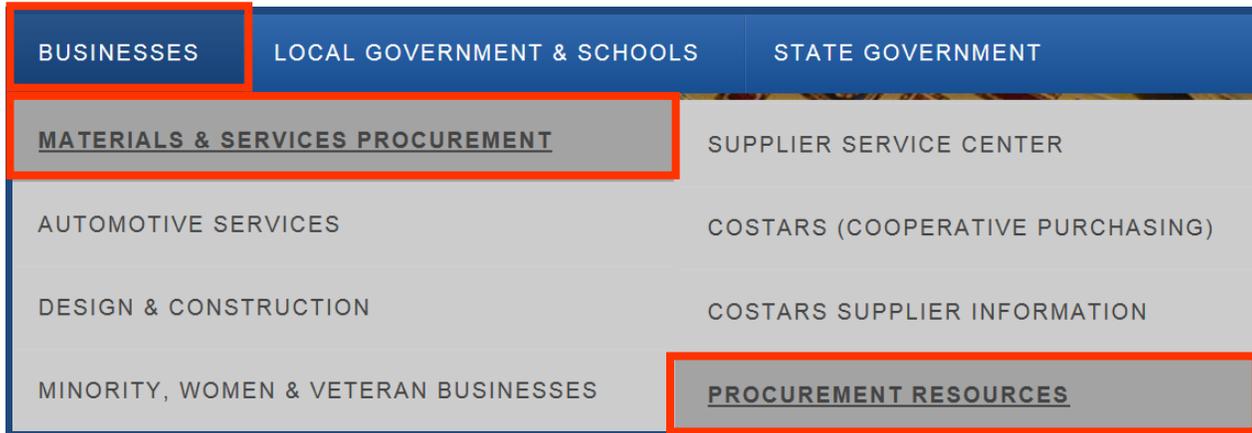


Request New Ship To Addresses & Change Existing Addresses Online Instructions

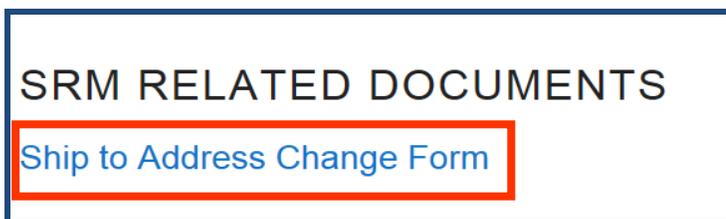
1. Log onto www.dgs.pa.gov
2. Select **BUSINESSES**. Hover over **MATERIALS AND SERVICES PROCUREMENT** and select **PROCUREMENT RESOURCES**.



3. Scroll down and select **AGENCY DASHBOARD** link.



4. Scroll down and select the **SHIP TO ADDRESS CHANGE FORM** link.



Request New Ship To Addresses & Change Existing Addresses Online Instructions

5. 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*** (text input)
- Enter the Phone Number of the Person Completing this Request*** (text input)
- 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.

- **Name of the Person Completing Request**
 - **Phone Number of Requestor**
 - **Select Type of Change: A for Add, C for Change** (A = Adding a new address; C = Changes to an existing address)
- Address Number:** Enter 6, 7, or 8 digit number (only for C = Changes)

Note: When selecting C from the "Type of Change" field, you must enter a 6, 7, or 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](#)".

Request New Ship To Addresses & Change Existing Addresses Online Instructions

- **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** (ex. Harrisburg)
- **Zip Code** (ex. xxxxx-xxxx)
- **State** (ex. PA)
- **Country** (ex. US)
- **Phone Number** (ex. xxx-xxx-xxxx) [If there is no phone number, enter all sevens; e.g. "777-777-7777."](#)
- **Fax Number** (ex. xxx-xxx-xxxx) [If there is no fax number, enter all sevens; e.g. "777-777-7777."](#)

END