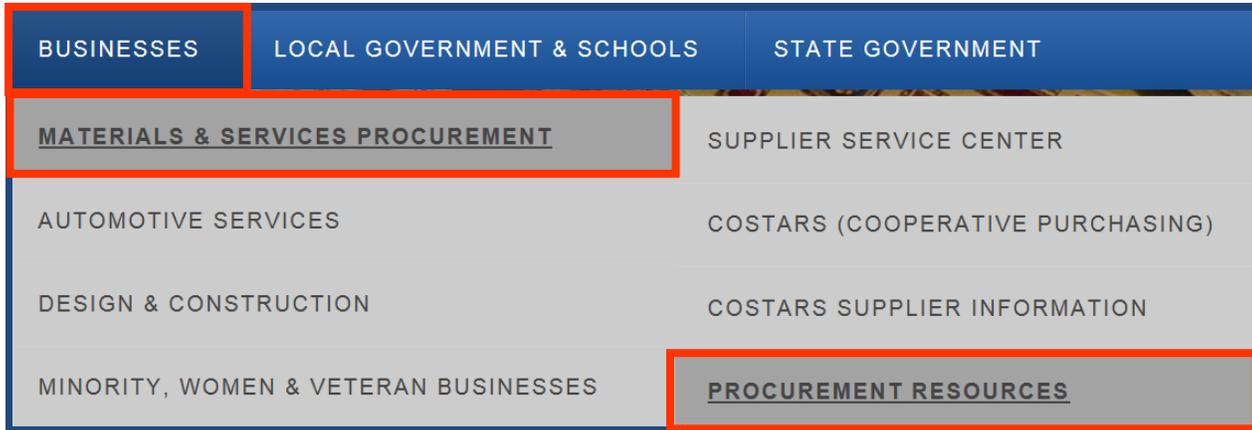
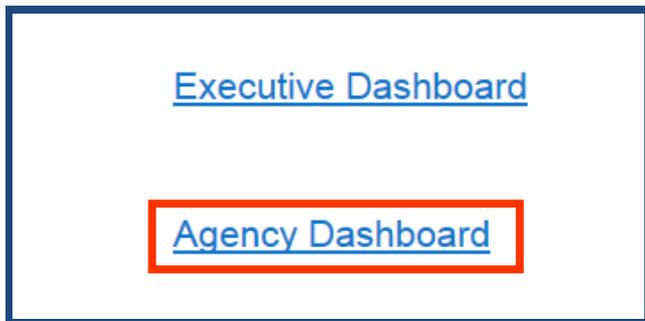


Instructions for Searching Agency Ship To Addresses

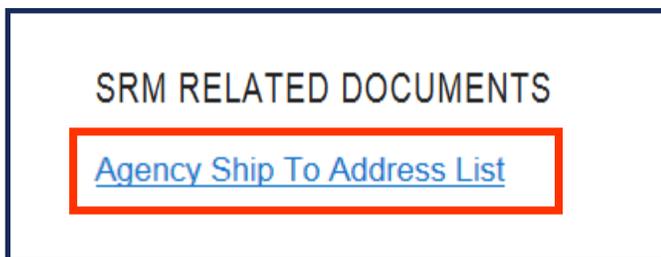
1. Log onto www.dgs.pa.gov
2. Select **BUSINESSES**. Hover over **MATERIALS AND SERVICES PROCUREMENT** and select **PROCUREMENT RESOURCES**.



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

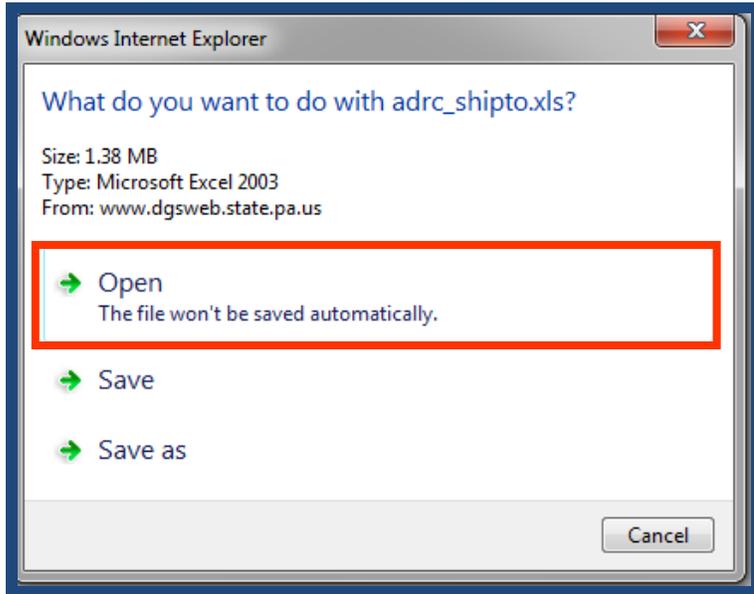


4. Scroll down to SRM RELATED DOCUMENTS section and select the **AGENCY SHIP TO ADDRESS LIST** link.



Instructions for Searching Agency Ship To Addresses

- Upon selecting the “Agency Ship to Address List” link, select **OPEN** to open the Excel file.



- Wait for the Agency Ship To Address list to download.



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

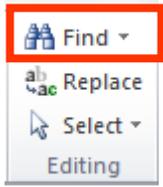
	A	B	C	D	E	F
1	Address number	Building Code	c/o	Street	City	Postal Code
2	173157	1200 - L&I	DLI WC-HEALTHCARE	1171 S Cameron St Rm 310	Harrisburg	17104-2501
3	173158	1200 - L&I	DLI PA CL BEDFORD CO	One Corporate Dr Ste 103	Bedford	15522
4	173159	1200 - L&I	DLI PA CL SOMERSET CO	218 N Kimberly Ave Ste 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

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

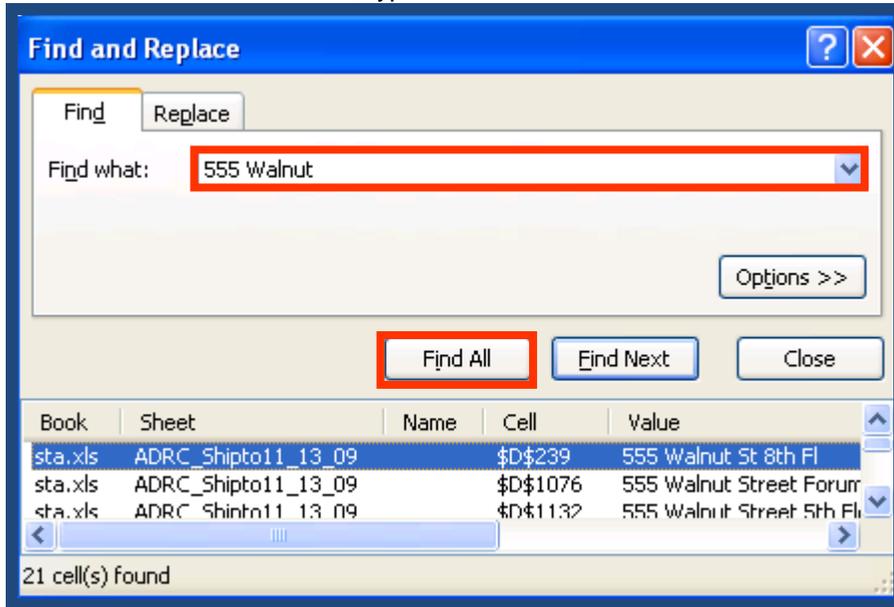
	A	B	C	D	E	F
1	Address number	Building Code	c/o	Street	City	Postal Code
2	173157	1200 - L&I	DLI WC-HEALTHCARE	1171 S Cameron St Rm 310	Harrisburg	17104-2501
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4	173159	1200 - L&I	DLI PA CL SOMERSET CO	218 N Kimberly Ave Ste 4	Somerset	15501-1461
5	173160	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

Instructions for Searching Agency Ship To Addresses

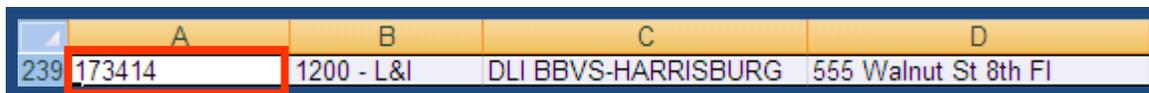
9. Select the FIND icon from the top menu bar.



10. In the “FIND WHAT” field, type a street address and select the **FIND ALL** button to locate delivery address.



11. Document the Delivery Address Number so that you have this as a reference for future ship-to searches. Please proceed in the completion of 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 requests.

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. 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