



Business Process Context

The RU MarketPlace has been configured to provide schools/units a way to have goods shipped to an address that is not available in the list of pre-defined addresses in the system. This job aide provides you with an overview of the steps to select a one-time address.

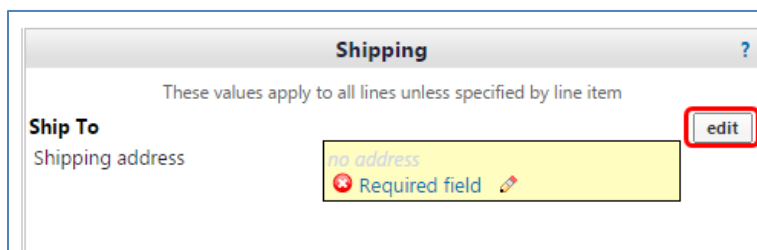
Please note: due to how the RU MarketPlace interacts with our suppliers' eCommerce applications, we are unable to use a one-time address with requisitions containing one or more line items added from a punchout or hosted catalog. If a one-time address has been used along with punchout/hosted catalog line items, the requisition will be automatically returned by the RU MarketPlace to the requisitioner.

Should you need to have goods shipped from an enabled supplier shipped to a one-time address, please utilize either the Quick Order or Goods Request form.

Create an Ad hoc Ship-to Address

From the shipping tab in the shopping cart:

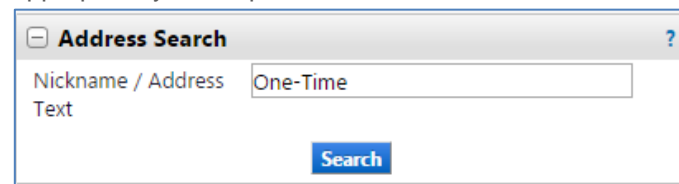
1. Select the **edit** button for the shipping address.



2. Choose **select from org addresses**.



3. Type **“One-Time”** in the **Nickname / Address Text** box. appropriately. Then press **Search**.



4. Select the One-Time option.
5. Populate the required fields.
6. If you would like to use this address in the future, save it.
7. Once the address has been added to the requisiton, complete the requisition process as normal.



Currently, you can only utilize an ad hoc ship-to address with requisitions initiated from a Goods Request, Service Request, or Quick Order.

If you attempt to add an ad hoc ship-to address with an enabled supplier, the requisition will be auto-rejected.

