



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:

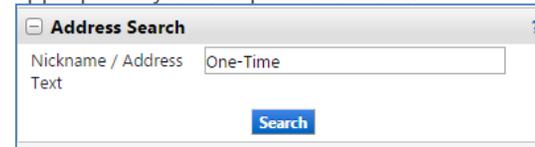
1. Select the **edit** button for the shipping address.



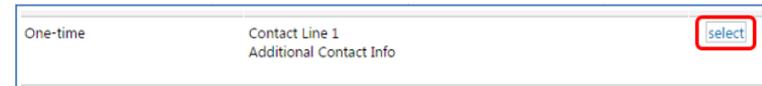
2. Choose **select from org addresses**.



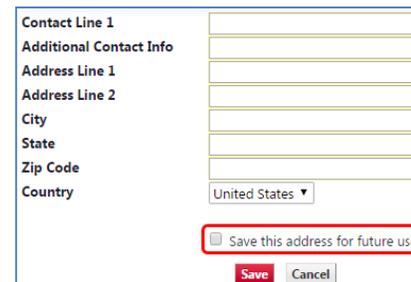
3. Type **“One-Time”** in the **Nickname / Address Text** box. appropriately. Then press **Search**.



4. Select the One-Time option.



5. Populate the required fields.
6. If you would like to use this address in the future, select the box next to **Save this address for future use**. Then select **Save**.



7. Once the address has been added to the requisition, 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.