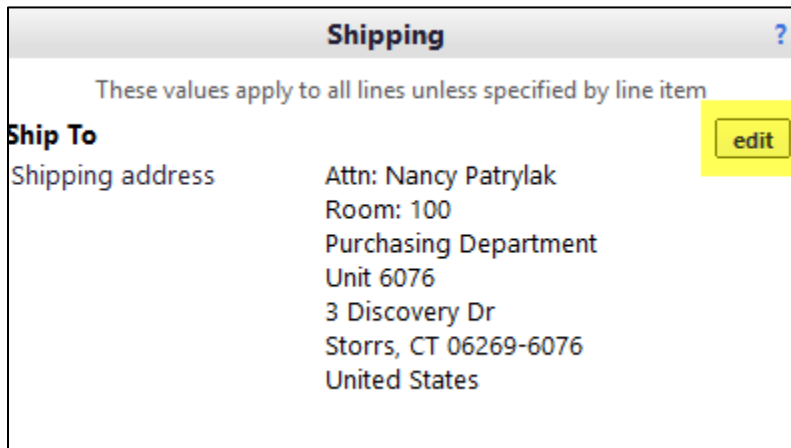


Directions to change shipping address to a home address in HuskyBuy

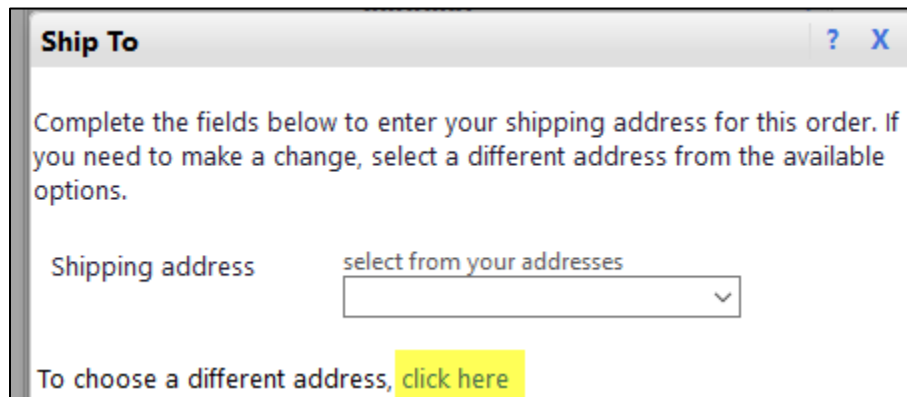
IMPORTANT UPDATE, EFFECTIVE SATURDAY, MARCH 28: All HuskyBuy purchases shipped to an off-campus address must contain a specifically-stated business purpose in the “Comments” tab of the requisition as well as an attached department supervisor, dean or department head approval. Purchase requests that do not have a business purposes and department approval stated in the “Comments” tab will be returned to shoppers.

1. Click the edit button in the shipping address section on your requisition



The screenshot shows a window titled "Shipping" with a question mark icon. Below the title, it says "These values apply to all lines unless specified by line item". Underneath, there is a "Ship To" section with a list of address details: "Shipping address", "Attn: Nancy Patrylak", "Room: 100", "Purchasing Department", "Unit 6076", "3 Discovery Dr", "Storrs, CT 06269-6076", and "United States". A yellow "edit" button is highlighted to the right of the address details.

2. Click the “Click Here” button as shown below to choose a different address



The screenshot shows a "Ship To" dialog box with a question mark and a close (X) button. The text inside reads: "Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options." Below this, there is a "Shipping address" label and a dropdown menu with the text "select from your addresses". At the bottom of the dialog, it says "To choose a different address, click here" with "click here" highlighted in yellow.

- Click the select from all orgs button as shown below

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

- Type COVID and hit search

Address Search ?

Nickname / Address Text

- Hit the select button

Name	Address	
COVID-19 - Home Delivery	Attn: Nancy Patrylak Room: HOME United States	<input type="button" value="select"/>

PURCHASING

- Fill in the fields with an asterisk and click the button save for future use.

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[select from org addresses](#)

Address Details

Attn: *

Room: *

Address Line 1 *

City *

State *

Zip Code *

Country

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

This address will now be available to you in the “select from your addresses” drop down.

- In the comments section of the requisition, add your business purpose and upload your department approval from a supervisor, department head or dean to make this purchase.

← Back to Results 1 of 317 Results

Requisition | PR Approvals | PO Preview | **Comments** | Add Comment

Add Comment

Show comments for Requisition

Records found: 0

Add Comment X

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- Jeremiah Macht (Prepared by) <jeremiah.macht@uconn.edu>
add email recipient...

My Business Purpose is...

975 characters remaining