

PURCHASING

3. Select circle radio button, fill in the fields with a star and click the Check icon button to save for future use. This address will now be available to you in the saved address list.

The screenshot shows the 'Edit Shipping' dialog box in the HuskyBuy system. The dialog is titled 'Edit Shipping' and contains a form for editing a shipping address. The address is for 'COVID-19 - Home Delivery'. The form includes the following fields:

- Attn: ★ Jeremiah Macht
- Room: ★ HOME
- Address Line 1: -
- Address Line 2 ★: 1 Main Street
- City ★: Mansfield
- State: CT
- Zip Code ★: 06268

There are also fields for 'Nickname ★' (COVID-19 - Home Delivery) and 'Make default' (checkbox). A 'Save' button is highlighted with a red arrow. A tooltip above the 'Save' button reads 'Save COVID-19 - Home Delivery changes to your addresses'. The background shows the HuskyBuy interface with a search bar and a shopping cart icon.

4. 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.

The screenshot shows the 'Add Comment' dialog box in the HuskyBuy system. The dialog prompts the user to add a comment to the document. It includes the following text:

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... [Text Area]

975 characters remaining