Changing the Ship To Location (Edit for All Lines):

- To change the shipping location for all lines at once, use the Mass Change button after selecting the lines needing to be changed:

  - Click the magnifying glass next to the Ship To Location field to search for the shipping location and enter the location.
  - Until the Campus Addressing Project is complete, all Marietta Campus Ship To Locations will need to be set to MCR (Marietta Central Receiving). If this is a Special Request, you can note the correct shipping location in the comments section. If it’s a GA First Marketplace order, it will have to be shipped to Marietta Central Receiving.

  - Click OK to apply the new location to all lines. The following message will appear (click OK to accept):

    **Message**

    Retrofit field changes to the selected existing requisition lines/schedules. (10150,296)

    [OK] [Cancel]
Changing the Ship To Location (Single Line Change):

- The other way to change the Ship To Location is to change the lines individually:
  - Next to each line number is a grey arrow that will display more information once clicked, similar to below:

  ![Diagram of Requisition Lines](image)

  - From here, the shipping location can be changed by clicking on the magnifying glass and selecting the correct shipping location
  - This will then update the shipping location without prompting to accept
  - After making the shipping location changes, click Save and Submit to submit the Requisition through the approval process
  - Until the Campus Addressing Project is complete, all Marietta Campus Ship To Locations will need to be set to MCR (Marietta Central Receiving). If this is a Special Request, you can note the correct shipping location in the comments section. If it’s a GA First Marketplace order, it will have to be shipped to Marietta Central Receiving