

How do I change the contact name for shipping?

Problem

I need to change the contact name for an order I am placing

Solution

1. In the requisition click **Pencil Icon** (edit) in the **Shipping Section**

Shipping



Ship To

Contact Name Anna Bajka
Phone +1 828-262-4027
Email bajkaab@appstate.edu
ASU Office of the Chancellor
438 Academy St
BBDougherty 400
Boone, NC 28608
United States

2. Update the **Contact Name, Phone and Email**, then click **Save Changes**

Edit Shipping

Ship To

CURRENT ADDRESS

| | | |
|----------------|---|--|
| Contact Name * | <input type="text" value="Anna Bajka"/> | <input type="checkbox"/> Add to my addresses |
| Phone | <input type="text" value="+1 828-262-4027"/> | |
| Email * | <input type="text" value="bajkaab@appstate.edu"/> | |
| Address Line 1 | <input type="text" value="ASU Office of the Chancellor"/> | |
| Address Line 2 | <input type="text" value="438 Academy St"/> | |
| Address Line 4 | <input type="text" value="BBDougherty 400"/> | |
| City | <input type="text" value="Boone"/> | |
| State | <input type="text" value="NC"/> | |
| Zip Code | <input type="text" value="28608"/> | |
| Country | <input type="text" value="United States"/> | |

- Default** - Anna Bajka, +1 828-262-4027, bajkaab@appstate.edu, ASU Office of the Chancellor, 438 Academy St, BBDougherty 400, Boone, NC 28608, United States
- AA** - Anna Bajka, +1 828-262-4027, bajkaab@appstate.edu, ASU Academic Affairs, 438 Academy St, BB Dougherty 207, Boone, NC 28608, United States
- BusinessAff** - Anna Bajka, +1 828-262-4027, bajkaab@appstate.edu, App State Business Affairs, 438 Academy St, BBDougherty 327, Boone, NC 28608, USA
- Bus Aff** - Anna, +1 828-262-4027, bajkaab@appstate.edu, App State Business Affairs, 438 Academy St, BBDougherty 327, Boone, NC 28608, USA

Save Changes

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