

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