


How To Manually Enter Shipping Address



- On the Requisition Summary page, click the "Pencil" button in the Addresses section of the document. This will allow you to search for a different address.


Addresses 

Bill To

Accounts Payable Department
The Regents of the University of California
3201 Student Affairs and Administrative
Services Building (SAASB)
Santa Barbara, CA 93106-2040
United States

Ship To

ATTN:
Room No.
Marine Science Institute
Bldg 520 Rm 4001 FL 4L
University of California, Santa Barbara
Santa Barbara, CA 93106-6150
United States

 Address is incomplete

- In the current address section, search "One" in the search bar.
- When the one time address appears in the search results, click on it. This will then allow you to custom input an address.

Edit Addresses


CURRENT ADDRESS

ATTN: *	<input type="text"/>	<input type="checkbox"/> Add to r
Room No.	<input type="text"/>	
Address Line 1	Marine Science Institute	
Address Line 2	Bldg 520 Rm 4001 FL 4L	
Address Line 3	University of California, Sant a Barbara	
City	Santa Barbara	
State (2 character ab	CA	
Zip Code	93106-6150	
Country	United States	

MSII - [Attn:*], [Room No.], Marine Science Institute, Bldg 520 Rm 4001

MSII SONGS - David Huang, [Room No.], SONGS, 2270 Camino Vida Ro

ONE TIME/include UCSB if for campus delivery. - [Attn:*], [Address Line 1*]

 Results Per Page 10 ▼