

## How To Change the Ship To Location

If you need to change the shipping location for a requisition, these steps will show you how. If you have any questions, please submit a service request via [service.kennesaw.edu/ofc](https://service.kennesaw.edu/ofc).

\*\*\*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.

1. Log in to PeopleSoft via <https://www.usg.edu/gafirst-fin/> by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. In the NavBar menu, click **Navigator > eProcurement > Manage Requisitions**.
3. On the new page, click clear out **Date To/From, Request State, and Origins**.

Manage Requisitions

Requisition Search | Keyword Search

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 43000

Requisition ID: [ ]

Date From: [ ]

Requester: [ ]

Requisition Name: [ ]

Request State: [ ]

Date To: [ ]

Entered By: [ ]

Budget Status: [ ]

Origin: [ ]

PO ID: [ ]

Special Request: [ ]

Marketplace Requisition

Special Request

Search Clear Show Advanced Search

4. Enter the **Requisition ID** and press **Search**. The requisition will show up below.
5. To the right of the requisition's listing, there is a dropdown menu. Click it and select **Edit**, then press **Go**. A message will pop up about the requisition pending approval, press **OK**.
6. There are two methods to change the location.
  - a. **A Mass Change:**
    - i. At the bottom of the Requisition Lines list, there is a checkbox to **Select All/Deselect All**, click it. Once each line has a check next to it, click **Mass Change**.

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input checked="" type="checkbox"/>	1	Data closet in Building B - LV	S&S Flooring Company, Inc.	1.0000	JOB	414.0000	414.00		Edit	
<input checked="" type="checkbox"/>	2	Data closet in Building B - re	S&S Flooring Company, Inc.	1.0000	JOB	45.5000	45.50		Add	
<input checked="" type="checkbox"/>	3	Data closet in Building B - ru	S&S Flooring Company, Inc.	1.0000	JOB	40.0000	40.00		Add	

Select All / Deselect All

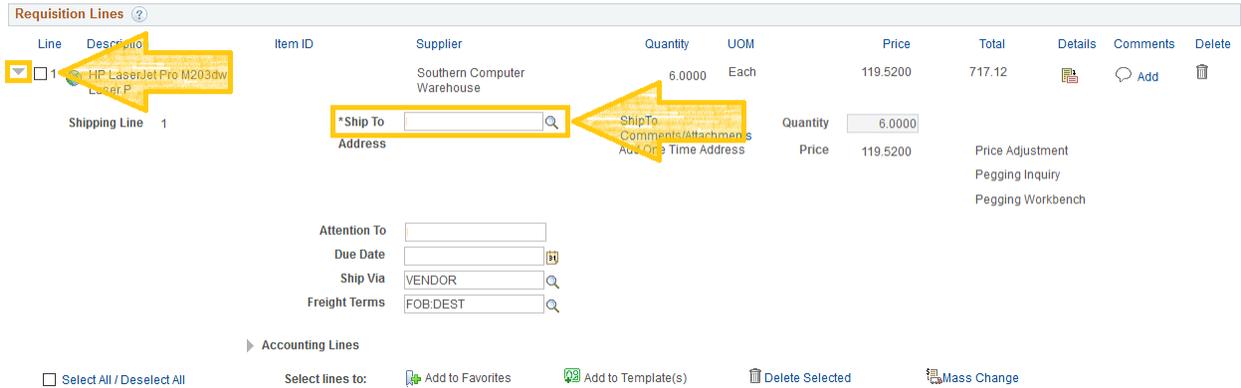
Select lines to:

Add to Favorites Add to Template(s) Delete Selected Mass Change

- ii. In the popup screen, you'll see under Shipping Information a data entry box for the **Ship To Location**. Enter the change and press **OK** and again to apply the new location to all lines.
- iii. Click **Save & Submit** at the bottom of the page.

b. **An Individual Line Change:**

- i. For the line(s) you need to change, click the grey triangle next to the line number/check box. This will drop down the shipping information. You can change the **Ship To** code from there.



**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	HP LaserJet Pro M203dw Laser P... Shipping Line 1		Southern Computer Warehouse	6.0000	Each	119.5200	717.12		Add	

\*Ship To Address

Quantity: 6.0000

Price: 119.5200

Price Adjustment  
Pegging Inquiry  
Pegging Workbench

Attention To  
Due Date  
Ship Via: VENDOR  
Freight Terms: FOB:DEST

Accounting Lines

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

- ii. Click **Save & Submit** at the bottom of the page.