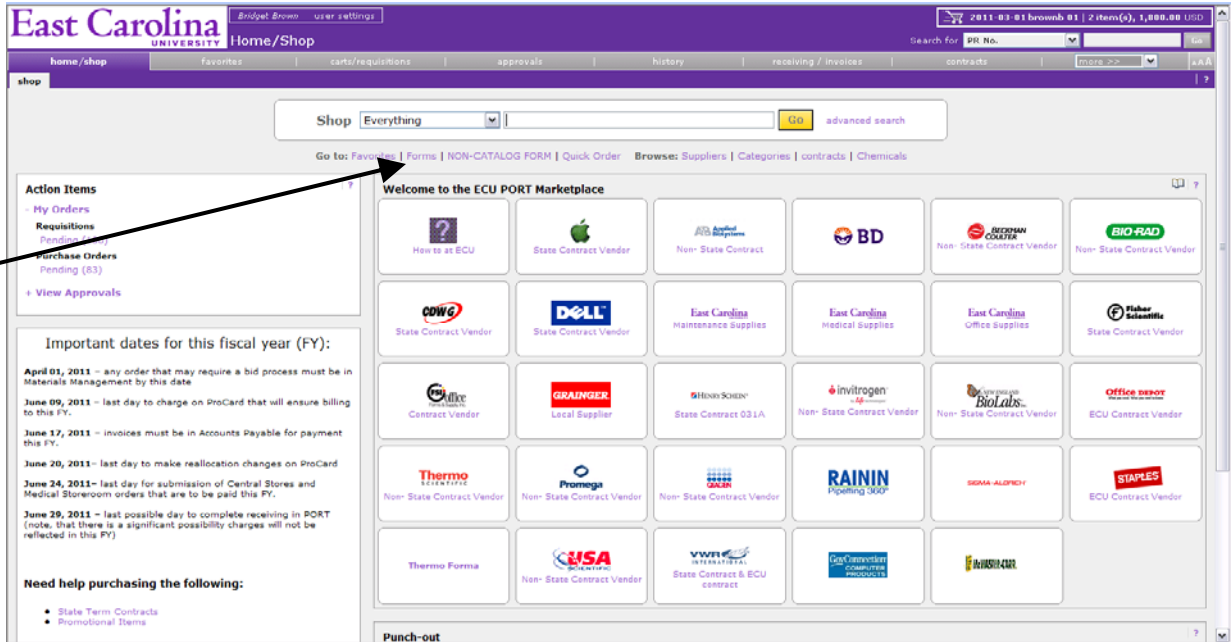
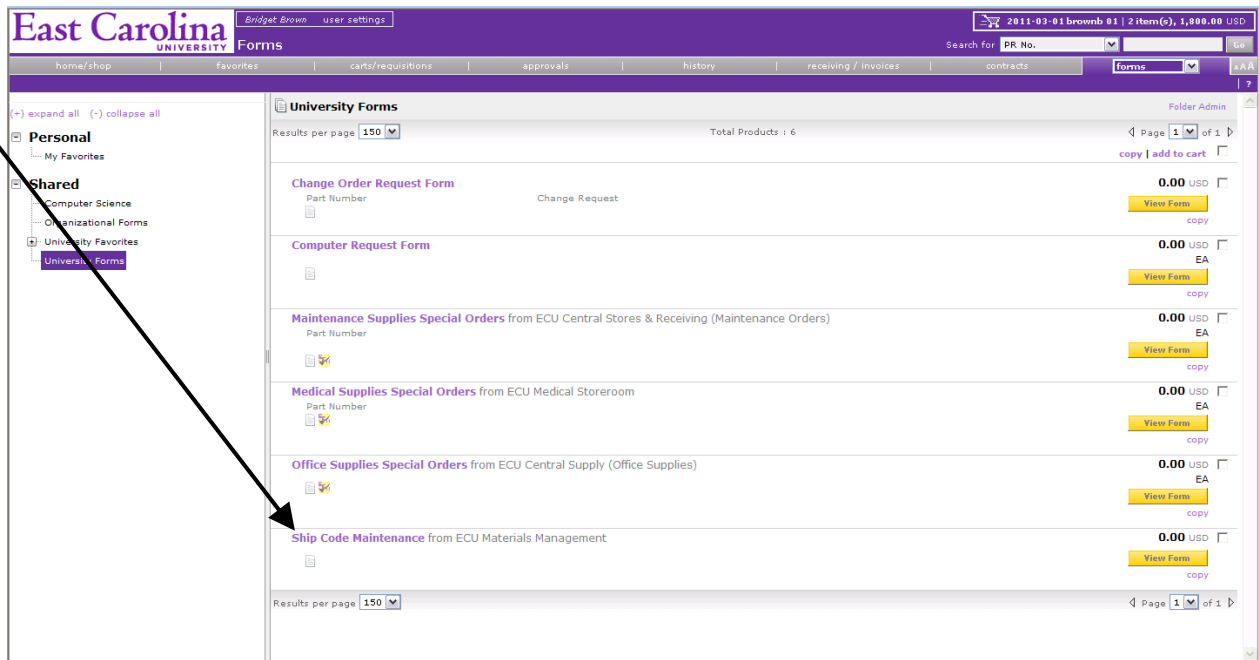


# SHIP CODE MAINTENANCE

Last Updated on: 3/24/2011



1. Click on the **Forms** link. **Note:** This new form will replace the existing process of emailing ship code request to Chuck Boulineau or Suzanne Gaddis.



2. Click on **Ship Code Maintenance Form**.

# SHIP CODE MAINTENANCE

Last Updated on: 3/24/2011

Ship Code Maintenance - Windows Internet Explorer

https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=1529527&wantReloadOnClose=true&callerScrollX=0&call...

**Ship Code Maintenance** Available Actions (Click [here](#) for details):

**Ship Code Maintenance Form Instructions** ?  
The completion of this form is required to request new ship code(s) or edit exiting ship code(s).  
i. Fields in "Bold" are required

**Type of Ship Code Request**

Create New Ship Code  
 Edit Existing Ship Code

Enter # for editing existing ship code

**Name** **East Carolina University**

Name if outside Greenville

**Department**

Street

Building

Floor/Room

**City**

**State**

**Zip Code**

Provide reason if location is outside Greenville, NC.

500 characters remaining [expand](#) | [clear](#)

**Supplier** ECU Materials Management  
**Fulfillment Address** PO 1:  
200 E 1st St  
Greenville, NC 27858-4353 US  
Supplier Phone +1 (252) 328-6434

**Total** 0.00  
[See configuration for this form](#)

3. A new window pops up to display the **Ship Code Maintenance Form**.
4. Select either the **Create New Ship Code** radio button or **Edit Existing Ship Code** radio button. **Note:** You need to provide the ship code if your requesting an edit to an exist ship code
5. Provide the following information as appropriate for the shipping address: **Department, Street, Building, Floor / Room, City, State, and Zip Code**. **Note:** Provide the name if the ship code is outside Greenville, NC.
6. If you are requesting a ship code that is outside Greenville, NC, you will need to provide the business reason for the requested address.
7. Click the **Go** button.

# SHIP CODE MAINTENANCE

Last Updated on: 3/24/2011

East Carolina UNIVERSITY  
Bridget Brown user settings  
2011-03-01 brownb 01 | 1 item(s), 0.00 USD

home/shop | favorites | carts/requisitions | approvals | history | receiving / invoices | contracts | more >> | AA

active cart | draft carts | favorites | my requisitions

Continue Shopping

Shopping Cart 1 Item(s) for a total of 0.00 USD

Proceed to Checkout

Priority: Normal  
Prepared by: Bridget Brown  
Prepared for: Bridget Brown  
Cart Name: 2011-03-01 brownb 01

Business Purpose / Note to Approvers: add note...  
Work Order #:  
State Exempt:  
Classroom Instruction: Select from problem  
Internal attachments: add attachment...

Backup Required: None  
Backup Type: None  
Special Instructions: None  
Notes to Suppliers: add note...

Supplier / Line Item Details

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Ship Code Maintenance			0.00	1	0.00 USD
Supplier subtotal					0.00 USD
Subtotal					0.00
Shipping					0.00
Handling					0.00
Total					0.00 USD

Proceed to Checkout

8. Click on the **Proceed to Checkout** button. **Important Notes:** Since this is a **Ship Code Request**, you do not need to make any changes at the cart header and you **DO NOT** combine this request on the same cart as a regular requisition or Change Order Request. Doing so will result in an invalid workflow and the request will be **rejected**.

East Carolina UNIVERSITY  
Bridget Brown user settings  
2011-03-01 brownb 01 | 1 item(s), 0.00 USD

home/shop | favorites | carts/requisitions | approvals | history | receiving / invoices | contracts | more >> | AA

active cart | draft carts | favorites | my requisitions

Submit Requisition

All done! The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition: PR Approvals | PO Preview | Comments | Attachments | History

Summary | FOAPAL / Ship Codes | Supplier Info | Taxes/S&H

General	Internal Info	Internal Note	Order Info
Priority: Normal Department: HS CV Surg Vascular Prepared by: Bridget Brown Prepared for: Bridget Brown Cart Name: 2011-03-01 brownb 01 Accounting Date: no value	Business Purpose / Note to Approvers: no value Work Order #: no value State Exempt: Classroom Instruction Internal attachments: add attachment...	no value	Backup Required: X Backup Type: no backup Pricing Ref #: no value Special Instructions: None Notes to Suppliers: no value Attachments for all suppliers: add attachment... PO Clauses: 100 NC T&C, 200 Funds, 300 ECU PO conditions view all clauses - (4)

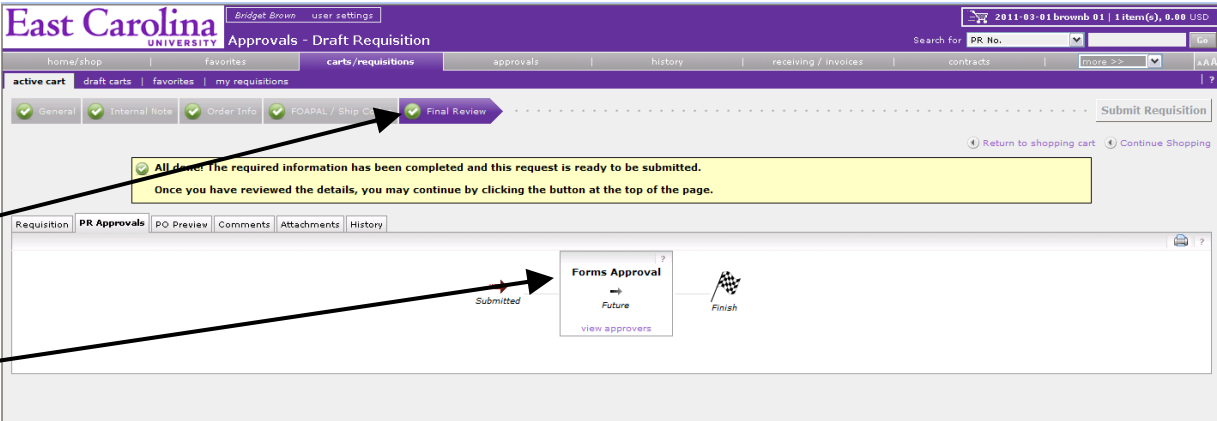
Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72110	0000	no value	no value
East Carolina University	AA General Institutional Support	AF Purchasing	Office Supplies	Default Program Code		

Ship To: Contact Name Bridget Brown, Phone #1 (252) 328-5555, Email brownb@mail.ecu.edu

9. Click on the **PR Approvals** step in the workflow. **Note:** Since this is a **Ship Code Request**, you do not need to make any changes at the **Review** step (as long as you have set defaults for State Exempt, FOAP and ship code).

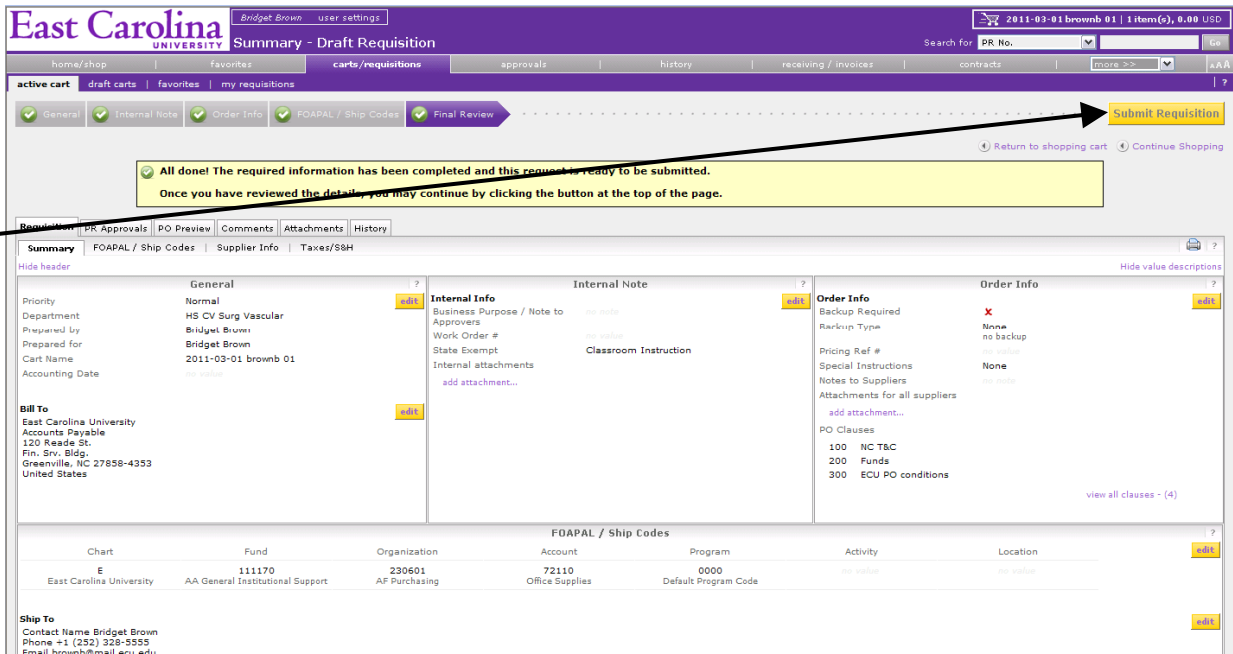
# SHIP CODE MAINTENANCE

Last Updated on: 3/24/2011



10. Notice the **Forms Approval** step for the request. **Note:** Suzanne Gaddis and Chuck Boulineau are the approvers for completing the request.

11. Click on the **Final Review** step.



12. Click on **Submit Requisition** button.

# SHIP CODE MAINTENANCE

Last Updated on: 3/24/2011

14.

13.

13. You can track the ship code request with the **requisition #** that is provided.

14. This completes the steps for this procedure. Click the **East Carolina University** icon to go home.