



OMNI eProcurement
SHIP TO FORM

Please submit this form to:
Purchasing Services Security Coordinator
MC: 2370 Fax: (850) 644-8921
For questions call: (850) 644-6850

“Ship To” location is the address used for the direct receipt of goods from vendors. This address must represent a physical location and be presented in a way that the post office or any freight carrier can understand. “Delivery” locations are for the delivery of goods by the Receiving Department to any location on campus.

New Location

Update Location

1. DELIVERY LOCATION:

Department Name: _____
Building Name: _____ Building Abbreviation: _____
Room #: _____ Mail Code: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____

2. REQUESTERS: Provide Requester name(s) and OMNI User ID(s) who need to have this delivery code set as their default “SHIP TO” location (must have the role of requester in OMNI).

Requester Name (Last, First)	OMNI User ID
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. X _____
Signature Date