**The Pennsylvania State University**



**SIMBA Hands-On Guide Alternative Format**

**PR35\_Delivery Address Search**



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# PR35\_Delivery Address Search

## Overview

**Transaction Description:**

This transaction enables delivery search address capabilities in Shop OnLion.

**Penn State Purpose:**

This transaction describes the process for locating an approved delivery address using the search capabilities and Penn State location code customization in a shopping cart.

## Process Steps

The Delivery Address fields are located within a shopping cart line item details.  First, select the line item then click the Details button.

1. The **Details** button is clicked.

The shopping cart delivery address will default to the address in your user profile. To select a different address for the supplier to deliver the items on this shopping cart, press Reset to clear your default values.

2. The **Reset** button is clicked.

Use the Possible Values in the Name field to search all delivery addresses.

3. The **Possible Values** button is clicked for **Name**.

4. The **Dropdown** button is clicked for **Further Search Helps**.

Select PSU Location to view Penn State-specific delivery address search options.

5. The **PSU Location** option is clicked.

Use the Location search option to search by campus or location code.  In this example the campus code for Penn State Behrend located in Erie is used with an asterisk (\*) to return all location codes.

6. **ER\*** is typed into the **Location** field.

7. The **Search** button is clicked.

Results are returned for all Penn State Behrend (Erie) campus delivery addresses.  To further refine these results a second search term is added.

8. The **Search term 2 dropdown** is clicked.

9. The **Building Code** option is clicked.

10. **Nick\*** is typed into the **Building Code** field.

11. The **Search** button is clicked.

The delivery address results have been refined down to a single building located on the Behrend campus.

12. The **Line Item Selection** button is clicked.

Address information has been populated and additional details such as a Care Of, Phone Number, Floor and Room number can be added to ensure the supplier delivery is correct.

13. **Michele Whitman** is typed into the **Care Of** field.

14. **814-898-8989** is typed into the **Phone Number** field.

15. **155** is typed into the **Room** field.

The Delivery Address information is now complete for line 1 of the shopping cart.

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