Delivery Address Update

• Update delivery address to “OSU Extension – XXX County”
  o The address will need to include a room and floor number.
  o If already attempted to submit with error, changes to the lines will need to be completed, then in the header.
    ▪ To change the header, click on the “… ” button at the bottom of the page and select “edit address”, then change the deliver to address for the header.

  o Edit Deliver-To address by typing county name.

  o The first address with floor and room number is correct.

  ▪ Line-item delivery address update. X out the address and search for the new option.

Updating Workday Preferences

• Job aid to update preference in Workday to make a default change for future orders.
  o https://admin.resources.osu.edu/workday/workday-for-core-users-supply-chain/address-how-to-change-your-work-space-deliver-to