

Directions to change shipping address to a remote delivery address in HuskyBuy

All HuskyBuy purchases shipped to an off-campus address must contain a specifically-stated business purpose in the “Comments” tab of the requisition as well as an attached approval from your department supervisor, dean or department head. Purchase requests that do not have a business purposes and department approval stated in the “Comments” tab will be returned to shoppers.

1. Click the edit button in the shipping address section on your requisition.

Shipping

Ship To

Attn: Jeremiah Macht
Room: 1234
Purchasing Department
Unit 6076
3 Discovery Dr
Storrs, CT 06269-6076
United States

2. Either select your saved “CT-REMOTE DELIVERY” address or search for the “CT-REMOTE DELIVERY” in the search bar at the bottom. You may have the previous address nickname called “COVID-19 - Home Delivery” saved in your profile. If so, update the nickname to state “CT-REMOTE DELIVERY”.

Purchasing Department - Jeremiah Macht, 1234, Purchasing Department, Unit 6076, 3 Discovery Dr,

CT-REMOTE DELIVERY

| | | |
|------------------|---|---------------------------------------|
| Attn: * | <input type="text" value="Jeremiah Macht"/> | Nickname * |
| Room: * | <input type="text" value="1234"/> | <input type="checkbox"/> Make default |
| Address Line 1 | <input type="text" value="-"/> | |
| Address Line 2 * | <input type="text" value="1 Main Street"/> | |
| City * | <input type="text" value="Mansfield"/> | |
| State | <input type="text" value="CT"/> | |
| Zip Code * | <input type="text" value="06268"/> | |
| Country | <input type="text" value="United States"/> | |

Facilities Mgmt Util Plant-CS - John Clark, 140, Facilities Mgmt Util Plant-CS, Unit 6114, 3 Discovery

Results Per Page

CT-REMOTE DELIVERY - Jeremiah ...

★ Required fields

PURCHASING

3. Select the circle radio button, fill in the required fields with a star and click the **checkmark** icon button to save for future use. This address will now be available to you in the saved address list.

Edit Shipping

Purchasing Department - Jeremiah Macht, 1234, Purchasing Department, Unit 6076, 3 Discovery Dr, Storrs, CT 06269-6076, United States

CT-REMOTE DELIVERY

Attn: ★ Jeremiah Macht

Room: ★ 1234

Address Line 1 -

Address Line 2 ★ 1 Main Street

City ★ Mansfield

State CT

Zip Code ★ 06268

Country United States

Nickname ★ CT-REMOTE DELIVERY

Make default

Facilities Mgmt Util Plant-CS - John Clark, 140, Facilities Mgmt Util Plant-CS, Unit 6114, 3 Discovery Dr, Storrs, CT 06269-6114, United States

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CT-REMOTE DELIVERY - Jeremiah ...

★ Required fields

Save Close

4. In the comments section of the requisition, add your business purpose and upload your department approval from a supervisor, department head or dean to make this purchase.

Requisition * 173595423

Summary PO Preview **Comments** Attachments History

Records found: 0 Show comments for Requisition

ADD COMMENT

My business purpose is...

975 characters remaining expand | clear

This will add a comment to the document.

Attach file (optional)

Attachment Type File Link/URL

File Name

File **Choose File** Upload your file