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Directions to change shipping address to a home address in HuskyBuy

IMPORTANT UPDATE, EFFECTIVE SATURDAY, MARCH 28: 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 department supervisor, dean or department head approval. 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 **"COVID-19-Home Delivery"** address or search for the **"COVID-19-Home Delivery"** in the search bar at the bottom.

Edit Shipping						
nip To 🕇						
Current Address - Megan Ami	brose, 140, Facilities Mgmt Wastewater , Unit 6114, 3 D	iscovery Dr, Storrs, CT 06269-6114, United States				
Purchasing Department						
Attn: 🌟	Jeremiah Macht	Nickname 🚖				
Room: 🖈	1234	Make default				
Contact Line 3	Purchasing Department					
Address Line 1	Unit 6076					
Address Line 2	3 Discovery Dr					
City	Storrs					
State	ст					
Zip Code	06269-6076					
Country	United States					
	Jeremiah Macht, HOME, -, 1 Main Street, Mansfield, CT John Clark, 140, Facilitiea Mgmt Util Plant-CS , Unit 61					
COVID-19	X Q Results Per Page 10	, v				

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

OVID-19 -	Home Delivery			K	
Attn: 🖈	Jerem	iiah Macht	Save CO	DVID-19 - Home Delivery changes to your	
Room: 🚖	номе	=	Make default		
Address Line 1					
Address Line 2	* 1 Mai	n Street			
City 🖈	Mans	field			
State	СТ				
Zip Code 🚖	06268	3			~

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

