



WHO IS THIS FORM FOR?

1. This eform allows Buyers to request a new, or change and existing, Ship To location.
2. No approval is required.
3. Submit the request to the **Buying Network**, by selecting the **Email to Buying Network** button. Alternatively contact the Buying Network on x53330 to request change.

To create a new Ship To (or request a change to an existing one) please complete the "Create/Change Ship To" Form found under Purchasing in the Forms Directory on the Finance website www.fin.unsw.edu.au. A list of Ship To locations is also posted on the Purchasing Landing page.

APPLICANT DETAILS (please complete all fields below)

Title (Dr, Mr, Ms, etc): _____ Emplid _____ z _____
First Name: _____ Surname: _____
Job Title: _____ Telephone: _____
School/Dept/Unit: _____

CREATE A NEW SHIP TO

Ship To Location Name: _____
Address Line 1 _____
Address Line 2 _____
City: _____ State: _____ Postcode: _____

CHANGE AN EXISTING SHIP TO

Ship To Location Code: _____
Ship To Location Name: _____
Address Line 1 _____
Address Line 2 _____
City: _____ State: _____ Postcode: _____