



CU Marketplace Tip: How do I add or edit campus location addresses in the CU Marketplace?

What is it?

When on the checkout screen for your CU Marketplace Cart, Requesters must ensure that Shipping and Billing addresses are complete and correct before submitting as a Requisition for approval. Shoppers have the option to enter this information but are not required to do so.

You also have the option to set Favorites and Default Shipping and Billing addresses in your Profile. Refer to the [Modifying Profile Settings in the CU Marketplace job aid](#) for more details.

Campus Shipping and Billing addresses configured in ARC are integrated and made available in the CU Marketplace for you to add them to a Requisition. You can use ARC queries “CU_PO_LOCATION_ID” to search for a specific location or “CU_PO_LOCATION_LIST” to view all available campus location addresses. If you cannot find the campus address you are looking for, you can submit a [Location Setup Request](#) via ServiceNow.

For off campus or one-time addresses, you can create an Ad Hoc address within the CU Marketplace. Refer to the [CU Marketplace Requesters Training Guide](#) for instruction.

Entering Location Addresses to a CU Marketplace Requisition

1. On the Checkout screen, click the **Edit**  icon for Shipping or Billing.

The screenshot shows two sections: 'Shipping' and 'Billing'. Each section has an edit icon (pencil) and a dropdown arrow. The Shipping section displays 'Ship To' information: Contact Name Eric Shopper, Mudd, 500 W 120th St, Floor 2, Room 0203, New York, NY 10027, United States. The Billing section displays 'Bill To' as 'no address' and 'Billing Options' with 'Accounting' as 'no value' and 'Date' as a blank field.

The Edit window will appear for the respective item you selected. It will display the Current Address populated, if any, and a selection of Favorites you created in your profile, if any.

The 'Edit Shipping' window shows a 'CURRENT ADDRESS' section with the following fields: Contact Name * (Eric Shopper), Contact Line 2 (Mudd), Address Line 1 (500 W 120th St), Address Line 2 (Floor 2, Room 0203), City (New York), State (NY), Zip Code (10027), and Country (United States). There is an 'Add to my addresses' checkbox. Below are two radio button options: 'Eric's Address' (selected) and 'Requisitor Address'. A search field labeled 'Search additional' and a 'Results Per Page' dropdown (set to 10) are also present. At the bottom, there are 'Save' and 'Close' buttons.

2. Enter a **Contact Name**. This is a required field.
3. Select one of your Profile favorites or type in the **Search additional** field to find and select an address.

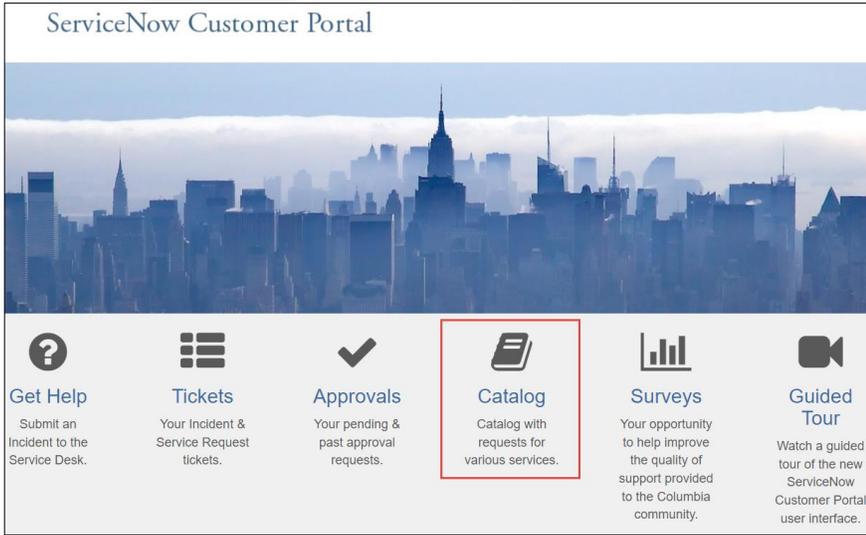
The search field shows '500' entered. The dropdown list displays three results: '500 W 120th StreFL02RM0203', '500 W 120th StreFL02RM0204', and '500 W 120th StreFL02RM0211'. The 'Results Per Page' dropdown is set to 10.

4. Click the **Save** button.

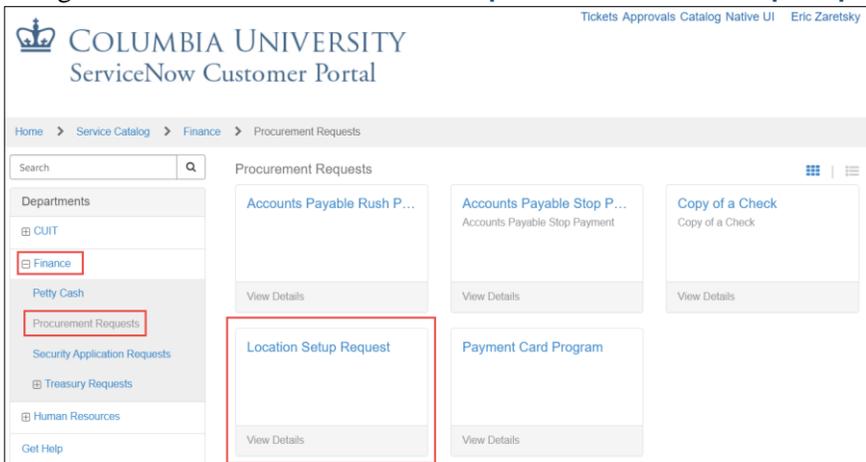
Requesting Additions or Edits to Campus Location Addresses

If you cannot find the campus address you are looking for in the CU Marketplace, you can submit a request to have it added.

1. Navigate to [ServiceNow](#) and select **Catalog**.



2. Navigate to **Finance > Procurement Requests > Location Setup Request**.



3. Indicate if this is **Requested By** you or search and select the colleague this is **Requested For**.

Location Setup Request

ARC Locations are now shared between the ARC Asset Management and Procurement modules. Users are now able to select full Ship To and Bill To Addresses (Address lines 2, 3 and 4) from pre-established Location codes rather than enter one-time addresses when creating Requisitions and Purchase Orders. In addition, Asset Locations which need to be populated on Asset related Requisitions, Change Orders and P-Card transactions will be selected from pre-established Location codes. Before submitting this Service Request, please verify that the Location does not already exist in ARC.

If the desired Asset Location or Ship To / Bill To Location is not available as a pre-established Location in ARC, users can request new Locations using this ServiceNow Location Request Form. This new Location Request Form replaces the Procurement Service Catalog Ship To / Bill To Address Change Request Form. Requests submitted will be processed by Procurement in the order which they are received. You will receive an automated notification from the system informing you that the request has been received by Procurement and then a follow up notification once the request has been Closed Complete/Incomplete.

User Information

Requested By:

ez2248

Requested By Name:

Eric Zaretsky

Requested For:

Requested For Name:

4. Select the **Site** code, which can be searched by typing the building or address information.

Location Setup Information

* Site

3003

st

1057	St Paul's Chapel	1160 Amsterdam Avenue	New York	NY	10027
3003	Studebaker	615 West 131st Street	New York	NY	10027
4416	Staff House	136 South Broadway	Irvington	NY	10533
STP					

Description

FLRM

* Suite/Room (10 Characters Max) ?

Location Type

-- None --

Address

615 West 131st Street

Building

Studebaker

City

New York

Note: If you cannot find a Site code, you can enter "US" followed by the two-letter state abbreviation, for example, USNY, USNJ, or USCA. You can then complete the address fields below.

5. Complete the required fields indicated by the red asterisks *.
6. Click the **Order Now** button.

Where do I get help?

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>