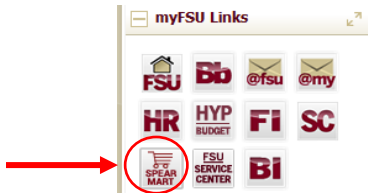


Overview

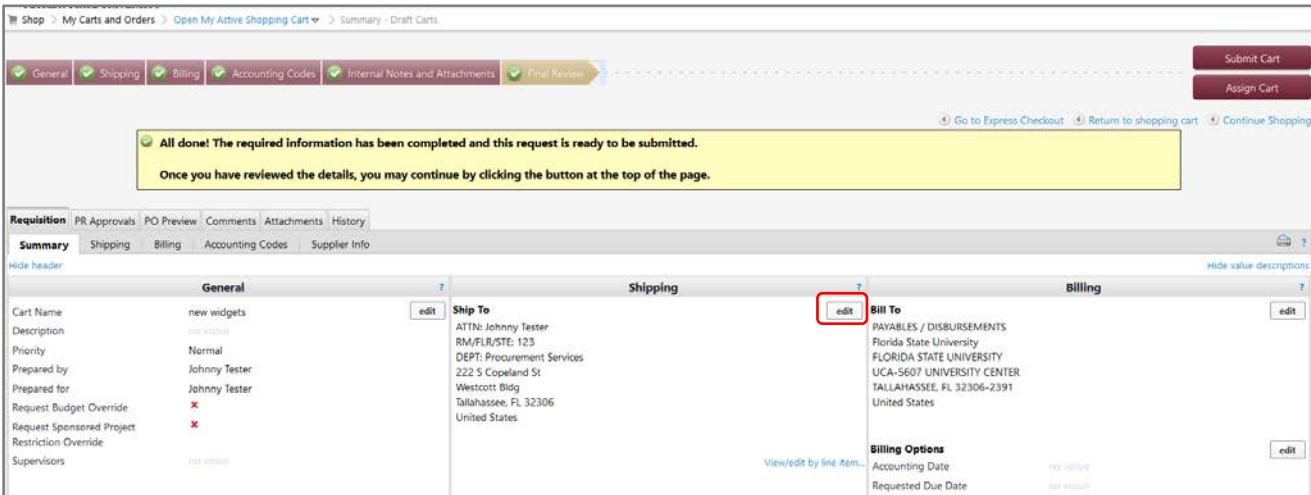
This Job Aid will discuss how you can assign a one-time ship-to address to your requisition.

Note: You cannot use a one-time ship-to address with a hosted or punch-out catalog order.

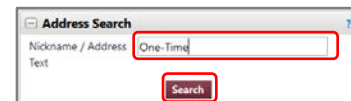
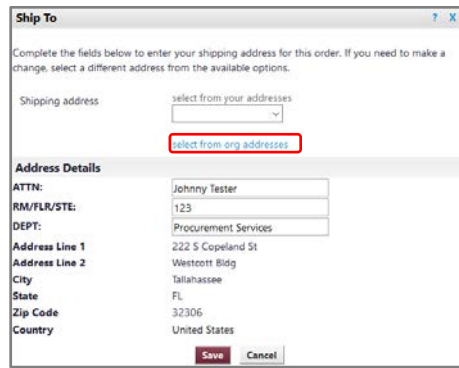
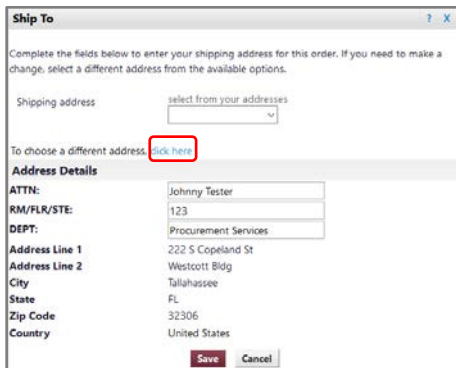
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



Once you have added what you intend to purchase to your cart and have selected the **Proceed to Checkout Button**, looking for the shipping information in the middle of your screen. Click on the **edit** Button.

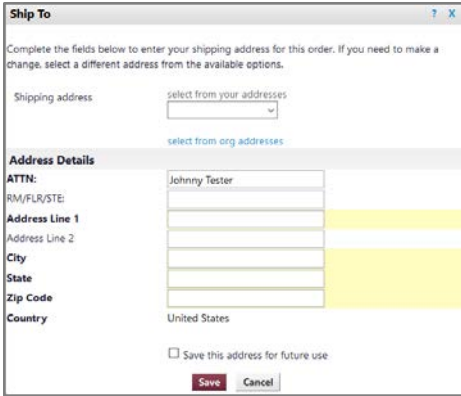


Next, search for a different address and enter the term “One-Time” in the Address Search box and click the **Search** button.



JOB AID

Assigning a One-Time Ship-To Address



Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address: select from your addresses

[select from org addresses](#)

Address Details

ATTN:

RM/FLR/STE:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Save this address for future use

Save Cancel

- Enter your information for your one-time ship to address. Fields in **BOLD** are required.
- Click **SAVE** when complete.

If you attempt to use a one-time ship-to address on a hosted or punch-out order, your shopping cart will automatically be returned to you and you will not be able to submit your order. The message back to you will include the following: **“Your requisition has been returned because you specified a one-time ship-to address with a catalog item. One-time ship-to addresses are for non-catalog items only.”**