



HOW TO CHANGE/ADD DELIVERY ADDRESSES

Requesters—has one of your labs moved or do you need your U Market orders delivered to someplace new? If so, create a new PLocation code!

PLocation codes are unique numbers stored in EFS, which reference your shipping address in a specific format. [List of existing PLocation Codes](#).

IMPORTANT— Do not use a “One-Time Address” change. The layout for “One-Time Address” is not the same as the layout for a PLocation and can create errors with the supplier and delays in delivery. We suggest that if you are sending orders to a unique location, that you create a PLocation code for that delivery address.

To create a new PLocation Code, please follow these steps:

1. Download the [EFS New Location Request Form](#).
2. Comply with the form’s guidelines. The address must bear particular information on specific lines for deliveries to be routed correctly.
 - New Location Code: Department ID ([Current Dept IDs](#))
 - Description: Used by Requester to define address (i.e., Bob’s Lab)
 - Line 1: Department name
 - Line 2: Room and Building (i.e., RM 122 Civil Engineering B)
 - Line 3: Street Address
 - Postal Address: as directed
3. Scan and submit the form to controller@umn.edu.
4. If you have any questions, please contact U Market Customer Support at 612-624-4878, ums@umn.edu.