

## How to Amend External Delivery Address on a Requisition

1. Click on Requisition delivery and Invoicing – if the whole requisition has to be delivered to a different location
2. Click on Order delivery and Invoicing for a specific supplier that needs to be delivered to a different location

<a href="#">Requisition delivery and invoicing</a>						Requisition Totals (GBP): Net: <b>£0.46</b> Gross: <b>£0.55</b>			
Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est. VAT	Actions		
Item Description					Ext price	Est. Gross			
<a href="#">Order delivery and invoicing</a>			NHS Supply Chain Consumables Total (GBP):			Net: <b>£0.46</b>	Gross: <b>£0.55</b>		
2	<a href="#">EVD052</a>	RML103-118	Rociale Inh	NHS Supply Chain Consu	<b>£0.23/EA</b>	<b>£0.09</b>			
Pack Sterile Wound Care National Specificatio N Without Gloves 1 X 2 Compartment Pp Tray 18 Cmx9.7Cmx2.5Cm (9Cm)With Integral Gallipot Cl					<b>£0.46</b>	<b>£0.55</b>			

3. Click on Address look up as mentioned in the below screenshot

### Requisition Delivery and Invoicing

Save
Cancel

Delivery Date:  [Clear date](#)

Delivery Time:  Morning  Afternoon  Specific Time

**User Name and Address**

Requisitioner Name: Pavan Gopa

Requisitioner GSRN:

Buy-for Name: Pavan Gopa

Buy-for GSRN:

Delivery Name:  User Lookup

Delivery Address: THE WHITTINGTON HEALTH NHS  
ESTATES DEPARTMENT  
L4 CBLOCK NORTH KENWOOD WING  
LONDON, LONDON N19 5NF  
United Kingdom

Internal Delivery Location:  Address Lookup

4. Click on Search button and tick the one that is required or

Select Address line in the field by name "Look in" and select address line.

Type in the key word of the location and click on search

**Address Lookup**

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Look in:  and  and  and   
Contains:     
Sort by:

Click  to select and return.

001	<input checked="" type="checkbox"/>
Barnet R&D Central Stores Barnet Hospital Wellhouse Lane, Barnet London, EN5 3DJ United Kingdom	
002	<input checked="" type="checkbox"/>
Chase Farm R&D Central Stores Chase Farm Hospital Via Hunters Way, Lavender Hill Epsom, London, EN9 8JH	

5. Click on Save button.

## **| Requisition Delivery and Invoicing**

**Save**

**Cancel**

**Delivery Date:**



[Clear date](#)

**Delivery Time:**  **Morning**  **Afternoon**  **Specific Time**

\*Please contact the helpdesk if your address needs updating to a specific delivery address.