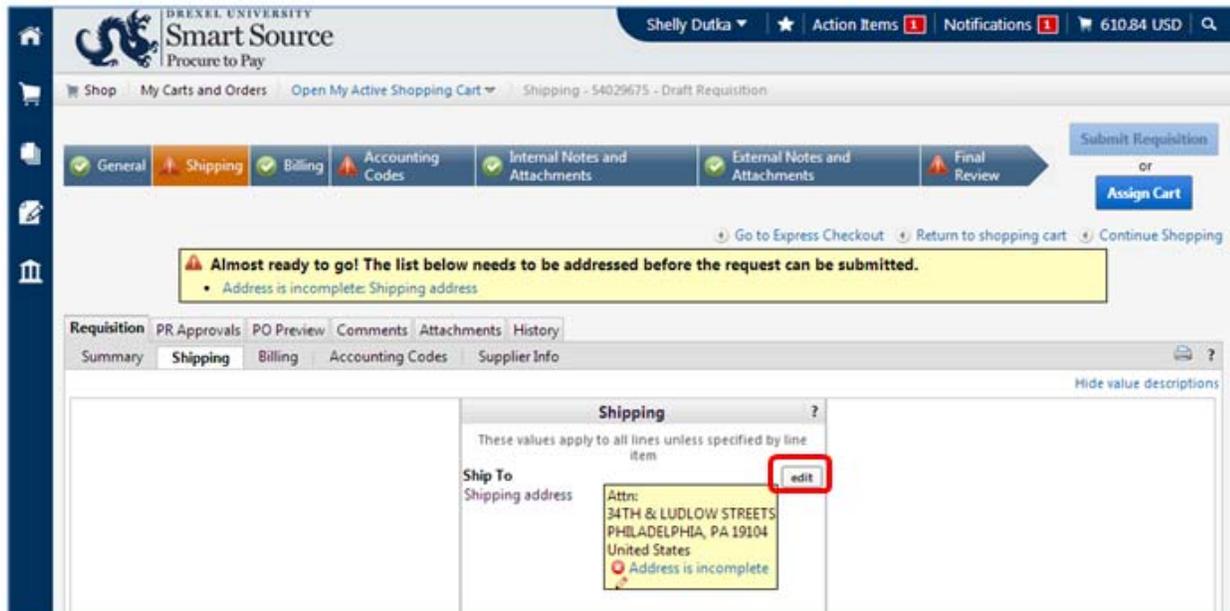# Smart Source Step-by-Step Guide
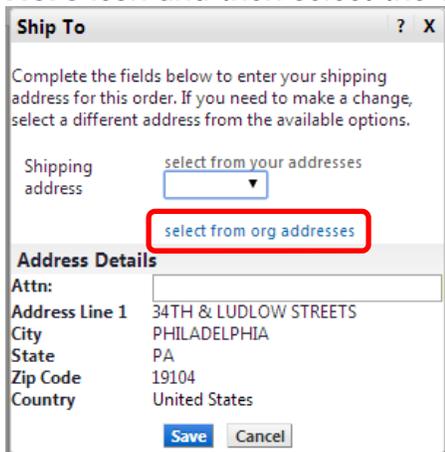Changing Ship-To Addresses

Procedure

1. From within a transaction, select the **Edit** icon on the **Shipping** tab.


2. A new window appears. To change the default Central Receiving ship-to address, select the **Click Here** icon and then select the **Select from Org Addresses** icon.

3. A search box is displayed. Enter search criteria in the box and select the **Search** icon. *Note, criteria such as street name, building, etc. can be used.*

4. A list of ship-to address values is displayed. Select the desired value. The address details are updated to reflect the selection.
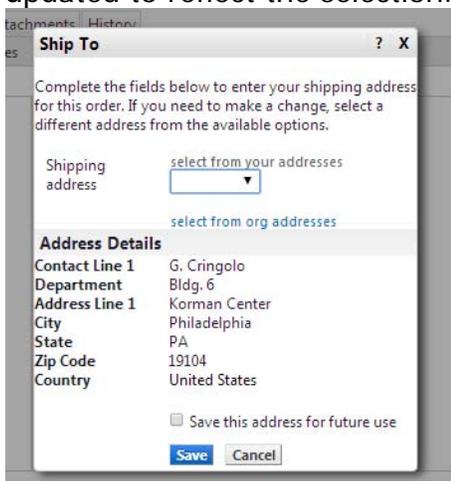
5. To save this address for future requisitions, select the **Save This Address for Future Use** link and provide a name for the address. Should you wish to have this address default for all future requisitions, select the **Check this Box to Make this the Default Address in the Future** checkbox.
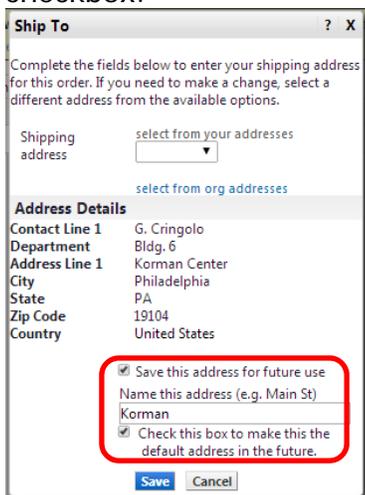
6. Select the **Save** icon. Your requisition is updated with the updated shipping details.

You have successfully changed your shipping address.