Starting July 1, 2016 there will be only one place to change the **Delivery Address / Storage Location** for Stock Transport Orders (STO’s) and External Purchase Orders.

1. From the *Manage Shopping Carts* area, click on either of the “Create Shopping Cart” links.
2. Click the **Set Values** link and, then, click on the **Account Assignment** to view all available tabs.
3. Click the Delivery Address/Performance Location tab. Click on the match code under the name field.
4. The **Building Code** field stores the IFS location code which is the same as the SAP **Storage Location**. Use this field to search for a delivery location that is other than the one defaulted.
5. Another option is to use the C/O field; make sure that the entry is in capital letters and use the * (wild card) for better results. Remember, if the word is enclosed by the wild card (*) the query will pull any record that contains the word. The wild card placed only at the beginning of the word will retrieve records that end with the word. The wild card placed only at the end of the word will retrieve records that begin with the word.
6. The results with display as seen below; select the correct address and click OK.

7. The default location will be overwritten with the new change and the name and address will appear on the shopping cart.
8. The **Storage Location** will display at the line level under the Item Data tab and will show the number and name of the location that the goods are to be delivered to.

**NOTE:** The STO allows only one Storage Location per order.

9. The delivery location may also be seen at the Item level by clicking on the **Delivery Address/Performance Location** tab.
10. Enter the desired number of lines in the shopping cart and click Order.

11. You have successfully changed the **Delivery Address/Storage Location** on the shopping cart.