

You'll do the following in IRIS:

Go to MEAN transaction in IRIS.

Your screen will look like the one shown below. Click on "search screen" button

Next you will see the below screen:

Click inside box for “Address Number” located towards the bottom of the screen and enter the address number. If you don’t know the address number click on the search icon located at the end of the box. See below:

Address number

Find Display Change

If you click on search icon for the address number box, you will see the below box. In the “Company Name” box enter the first 3 letters of your department name followed by an asterisk (\*). For Example: for Purchasing I would enter Pur\* in the “Company Name” box. **ALWAYS MAKE SURE THE “ADDRESS GROUP” BOX SHOWS ME01.** Hit enter key.

Address number (2)

Country, region, sort field, name, City, Street Name, address, sort field

Country Key

Region

Search Term 1

Search Term 2

Company name pur\*

City

Street

Address group ME01

Address number

Maximum No. of Hits 500

You will then see a list of department names beginning with those letters (see below) and click to select to highlight the line for the desired address from that list and hit enter. See below screenshot:

Address number (1) 6 Entries found

Country, region, sort field, name, City, Street | Name, address, sort field

Country Key: US  
Region: TN

Search Term 1	Search Term 2	Name	Street	City	Addr. no.
PURCHASING		PURCHASING DEPARTMENT	111 ADMINISTRATION BLDG	MARTIN	465984
PURCHASING		Purchasing Dept.	Maintenance Center Warehouse	Martin	70136
PURCHASING		Purchasing Services	847 Monroe, Suite 216	Memphis	70435
PURCHASING	DHOLTON 01/03	Purchasing Dept	5723 Middlebrook Pike	Knoxville	116123
PURCHASING DEPT.		Purchasing Dept.	Room 111- Admin Bldg	Martin	55862
UTC PURCHASING	MW/6/13/03	Purchasing Department	400 Palmetto	Chattanooga	123330

Then click on change button at the bottom of the screen

**Address maintenance: Extended search "Delivery addresses (mas**

Search screen Selection

Name

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal code/City

District

Country

Region

PO Box Address

Postal code/City

Company postal code

Address number

Find Display Change

Make your changes and then click on save button at the top of the screen

