

## How to Request a Residential Ship To Address for UT Market Place Orders (3/23/20)

### Seek Department Head Approval

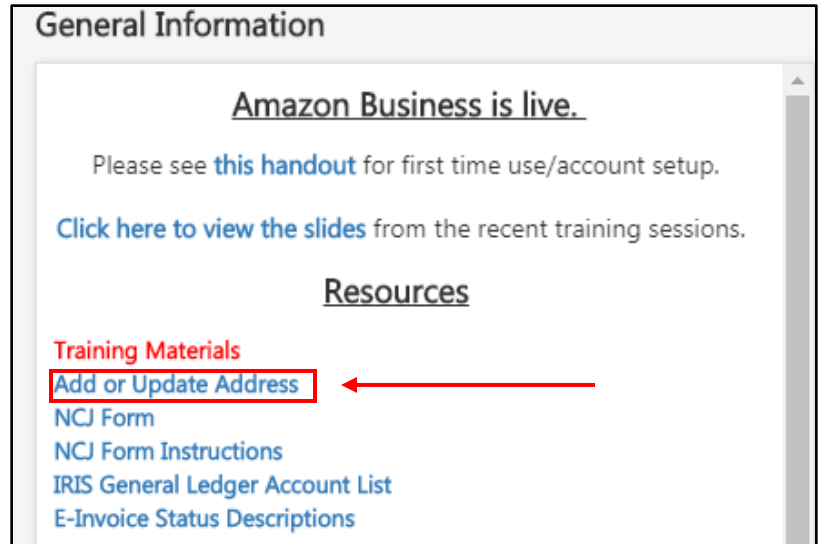
The department head must authorize approval by sending an email to [mpaddress@utk.edu](mailto:mpaddress@utk.edu) listing the name of each departmental employee who needs a temporary residential ship to address.

### Request the New Address

From the right panel of the UT Shop page, click on “Add or Update Address.”

Complete and submit the form.

The system will send an automated email when the address has been created.



### Select Residential Address as Needed for Each Market Place Order

Select the new address in the “Delivery Details” section of each order rather than setting it as a default address. When the COVID19 event resolves and employees return to campus, residential addresses will be deactivated.

For ease of searching, the e-procurement team will add the employee’s last name to end of the department name field. To pull up the residential address, type the employee’s last name in the search box. Click on it in the drop down list. Click “Continue.”

