

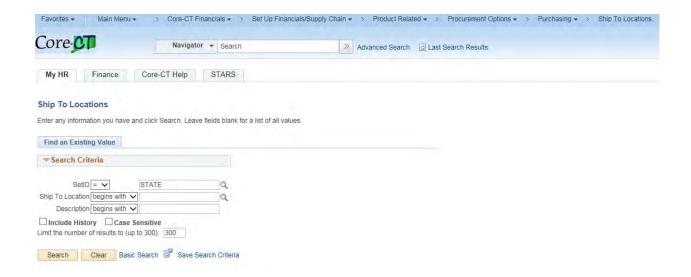
HOW TO GUIDE: SHIP TO LOCATIONS

Last Updated May 17, 2019

Ship To Locations are the location IDs for receiving supplier shipments. In Core these location IDs are 10 digit numeric codes. Ship To Locations are required when requesting a Requester or Buyer role through the CO-1092 process (see Financial Appendix).

To look up Ship To Locations navigate to:

Set up Financial/Supply Chain>Product Related>Procurement Options>Purchasing>Ship To Locations





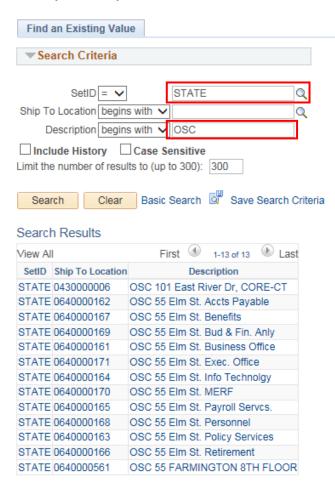


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Enter the SetID of STATE. To narrow down the search results enter an Agency acronym (ex. OSC) in the Description field. Click Search to view the results.

Ship To Locations

Enter any information you have and click Search. Leave fields blank for a list of all values.

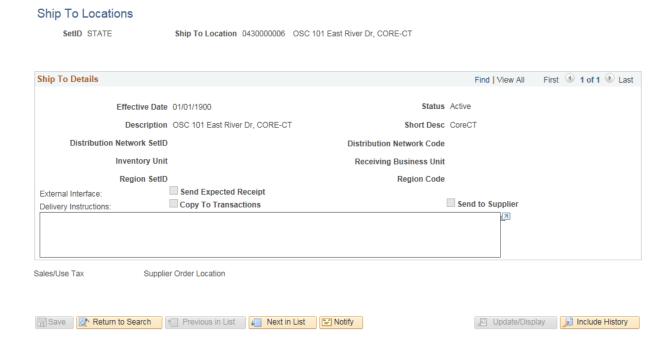


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Clicking on a Ship To Location in the Search Results will display the Ship To Locations page.



Note - If a new Ship To Location is required use the link below to access the request form.

https://www.core-ct.state.ct.us/financials/po/Default.htm