

## Changing Praxair Delivery Address

When ordering products from the new Praxair catalog be sure to edit your delivery information. To ensure proper delivery Praxair requires the inclusion of their internal account number in the address of your order. We have setup addresses for Praxair users that include their account numbers. Prior to submitting Praxair orders users will need to edit their delivery information at the checkout screen.

From the checkout screen:

>>Click on the arrow next to Ship To Address

>>Click on **Search for More...**

The screenshot shows the Ariba Spend Management interface in Internet Explorer. The browser address bar displays <https://ar.admin.washington.edu/Buyer/Main/aw?awh=r&dard=1>. The page title is "Ariba Spend Management".

The main content area is divided into two tabs: "Summary" (selected) and "Approval Flow".

**Summary Tab:**

- Title: \* Gas Test
- On Behalf Of: LAURIE A HUNT
- Delay Purchase Until: [Empty field]
- Telephone: 206-685-3566
- Template: [Empty field]
- Are any items equipment?  Yes  No
- My Labels: [Apply Label...](#)

**Line Items (1):**

No.	Type	Description	Account	Budget	Qty	Unit	Price	Amount
1		Air Zero Grad	053100	143750	1	coil	\$91.09 USD	\$91.09 USD

Supplier: Praxair  
Contact: Praxair Inc.  
Commodity Code: 12140  
Partitioned Commodity Code:  
Store/Branch #:

**SHIPPING - ENTIRE**

Ship To: \* Search for more...

**Total Cost: \$91.09 USD**  
[Update Total](#)

The "Search for more..." dropdown menu is open, showing a list of addresses:

- UW TOWER-20TH FLOOR
- HEALTH SCIENCES BLDG A
- CHEMISTRY BUILDING-BAGLEY
- SUZZALLO LIBRARY
- UNIVERSITY DISTRICT BUILDING
- PARKING SERVICES
- 4000 15TH AVE NE
- Plant Services Building
- 1616 EASTLAKE AVE E
- SOUTHWEST MAINTENANCE BLDG
- HEALTH SCIENCES BLDG F
- HEALTH SCIENCES BLDG BB
- EPR.OCUREMENT
- PUBLIC BEHAVIORAL HEALTH
- 815 MERCER ST
- HEALTH SCIENCES BLDG J
- HEALTH SCIENCES BLDG H
- ACADEMIC BUILDING
- BOTHELL BLDG 1
- 1900 COMMERCE STREET

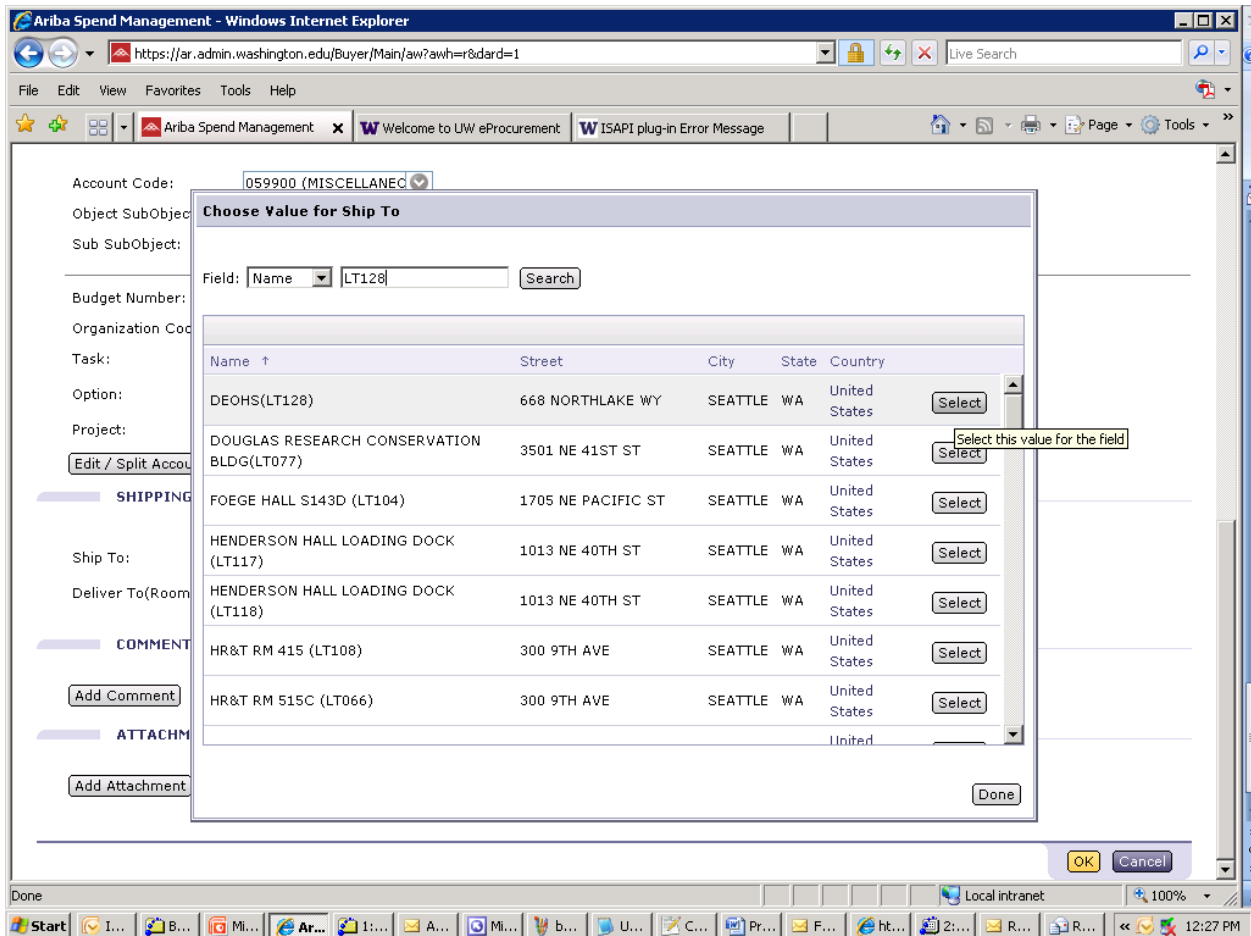
The "Search for more..." option is highlighted at the bottom of the dropdown.

>>Enter your Praxair account number in the search field

>>click **search**

Select the address that includes your Praxair account number.

>>click **select**



Once these steps are complete you may submit your order.