

Shipping to West Campus

The following shipping locations are available in SciQuest for shipping to West Campus:

Receiving Location: West Campus Receiving
Desktop Delivery: YD 300 Heffernan Drive

As with any shipping address, be sure to include the Building and/or Room # along with the appropriate contact information. Clear delivery instructions will ensure orders are delivered efficiently.

The screenshot displays the SciQuest user interface for managing shipping addresses. The top navigation bar includes tabs for 'User Settings', 'Purchasing', 'Permissions (View Only)', 'Materials Mgt', and 'History'. Below this, there are several functional tabs: 'Charging Instructions, Fax Number, Initiated By (May Edit)', 'Financial Approvers (May Edit)', 'Purchasing/Approval Limits (View Only)', 'Shipping Addresses (May Edit)', 'Catalog Views (View Only)', and 'Punchout Access'. The 'Shipping Addresses' tab is active, showing a 'Ship To' and 'Bill To' section. A list of shipping addresses is visible, with 'YD 155 Whitney Ave' selected. The 'Edit Selected Address' form on the right contains the following fields:

Edit Selected Address	
Nickname	YD 300 Heffernan Dr
Default	<input type="checkbox"/>
Current Default Address	YD 155 Whitney Ave
ADDRESS	
Deliver To Dept	Procurement Dept
Deliver To Building/Room #	Bldg. B25
Attention	Laurie Sirois
Contact Phone	+1 (203) 432-5736
Address Line 1	Yale University - Direct Delivery
Address Line 2	300 Heffernan Dr
City	West Haven
State	CT
Zip Code	06516
Country	United States
<input type="button" value="Save"/>	

A red arrow points to the 'Deliver To Building/Room #' field, which contains the value 'Bldg. B25'.