

Ship To Request/Change Form

Northwestern | PROCUREMENT & PAYMENT SERVICES

Contact Name: _____

Department/School: _____

Contact Phone Number: _____

Email Address: _____

Person Requesting Ship To (if different from above): _____ **Phone Number:** _____

New Ship to Code Request

Ship To Address: _____

Campus: Evanston Chicago

If Chicago campus, indicate loading dock address: _____

Reason for new Ship To Code:

Please allow up to 2-3 days for your Ship To code to be reviewed and entered. If approved, you will receive an email with your new Ship To code.

Change Existing Ship to Code Request

Current Ship To Code: _____

Requested changes and reason for request:

Submit this form to procurement@northwestern.edu or fax to 847.467.5400

Submit to procurement@northwestern.edu

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