



NORTHWESTERN  
UNIVERSITY

**Ship To Request/Change**

**General Information**

Contact Name: \_\_\_\_\_  
Contact phone number: \_\_\_\_\_ Department/School: \_\_\_\_\_  
Person requesting ship to and phone number, if different than above: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Are you requesting a new ship to or a change to an existing ship to:

**New Ship To Code Information**

Ship To Address: \_\_\_\_\_  
\_\_\_\_\_

Which campus:

Evanston

Chicago

If on **Chicago** campus, please indicate the 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. You will receive an email with your new ship to code, if approved.*

**Change Existing Ship To Code Information**

Current Ship To Code: \_\_\_\_\_

Please list what changes are being requested and why:  
\_\_\_\_\_  
\_\_\_\_\_

When this form has been filled out, please either fax it to Purchasing Resource Services at 847-467-5400 or email as an attachment to [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu). Thank you!