

# Ship To Request/Change Form

**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:**

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*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:**

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**Submit this form to [procurement@northwestern.edu](mailto:procurement@northwestern.edu) or fax to 847.467.5400**

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