



## Marketplace New Ship-to Address Request Form

This form is used to request a new ship-to address in Marketplace. Please complete the following information.

Date:

Name:

E-mail:

Phone:

Department:

Full Address Requested:

Permanent or Temporary Address:

Time Length for Temporary Address:

Intended Purpose of Shipping Address:

More information can be found on <http://blink.ucsd.edu/buy-pay/ways/marketplace/basics/shipping-address.html>

Once complete, submit form to Procurement via BFSupport: <https://bfsupport.ucsd.edu> (Category Buying Goods & Services, Sub-Category Other Buying Inquiries)

Please contact the Procurement Help Desk (858-534-9494 or <https://bfsupport.ucsd.edu>) with any questions.



UC San Diego

Marketplace site: <http://marketplace.ucsd.edu>

Marketplace FAQ on Blink: <http://blink.ucsd.edu/buy-pay/ways/marketplace/faq.html>