Special Instructions for Shipping field when creating cart for Business Interiors by Staples

- In the SHIPPING field - Change the ship to ID code to KSUM-UDC (you will need make sure you do not have the field defaulted for UDC or any other ship to ID)
Click on “select from org addresses”
• Type in “KSUM-UDC” and click on “search” (THIS SHIP TO ID CODE IS ONLY TO BE USED WHEN ORDERING FROM BUSINESS INTERIORS BY STAPLES)
• Click on “select” to select the KSUM-UDC ship to ID code
- Type in your Building, Room Number and Contact Name information
EXAMPLE:

Proceed as normal to complete any other required fields in the cart