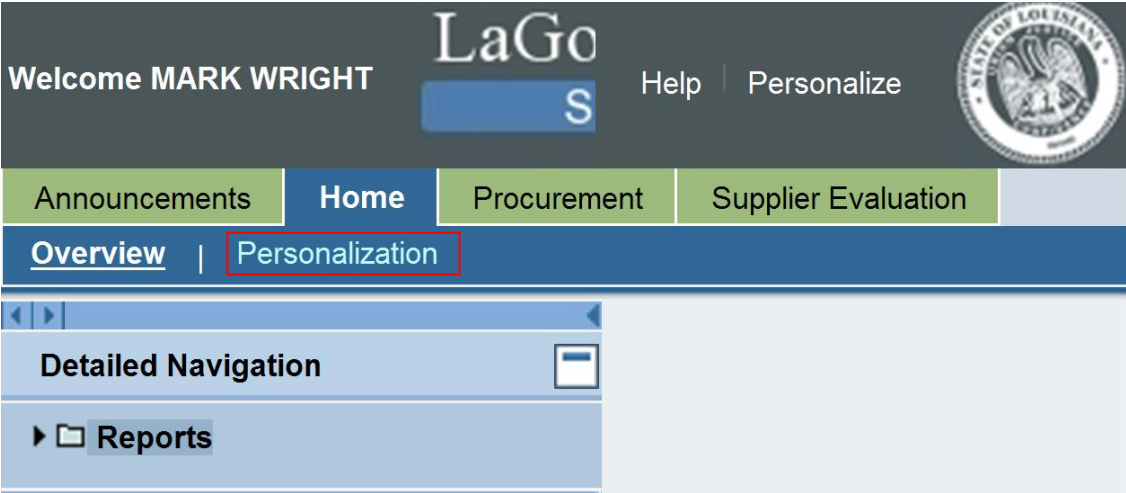
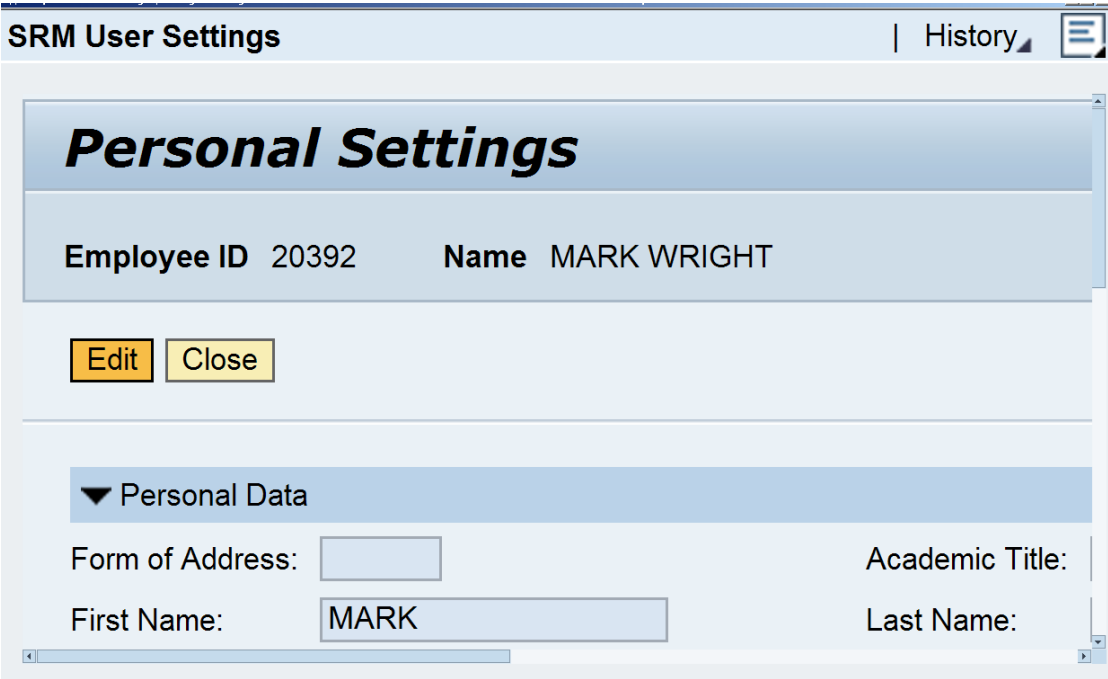


SET-UP DEFAULT DELIVERY ADDRESS

1. From eProcurement select the Home tab and click personalization.

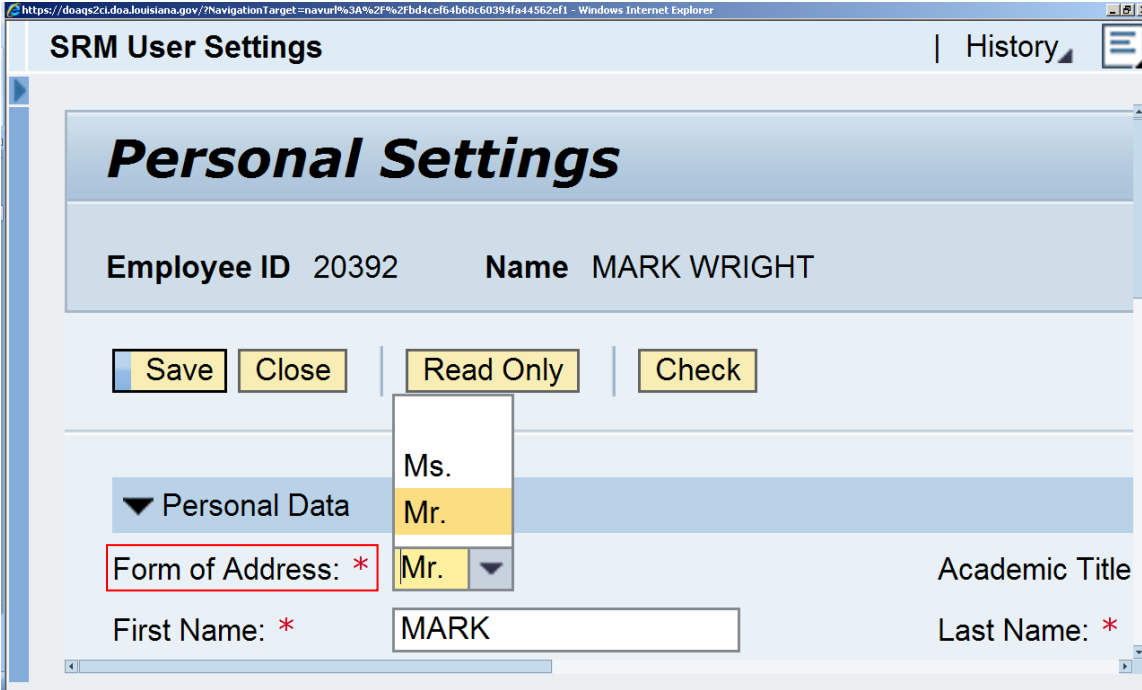


2. From the Personal Settings window click the Edit button.



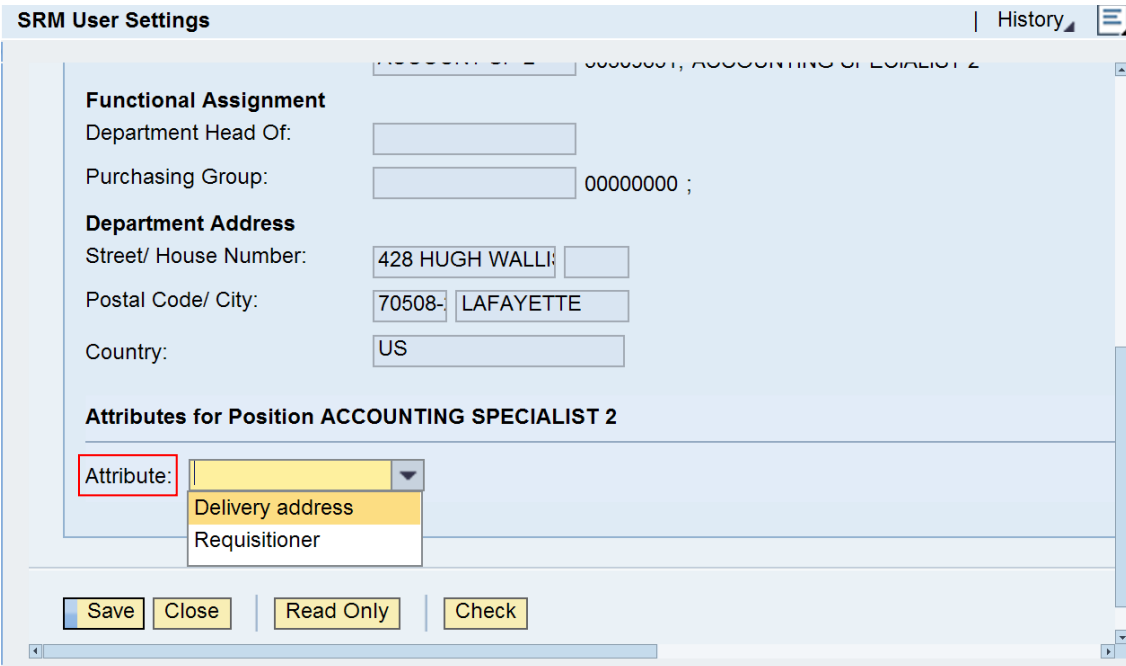
SET-UP DEFAULT DELIVERY ADDRESS

3. Select Ms. or Mr. in the required field "Form of Address".



The screenshot shows the 'SRM User Settings' window with the 'Personal Settings' section active. The user's Employee ID is 20392 and Name is MARK WRIGHT. There are buttons for 'Save', 'Close', 'Read Only', and 'Check'. A dropdown menu is open for 'Form of Address', showing options 'Ms.', 'Mr.', and 'Mr.' with a downward arrow. The 'Form of Address' field is highlighted with a red box. Other fields include 'First Name: *' with 'MARK' and 'Last Name: *'. There are also fields for 'Academic Title' and 'Personal Data'.

4. Select delivery address in the Attribute drop-down box.



The screenshot shows the 'SRM User Settings' window with the 'Functional Assignment' and 'Department Address' sections. The 'Functional Assignment' section includes 'Department Head Of:', 'Purchasing Group: 00000000 ;', and 'Department Address' with fields for 'Street/ House Number: 428 HUGH WALLI;', 'Postal Code/ City: 70508- LAFAYETTE', and 'Country: US'. The 'Attributes for Position ACCOUNTING SPECIALIST 2' section has an 'Attribute:' dropdown menu highlighted with a red box, showing options 'Delivery address' and 'Requisitioner'. There are buttons for 'Save', 'Close', 'Read Only', and 'Check' at the bottom.

SET-UP DEFAULT DELIVERY ADDRESS

- Click the “Add Line” button.

The screenshot shows the SRM User Settings form in a browser window. The browser address bar shows a URL from doags2cl.doa.louisiana.gov. The form title is "SRM User Settings". The "Country" field is set to "US". Below this, the section "Attributes for Position ACCOUNTING SPECIALIST 2" is visible. The "Attribute" dropdown is set to "Delivery address". To the right of the dropdown are three buttons: "Add Line" (highlighted in yellow), "Remove", and "Display Default". Below these buttons is a table with three columns: "Standard", "Deactivate", and "Value Description". The table is currently empty. At the bottom of the form are four buttons: "Save", "Close", "Read Only", and "Check".

- Find your delivery address in the table on pages 4 - 7 of this document (next 4 pages). Enter the address number in the “Value” column that corresponds to the delivery address (see next page). Select the Radio Button “Standard” and click the Save button.

The screenshot shows the SRM User Settings form in a browser window. The browser address bar shows a URL from doags2cl.doa.louisiana.gov. The form title is "SRM User Settings". The "Department Address" section is visible, with fields for "Street/ House Number" (428 HUGH WALLI), "Postal Code/ City" (70508- LAFAYETTE), and "Country" (US). Below this, the section "Attributes for Position ACCOUNTING SPECIALIST 2" is visible. The "Attribute" dropdown is set to "Delivery address". To the right of the dropdown are three buttons: "Add Line", "Remove", and "Display Default". Below these buttons is a table with four columns: "Standard", "Deactivate", "Value Description", and "Value". The "Standard" column has a radio button selected. The "Value" column has the value "11244" entered and highlighted with a red border. At the bottom of the form are four buttons: "Save", "Close", "Read Only", and "Check".

SET-UP DEFAULT DELIVERY ADDRESS

TABLE OF DELIVERY ADDRESSES

Addr. no.	c/o name	House No.	Street	City	Postal Code
962200	DEQ ACADIANA REGIONAL OFFICE	111	NEW CENTER DRIVE	LAFAYETTE	70508
962207	DEQ AIR FIELD SERVICES / AIR LAB	5825	FLORIDA BLVD.	BATON ROUGE	70806
962205	DEQ BAYOU LAFOURCHE OFFICE	110	BARATARIA ST.	LOCKPORT	70374
962208	DEQ CENTRAL RECEIVING	602	NORTH 5TH STREET, ROOM 140	BATON ROUGE	70802
962202	DEQ KISATCHIE CENTRAL OFFICE	2192	RAINBOW DRIVE, BUILDING 31	PINEVILLE	71360
962201	DEQ NORTHEAST REGIONAL OFFICE	1823	HWY 546	WEST MONROE	71292
962203	DEQ NORTHWEST REGIONAL OFFICE	1525	FAIRFIELD, ROOM 520	SHREVEPORT	71101
962209	DEQ OFFICE OF COMPUTING SERVICES ATTN: D	1800	NORTH 3RD STREET	BATON ROUGE	70802
962210	DEQ OFFICE OF STATE PRINTING ATTN: KENNY	950	BRICKYARD LANDE	BATON ROUGE	70802
962204	DEQ SOUTHEAST REGIONAL OFFICE	201	EVANS ROAD, BUILDING 4, SUITE 420	NEW ORLEANS	70123
962206	DEQ SOUTHWEST REGIONAL OFFICE	1301	GADWALL STREET	LAKE CHARLES	70615
415138	DOTD	1212	EAST HIGHWAY DRIVE	BATON ROUGE	70802
535833	DOTD	1101	US 167	DRY PRONG	71423
535834	DOTD	590	ALEXANDRIA HWY	LEESVILLE	71446
535835	DOTD	3605	NATCHITOCHEHS HWY	MANY	71449
535836	DOTD	1036	HWY 115	MANSURA	71350
535837	DOTD	7900	HWY 1 BYPASS	NATCHITOCHEHS	71457
535838	DOTD	5963	US 167 N	WINNFIELD	71483
11255	DOTD ACCOUNTING	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
702035	DOTD ADMINISTRATION/AGCY 273	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
429679	DOTD CENTRAL REPAIR SHOP	7686	TOM DRIVE	BATON ROUGE	70806
11253	DOTD DIST STOCK ROOM	5056	WEST MAIN ST	HOUMA	70363
11254	DOTD DIST STRIP RACELAND	4135	HWY 308	RACELAND	70394
11285	DOTD DIST45 TRAFFIC ENGINEERING SERVICE	7686	TOM DR	BATON ROUGE	70806
702041	DOTD E&O-BRIDGE&FAC MAINT/SEC51	1375	NORTH 17TH ST	BATON ROUGE	70802
702042	DOTD E&O-CRES CTY BRIDGE/SEC59		HWY 90 @ GENERAL DEGAULLE	NEW ORLEANS	70114
702037	DOTD E&O-CRES CTY MARINE/SEC20	7320	PATTERSON RD	NEW ORLEANS	70131
702052	DOTD E&O-INTEL TRAN SYS/SEC 56	1212	EAST HIGHWAY DRIVE	BATON ROUGE	70802

SET-UP DEFAULT DELIVERY ADDRESS

Addr. no.	c/o name	House No.	Street	City	Postal Code
702048	DOTD ENG&OP-ALEXNDRIA/DIST 08	3300	MACARTHUR DR	ALEXANDRIA	71301
702050	DOTD ENG&OP-BATON ROUGE/DIST61	8100	AIRLINE HWY	BATON ROUGE	70815
702045	DOTD ENG&OP-BOSSIER CITY/DIST04	3339	INDUSTRIAL DR	BOSSIER CITY	71112
702043	DOTD ENG&OP-BRIDGE CITY/DIST02	1440	Highway 90	BRIDGE CITY	70094
702049	DOTD ENG&OP-CHASE/DISTRIC T 58	6217	HWY 15 S	CHASE	71324
702036	DOTD ENG&OPERATIONS/AGCY 276	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
702051	DOTD ENG&OP-HAMMOND/DIST RICT62	685	N MORRISON BLVD	HAMMOND	70401
702044	DOTD ENG&OP-LAFAYETTE/DIS T 03	428	HUGH WALLIS RD	LAFAYETTE	70508
702047	DOTD ENG&OP-LAKE CHARLES/DIST07	5827	HWY 90 E	LAKE CHARLES	70615
702039	DOTD ENG&OP-MAINT SYS MG/SEC42	7686	TOM DR	BATON ROUGE	70806
702038	DOTD ENG&OP-MATL&TST LAB/SEC22	5080	FLORIDA BLVD	BATON ROUGE	70806
702046	DOTD ENG&OP-MONROE/DISTR ICT 05	8010	DESIARD RD	MONROE	71203
702040	DOTD ENG&OPTRAFF ENG&SVC/SEC45	7686	TOM DR.	BATON ROUGE	70806
516192	DOTD LAKE CHARLES MU	5827	HWY 90 E	LAKE CHARLES	70615
11245	DOTD LTRC WAREHOUSE	7686	TOM DR	BATON ROUGE	70806
11250	DOTD MARRERO MU	1648	BARATARIA BLVD	MARRERO	70072
11251	DOTD ORLEANS MU	1410	1 OLD GENTILLY RD	NEW ORLEANS	70129
449133	DOTD SECT 13 INFORMATION TECHNOLOGY	1201	CAPITOL ACCESS RD	BATON ROUGE	70802-4438
431373	DOTD SECT 56 ENG & OPERATIONS	1212	EAST HIGHWAY DRIVE	BATON ROUGE	70802
11256	DOTD SECT01 SECRETARYS OFFICE	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11257	DOTD SECT06 FACILITIES MAINTENANCE	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11258	DOTD SECT09 PUBLIC INFORMATION CUSTOM	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11259	DOTD SECT10 DEPUTY UNDERSECRETARYS O	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802

SET-UP DEFAULT DELIVERY ADDRESS

Addr. no.	c/o name	House No.	Street	City	Postal Code
11260	DOTD SECT12 OFFICE OF PLANNING PROG	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11261	DOTD SECT13 INFORMATION SERVICES	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11262	DOTD SECT14 PROCUREMENT	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11263	DOTD SECT15 FINANCIAL SERVICES	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11264	DOTD SECT16 HUMAN RESOURCES	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11265	DOTD SECT19 LA TRANSPORTATION RESEARC	4101	GOURRIER, ROOM 106	BATON ROUGE	70808
11266	DOTD SECT20 CCCD MARINE DIVISION	2001	MARDI GRAS BLVD.	NEW ORLEANS	70114
11267	DOTD SECT21 DATA COLLECTION MANAGEM	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11268	DOTD SECT22 MATERIALS TESTING LABOR	5080	FLORIDA BLVD	BATON ROUGE	70806
11269	DOTD SECT23 REAL ESTATE	8545	UNITED PLAZA, STE. 300	BATON ROUGE	70809
11270	DOTD SECT24 ROAD DESIGN	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11271	DOTD SECT25 BRIDGE STRUCTURAL DESIG	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11272	DOTD SECT26 BUSINESS SERVICES	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11273	DOTD SECT27 TRAFFIC ENGINEERING DEVEL	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11274	DOTD SECT28 ENVIRONMENTAL	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11275	DOTD SECT29 UTILITY RELOCATION	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11276	DOTD SECT30 LOCATION AND SURVEY	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11277	DOTD SECT32 CENTRAL WAREHOUSE	7686	TOM DR	BATON ROUGE	70806
11278	DOTD SECT33 TRAINING TECHNOLOGY TRA	4101	GOURRIER ROOM 101	BATON ROUGE	70808
11279	DOTD SECT37 COMPLIANCE PROGRAMS	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11280	DOTD SECT38 BUDGET	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11281	DOTD SECT39 PROJECT FINANCING	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11282	DOTD SECT40 CONSTRUCTION	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11283	DOTD SECT41 SYSTEM PRESERVATION	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11284	DOTD SECT42 MAINTENANCE SYSTEMS MANAN	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
721683	DOTD SECT43 VEHICLE PERMITS	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11286	DOTD SECT47 LEGAL	8545	UNITED PLAZA STE 101	BATON ROUGE	70809

SET-UP DEFAULT DELIVERY ADDRESS

Addr. no.	c/o name	House No.	Street	City	Postal Code
11287	DOTD SECT49 LA OFFSHORE TERMINAL AUT	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11288	DOTD SECT50 SAFETY OPERATIONS	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11289	DOTD SECT51 BRIDGE MAINTENANCE FACI	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11290	DOTD SECT53 CHIEF ENGR CONST MAI	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11291	DOTD SECT55 ASSISTANT SECRETARY OPERA	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11292	DOTD SECT63 PUBLIC WORKS AND INTERMOD	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11293	DOTD SECT64 PUBLIC WORKS AND WATER RE	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11294	DOTD SECT66 INTERMODAL TRANSPORTATION	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11295	DOTD SECT67 PAVEMENT GEOTECHNICAL S	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11296	DOTD SECT68 SYSTEMS ENGINEERING	8900	JIMMY WEDELL ROOM 215	BATON ROUGE	70807
11297	DOTD SECT70 LA 1 TOLL AUTHORITY	2001	MARDI GRAS BLVD	NEW ORLEANS	70114
541680	DOTD SECT70 LA 1 TOLL FACILITY	1821	SOUTH ALEX PLAISANCE BLVD HWY 3235	GOLDEN MEADOW	70357
11298	DOTD SECT77 TRAFFIC ENGINEERING MANAG	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11299	DOTD SECT80 CONTRACT SERVICES	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11300	DOTD SECT81 PUBLIC TRANSPORTATION	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11301	DOTD SECT85 TRANSPORTATION PLANNING	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11302	DOTD SECT88 AVIATION	1201	CAPITOL ACCESS ROAD	BATON ROUGE	70802
11246	DOTD SIGNS HAMMOND	685	N MORRISON BLVD	HAMMOND	70401
11247	DOTD SIGNS LAFAYETTE	428	HUGH WALLIS	LAFAYETTE	70508
11244	DOTD STWD CENTRAL WAREHOUSE	7686	TOM DR	BATON ROUGE	70806
11252	DOTD SUBDIST MECH	320	SOUTH VAN AVE	HOUMA	70363
11248	DOTD TRUCK	7686	TOM DR	BATON ROUGE	70806
11249	DOTD WILLIAMS MU	164	W 3RD ST	KENNER	70065
436663	DOTD/CCCD ELECT MAINTENANCE	2001	MARDI GRAS BLVD	NEW ORLEANS	70114