HOW TO CHANGE OR UPDATE YOUR DELIVERY ADDRESS

U Market Services strives to ensure that all packages are delivered to their correct destinations.

To help us do so, be sure that your delivery address is correct by either creating a new PLocation Code or by modifying your existing one. Your PLocation Code is the unique number stored in EFS, which references your shipping address in a specific format. Your PLocation can be found here.

To create a new PLocation Code or to modify your existing one, please follow these steps:

1. Before making changes to your PLocation Code, ensure that anyone else who is using it is OK with you making this change.

2. Download the EFS New Location Request Form.

3. Comply with the form’s guidelines. The address must bear particular information on specific lines for deliveries to be routed correctly.
   - Description: Used by Requester to define address (i.e., Bob’s Lab)
   - Line 1: Department name
   - Line 2: Room and Building (i.e., RM 122 Civil Engineering B)
   - Line 3: Street Address
   - Postal Address: as directed

4. If you’re using the form to modify an address, check “Modify Location Code” at the top and only complete the lines for the modified information.

5. Scan and submit the form to controller@umn.edu.

6. If you have any questions, please contact U Market Customer Support at 612-624-4878, umarket@umn.edu.

NOTE: It is best to use a PLocation code for delivery in your requisition rather than a “One-Time Address.” The layout for “One-Time Address” is not the same as the layout for a PLocation and can create errors with the supplier and delays in delivery. We suggest that if you are sending orders to a unique location, that you create a PLocation code for that delivery address.