

Updating a Shipping Address

- 1) After you click the Checkout button from the cart, is the shipping information screen below will appear.
- 2) Click on the radio button for New Shipping Address

CDWG PEOPLE WHO GET IT

CHECKOUT: SHIPPING INFORMATION

My Account ▼ Cart (1)

1 SHIPPING ADDRESS

Saved Shipping Address

Office: University of Wisconsin - LAX, 1725 State St, Wing Tech Center Rm 103G, La Crosse WI 54601 [Edit](#)

New Shipping Address

Recipient Contact Information

Attention/Name (optional)

Email Address (optional)

[Continue](#)

2 SHIPPING METHOD

[Edit](#)

3 BILLING & PAYMENT

[Edit](#)

Billing Address
University Of WI/Lacrosse, Attn: Accounts Payable (# 152480)
1725 State St
La Crosse, WI 54601-3742

Payment Method
Net 30 Days-Govt/Ed
If you have not been approved verbal P.O., a purchase order must be sent to your account manager for your order to be processed. [View Your Account Team](#)

4 ADDITIONAL INFORMATION

- 3) This will bring you to the New Shipping Address screen shown below.
- 4) Enter information for the Address, City, State, and Zip Code fields.
- 5) Enter the recipient information in the Attention/Name and Email Address fields.

New Shipping Address

All fields are required unless indicated as optional

Company Name (optional)

Address Line 1

[Add Address Line 2](#)

City

State

Zip Code

[Add Zip Ext](#)

Store for future orders

Recipient Contact Information

Attention/Name (optional)

Email Address (optional)

- 6) Click on continue and the new address will be reflected in the Shipping Address pane.
- 7) Complete the ordering process.