Define a Ship to Location

Overview
The purpose of this document is to provide information on how to define Ship to Locations in ESP Financials. The Ship to Location is used in Purchasing to populate the delivery address of goods and/or services.

Key Points
The role PO_BM is required to create Ship to Locations. Users need to create a primary Location before setting up a Ship To location. For details on naming Locations in ESP Financials please refer to Physical Location Codes.

Define a Ship to Location

Define a Primary Location

Step 1 Navigate to Location

Set Up Financials/Supply Chain – Common Definitions – Location – Location – Add a New Value

Enter a new Location Code and click Add
Step 2 Enter Location Details

Enter information to define the location.

Set ID: ANUID  Location Code: F035.2.221

**Define a Ship to Location**

Step 3 Navigate to Ship to Locations

Set Up Financials/Supply Chain – Product Related – Procurement Options – Purchasing – Ship To Locations – Add a New Value

Enter a **Location Code** (Created in Step 1) in the Ship to Location: field

Click **Add**
**Ship To Locations**

**Step 4** Enter a Description for the new Ship to Location and enter any special delivery instructions (if applicable).

**Step 5** Click [Sales/Use Tax](#) and enter the details as per screenshot below.
You will be prompted with the following message:

**Message**

Warning -- Either the Certificate ID or its ending date are not specified.
(10000,178)

The Certificate ID and its Expiry / End Date are expected when Tax Exempt is chosen. Press "Cancel" to go back and enter the details or press "OK" to save as it is.

Click **OK**

The Ship to Location will now be available for selection when creating a Purchase Order.