

Enterprise Procurement

Please select the appropriate section for your requirement:

1. Adding a new Location or Ship-to address
2. Amending an existing Location or Ship-to address

Information

Location and Ship-to codes in UniFi are two separate but linked entities:

Location codes is the primary function that holds addresses in UniFi. Location codes are generally used for assigning addresses where assets are located. This is done according to building and floor level but does not go down to the room level.

Ship-to codes are used for postal and delivery addresses. Ship-to codes derive their address lines from the Location code; therefore, for every ship-to address, there is a Location address.

Construction of a Location or Ship-to Code:

XX	XXXX	X	XX	X
Site ID	Building number	A, B or _	Level	This field is populated by a letter. The first created will be an A, the second a B and so on.

Eg. Level 3 of JD Story Building at St Lucia is coded as 010061_03

01	0061	_	03	A
St Lucia	JD Story Building	No suffix	Level 3	First code created for this building Level 3, so nominated as 'A'

Section 1: Adding a new Location or Ship-to Address

This section is to request a new Location or Ship-to address.

****Before applying to create a new location code or ship to location, have you searched Unifi for an existing code that meets your needs? Please use the below naming convention to do so****

1.1 Requester to complete

Requester's Name	
Organisational Unit	
Date	

Type of Application

- Location Code (for Assets)
- Ship-To Location (for mail or deliveries)

Do you wish this Location Code to be defaulted to a Business Unit

This will mean that if a requester doesn't input a ship to code in their order, the ship to for their BU will automatically default to this one.

- Yes Business Unit #
- No

2.2 Address Details

Org or Entity Name	
Building Name	
Building Number	
Floor Level	
Street Address	
Suburb	
Post Code	

Please email completed form to UQeMarket@uq.edu.au. Once enacted, a confirmatory email will follow. Please allow two (2) business days.

Section 2: Amending an existing Location / Ship-to Address

This section is for seeking to have a Location or ship-to address to be amended.

2.1 Requester to complete

Requester's Name	
Organisational Unit	
Date	

2.2 Location / Ship-to Address Amendment

Location / Ship-to code

Requested change

Please provide details of the change and the reason for the change

Please email completed form to UQeMarket@uq.edu.au. Once enacted, a confirmatory email will follow. Please allow two (2) business days.