DATE: 10.29.2020

SUBJECT: “Services” Ship To Address

Dear RealSource User,

While reviewing historical data, it seems some users are not aware of the university’s “services” Ship-To-Address. This address should be attached to requisitions that do not require the delivery of tangible items.

This Ship-To Address is called “No Shipment Required” (address code is 289). It should be added to most One-Time Payment requests (utilities, conferences, membership dues, stipends, honoraria, etc.), and purchase requisitions for most services (construction, hotel/event facilities, temporary personnel, consulting services, etc.).

Users can add the “No Shipment Required” Ship-to-Address to their Favorites list and easily toggle between Default and Favorites Ship-To Addresses throughout the day.

To add a Ship-To Address to your Favorites list or modify your Default Address, see pages 13-15 of the RealSource Help-Guide. If you need help or have questions, please contact the RealSource Help-Desk by email at RealSource@vcu.edu or by phone at 8-1077, Option 6.

Best regards and stay safe,

Procurement Services