Address Information Guidance

# Introduction

This is a guide for the Address Information to be gathered by an Agency for the implementation of OregonBuys.

# The following tables will provide basic detail on the required fields to create new addresses at the Organization, Department and Location levels. Further detail on these fields can be found at the online user manual in OregonBuys (under the “?” on the upper right corner of the screen).

# Organization Address

The following are fields for creating a new Organization and its address information. There is only one address for an Organization, and it is recommended to use the official address for the Agency.

|  |  |
| --- | --- |
| Field | Description |
| Organization ID | 10-digit alpha numeric ID. Once set, it cannot be changed. |
| Organization Name | The Organization’s full name. |
| Organization Label | Dropdown Default Type. |
| Address | The Address of the Organization. There are additional fields for entering any additional street-level address data. |
| Country | The country where the Organization is located. |
| City | The city where the Organization is located. |
| State | The state where the Organization is located. |
| ZIP | The zip code where the Organization is located. |

# Department Address

The following fields are used for creating a new Department address for an existing Department. These Addresses are used as Ship To and Bill To Addresses in OregonBuys. They are included (via pull down menus) on Requisitions and Purchase Orders.

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| --- | --- |
| Field | Description |
| Department Suffix ID | 5-digit alpha numeric ID. Once set, it cannot be changed. |
| Department Suffix Name | The Department’s full name. |
| Contact Name | Contact for the address. May be N/A |
| Address 1 | The Address for a Department. There are additional fields for entering any additional street-level Address data. |
| Country | The Country of the Address. |
| City | The City of the Address. |
| State | The State of the Address. |
| ZIP | The Zip Code of the Address. |
| Phone | Phone number for the Address. |
| Email | Email for the Department Address or contact person. |

# Location Address

Locations do not have specific addresses; instead they can be assigned specific Ship-to and Bill-to Addresses.

|  |  |
| --- | --- |
| Field | Description |
| Ship-to Department Address | Choose a destination Address using the lookup of existing Department addresses. |
| Bill-to Department Address | Choose a billing Address using the lookup of existing Department addresses. |