

NC E-Procurement **Address Change Request Form**
(For NC Buyers Only)

- This form is to be used **ONLY** to **edit or delete a Bill To** or **add, edit or delete a Ship To** address

Identify Request Type as Either:

Bill To Address or Ship To Address

Identify Required Action as Either:

Add Edit Delete

Entity #: _____ User Group Code: _____

Entity Name: _____

Address Name: _____
(address name will appear as 1st line of the ship to address)

Street Line 1: _____
(each line may only contain 50 characters)

Street Line 2: _____

Street Line 3: _____

City: _____

Zip: _____ - _____

Phone Number: _____
(general phone number for this ship to address)

Fax Number: _____
(general fax number for this ship to address)

Enter **Updated Address Information **HERE:****

Address Name: _____
(address name will appear as 1st line of ship to address)

Street Line 1: _____
(each line may only contain 50 characters)

Street Line 2: _____

Street Line 3: _____

City: _____

Zip: _____ - _____

Phone Number: _____
(general phone number for this ship to address)

Fax Number: _____
(general fax number for this ship to address)

Security Administrator Use Only

Comments: _____

Security Administrator Name: _____ Phone Number: _____

Signature: _____

Help Desk Use Only

User Login ID: _____ Date Added: _____

Comments/Actions: _____

CSR Name: _____ Signature: _____

Please fax this form to NC E-Procurement Help Desk at 919-424-1975 or email
ephelpdesk@its.nc.gov

Questions About this Form? Please contact the NC E-Procurement @ Your Service Help Desk at 1-888-211-7440
or via email at ephelpdesk@its.nc.gov