
HOW TO GUIDE: SHIP TO LOCATIONS

Last Updated May 17, 2019

Ship To Locations are the location IDs for receiving supplier shipments. In Core these location IDs are 10 digit numeric codes. Ship To Locations are required when requesting a Requester or Buyer role through the CO-1092 process (see Financial Appendix).

To look up Ship To Locations navigate to:

[Set up Financial/Supply Chain](#)>[Product Related](#)>[Procurement Options](#)>[Purchasing](#)>[Ship To Locations](#)

The screenshot shows the Core-CT web application interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Core-CT Financials > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations. Below the breadcrumb is the Core-CT logo and a search bar with a 'Navigator' dropdown and a search input field. To the right of the search bar are links for 'Advanced Search' and 'Last Search Results'. Below the search bar is a navigation menu with buttons for 'My HR', 'Finance', 'Core-CT Help', and 'STARS'. The main content area is titled 'Ship To Locations' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The 'Search Criteria' section includes three search fields: 'SetID' with a dropdown menu and a search icon, 'STATE' with a search icon, and 'Ship To Location' with a 'begins with' dropdown and a search icon. Below these fields are two checkboxes: 'Include History' and 'Case Sensitive'. At the bottom of the search criteria section is a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. At the very bottom of the search area are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

HOW TO GUIDE: SHIP TO LOCATIONS

Last Updated May 17, 2019

Enter the SetID of STATE. To narrow down the search results enter an Agency acronym (ex. OSC) in the Description field. Click Search to view the results.

Ship To Locations

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

SetID = STATE

Ship To Location begins with

Description begins with OSC

Include History Case Sensitive

Limit the number of results to (up to 300):

Search
Clear
Basic Search
 Save Search Criteria

Search Results

View All First ⏪ 1-13 of 13 ⏩ Last

SetID	Ship To Location	Description
STATE 0430000006	OSC 101 East River Dr, CORE-CT	
STATE 0640000162	OSC 55 Elm St. Accts Payable	
STATE 0640000167	OSC 55 Elm St. Benefits	
STATE 0640000169	OSC 55 Elm St. Bud & Fin. Anly	
STATE 0640000161	OSC 55 Elm St. Business Office	
STATE 0640000171	OSC 55 Elm St. Exec. Office	
STATE 0640000164	OSC 55 Elm St. Info Technolgy	
STATE 0640000170	OSC 55 Elm St. MERF	
STATE 0640000165	OSC 55 Elm St. Payroll Servcs.	
STATE 0640000168	OSC 55 Elm St. Personnel	
STATE 0640000163	OSC 55 Elm St. Policy Services	
STATE 0640000166	OSC 55 Elm St. Retirement	
STATE 0640000561	OSC 55 FARMINGTON 8TH FLOOR	

HOW TO GUIDE: SHIP TO LOCATIONS

Last Updated May 17, 2019

Clicking on a Ship To Location in the Search Results will display the Ship To Locations page.

Ship To Locations

SetID STATE Ship To Location 0430000006 OSC 101 East River Dr, CORE-CT

Ship To Details Find | View All First 1 of 1 Last

Effective Date	01/01/1900	Status	Active
Description	OSC 101 East River Dr, CORE-CT	Short Desc	CoreCT
Distribution Network SetID		Distribution Network Code	
Inventory Unit		Receiving Business Unit	
Region SetID		Region Code	

External Interface: Send Expected Receipt
Delivery Instructions: Copy To Transactions Send to Supplier

Sales/Use Tax Supplier Order Location

Note - If a new Ship To Location is required use the link below to access the request form.

<https://www.core-ct.state.ct.us/financials/po/Default.htm>