



North Carolina Department of Public Safety

Please note: Form must have all information and required signatures.
An incomplete form will be returned and delay processing

E-Procurement Address Maintenance Form

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

NOTE: A Ship-To Address must also be added in NCAS.

Maintenance Type:

Add New Location

Edit Location Address

Delete Location Address

Ship-To-Code: _____ (Leave blank if this is a new location) **Enter UPDATED Address Information HERE:**

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

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

Street Address Line 1: _____

Street Address Line 1: _____

Street Line 2: _____

Street Line 2: _____

Street Line 3: _____

Street Line 3: _____

City: _____

City: _____

Zip _____ - _____

Zip _____ - _____

Phone Number: _____
(general phone # for this address)

Phone Number: _____
(general phone # for this address)

Fax Number: _____
(general fax # for this address)

Fax Number: _____
(general fax # for this address)

*Is this a new Central Receiving Address? Yes No

**NCID User ID(s) to be assigned to the new Central Receiving Group: _____
(at least one user must be specified)

(Signature)

(Date)

To be completed by Purchasing & Logistics Procurement Support Services

SHIP-TO- CODE Assigned to New Location: _____

E-Procurement Action #: _____

(Signature)

(Date)

Send all Forms to: Purchasing & Logistics
3030 Hammond Business Place - 4227 MSC
Raleigh, NC 27699-4227
Email: PLSupport@ncdps.gov Fax: 919-715-3731