

## HOW TO CHANGE DELIVERY OPTIONS IN GATEWAY

1. After finalizing your cart, you will be able to update the **Delivery Options** at the bottom of the **Address** section of the **Summary** tab.

Summary		Accounting Codes	Equipment Management	Purchase Details	Supplier Info	Taxes/S&H	
Hide header							
<b>Order Info</b>				<b>Addresses</b>			
Cart Name	2013-04-19 naomi_recania 01 DCGTUN			<b>Bill To</b>		<input type="button" value="edit"/>	
Description	no value			Accounts Payable Department			
Prepared by	Naomi Recania			University of California, Santa Barbara			
Prepared for	Naomi Recania			3201 Student Affairs and Administrative Services Building (SAASB)			
				Santa Barbara, CA 93106-2040			
				United States			
<b>PO Clauses</b>				<b>Ship To</b>			
PO Clauses				ATTN: Naomi Recania			<input type="button" value="edit"/>
001 UC Terms and Conditions				Room No.			
002 UC Terms and Conditions				Materials Research Lab			
004 UC Terms and Conditions				2046 Materials Research La			
				University of California, Santa Barbara			
				Santa Barbara, CA 93106-5121			
				United States			
				<b>Delivery Options</b>			
				Ship Via		Best Carrier-Best Way	
				Req Delivery		no value	
				<input type="button" value="edit"/>			

2. Click **“Edit”** next to **Delivery Options**.
3. A pop-up window will appear where you can select the type of delivery:

**Delivery Options**

Ship Via

Req Delivery

Best Carrier-Best Way (selected)

Best Carrier-Customer Pickup

Best Carrier-Freight; Domestic

Best Carrier-Freight; International

Best Carrier-Next Day

Best Carrier-Standard Delivery

Best Carrier-Standard Overnight

Best Carrier-UPS

Best Carrier-Vendor Truck

UPS-Second Day

Or, input the requested delivery date:

**Delivery Options**

Ship Via

Best Carrier-Best Way

Req Delivery

mm/dd/yyyy

4. Click **“Save”**.