



# CHANGING YOUR BRANCH AND SHIP-TO

MODULE #4

These instructions cover the steps for changing the branch and/or ship-to location in Lumbermen's GO.

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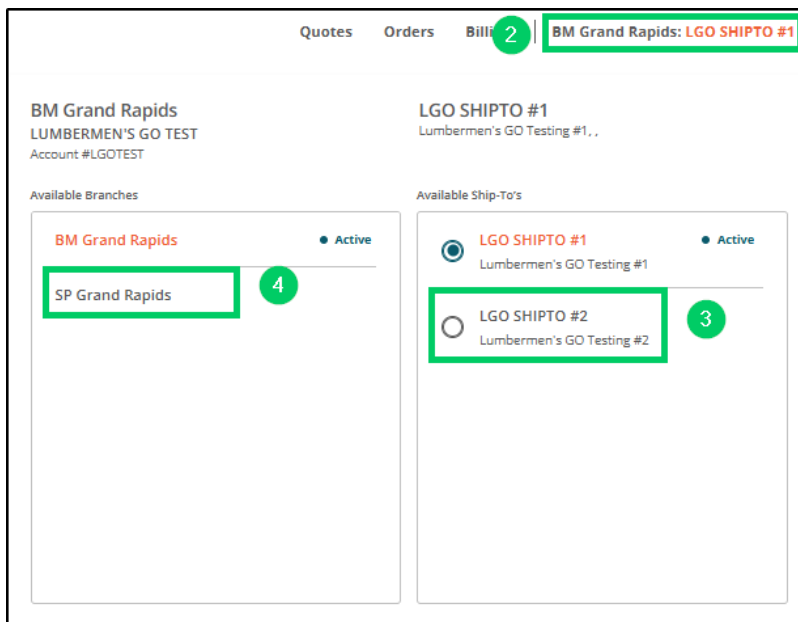
## Branch vs. Ship-To

To clarify terms in this document:

- **Branch** = Lumbermen's division that you are ordering materials from. The materials displayed on Lumbermen's GO will differ based on which branch is selected
- **Ship-To** = Customer's location placing the order

## Changing your Branch or Ship-To

- 1) The currently selected branch and ship-to location are displayed in the top right corner of the screen.
- 2) Click on either the branch or ship-to in the top right corner to open the selection menu.
- 3) To change only the ship-to:
  - a. Select the desired ship-to location from the rightmost column.
- 4) To change the branch:
  - a. Select the desired branch from the leftmost column.
  - b. Then, select the appropriate ship-to from the rightmost column.



- 5) The system will update, and the products displayed will adjust based on the selected branch.

## Changing Ship-To at Checkout

1. Your cart is ship-to specific, meaning it is tied to the ship-to location selected at the time of adding items.
2. If you have already filled your cart but realize you are in the wrong ship-to location:
  - a. Proceed with starting your order.
  - b. On the order details screen, use the dropdown to select a different ship-to location from those available to you.

The screenshot shows a checkout summary with the following details:

- Subtotal:** \$6,160.82
- Sales Type:** CUSTOMER PICKUP (Required)
- Ship Via:** PICK UP
- Ship-To:** A dropdown menu is open, showing three options: Lumbermen's GO Testing #1 (with an up arrow), Lumbermen's GO Testing #1, and Lumbermen's GO Testing #2.