

We have been working to resolve shipping issues that have arisen over time and have determined that the issue is with our Contact Line 3, as many of our suppliers are unable to accept more than two lines of contact information. We have determined that the extra contact line has caused numerous delivery issues and has been the reason that some packages have been returned.

Also we now know that our two main shipping carriers only have a certain number of address and contact lines available to use for shipments to campus.

We will be changing the layout on all Ship To addresses from 3 editable contact lines to 2 in Mid to Late March. We will be sending out a notice as soon as we have a confirmed date.

Once the system wide change goes live later this month Contact line 3 will be removed, but until then please leave this space blank in your default addresses. We highly recommend being proactive and making this change now to ensure you do not have any issues with your deliveries.

**Address Tips:**

- ❖ Please include either Room or the abbreviation RM with your room number
- ❖ Building names are already included in the address, do not enter it again
- ❖ Oregon State University is hard coded in, do not enter it again
- ❖ If you need to further customize your address, you will still have the first 2 contact lines to customize as needed.

**Current changes**

**Coming Soon**

**Checkout View**