

NIH POLICY MANUAL

6313-4 - Automatic Printing of "SHIP TO" Addresses on Purchase Orders

Issuing Office: OM/OALM/DSAPS 301-496-6071

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1. **Explanation of Material Transmitted:** This release **cancel**s Chapter 6313-4, Automatic Printing of "SHIP TO" Addresses on Purchase Orders.

This chapter that is being deleted provided guidance to Centralized/Decentralized Purchasing Agents and DELPRO Ordering Officials on how to automatically generate SHIP TO addresses for purchase orders to both campus and off-campus locations. This chapter is being deleted because the printing of "ship to" addresses on purchase orders has been incorporated into the New Business System (NBS).

2. **Filing Instructions:**

Remove: NIH Manual 6313-4 dated 7/1/02

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