

# 1

## How to:

Add a 'Ship To Address' for it to be available in the dropdown. Raise a SNOW ticket ([TIGER Project/Contract Request | ServiceNow \(service-now.com\)](#))

- Line 1 to **include the Client name and floor of the building or building name,** (column N)
- Line 2 should include the number and Street name (column O)
- City (column R)
- Postal code (column U)

# 2

Add requesters **telephone number**, via onetime set via [peopleservicesemea@cbre.com](mailto:peopleservicesemea@cbre.com) to add to their profile

## Adding a ship to address

1

Service Catalog > GWS Vendor Maintenance Requests > TIGER Project/Contract Request

TIGER Project/Contract Request

Please fill in all required fields to expedite the request of setting up or amending a project,  
[Tiger Project/Contract template.](#)  
[Project Master Template Guidance v1.00](#)

- To add a Location – you will need to submit a “Location Code Request”
- Raise a SNOW ticket ([TIGER Project/Contract Request | ServiceNow \(service-now.com\)](#))

3

Name: 95020-95020-CBRE GWS Lir

Country/Region: United Kingdom

\* Line 1: 61 Southwark Street

Line 2:

Line 3:

Line 4:

\* City: London

State: None

State ISO Code:

\* Postal Code: SE1 0HL

Creating a requisition on behalf of someone else will default the ship to address and some of the billing information. Please ensure they have the correct Ship to Address.

The ship to address will appear as follows:

2

G	M	N	O	R	T	U	AD
Enter abbreviated name up to 10 characters.			If Applicable		State/Province abbreviation	Zip or Postal Code (zip+4 is allowed)	Run GWS_CUSTOMER query for Customer ID
Short Description	Country	Address1	Address 2	City	State	Postal Code	Customer ID
Agilent Sa	USA	Britannia, 52 Lime Street	Floor 28th	London		EC3N 7AF	12G0000000014

- Open up the Tiger Project/Contract template – TAB Location
- Line 1 to include the Client name, building name/street (column N)
- Line 2 should floor of building if applicable (column O)
- City (column R)
- Postal code (column U)

Review Basket #190067 Edit

General Info | Basket Items | Approvers | Comments | History

Add Tag

General Info

Created By: Nikki Hartnoll

On Behalf Of: Denise Gard

Assigned to: None Assign

Ship To

\* Address: Britannia, 52 Lime Street  
 Floor 28  
 London  
 EC3M 7AF  
 Location Code: 50500-5050004615