**A picture containing the EA logo**

**EA One system Amend default location request form**

**ALL FIELDS ARE MANDATORY; INCOMPLETE FORMS CANNOT BE PROCESSED**

**Use this form if the Location you want goods to be delivered to is setup in Oracle but is not the default location setup in your user account.**

**If the location has not be setup, please complete *Proc003 Location setup – correction form* in addition to this form.**

**Information about you**

This information will enable us to find you on the system

|  |  |
| --- | --- |
| Your Oracle Username (i.e. 8-digit number you use to log on) |  |
| Your Full Name (from your payslip) |  |

**Default “DELIVER TO” LOCATION incorrect**

|  |  |
| --- | --- |
| Current default deliver to location on the system (as displayed in EA iProcurement) |  |
| Correct deliver to location (as displayed in EA iProcurement) |  |

\* Please note if you have changed location you may need to update your cost centre, please complete the table below.

**Default EA Oracle Cost Centre incorrect**

|  |  |
| --- | --- |
| Current cost centre on the system |  |
| Correct cost centre |  |

Reason for change

|  |
| --- |
|  |

**What to do when you have completed the above information**

Please forward this form to your line manager for approval.

|  |  |
| --- | --- |
| For School staff | Your line manager should then forward the form to [EAOneHelpdesk@eani.org.uk](mailto:EAOneHelpdesk@eani.org.uk)  The e-mail should state:  I authorise the changes to be made on the EA One system in accordance with the information in the attached form. |
| For Headquarter Staff | Your line manager should then submit the form via a KACE help call to EA One Master Data Team  The KACE ticket subject should state username to be setup as well as their employee number.  The ticket description should include I authorise the changes to be made on the EA One system in accordance with the information in the attached form. |

Please note that

* the form should be submitted by the *new* approver/line manager
* if you have changed role, then it is likely that *both* your approver and your deliver to location will need to be updated.
* the organisational structure is currently quite fluid, and we may need to carry out some additional checks before we can action your request.