**A picture containing the EA logo**

**EA One system New Location Setup request form**

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

Please can you check if the Location is setup before completing this form.

To check:

* Click into the Shopping Cart.
* Click on the magnifying glass to the right of the Deliver-to-Location field.
* In the Search and Select screen, enter the first few letters of the Location required or put part of the location name with % at either end to narrow down search. Please use upper case.

e.g. ABC Primary School, Abctown, can searched in several ways:

- %ABC% and click ‘Go’, or

- %ABCTOWN% and click ‘Go’, or

- %ABC%ABCTOWN%

**If the location is not there or needs amended, please complete all fields below**

|  |  |
| --- | --- |
| Location Name on Oracle (EA, Procurement) |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Town/City |  |
| Post code |  |
| Country |  |
| Location Telephone Number |  |

**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 <mailto:>[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  Ma  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. |