MT Guide: Managing supply requests

How do I enter a temporary address?

If a patient indicated that a temporary address needs to be used for shipping, you can enter this information in the supply request. This does not update the patient's permanent address on file.

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Step-by-step instructions

Edit a shipping address for an individual supply request

- 1. On the Supply request page, in the Shipping section, click **Edit**.
- Enter the temporary address you want to use for this supply request.
 Note: Do not select the Update patient's profile with the above shipping address check box.
- 3. Click Save.