

HOW TO CHANGE DELIVERY OPTIONS IN GATEWAY

1. After finalizing your cart, you will be able to update the **Delivery Options** at the bottom of the **Address** section of the **Summary** tab.

The screenshot shows the 'Summary' tab of a gateway system. The 'Order Info' section includes fields for Cart Name (2013-06-13 weakliem), Description (no value), Prepared by (Paul Weakliem), Prepared for (Paul Weakliem), and Share cart. The 'Addresses' section is divided into 'Bill To' and 'Ship To' sections, both with 'edit' buttons. The 'Ship To' address is: ATTN: Paul Weakliem, Room No. 3241, California NanoSystems Ins, Elings Hall, University of California, Santa Barbara, Santa Barbara, CA 93106-6105, United States. There are also 'PO Clauses' listed as 001, 002, and 004, all with 'UC Terms and Conditions'. A 'view all clauses - (5)' link is visible at the bottom of the PO Clauses section.

2. Click **“Edit”** next to **Delivery Options**.
3. A popUp window will appear where you can select the type of delivery:

The screenshot shows the 'Delivery Options' pop-up window. It has a title bar with a question mark and a close button. The window contains two main sections: 'Ship Via' and 'Req Delivery'. The 'Ship Via' section has a dropdown menu open, showing a list of shipping options: Best Carrier-Best Way (checked), Best Carrier-Customer Pickup, Best Carrier-Freight; Domestic, Best Carrier-Freight; International, Best Carrier-Next Day, Best Carrier-Standard Delivery, Best Carrier-Standard Overnight, Best Carrier-UPS, Best Carrier-Vendor Truck, and UPS-Second Day. There is a 'Save' button at the bottom right of the window.

Or, input the requested delivery date:

The screenshot shows the 'Delivery Options' pop-up window with the 'Ship Via' dropdown set to 'Best Carrier-Best Way'. The 'Req Delivery' section has a date input field with a calendar icon and the placeholder text 'mm/dd/yyyy'. There are 'Save' and 'Cancel' buttons at the bottom of the window.

4. Click **“Save”**.