Managing the Ship-to Address in Your Profile

Adding addresses:

1. On the homepage, click Person Icon in the upper right-hand corner and select 'View My Profile'.

All 👻	Search (Alt+Q)	Q	119.90 USD	Ē	♡ №	₽
	Allysa Robins	on				User
Shopping Dashboard	View My Profile Dashboards Manage Searche Manage Search Set My Home Pa Search Help For	es Exports age A Solution				
	My Recently Con My Recently Con	npleted Req npleted Purc	uisitions chase Orders			4 2 Logout

2. Expand 'Default User Settings' from the menu on the left. Then select 'Default Addresses'.

Allysa Robinson		User's Name, Phone Number, Email, etc.			
Jser Name AWBIRCHE		First Name	Allysa		
		Last Name	Robinson		
Jser Profile and Preferences	<	Phone Number *	+1 336-334-5997	ext.	
User's Name, Phone Number, Ema	ail, etc.		International phone numb	ers must begin with +	
Language, Time Zone and Display App Activation Codes	/ Settings	Mobile Phone Number	+1 336-214-4427		
Early Access Participation			International phone numb	ers must begin with +	
Jpdate Security Settings	>	E-mail Address *	awbirche@uncg.edu		
Default User Settings	 	a+			
Custom Field and Accounting Coo	de Defaults	Department ~	Procurement Services	s (Purchasing & Risk Manageme	
Default Addresses		Position	~		
Cart Assignees					
Payment Options		Authentication Method	SAML 🗸		
User Roles and Access	>	User Name *			
Ordering and Approval Settings	>		AMBINOTIL		

3. Click the Select Addresses for Profile button.

Default Addresses	
Ship To Bill To	□?
Select an address to edit	Select Addresses For Profile
Shipping Addresses	
FCSV99	•

4. In the Nickname/Address field, enter part of your street address or your building name. Click Search. From the address choices listed, click the radio button next to the new ship-to-code of the address you want to add. *The new ship-to-code will have an alphanumeric code.*

Def	fault	Add	resses
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Ship To Bill To		
		□ ?
Select an address to edit		Select Addresses For Profile
Shipping Addresses		Address Search
FCSV99	-	
IT CHIP99		Text
PURC99		Results Per Page 10 🗸
		Search
		Addresses Found: 1 Addresses Found: 1
		Name Address
	Ŧ	PURC99 Contact Name Phone +1 336-334-5997 Email awbirche@uncg.edu UNCG-Procurement Services Add Nacle Charlenge

5. In the Contact Name field, enter your name and room number. Abbreviate as needed so as not to exceed 25 characters, including spaces. If this is your default address, click the Default box. A default address is the one you use the most frequently, but a different address can be chosen when the requisition is created. Click Save.

Ship To Bill To					
			□ ?		
Select an address to edit		Selec	t Addresses For Profile Delete Address		
Shipping Addresses		to edit.			
FCSV99	*	Nickname	PURC99		
IT CHIP99		Default			
PURC99		Current Default Address	PURC99		
		ADDRESS			
		Contact Name *	A. Robinson Suite203- RM203G		
		Phone	+1 336-334-5997		
		Email *	awbirche@uncg.edu		
		Address Line 1	UNCG-Procurement Services		
	Ψ.	Address Line 2	840 Neal St		
		City	Greensboro		
		Zip Code	27403		
		Country	United States		
			Save		

6. The address is now saved in your profile under **Shipping Addresses**.

Default Addresses			
Ship To Bill To			
Select an address to edit		Select A	Addresses For Profile
Shipping Addresses		Select an Address to	edit.
FCSV99	*	Nickname	PURC99
IT CHIP99		Default	✓
PURC99		Current Default Address	PURC99
		ADDRESS	
		Contact Name *	A. Robinson Suite203
		Phone	+1 336-334-5997
		Email *	awbirche@uncg.edu
	_	Address Line 1	UNCG-Procurement S
	Υ.	Address Line 2	840 Neal St
		CITY	Greensboro
		Zip Code	27403
		Country	United States
			Save

Removing Old Addresses

1. Go to 'Default Addresses' (by repeating steps 1-3 in Adding Addresses)

My Profile 🕨 User's Name, Phone Number, Email, etc.					
Allysa Robinson	User's Name, Phone	User's Name, Phone Number, Email, etc.			
User Name AWBIRCHE	First Name	Allysa			
	Last Name	Robinson			
User Profile and Preferences « User's Name, Phone Number, Email, etc.	Phone Number *	+1 336-334-5997 ext.			
Language, Time Zone and Display Settings App Activation Codes Early Access Participation	Mobile Phone Number	International phone numbers must begin with + +1 336-214-4427 International phone numbers must begin with +			
Update Security Settings	E-mail Address *	awbirche@uncg.edu			
Default User Settings Custom Field and Accounting Code Defaults	Department *	Procurement Services (Purchasing & Risk Management)			
Default Addresses	Position	•			
Payment Options	Authentication Method	SAML ¥			
User Roles and Access > Ordering and Approval Settings >	User Name *	AWBIRCHE			

2. Click the Address you would like to remove. Then Click 'Delete Address'.

Default Addresses

Ship To Bill To			
u			□ ?
Select an address to edit		Selec	t Addresses For Profile Delete Address
Shipping Addresses		Select an Address	to edit.
FCSV99 IT CHIP99 PURC99	*	Nickname Default Current Default Address	IT CHIP99
		ADDRESS	
		Contact Name *	ITS Campus HW Prgm, Rm 102
		Phone	+1 336-334-5997
		Email *	awbirche@uncg.edu
		Address Line 1	UNCG-CHIP
	*	Address Line 2	611 Forest St
		Address Line 3	McNutt Bldg
		City	Greensboro
		Zin Code	27412
		Country	United States
			Save