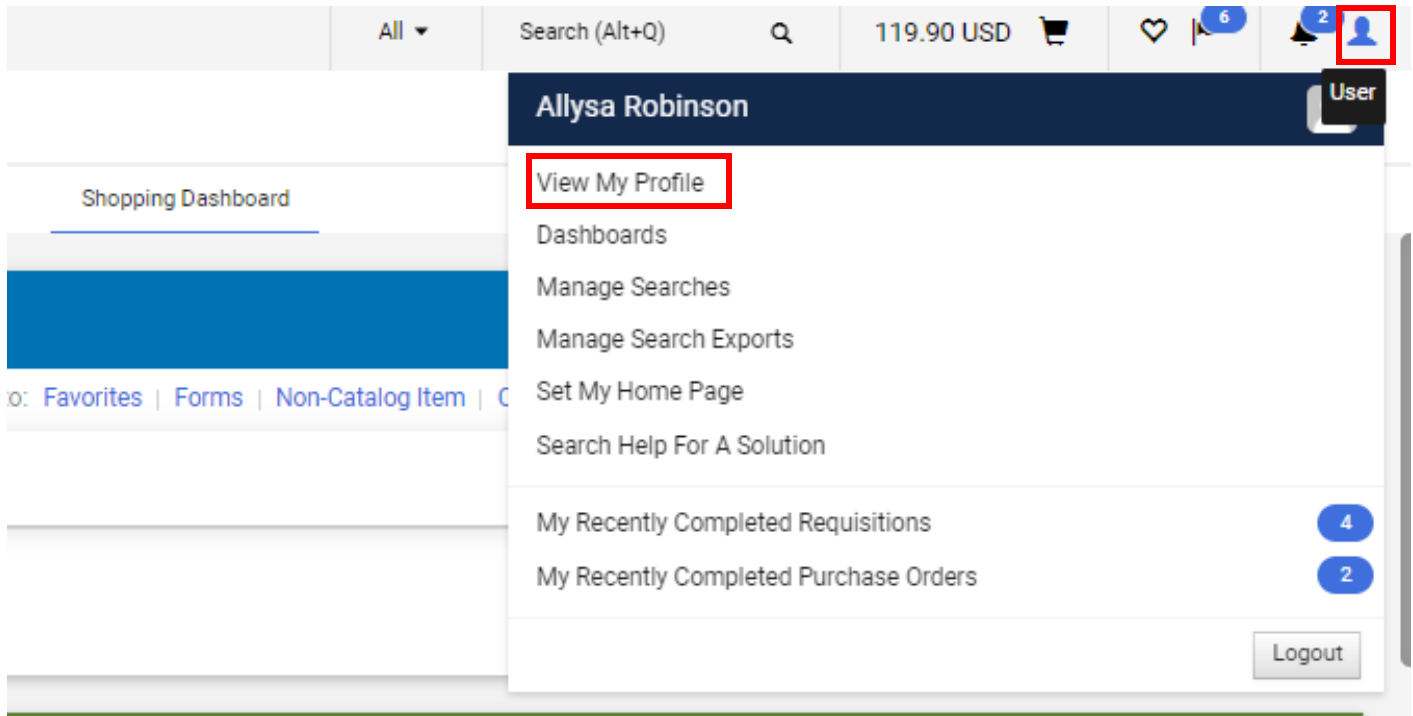


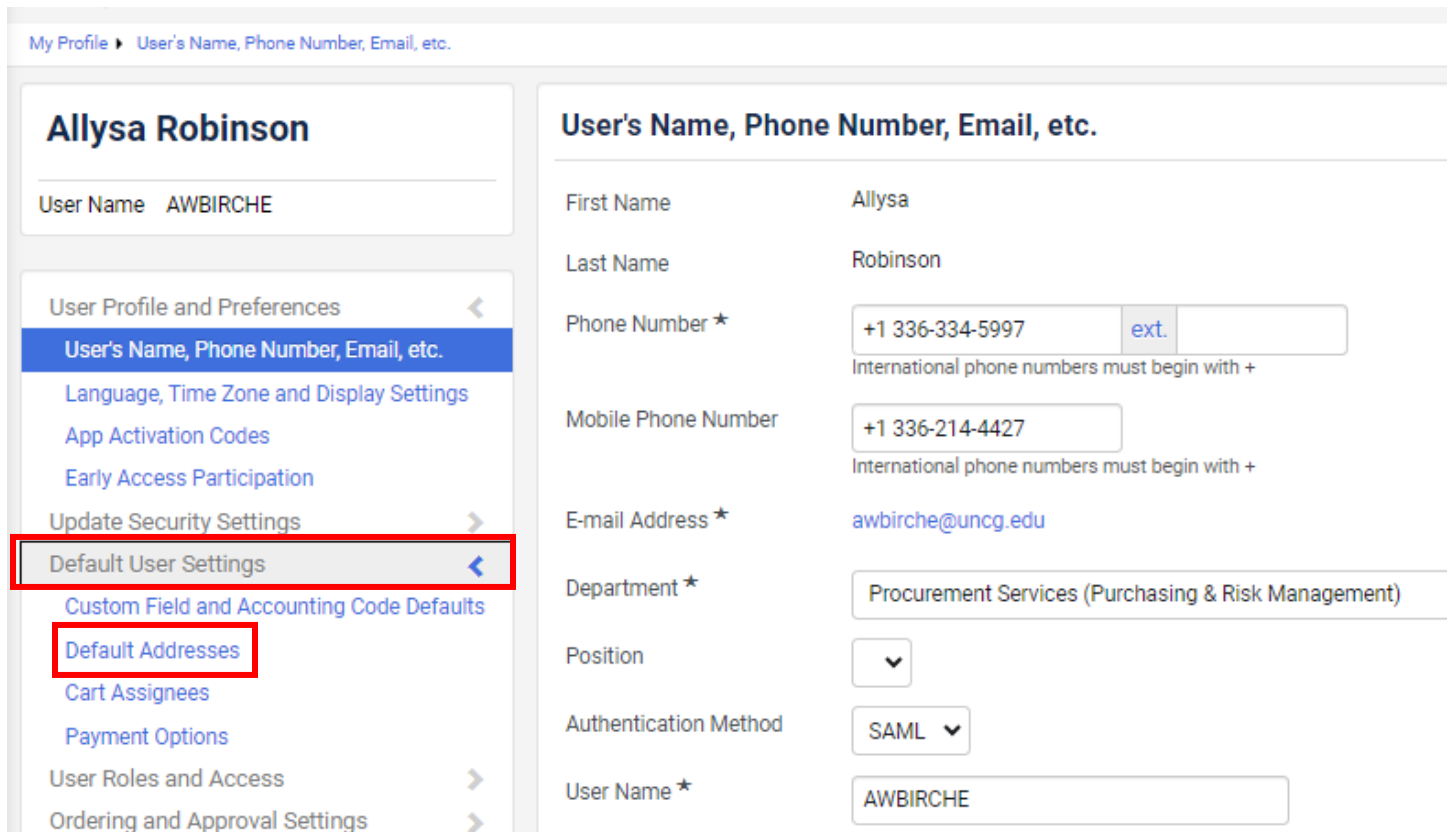
Managing the Ship-to Address in Your Profile

Adding addresses:

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



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



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.**

Default Addresses

Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses For Profile

Shipping Addresses

FCSV99

IT CHIP99

PURC99

Address Search

Nickname / Address

Text

Results Per Page 10

Search

Addresses Found: 1 Page 1 of 1

Name	Address
<input type="radio"/> PURC99	Contact Name Phone +1 336-334-5997 Email awbirche@uncg.edu UNCG-Procurement Services

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.**

Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses For Profile **Delete Address**

Shipping Addresses

FCSV99

IT CHIP99

PURC99

Select an Address to edit.

Nickname

Default

Current Default Address

ADDRESS

Contact Name *

Phone

Email *

Address Line 1 UNCG-Procurement Services

Address Line 2 840 Neal St

City Greensboro

State NC

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 Addresses For Profile

Shipping Addresses	Select an Address to edit.
FCSV99	Nickname <input type="text" value="PURC99"/>
IT CHIP99	Default <input checked="" type="checkbox"/>
PURC99	Current Default Address PURC99
	ADDRESS
	Contact Name * <input type="text" value="A. Robinson Suite203"/>
	Phone <input type="text" value="+1 336-334-5997"/>
	Email * <input type="text" value="awbirche@uncg.edu"/>
	Address Line 1 <input type="text" value="UNCG-Procurement S"/>
	Address Line 2 <input type="text" value="840 Neal St"/>
	City <input type="text" value="Greensboro"/>
	State <input type="text" value="NC"/>
	Zip Code <input type="text" value="27403"/>
	Country <input type="text" value="United States"/>

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 Name AWBIRCHE

User Profile and Preferences <

User's Name, Phone Number, Email, etc.

Language, Time Zone and Display Settings

App Activation Codes

Early Access Participation

Update Security Settings >

Default User Settings <

Custom Field and Accounting Code Defaults

Default Addresses

Cart Assignees

Payment Options

User Roles and Access >

Ordering and Approval Settings >

User's Name, Phone Number, Email, etc.

First Name	Allysa
Last Name	Robinson
Phone Number *	<input type="text" value="+1 336-334-5997"/> <input type="text" value="ext."/> International phone numbers must begin with +
Mobile Phone Number	<input type="text" value="+1 336-214-4427"/> International phone numbers must begin with +
E-mail Address *	awbirche@uncg.edu
Department *	<input type="text" value="Procurement Services (Purchasing & Risk Management)"/>
Position	<input type="text" value="v"/>
Authentication Method	<input type="text" value="SAML"/> v
User Name *	<input type="text" value="AWBIRCHE"/>

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

Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses For Profile Delete Address

Shipping Addresses

FCSV99

IT CHIP99

PURC99

Select an Address to edit.

Nickname IT CHIP99

Default

Current Default Address PURC99

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

State NC

Zip Code 27412

Country United States

Save