Managing the Ship-to Address in Your Profile

Adding addresses:

1. On the homepage, click the down arrow next to your name in the upper RH corner and select ‘View My Profile’.

2. Expand ‘Default User Settings’ from the menu on the left.

3. Select ‘Default Addresses’ from the menu on the left.
4. Click the **Select Addresses for Profile** button.

5. In the **Nickname/Address field**, enter part of your street address or your building name. Click **Search**.

6. 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.**
7. In the **Contact Name** field, enter your name and room number. *Abbreviate as needed so as not to exceed 25 characters, including spaces.*

8. 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**.

9. The address is now saved in your profile under **Shipping Addresses**.
10. To add more addresses, repeat Steps 3-7. Only one address can be the default at a time, but all addresses in the profile list will be available for you to choose when creating your requisition in the Proceed to Checkout step.

Removing Old Addresses

1. Go to “Default Addresses” (by repeating steps 1-3 in Adding Addresses)
2. Click the Address you would like to remove

3. Click “Delete Address”