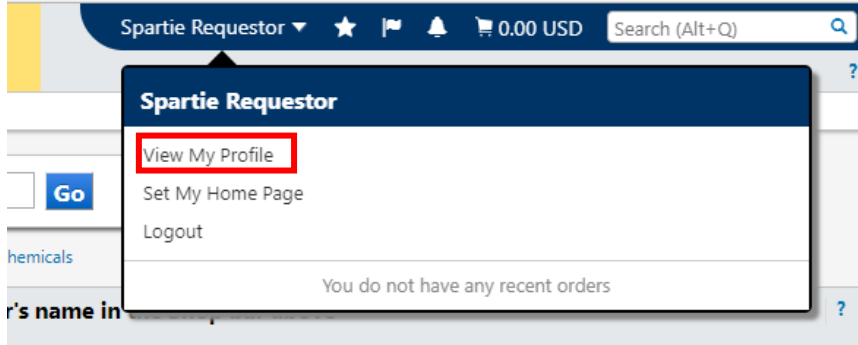


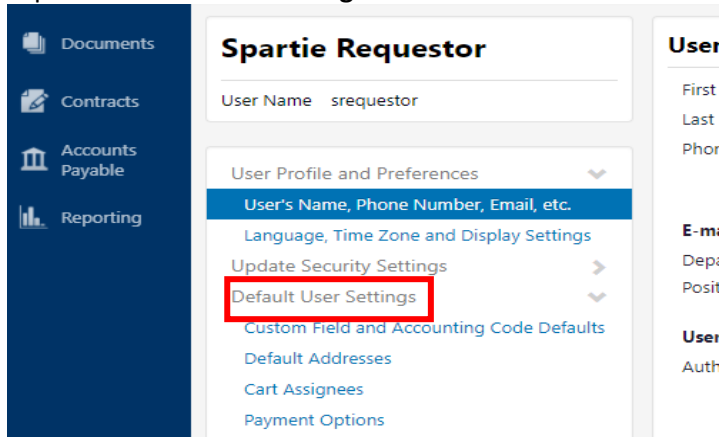
## Managing the Ship-to Address in Your Profile

### Adding addresses:

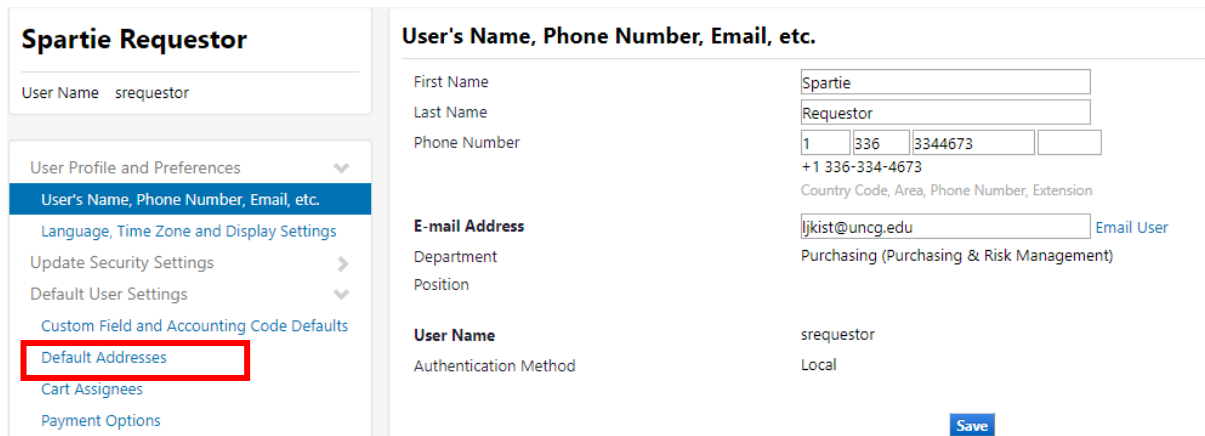
1. On the homepage, click the down arrow next to your name in the upper RH corner and select **'View My Profile'**.



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.

**Spartie Requestor**  
User Name requestor

User Profile and Preferences >  
Update Security Settings >  
Default User Settings >  
Custom Field and Accounting Code Defaults  
**Default Addresses**  
Cart Assignees

**Default Addresses**

No addresses defined in profile.

Ship To Bill To

Select an address to edit

No addresses defined in profile.

**Shipping Addresses**

**Select Addresses for Profile**

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

Select an address to edit

No addresses defined in profile.

**Shipping Addresses**

**Address Search**

Nickname / Address

Text

Results Per Page 10

**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.**

**Address Search**

Nickname / Address

Text

Results Per Page 10

**Search**

Addresses Found: 2 Page 1 of 1

Name	Address
<input type="radio"/> 191	Contact Name INACTIVE Phone +1 336-334-4673 Email ljkest@uncg.edu Purchasing Department 1100 W. Market St, Rm 240 Greensboro, NC 27412 United States
<input checked="" type="radio"/> PURC99	Contact Name Phone +1 336-334-4673 Email ljkest@uncg.edu UNCG-Purchasing 840 Neal St Greensboro, NC 27403 United States

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

Select an Address to edit. ?

Nickname PURC99

Default

Current Default Address ---

**A D D R E S S**

**Contact Name** S Requestor, Rm 1234

Phone +1 336-334-4673

**Email** ljkist@uncg.edu

**Address Line 1** UNCG-Purchasing

**Address Line 2** 840 Neal St

**City** Greensboro

**State** NC

**Zip Code** 27403

**Country** United States

Save

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**.

Select an Address to edit. ?

Nickname PURC99

Default

Current Default Address ---

**A D D R E S S**

**Contact Name** Spartie Requestor, Rm1234

Phone +1 336-334-4673

**Email** srequestor@uncg.edu

**Address Line 1** UNCG-Purchasing

**Address Line 2** 840 Neal St

**City** Greensboro

**State** NC

**Zip Code** 27403

**Country** United States

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.

The screenshot shows a 'Ship To' form with a dropdown menu for address selection. The dropdown is open, showing three options: PURC99 (selected), 139, and AADS99. The form includes fields for Contact Name, Phone, Email, Address Line 1, Address Line 2, City, State, Zip Code, and Country. A 'Save' button is visible at the bottom.

Field	Value
Shipping address	select from your addresses
Address Details	
Contact Name	S. Requestor, Rm 1234
Phone	+1 336-334-4673
Email	ljikist@uncg.edu
Address Line 1	UNCG-Purchasing
Address Line 2	840 Neal St
City	Greensboro
State	NC
Zip Code	27403
Country	United States

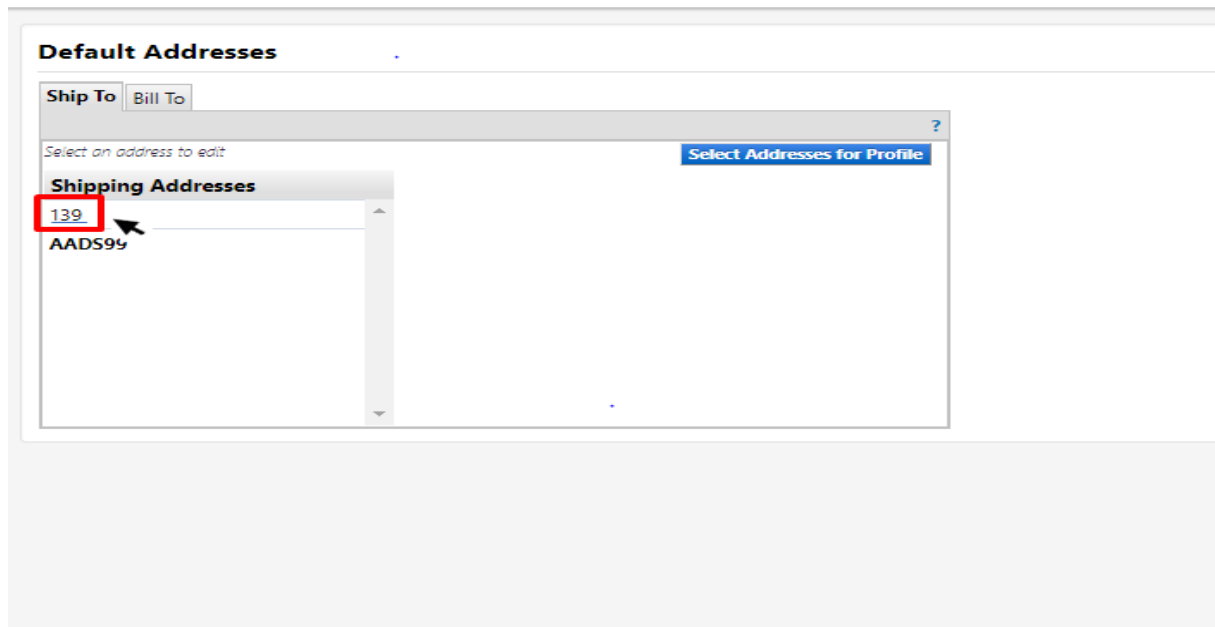
## Removing Old Addresses

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

The screenshot shows the 'Default Addresses' page. The 'Shipping Addresses' list is visible, containing three entries: 139, AADS99, and PURC99. The 'Default Addresses' menu item in the left sidebar is highlighted with a red box. A 'Select Addresses for Profile' button is visible in the top right corner of the address selection area.

Shipping Addresses
139
AADS99
PURC99

2. Click the Address you would like to remove



3. Click "Delete Address"

