

MANAGING SHIP-TO ADDRESS IN THE USER PROFILE

The shipping address identifies where the supplier should ship the item(s). UVU has a central receiving address and all orders should be sent there. Exceptions to this will be determined by the buyer. Central Receiving is set as the default ship to in your profile. Office Depot and Staples have desk top delivery therefore you must select your department's ship to address for them. You can set your department ship to address as a favorite and choose it when placing an order at Office Depot or Staples. It is important to note that your requisition will be automatically returned if you use the wrong shipping address on it.

STEP-BY-STEP

1. Click your name in the upper right hand bar. Choose **View my profile**.
2. Got to **Default User Settings > Default Addresses**.
3. To add a new address, press the **Select Addresses for Profile** button.
4. To select an address using the search interface, use the following steps:
 - a. Enter your department name or room number in the **Nickname/Address Text** field. Mail codes are not used and will not return results.
 - b. Press the **Search** button.
 - c. Select the radio button adjacent to the address desired.
 - d. Press the **Save** button to save changes. The selected address displays in the Shipping Addresses list box.
5. To delete an address, select the address and click the **Delete** button. Do not delete the receiving address, it must be your default.