

Default Shipping Address

Search for an address

1. SELECT your name
2. SELECT **'View My Profile'**
3. From the menu, choose **'Default Addresses'**

Default Addresses

Ship To Bill To

Select an address to edit [Select Addresses for Profile](#)

Shipping Addresses

SV120

Address Search

Nickname / Address Text:

Results Per Page: 10

[Search](#)

Addresses Found: 1 Page 1 of 1

Name	Address
<input checked="" type="radio"/> SV120	Attn: Phone: Purchasing SV120 3401 N Tillotson Ave Muncie, IN 47306 United States

[View My Name and Profile](#)

View My Profile

Dashboards

Set My Home Page

Logout

Search Help For A Solution

My Pending Requisitions

My Recently Completed Requisitions

My Pending Purchase Orders

My Recently Completed Purchase Orders

Default Shipping Address

Saving your default shipping address

4. SELECT '**Addresses for Profile**'
5. ENTER a **Building Code/Room Number** in the empty text filed labeled, **Nickname/Address**.
6. SELECT **Search**
7. SELECT the address from the returned results. You may need to click through pages of result to find the needed address.

DEFAULT ADDRESSES

BUILDING CODE

SELECT BUILDING CODE

User Name

User Profile and Preferences >

Update Security Settings >

Default User Settings >

Custom Field and Accounting Code Defaults

Default Addresses

Cart Assignees

User Roles and Access >

Ordering and Approval Settings >

Permission Settings >

Notification Preferences >

User History >

Administrative Tasks >

Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses for Profile

Shipping Addresses

SV120

Address Search

Nickname / Address Text: SV120

Results Per Page: 10

Search

Addresses Found: 1 Page 1 of 1

Name	Address
<input checked="" type="radio"/> SV120	Attn: Phone: Purchasing SV120 3401 N Tillotson Ave Muncie, IN 47306 United States

Default Shipping Address

Saving your default shipping address

8. Now SELECT the checkbox to set this address as a default. You may change the nickname and that appears or leave it as is.
9. Next, SELECT Save

Enter Name and Phone

The screenshot shows a user interface for managing default addresses. On the left is a navigation menu with options like 'User Profile and Preferences', 'Update Security Settings', 'Default User Settings', 'Default Addresses', 'Cart Assignees', 'User Roles and Access', 'Ordering and Approval Settings', 'Permission Settings', 'Notification Preferences', 'User History', and 'Administrative Tasks'. The 'Default Addresses' section is active. The main area is titled 'Default Addresses' and has tabs for 'Ship To' and 'Bill To'. Below the tabs, there are buttons for 'Select Addresses for Profile' and 'Delete Address'. A 'Shipping Addresses' list shows one address, 'SV120'. The 'Edit Selected Address' panel is open, showing fields for 'Nickname' (SV120), 'Default' (checked), 'Current Default Address' (SV120), and 'ADDRESS' details: 'Attn:', 'Phone:', 'Address Line 1' (Purchasing), 'Address Line 2' (SV120), 'Address Line 3' (3401 N Tillotson Ave), 'City' (Muncie), 'State' (IN), 'Zip Code' (47306), and 'Country' (United States). A 'Save' button is at the bottom of the edit panel.