

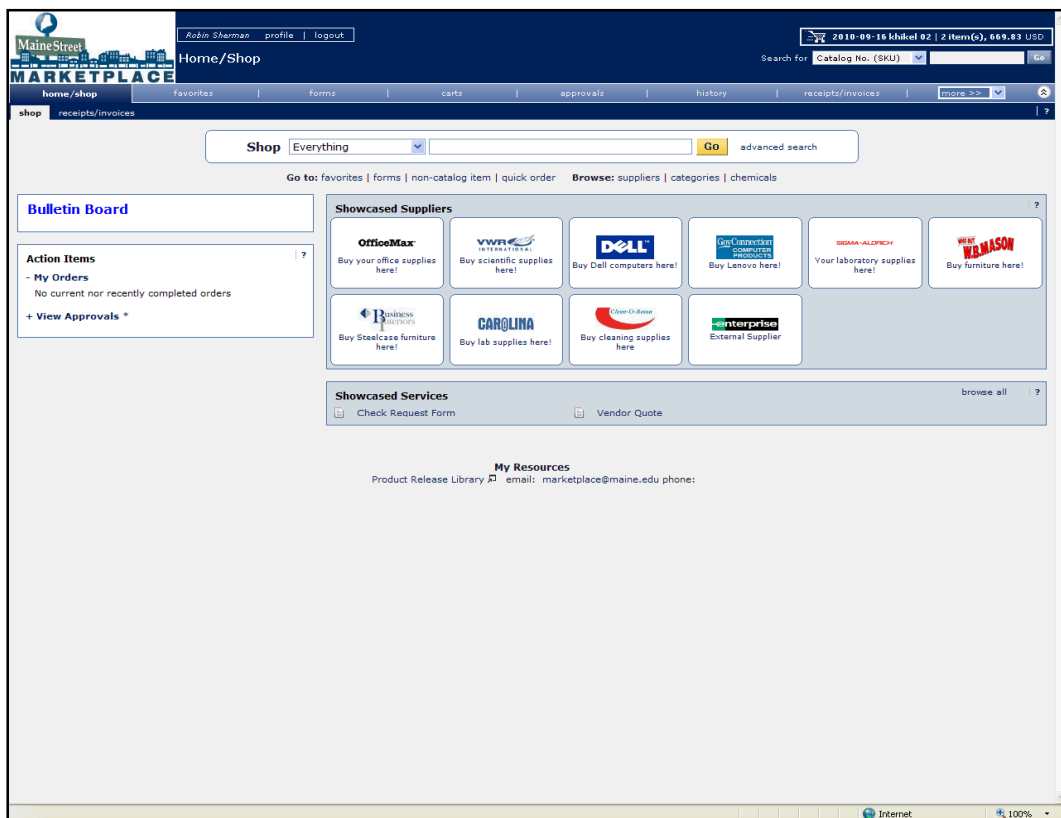


## Process Document Set Default Ship To Address

<b>Document Generation Date</b>	11/5/2010
<b>Date Modified</b>	11/6/2010 8:25:00 AM
<b>Last Changed by</b>	System Office

### Set Default Ship To Address

#### Procedure



Step	Action
1.	On your MaineStreet MarketPlace home page, click the <b>profile</b> link.

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Step	Action
2.	Click the <b>Purchasing</b> tab.



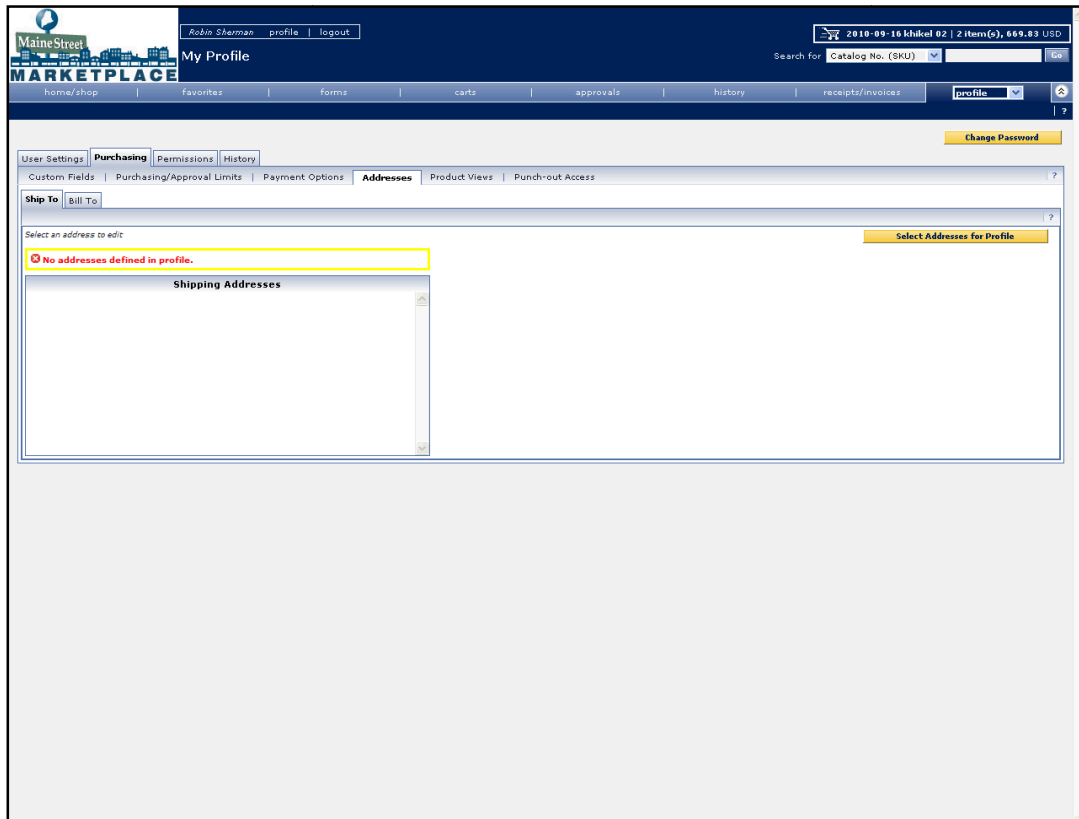
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The screenshot shows the 'My Profile' page in the MaineStreet Marketplace. The 'Addresses' tab is selected in the navigation menu. Below the navigation, the 'Purchasing' section is expanded, and the 'Custom Fields' sub-tab is active. A table displays a custom field named 'Purchasing Business Unit' with a default value of '8' and a description of 'UMS08'. An 'Edit' button is located at the end of the table row.

Step	Action
3.	Click the <b>Addresses</b> tab.

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Step	Action
4.	On the Ship To page, click the <i>Select Addresses for Profile</i> button to open the  dropdown



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Step	Action
5.	Click on the drop-down arrow in the <i>Select Address Template</i> field to lookup the address template for the ship to address that will appear on your purchase order.

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Step	Action
6.	In the Edit Selected Address section, you enter any information that will make delivery to your desk easier such as room, floor or suite.



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The screenshot shows the 'My Profile' page in the 'Addresses' section. A message indicates that no addresses are currently defined in the profile. The 'Edit Selected Address' form is displayed, showing the following details:

- Nickname: UMFK - Human Resource
- Default:
- Current Default Address: ---
- ATTN: Robin Sherman
- Rm/Pl/Ste: Room 213
- Contact Line 3: Human Resources
- Address Line 1: University of Maine at Fort Kent
- Address Line 2: Cyr Hall
- City: Fort Kent
- State: ME
- Zip Code: 04743
- Country: United States

Step	Action
7.	Click the <b>Save</b> button.
8.	<b>End of Procedure.</b>