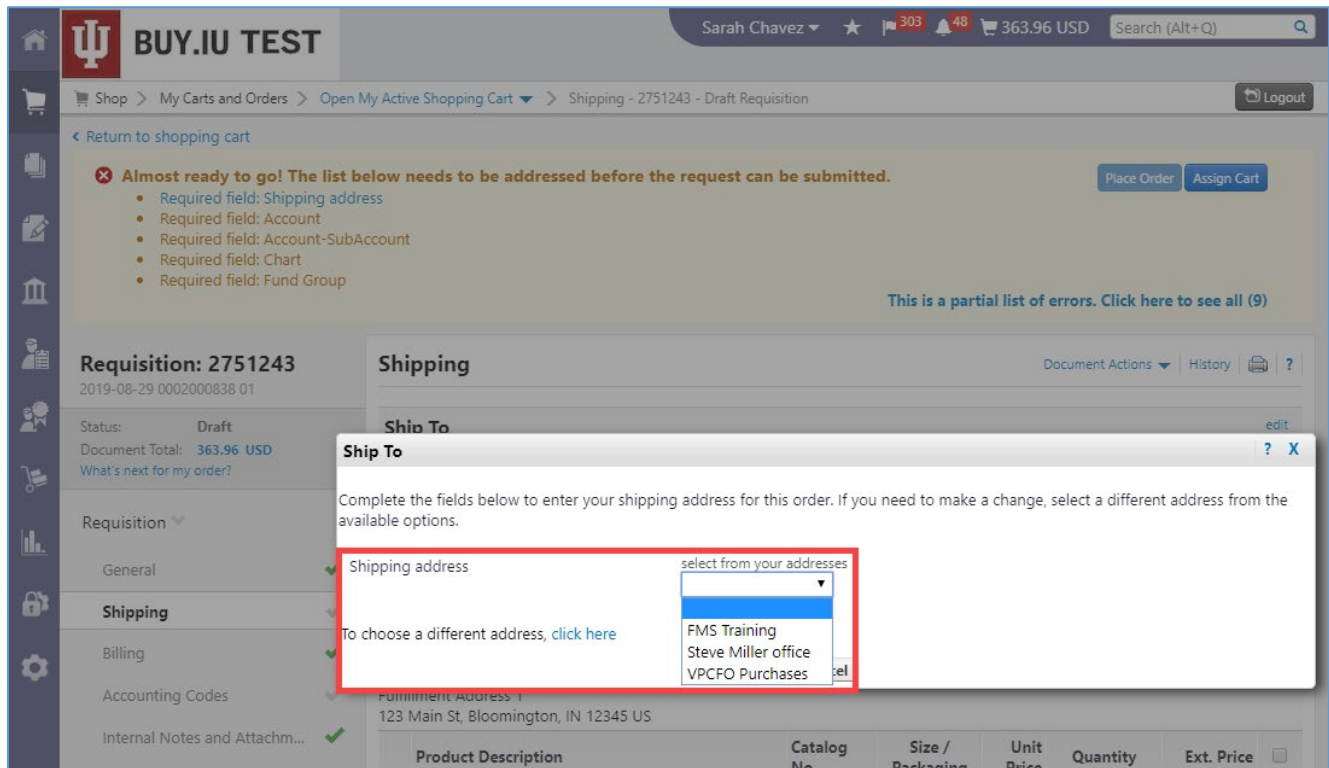
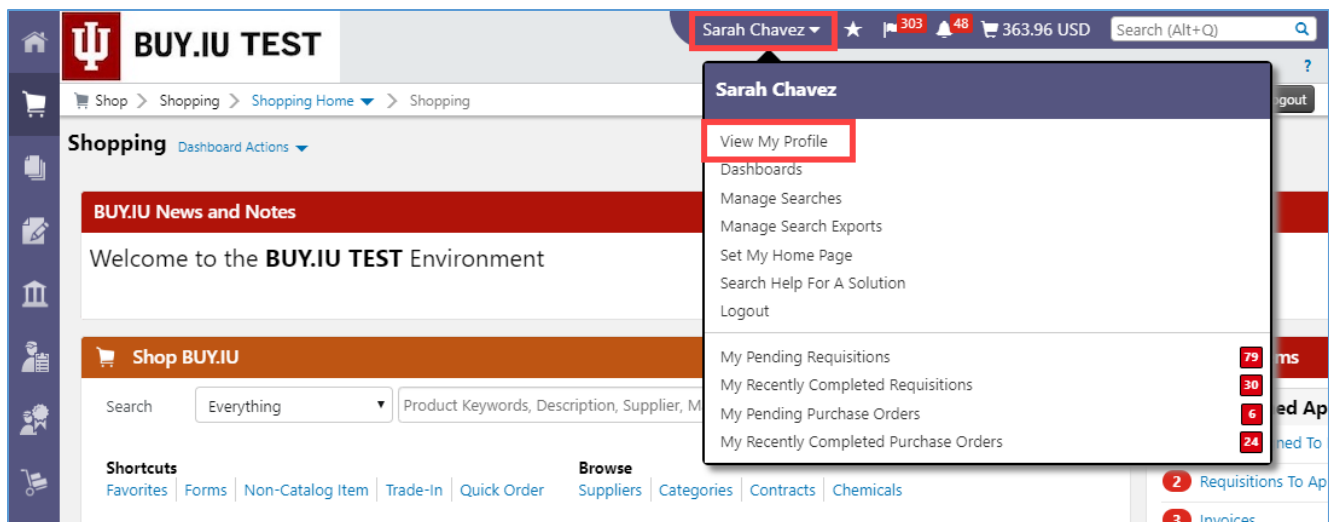


The User Profile: Addresses

Every Requisition, regardless of whether it is a Check Request or a Catalog order, requires a shipping address. A default shipping address is not associated with your user profile. Save a shipping address to your profile to streamline the checkout process. Saved addresses are also available from a drop down menu in the Requisition document.



To get started, access your user profile. Click on your name in the upper right hand corner of the screen and select **View My Profile**.



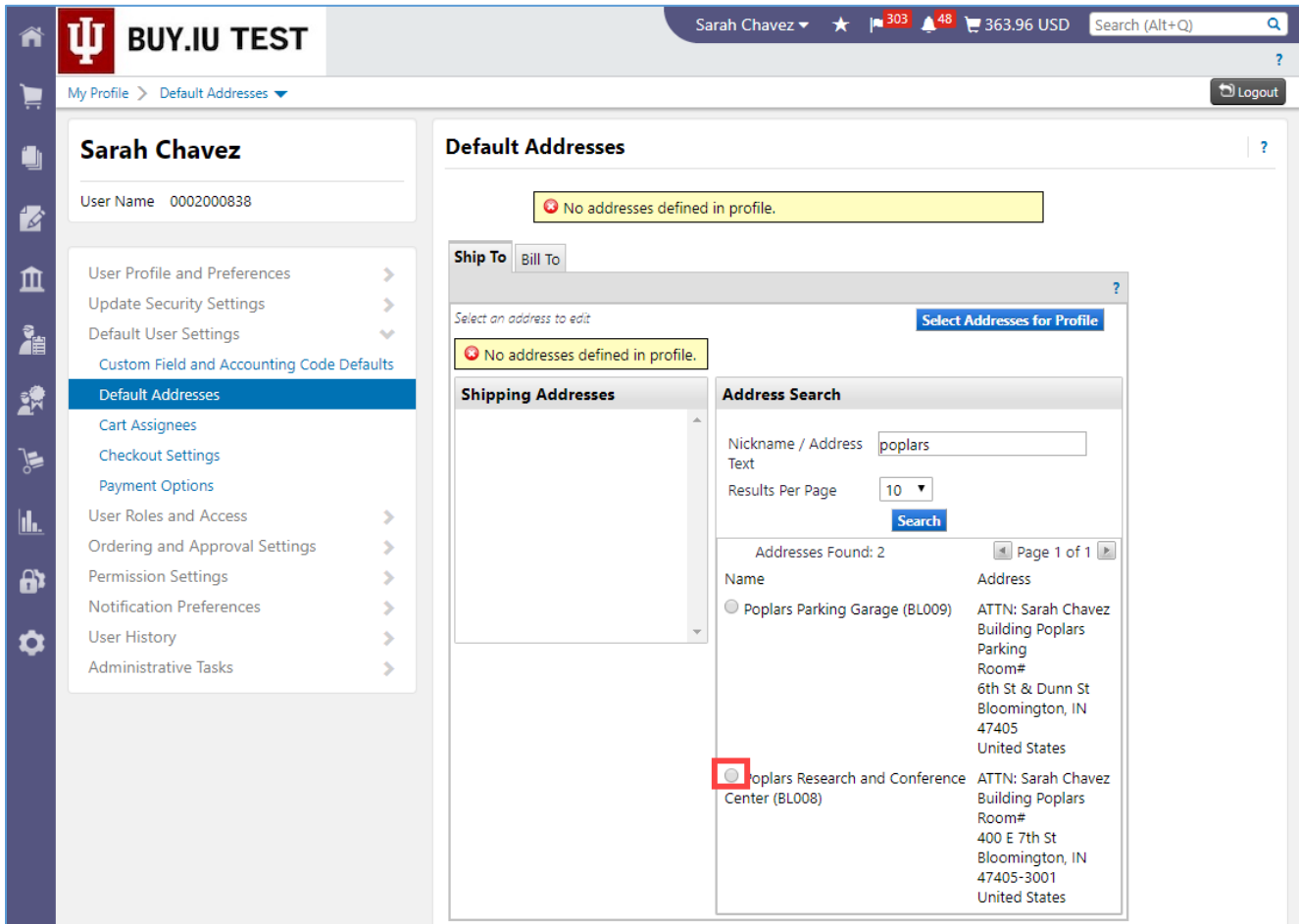
In the left hand menu of the next page, click **Default User Settings** then **Default Addresses**.

Click the **Select Addresses for Profile** button to start searching for an address. Type in the building name, street address, or any other keywords associated with the location in the search field. Wildcards are not required.

Once you've entered your search terms, click **Search** and BUY.IU will return a list of addresses.

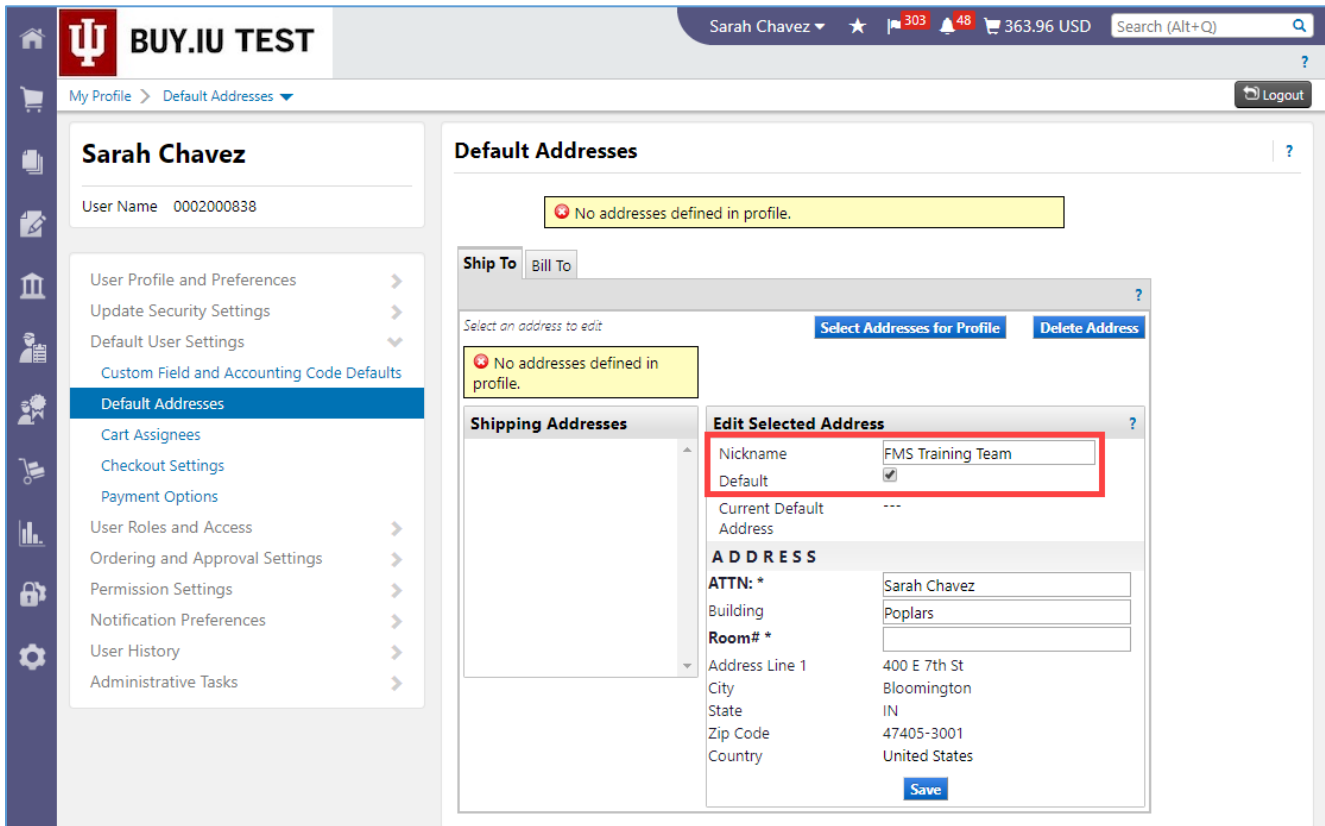
If your search using a building by name returns no results, try searching by street address or part of the address.

Click the **radio button** next to the correct address to edit and save.

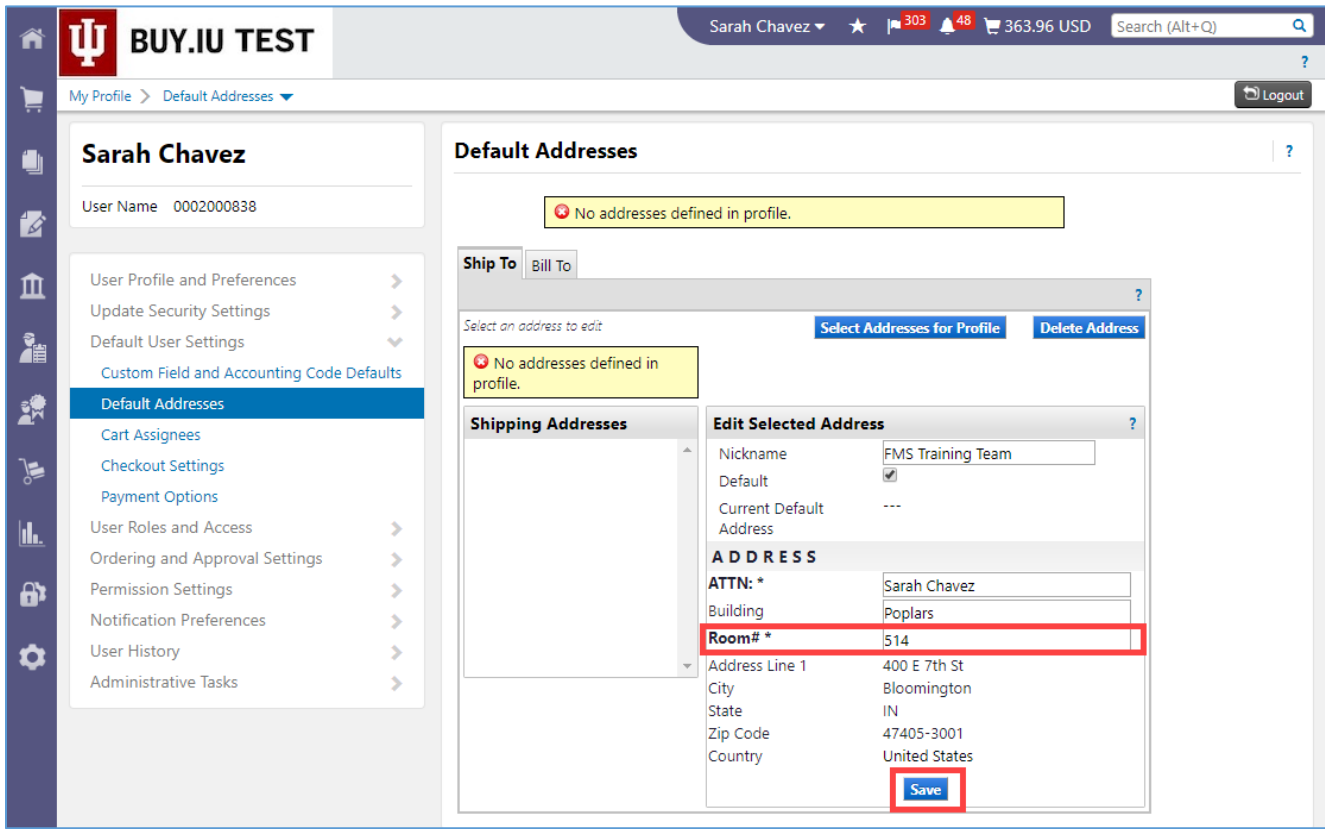


Enter a nickname for the address in the **Nickname** field. If you frequently ship to multiple addresses, or to different rooms within the same building, you can save the same building multiple times with different room numbers and nicknames.

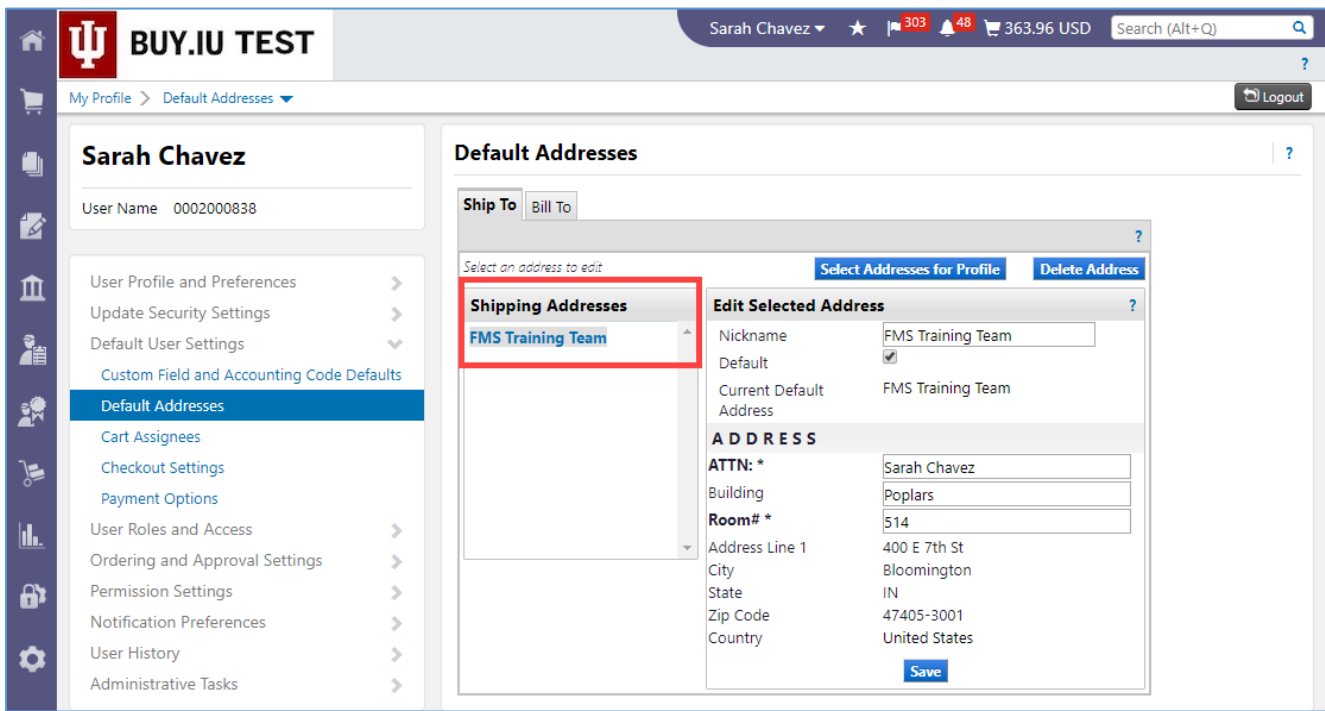
If you're adding an address for the first time, BUY.IU marks the address as your default address. If you leave the default box checked, BUY.IU will auto populate the address on all future Requisitions. You can always change the address on the Requisition if needed.



BUY.IU lists your name in the **ATTN:** line automatically. You may update this to reflect a different name, or change the field on the Requisition as needed. Enter a room number in the **Room#** field and click **Save**.



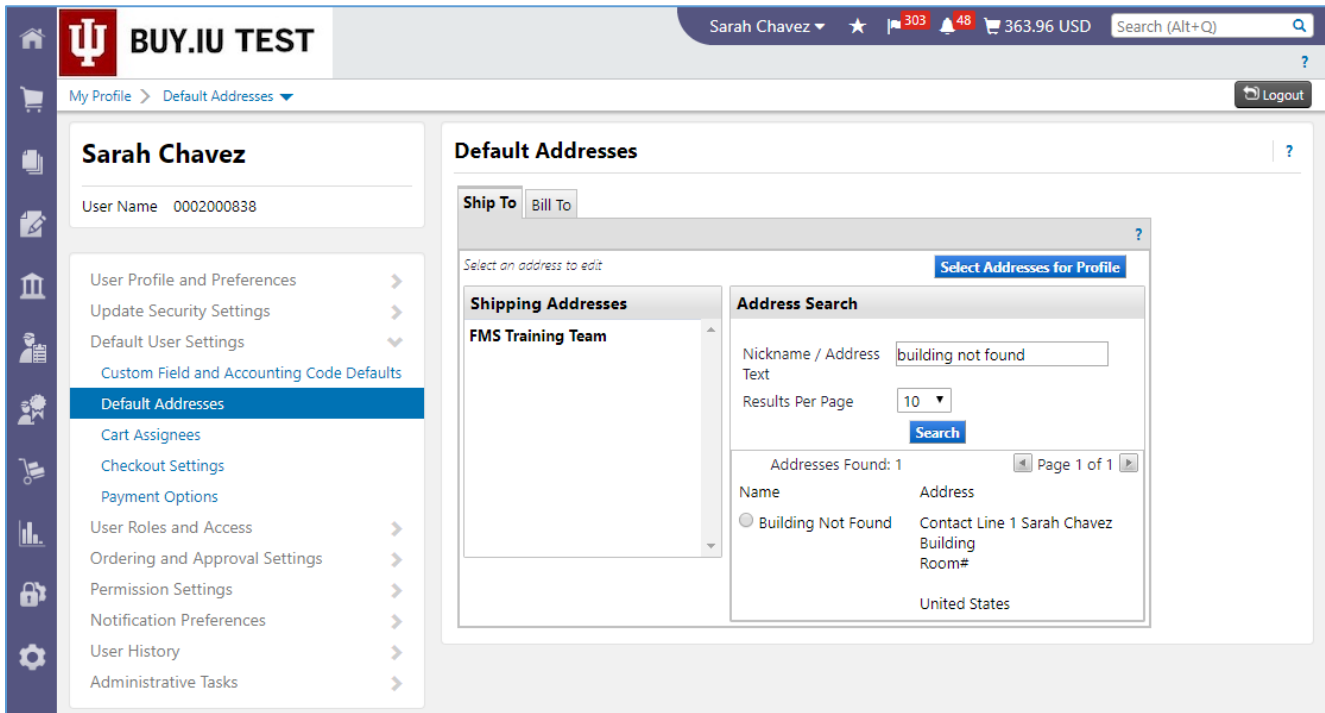
The address now appears in the **Shipping Addresses** list. A bolded address represents your default address.



Repeat these steps as many times as desired to save additional addresses to your profile. Saved addresses are available in a drop down menu in the Requisition document.

Adding an address to your user profile does not add it to the main address book.
 Saved addresses are available on your profile only.

All IU campus and off campus addresses are available in BUY.IU. You may also save a non-IU address to your profile. Search for **Building Not Found** and enter the address details. Be sure to give non-IU addresses unique nicknames.



To edit an address, select the address from the **Shipping Addresses** list. Make any changes and click **Save**. You may also delete an address by clicking the **Delete Address** button in the upper right-hand corner.

