

Set Your Ship To Address



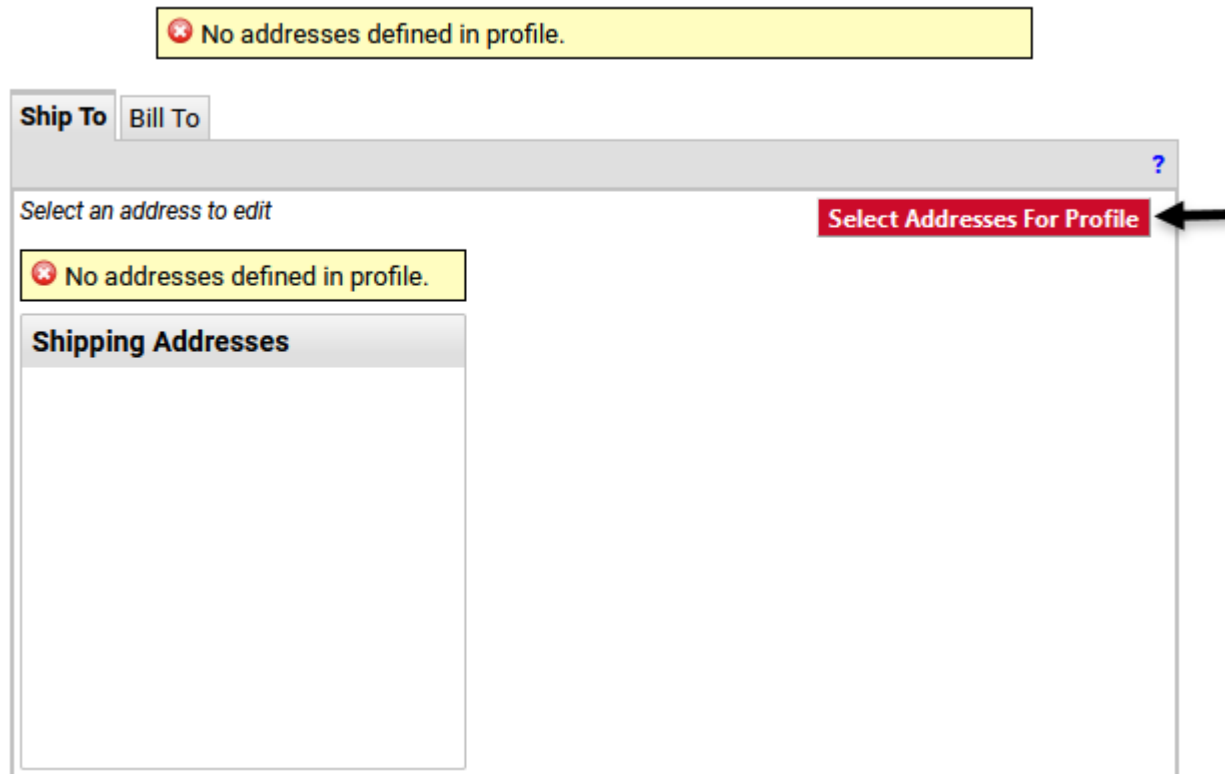
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Learn how to set your ship to the location for easy checkout.

SET YOUR DEFAULT SHIP TO ADDRESS FOR A FASTER CHECKOUT EXPERIENCE

Follow the steps below to set your ship-to address:

1. Navigate to **User > View My Profile > Default User Settings > Default Addresses > Ship To Tab.**
2. Click the **Select Addresses for Profile Button.**
3. Select your address your address from the dropdown.
4. Click **Save.**



QUICK REFERENCE GUIDE

Ship To Bill To

Select an address to edit

Select Addresses For Profile

Delete Address

Shipping Addresses

Cal Poly Humboldt - Campus Receiving

Edit Selected Address

Nickname Poly Humboldt - Campus Receiving
Default
Current Default Address Cal Poly Humboldt - Campus Receiving

ADDRESS

Attn: * ★ Jane Doe
Dept: * ★ Contracts & Procurement
Address Line 1 1 Harpst St
City Arcata
State CA
Zip Code 95521
Country United States

Save