

Set Your Deliver To Location



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

SET YOUR DEFAULT DELIVERY TO LOCATION 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 > Custom Field and Accounting Code Defaults > Header (int.) > Deliver To Location
- 2. Click the **Edit** button.
- 3. Select Create New Value
- 4. Type in your department location under description
- 5. Click Search
- 6. Locate and check the box next to the location.
- 7. Click Add Values.
- 8. Go over to Value on the left side
- 9. Click Your Room Number
- 10. Check Default and Save

Header (int.) Codes Code	Favorites Interna	al Information	Cart	
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* Custom Field Values marked with an						SBS_2	97_HMCMP	Student- Bus.Svcs Rm #297	
asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.						SBS_3	05_HMCMP	Student- Bus.Svcs Rm #305	
						SBS_3	07_HMCMP	Student- Bus.Svcs Rm #307	
						SBS_3	09_HMCMP	Student- Bus.Svcs Rm #309	
					~	SBS_3	11_HMCMP	Student- Bus.Svcs Rm #311	
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Value SBS_311_HMCMP	Description Student-Bus.Svcs Rm #311	Per Page 5 ~	Values Found Page 18 v of 25 125			
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* Custom Field Valu	ues marked with an		SBS_297_HMCMP	Student- Bus.Svcs Rn #297		
asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.			SBS_305_HMCMP	Student- Bus.Svcs Rn #305		
			SBS_307_HMCMP	Student- Bus.Svcs Rn #307		
			SBS_309_HMCMP	Student- Bus.Svcs Rn #309		
			SBS_313_HMCMP	Student- Bus.Svcs Rn #313		
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