

Setting a Default Bill-To Address from Profile

In ShopBlue, users will be able to set a default bill-to addresses from their user profile. A default bill-to address will automatically populate when checking out. This will be beneficial for users who only use either state or RF accounts when ordering.

1. In the top toolbar, select the dropdown arrow to access your user profile (Figure 1).



Figure 1

2. From the fly out menu, select "View My Profile" (Figure 2).

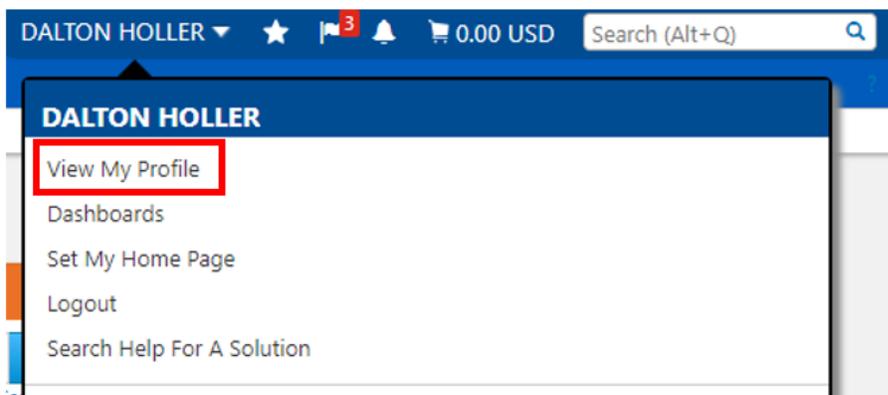


Figure 2

3. Under "Default User Settings," select "Default Addresses" (Figure 3).

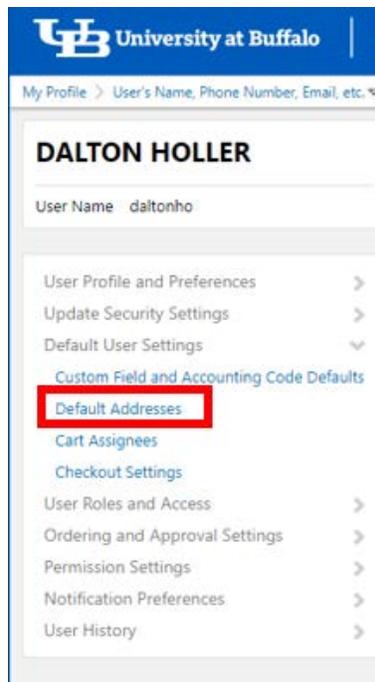


Figure 3

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4. In “Default Addresses”, select the “Bill To” tab. *Note: if this is the first time setting a default bill-to address, no addresses will appear.* To begin setting your default bill-to address, select “Select Addresses for Profile” (Figure 4).

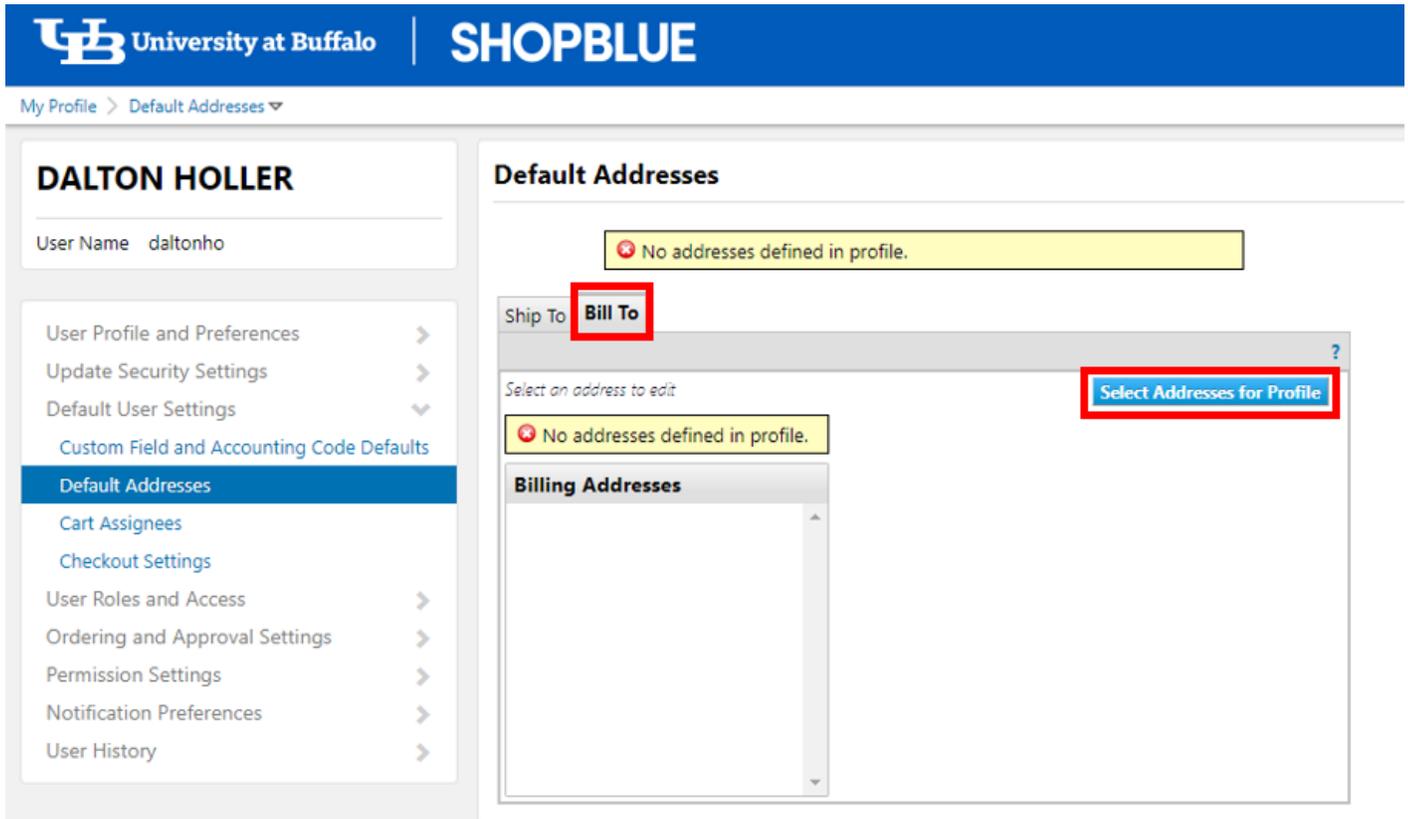


Figure 4

5. Based on the funding source you use, select the correct bill-to address from the drop down menu (Figure 5).

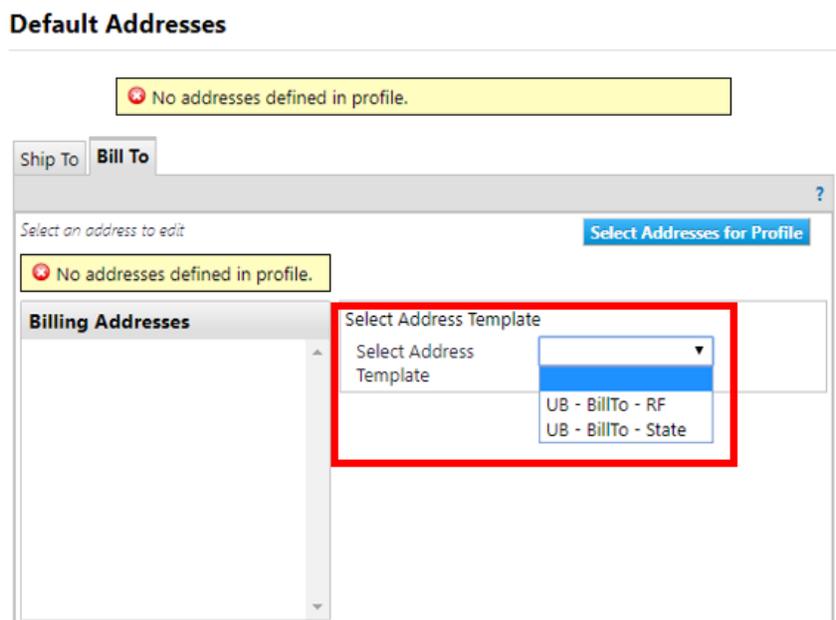


Figure 5

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- After selecting the desired bill-to address, select the default box to make that address your default bill-to address. Your default bill-to address will automatically populate when checking out. You can also name the bill-to address by entering a name in the “Nickname” field. Once completed, select “Update” (Figure 6).

Default Addresses

The screenshot shows the 'Default Addresses' interface. At the top, there is a yellow warning box that says 'No addresses defined in profile.' Below this, there are two tabs: 'Ship To' and 'Bill To'. The 'Bill To' tab is active. Underneath, there is a 'Select an address to edit' section with a 'Select Addresses for Profile' button and a 'Delete Address' button. A yellow warning box is also present here. The main area is divided into two panels. The left panel, titled 'Billing Addresses', is currently empty. The right panel, titled 'Edit Selected Address', contains the following fields: 'Nickname' (text input with 'UB - BillTo - State'), 'Default' (checkbox, checked), 'Current Default Address' (text input with '---'). Below these is a section titled 'ADDRESS' with the following details: 'Contact Line 1' (University at Buffalo), 'Contact Line 2' (State Accounts Payable), 'Contact Line 3' (716-645-2667), 'Address Line 1' (206 Crofts Hall), 'City' (Buffalo), 'State' (NY), 'Zip Code' (14260), and 'Country' (United States). The 'Update' button at the bottom right of the 'Edit Selected Address' panel is highlighted with a red box.

Figure 6

- After updating, your selected bill-to address will appear in your billing addresses. You can add another bill-to address for another funding source by selecting “Select Addresses for Profile” (Figure 7).

Note: although users can save more than one address, users can only have one bill-to address selected as their default. To delete an address, select “Delete Address.”

Default Addresses

The screenshot shows the 'Default Addresses' interface. At the top, there are two tabs: 'Ship To' and 'Bill To'. The 'Bill To' tab is active. Below this, there is a 'Select an address to edit' section with a 'Select Addresses for Profile' button. The main area is divided into two panels. The left panel, titled 'Billing Addresses', contains a list of addresses. The first address, 'UB - BillTo - State', is highlighted with a red box. The right panel is currently empty.

Figure 7