SHOPBLUE

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

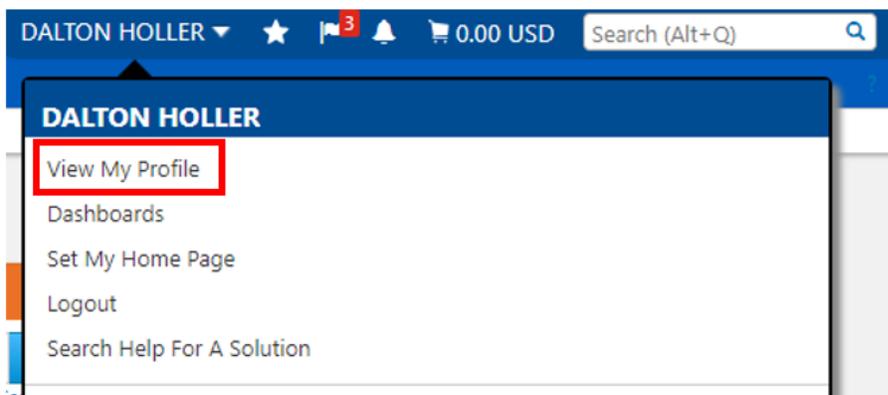2. From the fly out menu, select "View My Profile" (Figure 2).

Figure 2

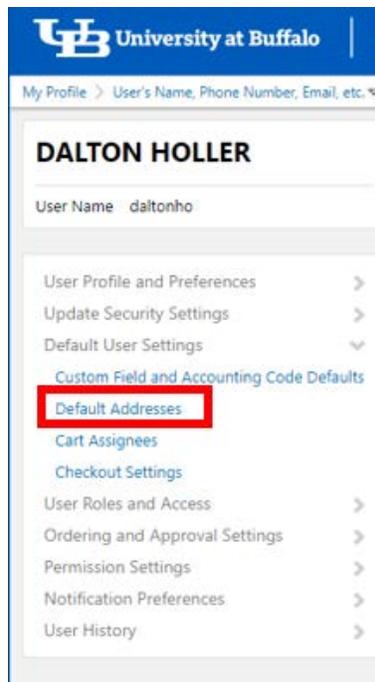3. Under "Default User Settings," select "Default Addresses" (Figure 3).

Figure 3

Revised 9/13/18   UB Procurement Services

SHOPBLUE

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).
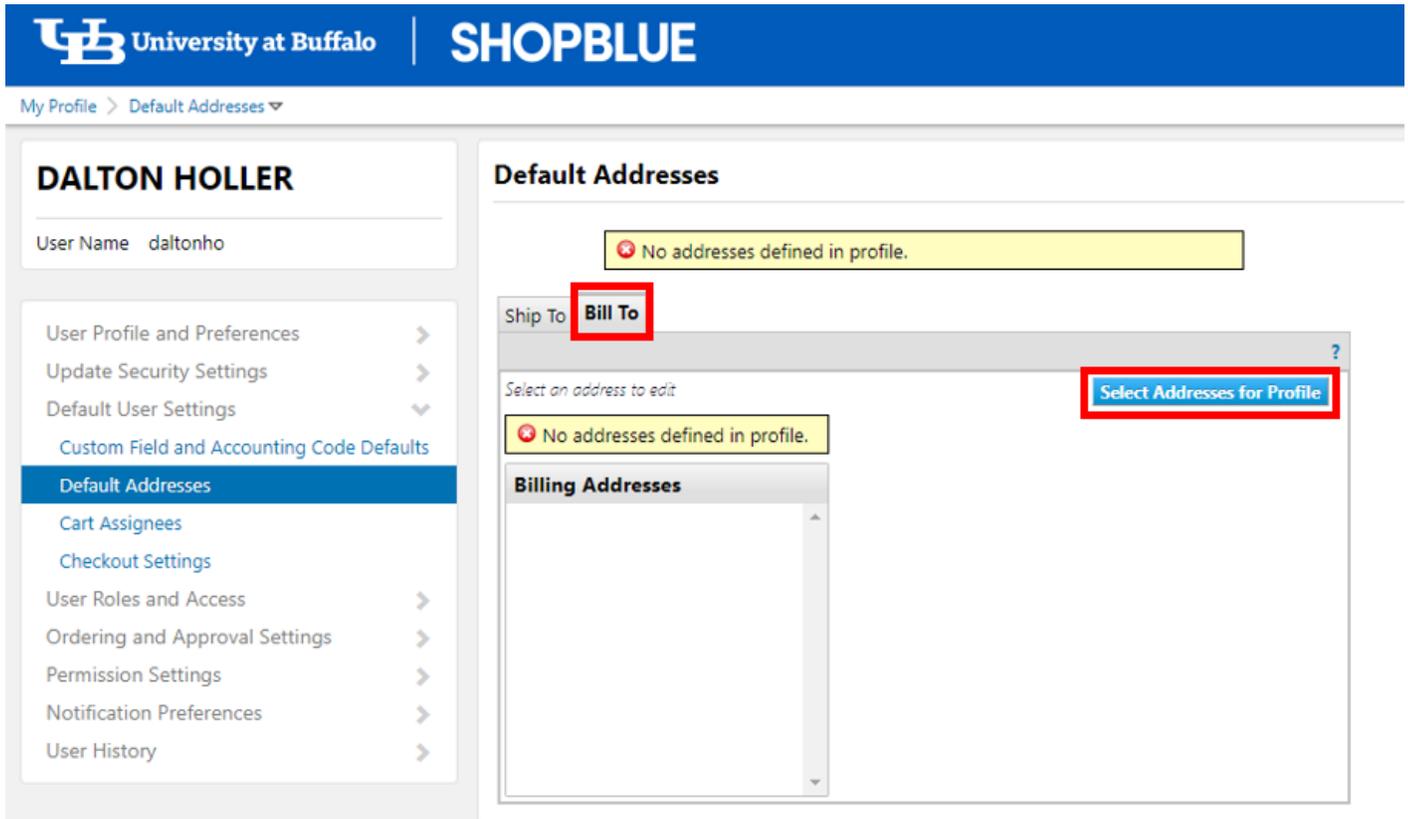

Figure 4

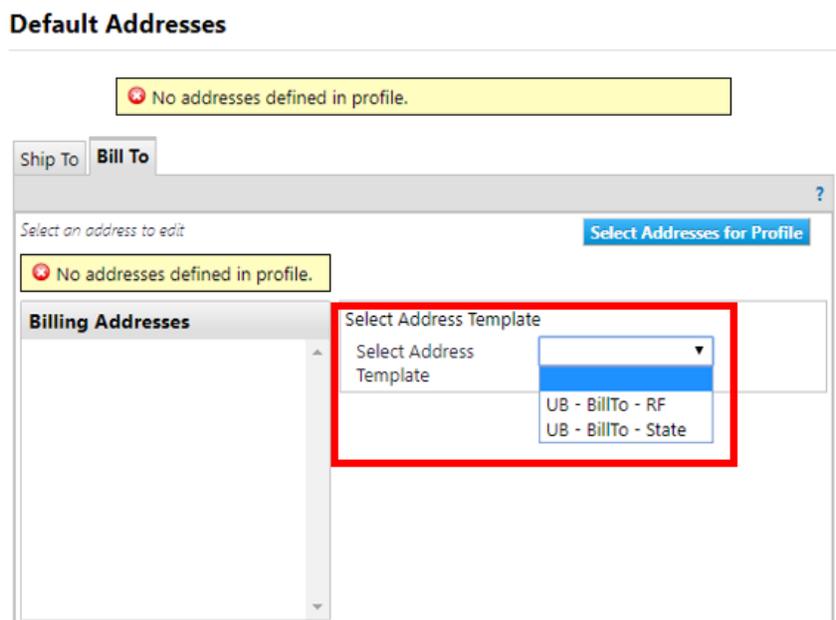5. Based on the funding source you use, select the correct bill-to address from the drop down menu (Figure 5).

Figure 5

SHOPBLUE

6. 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).

Figure 6

7. 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."

Figure 7