

Setting Default and Favorite Ship-To Addresses

In ShopBlue, users will be able to save multiple ship-to addresses to their profile for easy access. They will also be able to set a default ship-to address will automatically populate when checking out.

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).

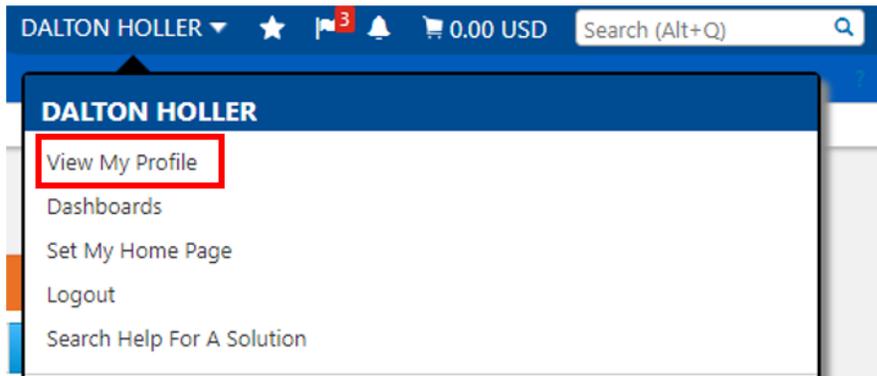


Figure 2

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

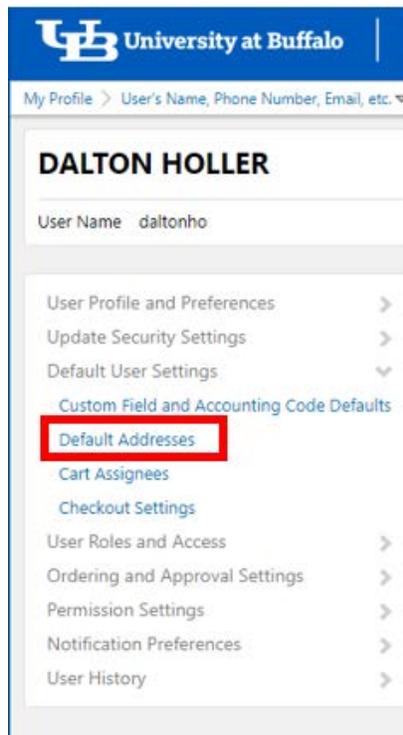


Figure 3

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4. In “Default Addresses”, select the “Ship To” tab. *Note: if this is the first time saving ship-to address, no addresses will appear.* To begin adding ship-to addresses, select “Select Addresses for Profile” (Figure 4).

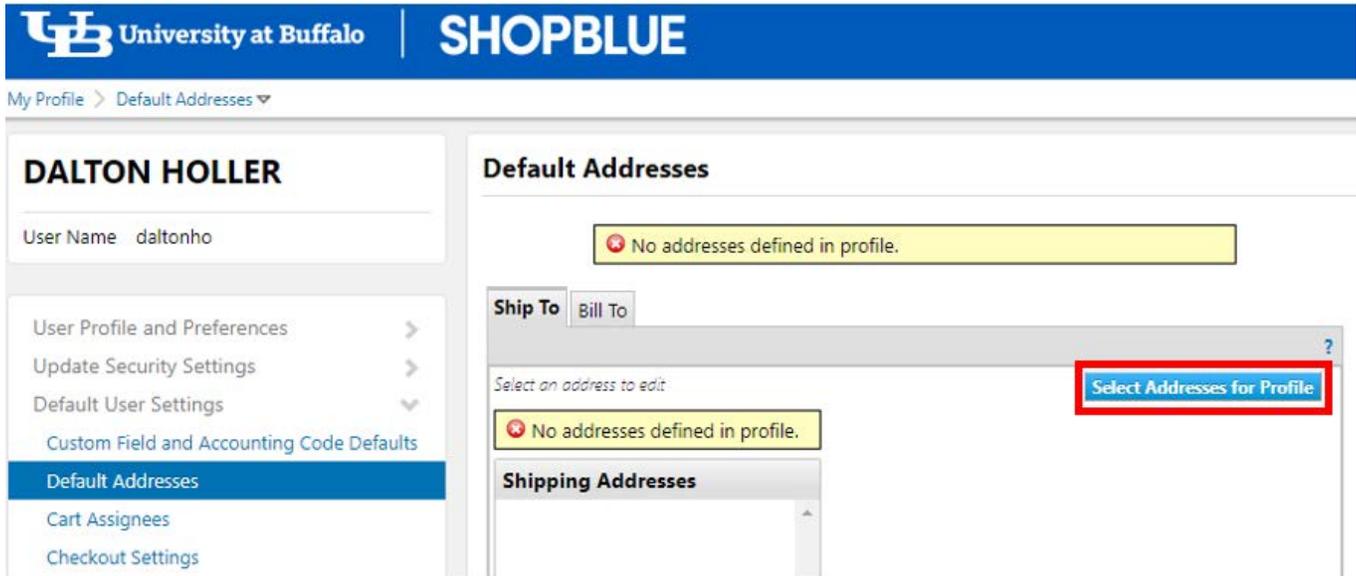


Figure 4

5. Type “UB” in the empty field under Address Search to populate address templates for the University (Figure 5).

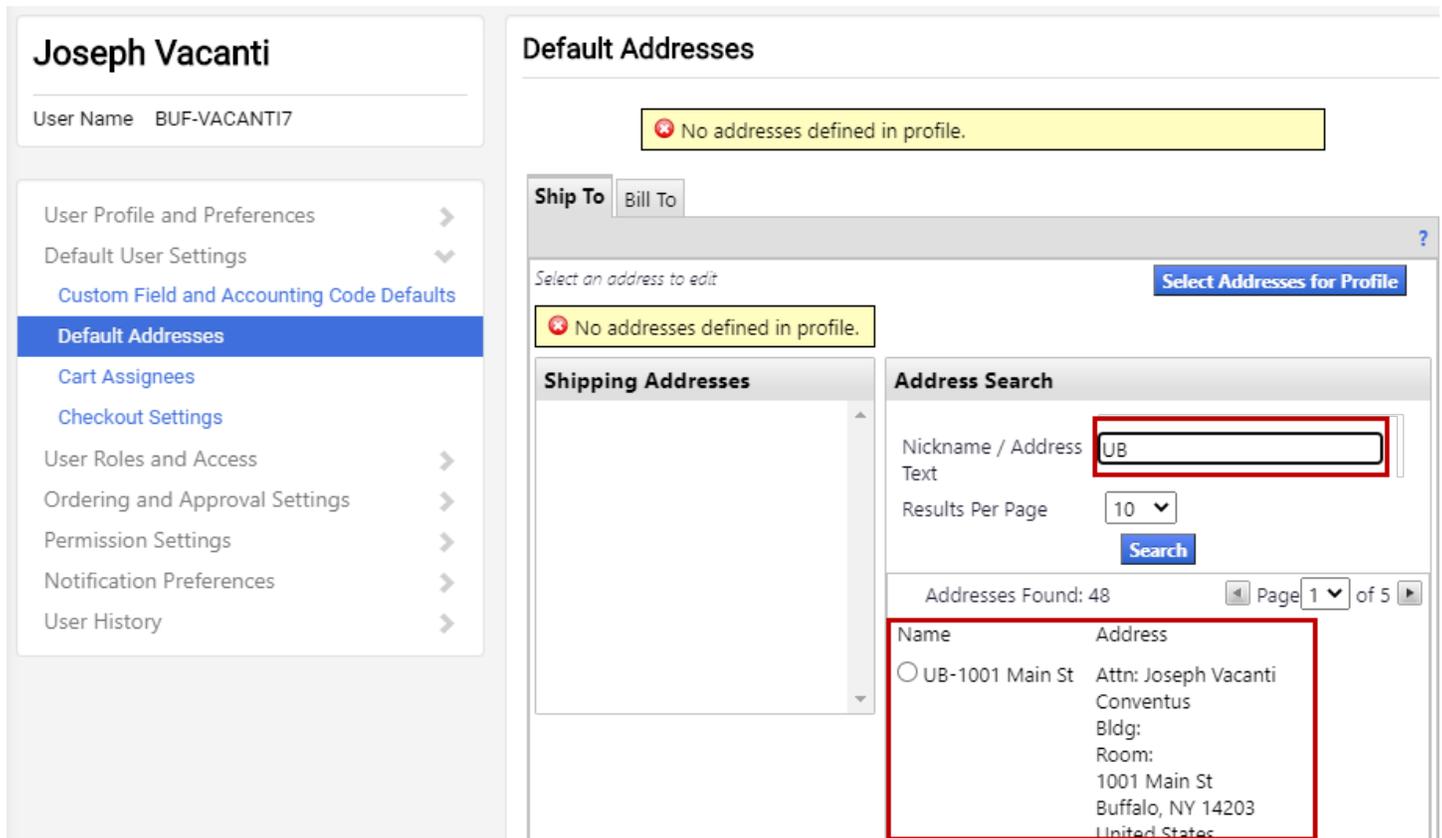


Figure 5

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

Joseph Vacanti
User Name BUF-VACANTI7

User Profile and Preferences >
Default User Settings v
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees
Checkout Settings
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Default Addresses

No addresses defined in profile.

Ship To Bill To

Select an address to edit Select Addresses for Profile Delete Address

No addresses defined in profile.

Shipping Addresses

Edit Selected Address

Nickname UB-1001 Main St
Default
Current Default Address ---

A D D R E S S

Attn: * Joseph Vacanti
Contact Line 2 * University at Buffalo
Bldg: * Crofts Hall
Room: * 310

Address Line 1 1001 Main St
City Buffalo
State NY
Zip Code 14203
Country United States

Update

Figure 6

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7. After updating, your selected ship-to address will appear in your shipping addresses. You can save additional ship-to address by selecting “Select Addresses for Profile”. *Note: although users can save more than one address, users can only have one ship-to address selected as their default.* To delete an address, select “Delete Address” (Figure 7).

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My Profile > Default Addresses ▾

DALTON HOLLER

User Name daltonho

User Profile and Preferences >
Update Security Settings >
Default User Settings ▾
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees
Checkout Settings
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >

Default Addresses

Ship To Bill To

Select an address to edit

Shipping Addresses

UB Procurement

Edit Selected Address

Nickname UB Procurement
Default
Current Default Address UB Procurement

ADDRESS

Attn: Dalton Holler
Contact Line 2 University at Buffalo
Bldg: Crofts
Room: 224
Address Line 1 North Campus
City Buffalo
State NY
Zip Code 14260
Country United States

Update

Select Addresses for Profile Delete Address

Figure 7