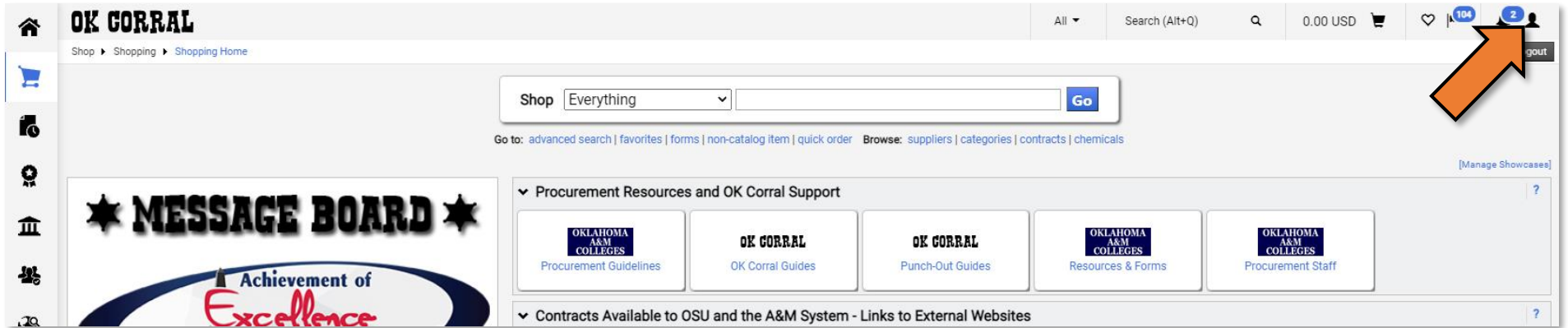
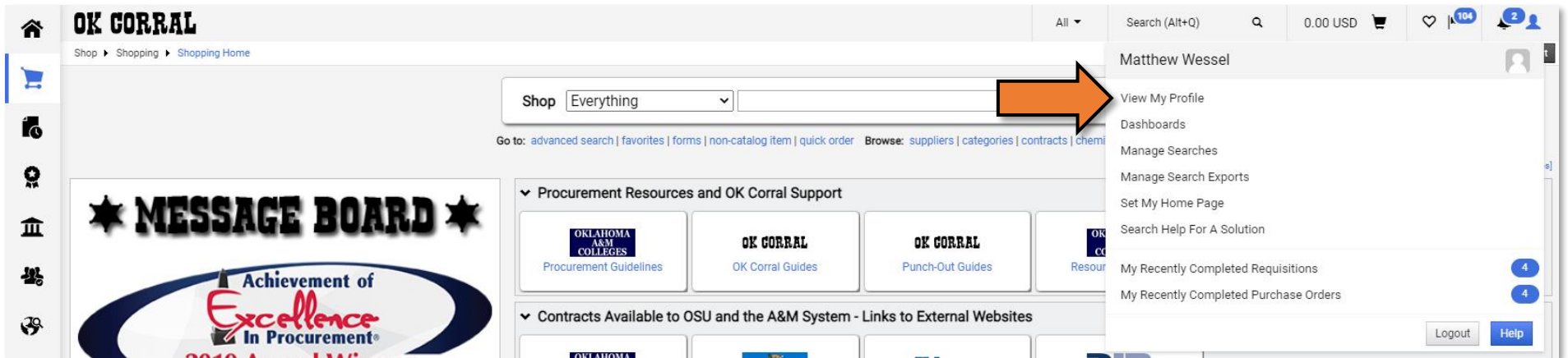


## Adding a Default Ship-to Address to Your Profile

1. From the home page of the OK Corral click on the  icon, then click on "View My Profile".



The screenshot shows the OK Corral home page. The top navigation bar includes the OK Corral logo, a search bar, and a user profile icon with a notification badge showing '2'. An orange arrow points to the user profile icon. Below the navigation bar is a search bar with 'Everything' selected and a 'Go' button. The main content area features a 'MESSAGE BOARD' with the text 'Achievement of Excellence' and a section titled 'Procurement Resources and OK Corral Support' with links to 'Procurement Guidelines', 'OK Corral Guides', 'Punch-Out Guides', 'Resources & Forms', and 'Procurement Staff'.



The screenshot shows the OK Corral home page with the user profile dropdown menu open. The menu is titled 'Matthew Wessel' and includes options: 'View My Profile', 'Dashboards', 'Manage Searches', 'Manage Search Exports', 'Set My Home Page', 'Search Help For A Solution', 'My Recently Completed Requisitions' (with a badge of '4'), and 'My Recently Completed Purchase Orders' (with a badge of '4'). An orange arrow points to the 'View My Profile' option. The background content is the same as the previous screenshot.

2. Click “Default User Settings”, then click “Default Addresses”.

My Profile > User's Name, Phone Number, Email, etc. ▾

### Matthew Wessel

User Name wesselm

User Profile and Preferences ▾

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- App Activation Codes
- Early Access Participation
- Default User Settings ▾
- Custom Field and Accounting Code Defaults
- Default Addresses
- Cart Assignees
- Checkout Settings

### User's Name, Phone Number, Email, etc.

First Name

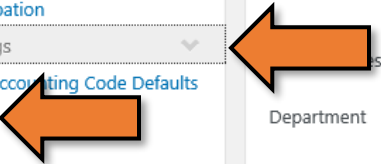
Last Name

Phone Number    
International phone numbers must begin with +

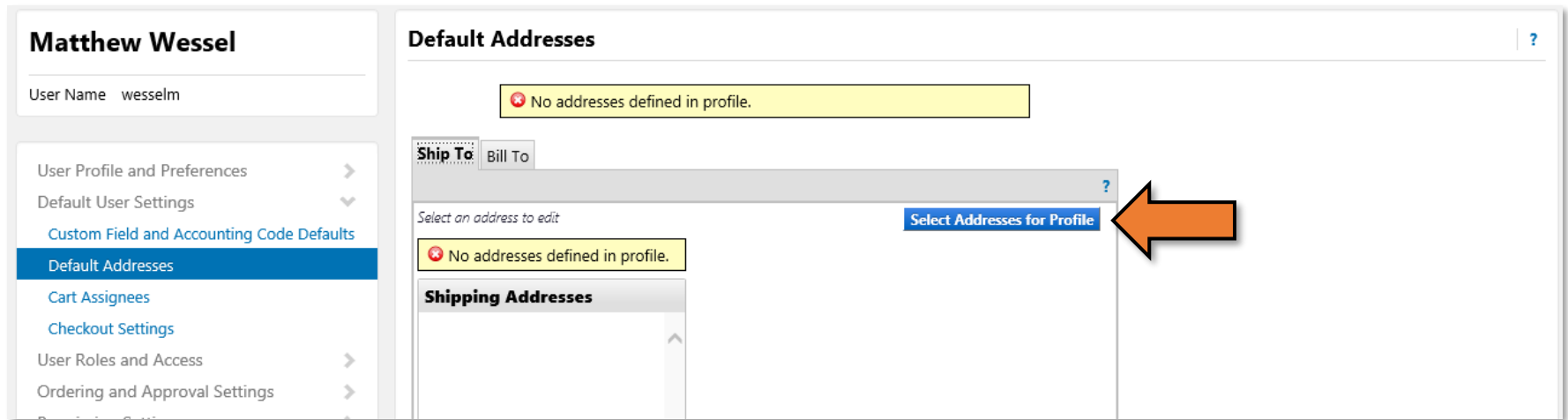
Mobile Phone Number   
International phone numbers must begin with +

Department

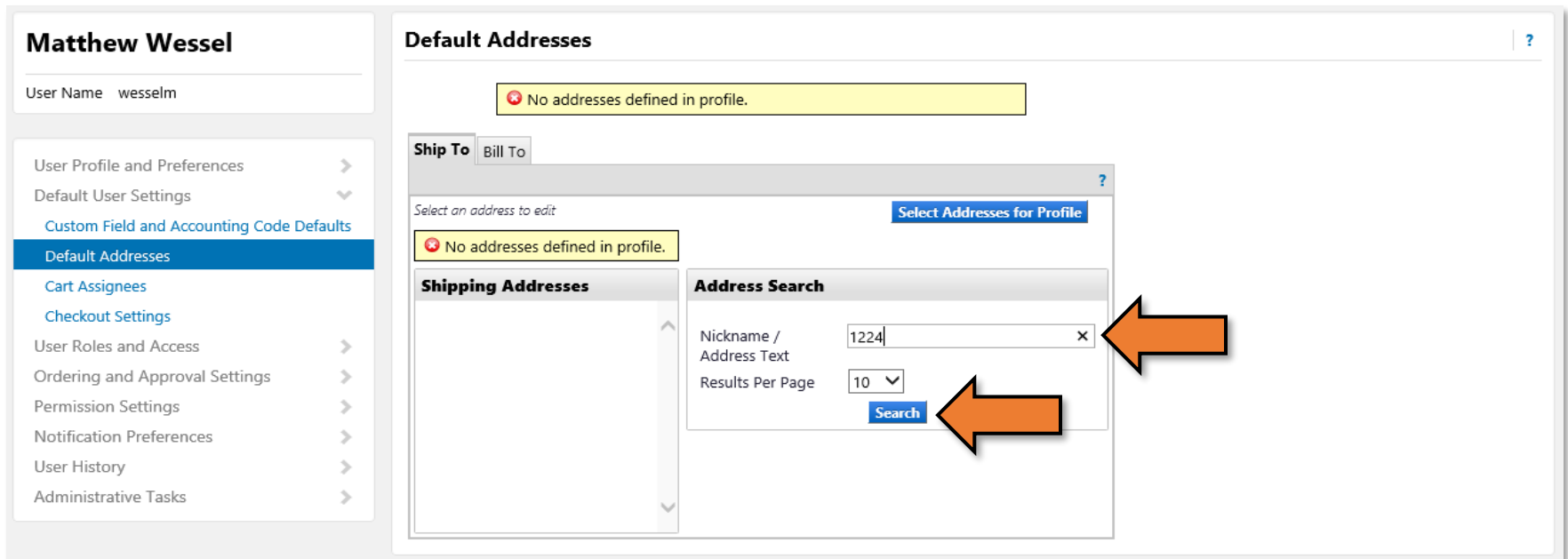
Position



3. Click “Select Addresses for Profile”.



4. Search for your address by entering text from your address in the “Nickname/Address Text” field and clicking “Search”.



5. Select your address by clicking the radio button next to the name.

**Matthew Wessel**  
User Name wesselm

- 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 >
- Administrative Tasks >

### Default Addresses

No addresses defined in profile.

**Ship To** **Bill To**

Select an address to edit [Select Addresses for Profile](#)

No addresses defined in profile.

#### Shipping Addresses

#### Address Search


Nickname / Address Text: 1224 x

Results Per Page: 10 v

[Search](#)

Addresses Found: 2 Page 1 of 1

| Name                                   | Address  |
|--|--|
| <input type="radio"/> 1224 N Boomer Rd | Attn: Matthew Wessel<br>Room/Blg<br>Dept 100408 -<br>Purchasing<br>OK State Univ<br>1224 N BOOMER RD<br>STILLWATER, OK<br>74078<br>United States |



6. Enter your room number in the “Room/Blg” field and click save.

The screenshot shows a user profile page for Matthew Wessel. The left sidebar contains navigation options, with 'Default Addresses' selected. The main content area is titled 'Default Addresses' and shows a message: 'No addresses defined in profile.' Below this, there are tabs for 'Ship To' and 'Bill To'. The 'Ship To' tab is active, and it shows a message: 'No addresses defined in profile.' To the right of this message are buttons for 'Select Addresses for Profile' and 'Delete Address'. Below the message is a section for 'Shipping Addresses' and an 'Edit Selected Address' form. The 'Edit Selected Address' form has the following fields:

|                 |                                     |
|-----------------|-------------------------------------|
| Nickname        | 1224 N Boomer Rd                    |
| Default         | <input checked="" type="checkbox"/> |
| Current Default | ---                                 |
| Address         |                                     |
| <b>ADDRESS</b>  |                                     |
| Attn: *         | Matthew Wessel                      |
| Room/Blg *      | 104                                 |
| Dept *          | 100408 - Purchasing                 |
| Address Line 1  | OK State Univ                       |
| Address Line 2  | 1224 N BOOMER RD                    |
| City            | STILLWATER                          |
| State           | OK                                  |
| Zip Code        | 74078                               |
| Country         | United States                       |

At the bottom of the form is a 'Save' button. Two orange arrows point to the 'Room/Blg' field and the 'Save' button.