

Step-by-Step Guide

Adding a Default *Ship To* Address to your Profile



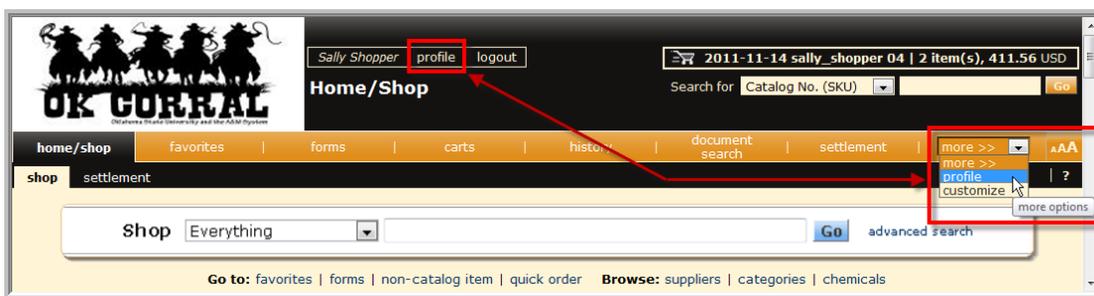
In This Guide

- ✓ Adding a Ship To address to your profile
- ✓ Assigning a default value

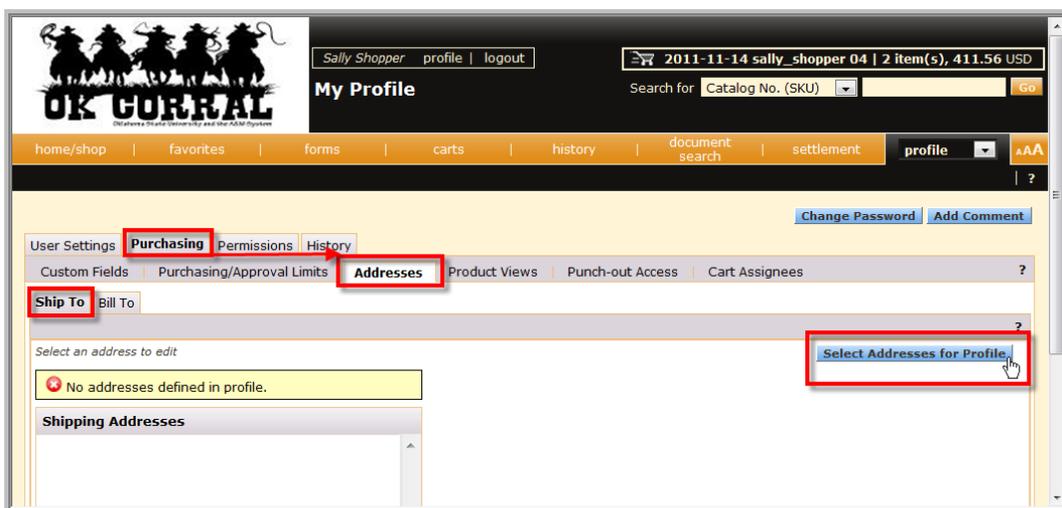
This guide demonstrates how to add a default **Ship To** address to your profile.

Procedure

1. From the OK Corral homepage, access your profile by clicking the **profile** link (upper left corner of the page) or selecting **more** ⇒ **profile** on the navigation bar.



2. Click the **Purchasing** ⇒ **Addresses** tab.
3. Select the **Ship To** tab.
4. Click the **Select Addresses for Profile** button.



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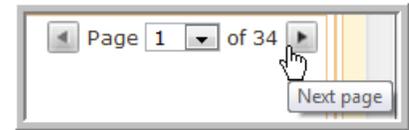


5. In the **Address Search** section you can enter all or part of the:

- Address name in the **Nickname** field
- Street address, City, State or Zip Code in the **Address Text** field

6. Click the **Search** button.

- If needed, click on the **Next Page** button to review the search results.



7. Select the appropriate address by clicking the radio button in the **Name** column.

The screenshot shows a web application interface with a navigation bar at the top containing links like 'home/shop', 'favorites', 'forms', 'carts', 'history', 'document search', 'settlement', 'profile', and 'AAA'. Below the navigation bar, there are tabs for 'User Settings', 'Purchasing', 'Permissions', and 'History'. The 'Purchasing' tab is active, and sub-tabs include 'Custom Fields', 'Purchasing/Approval Limits', 'Addresses', 'Product Views', 'Punch-out Access', and 'Cart Assignees'. The 'Addresses' sub-tab is selected. Below this, there are 'Ship To' and 'Bill To' sections. A message states 'No addresses defined in profile.' with a 'Select Addresses for Profile' button. The 'Shipping Addresses' section contains an 'Address Search' form with 'Nickname' and 'Address Text' fields, a 'Results per Page' dropdown set to '10', and a 'Search' button. Below the search form, it says 'Addresses Found: 335' and 'Page 1 of 34'. A table of addresses is displayed, with the first entry 'Adair Cnty Ext Office' selected via a radio button. The address details for this entry are: 'Attn: Sally Shopper, Room, Dept AAD0320 - FINANCIAL INFORMATION MANAGEMENT, Adair Cnty Ext Office, 220 W Division St Crthse Basement, Stilwell, OK 74960, United States'.

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8. In the **Edit Selected Address** section, you can:

- Update the **Nickname** if desired
- Select the **Default** checkbox to make this the default address in the future.

▲ **Take care** when processing your shopping cart or requisition as the default Ship To address will automatically appear in each of your transaction. This can result in accidentally assigning an incorrect Ship To address to you shopping cart or requisition, **if you forget** to make the necessary changes

9. In the **ADDRESS** section, you can enter or update a default:

- Attention to name in the **Attn:** field
- Room number or location in the **Room** field

10. Click the **Save** button.

11. The default shipping address displays in the **Shipping Addresses** section.

12. Press the **Delete Address** button to remove an address if the address was selected in error or if it is no longer needed.

13. Repeat the steps above to add any additional shipping addresses to your profile.

You have successfully added a Ship to address to your profile.