## How to Add a Default Ship-to Address to Your Profile

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

前 Home	
📜 Shop	📜 Shop > Shopping Home 🔻 > Home/Shop
Documents	Shop Everything Go
按 Contracts	Go to: advanced search   favorites   forms   non-catalog item   quick order Browse: suppliers   categories   contracts   chemicals [Manage Showcases]

👚 Home	OK CORRAL Oklahoma State University and the A&M Systems	The second se	Matthew Wessel ▼ ★  = <sup>22</sup> ↓ <sup>20</sup> ↓ 0.00 USD Search (Alt+Q) Q
📜 Shop	📜 Shop > Shopping > Shopping Home 🔻 > Home/Shop		Matthew Wessel
			View My Profile
Documents		Shop Everything	Dashboards
		Go to: advanced search I favorites I forms I non-catalog item I quick order Browse: suppliers I categorie	Manage Searches
💋 Contracts			Manage Search Exports
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ff Accounts	- MECCACE DAXDB -	Search Help For A Solution ?	
Payable	🛧 meggage duard 🛧		Logout
Suppliers		OKLAHOMA A&M COLLEGES OK CORRAL OK CORRAL	You do not have any recent orders
	Achievement of	Procurement Guidelines OK Corral Guides Punch-Out Guides	resources or rollins    rurchasing stan

2. Click "Default User Settings", then click "Default Addresses".

My Profile > User's Name, Phone Number, Email, etc. 🕶						
Matthew Wessel	User's Name, Phone	Number, Email, etc				?
User Name wesselm	First Name	Matthew				
User Profile and Preferences	Last Name	Wessel				
User's Name, Phone Number, Email, etc.	Phone Number	+1 405-744-8405	ext.			
Language, Time Zone and Display Settings		International phone numbers	nust begin	with +		
App Activation Codes	Mobile Phone Number		1			
Early Access Participation	4	International phone numbers	 nust begin •	with +		
Default User Settings	F55 *	matt.wessel@okstate.edu				
Default Addresses	Department	100408 - Purchasing (100-	408 - F 🗸			
Cart Assignees Checkout Settings	Position		~	Ĵ		

3. Click "Select Addresses for Profile".

Matthew Wessel	Def	ault Addresses	
User Name wesselm		O No addresses defined in profile.	
User Profile and Preferences	> Shir	Te Bill To	
Default User Settings Custom Field and Accounting Code D	efaults	:t an address to edit	
Default Addresses		No addresses defined in profile.	
Cart Assignees	Sh	ipping Addresses	
Checkout Settings		~	
User Roles and Access	>		
Ordering and Approval Settings	>		

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

Matthew Wessel	Default Ad	ldresses		?
User Name wesselm	•	No addresses defined in profile.		
User Profile and Preferences Default User Settings Custom Field and Accounting Code De Default Addresses	Ship To Bill T Select an address No address	ro s to edit sses defined in profile.	? Select Addresses for Profile	
Cart Assignees Checkout Settings User Roles and Access Ordering and Approval Settings Permission Settings Notification Preferences User History Administrative Tasks	Shipping A	Addresses Address Se Nickname / Address Text Results Per P	arch 1224 × age 10 × Search	

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

Matthew Wessel		Default Addresses		?
User Name wesselm		O No addresses defined	l in profile.	
User Profile and Preferences Default User Settings Custom Field and Accounting Code Def Default Addresses	aults	Ship To       Bill To         Select an address to edit         O No addresses defined in profile.	? Select Addresses for Profile	
Cart Assignees		Shipping Addresses	Address Search	
Checkout Settings		~	Nickname ( kasa V	
User Roles and Access	>		Address Text	
Ordering and Approval Settings	>		Results Per Page 10 V	
Permission Settings	>		Search	
Notification Preferences	>		Addresses Found: 2 Addresses Found: 2	
User History	>	N	Name Address	
Administrative Tasks	>		O 1224 N Boomer Rd Attn: Matthew Wessel Room/Blg Dept 100408 - Purchasing OK State Univ 1224 N BOOMER RD STILLWATER, OK 74078 United States	

## 6. Enter your room number in the "Room/Blg" field and click save.

Matthew Wessel	Default Addresses				?
User Name wesselm	😮 No addre	esses defined ir	n profile.		
User Profile and Preferences Default User Settings Custom Field and Accounting Code Def Default Addresses	Ship To Bill To Select an address to edit No addresses defined profile.	d in	Select Addresses for Profile	? Delete Address	
Cart Assignees Checkout Settings	Shipping Addresses	Edit	Selected Address	?	
User Roles and Access Ordering and Approval Settings Permission Settings Notification Preferences User History Administrative Tasks		Addred Addred City State Zip C Coun	<pre>kname 1224 N Boomer Rd ault rent Default rrent Default rrent rress  D R E S S  * Matthew Wessel n/Blg * 104  * 100408 - Purchasing ess Line 1 OK State Univ ess Line 2 1224 N BOOMER RD STILLWATER OK ode 74078 try United States Save</pre>	X	