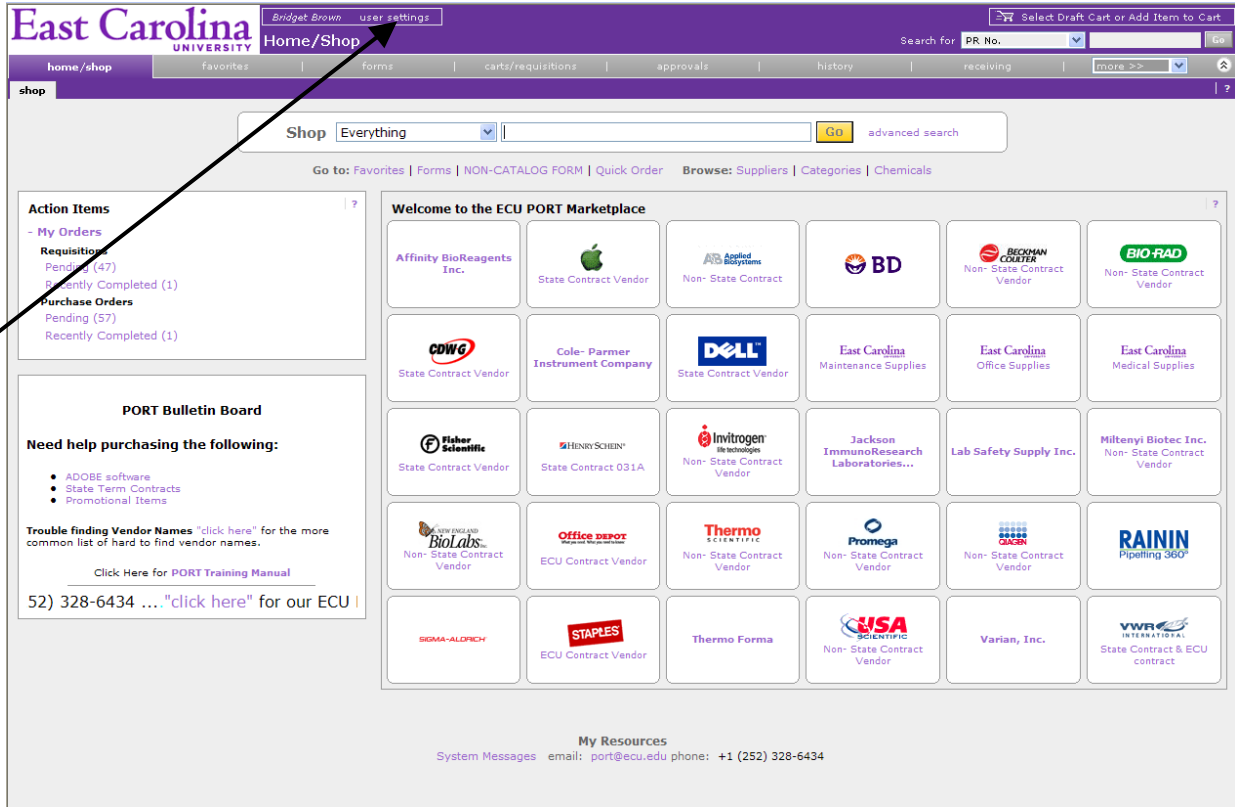
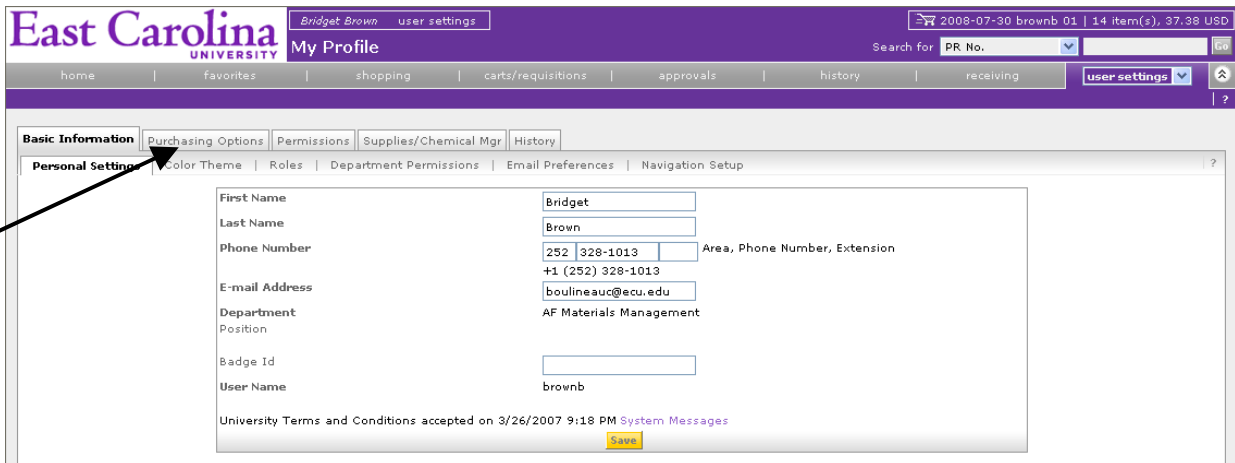


# SHIP CODE EDITS

Last Updated on: 7/22/2009



1. Click on **User Settings**.



2. Click on the **Purchasing Options** tab.

# SHIP CODE EDITS

Last Updated on: 7/22/2009

East Carolina UNIVERSITY My Profile

2008-07-30 brownb 01 | 14 item(s), 37.38 USD

Search for PR No. [input] [Go]

home | favorites | shopping | carts/requisitions | approvals | history | receiving | user settings

Basic Information | **Purchasing Options** | Permissions | Supplies/Chemical Mgr | History

FOAPAL/Field Values | Purchasing/Approval Limits | **Addresses** | Product Views | Punchout Access

Order info setup | FOAPAL Code Setup

Custom Field Name	Default Value	Description	Edit Values
Backup Required	no	not for supplier	<a href="#">Edit</a>
Backup Type	None	no backup	<a href="#">Edit</a>
Pricing Ref #	No Default Value		<a href="#">Edit</a>
Special Instructions	None		<a href="#">Edit</a>

3. Click on the **Addresses** tab.

East Carolina UNIVERSITY My Profile

2008-07-30 brownb 01 | 14 item(s), 37.38 USD

Search for PR No. [input] [Go]

home | favorites | shopping | carts/requisitions | approvals | history | receiving | user settings

Basic Information | **Purchasing Options** | Permissions | Supplies/Chemical Mgr | History

FOAPAL/Field Values | Purchasing/Approval Limits | **Addresses** | Product Views | Punchout Access

Ship To | Bill To

Select an address to edit

[Select Addresses for Profile](#)

**Shipping Addresses**

004

4. Once you are at the address tab, you can perform the following tasks related to your ship codes: updating your contact information on your ship codes, adding ship codes to your profile, deleting ship codes from your profile, and changing your default ship code. **Note:** If you need to change your address information on your ship code or request a new ship code, please email [boulineauc@ecu.edu](mailto:boulineauc@ecu.edu) with details of the request.