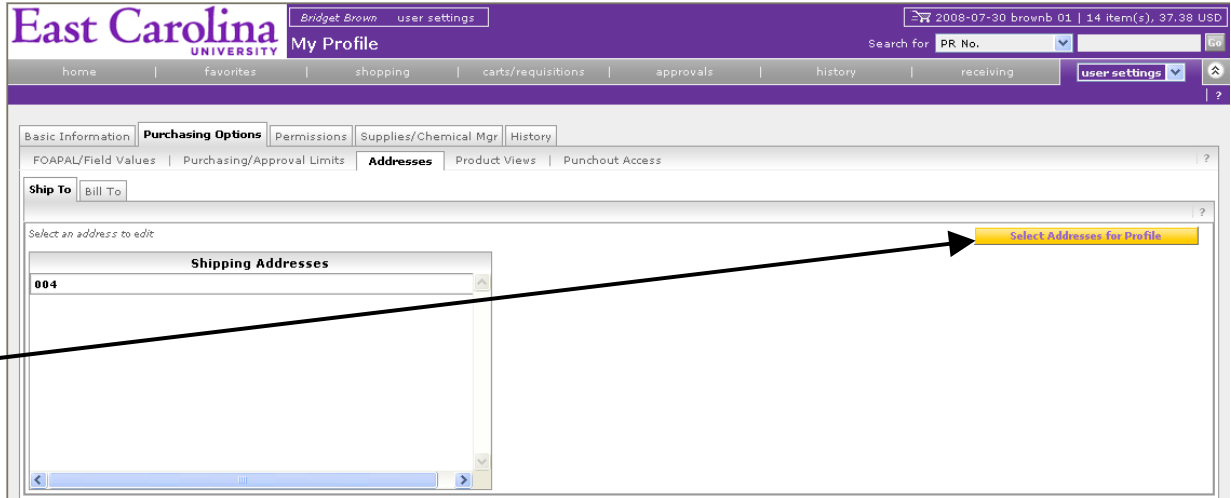
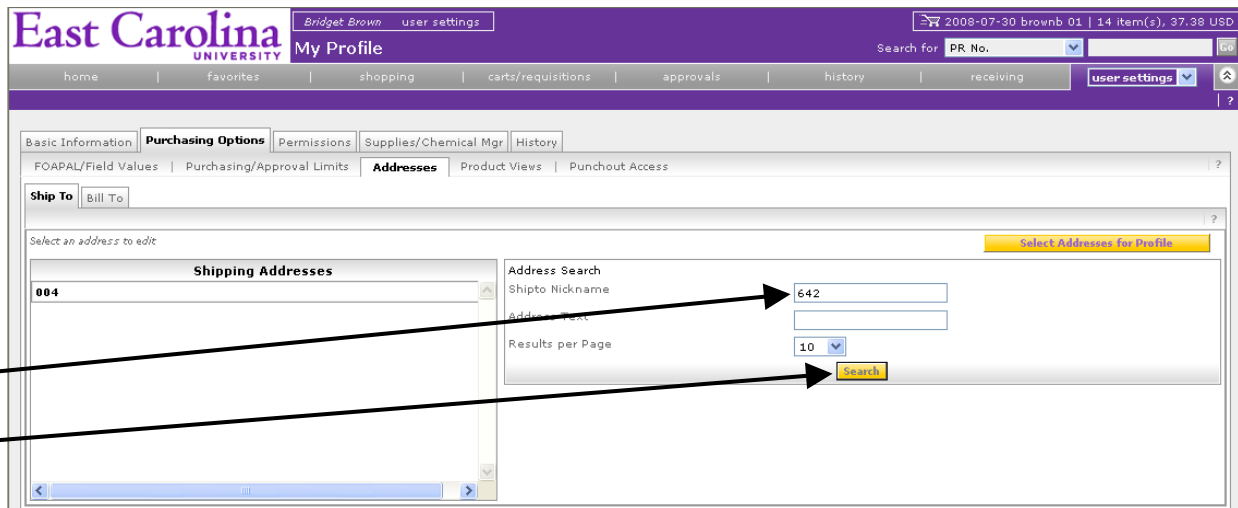


SHIP CODE – ADDITIONS BY NICK NAME

Last Updated on: 7/30/2008



1. Click on **Select Addresses for Profile** button.



2. Enter the ship code number in the **Nick Name** field if you already know the value for the address that needs to be added to your profile.
3. Click the **Search** Button.

SHIP CODE – ADDITIONS BY NICK NAME

Last Updated on: 7/30/2008

East Carolina UNIVERSITY My Profile

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

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

Shipping Addresses

Name	Address
<input type="radio"/> 642	Attention: Bridget Brown Phone: +1 (252) 328-1013 Email: boulineauc@ecu.edu East Carolina University One Card System Greenville, NC 278584353 United States

Address Search

Shipto Nickname: 642

Address Text: []

Results per Page: 10

Search

Addresses Found: 1

Page 1 of 1

4. Click the radio button beside the ship code #.

East Carolina UNIVERSITY My Profile

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

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

Shipping Addresses

Edit Selected Address

Nickname: 642

Default:

Current Default Address: 004

A D D R E S S

Attention: Bridget Brown

Phone: +1 (252) 328-1013

Email: brownb@ecu.edu

Address Line 1: East Carolina University

Address Line 2: One Card System

City: Greenville

State: NC

Zip Code: 278584353

Country: United States

Save

5. Type in the appropriate **Contact Name, Phone, and Email** for the ship code. **Note:** The phone # must be in the following format: **+1 (123) 123-1234**.
6. Click the **Save** button to add the ship code to your profile.

SHIP CODE – ADDITIONS BY NICK NAME

Last Updated on: 7/30/2008

The screenshot shows the 'My Profile' page for user 'Bridget Brown'. The 'Addresses' tab is active, displaying a list of shipping addresses. The address with ship code '642' is selected. The 'Edit Selected Address' form shows the following details:

Edit Selected Address	
Nickname	642
Default	<input type="checkbox"/>
Current Default Address	004
A D D R E S S	
Attention:	Bridget Brown
Phone:	+1 (252) 328-1013
Email:	brownb@ecu.edu
Address Line 1	East Carolina University
Address Line 2	One Card System
City	Greenville
State	NC
Zip Code	278584353
Country	United States
<input type="button" value="Save"/>	

7. Notice that the new ship code is now in your list of values for **Shipping Addresses**.
8. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.