

## Setting Up and Using Ship to Address

### Adding Ship to Address Options to Your Profile

Step	Task
1.	Log in to iBuy.
2.	Click <b>User</b> (silhouette) at the top right of the page.
3.	Select <b>View My Profile</b> .
4.	Review information under the <b>User Profile and Preferences ~ User's Name, Phone Number, E-mail, etc.</b> , and <b>User Roles and Access ~ Assigned Roles</b> for accuracy. <b>NOTE:</b> Updates to a user's phone number must be done through <a href="https://www.hr.uillinois.edu/myinfo">My UI Info</a> (https://www.hr.uillinois.edu/myinfo). All other updates should be done through the Unit Security Contact (USC).
5.	Select <b>Default User Settings</b> .
6.	Select <b>Default Addresses</b> .
7.	Click <b>Select Addresses for Profile</b> .
8.	Enter the Banner 6-digit <b>Ship To Code</b> (if known), your Chart, and the first 3 digits of your Org Code (without the dash) or street address under <b>Nickname/Address Text</b> .
9.	Click <b>Search</b> . <b>NOTE:</b> If you do not locate your specific address in iBuy, complete the <b>Banner Ship To Address Add Form</b> found in the <a href="https://www.obfs.uillinois.edu/forms/purchases/">Purchases Forms</a> section of the OBFS Home Page. (https://www.obfs.uillinois.edu/forms/purchases/)
10.	Select the radio button next to the desired address.
11.	Complete the required <b>Location</b> field. This detail is to support the information from Banner in <b>Address Lines 1 through 3</b> . Examples include: building name, room/suite number, floor location or email address. <b>NOTE:</b> Do not enter a street address in this field.
12.	If this is your primary address, check the <b>Default</b> box. As the <b>Default</b> , this address will auto-populate when creating a requisition. <b>NOTE:</b> Multiple addresses may be added to your profile, but you must have a <b>Default Address</b> selected.
13.	Click <b>Save</b> .

**NOTE:** It is recommended to not rename the default Banner 6-digit Ship to Code as personalized nicknames. Some of the Punchout Catalogs use the Banner 6-digit Ship to Code to validate access. If the Banner 6-digit Ship to Code is altered, access to the Punchout catalog can be denied.

## Using Ship-To Address Options on a Requisition

Step	Task
1.	Click <b>Proceed to Checkout</b> once draft cart is completed.
2.	In the <b>Shipping</b> section, click <b>Edit</b> .
3.	Review the address options listed under <b>Or Choose From Your Addresses...</b> These are addresses you have added to your profile using the steps above.
4.	Under the desired address, click <b>Use</b> .
5.	Adjust the <b>Attn:</b> field to the individual who requested the order or will be receiving the shipment.