

UIC Medical Center

iBuy Homepage and Resources

Step	Task
1.	Navigate to www.obfs.uillinois.edu/iBuy .
2.	Select the Training Resources link.
3.	Refer to the posted <i>Job Aids, Online Tutorials, Reference Guide, and Web-Based Courses</i> .

Add Profile Delivery Options

Step	Task
1.	Click the drop-down by your name at the top.
2.	Select View My Profile .
3.	Click Custom Field and Accounting Code Defaults under User Information and Settings .
4.	Click Edit next to Hospital Delivery Location .
5.	Click Create New Value .
6.	Click Search .
7.	Select the appropriate address.
8.	Click Add Values .
	<p>NOTE: Repeat steps 7-8 to add multiple Delivery locations.</p> <p>NOTE: To make the added address the default, refer to the <i>Profile Setting</i> job aid.</p>

Change Delivery Options on Requisition

Step	Task
1.	Open the requisition.
2.	Click Edit next to <i>Delivery Options</i> within the <i>Shipping</i> information.
3.	Click the Select from profile values... link.
4.	Click the drop-down.
5.	Select the new Delivery location.
	<p>NOTE: If Delivery location is not in the Profile, click the Select from all values... link and search for the location Value.</p>
6.	Select the appropriate value.
7.	Click Save .
	<p>NOTE: For additional information, refer to the <i>Requisition</i> job aid.</p>