UIC Medical Center

iBuy Homepage and Resources

Step	Task
1.	Navigate to iBuy.
2.	Select the **Training Resources** link.
3.	Refer to the posted *Job Aids, Online Tutorials, Reference Guide,* and *Web-Based Courses.*

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**. **NOTE**: Repeat steps 7-8 to add multiple Delivery locations. **NOTE**: To make the added address the default, refer to the *Profile Setting* job aid.

Change Delivery Options on Requisition

Step	Task
1.	Open the requisition.
2.	Click **Edit** next to *Delivery Options* within the *Shipping* information.
3.	Click the **Select from profile values...** link.
4.	Click the drop-down.
5.	Select the new Delivery location. **NOTE**: If Delivery location is not in the Profile, click the **Select from all values...** link and search for the location **Value**.
6.	Select the appropriate value.

Step	Task
7.	Click **Save**. **NOTE**: For additional information, refer to the *Requisition* job aid.
8.	Click **Add Values**. **NOTE**: Repeat steps 7-8 to add multiple Delivery locations. **NOTE**: To make the added address the default, refer to the *Profile Setting* job aid.