

Step-by-Step Guide

Adding Ship To Locations to Your CU Marketplace Profile

In This Guide

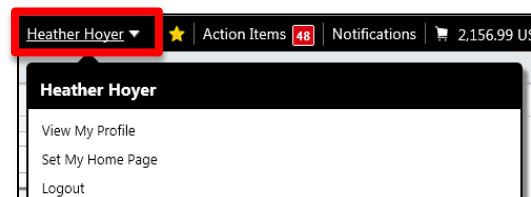
Your CU Marketplace profile will make shopping easier and faster by displaying lists of your frequently-used values. You can add your SpeedType(s), Ship To location(s), and, if appropriate, Requestor(s) to your CU Marketplace profile.

This guide discusses:

- ✓ Adding Ship To locations to your profile
- ✓ Designating a default location
- ✓ Assigning nicknames
- ✓ Removing Ship To locations from your profile

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.



2. Access your profile by using your name dropdown along the top of your screen and selecting **View My Profile**.

3. Under the **User Information and Settings** section, click **Default Addresses**.

4. Click the **Select Addresses for Profile** button.

A screenshot of the 'Address Search' form. The form has a text input field for 'Nickname / Address Text' and a 'Results per Page' dropdown set to '10'. A red circle highlights the 'Select Addresses for Profile' button at the top right. Another red circle highlights the 'Search' button at the bottom right.

5. Enter part of the Ship To building in the **Nickname/Address Text** field. You can enter any part of the building name or address.

6. Click the **Search** button.

7. From the list of results, select the appropriate building by clicking the radio button to the left of the building.

A screenshot of the 'Edit Selected Address' form. The form shows fields for 'Nickname' (Lab), 'Default' (checkbox), 'Current Default Address' (5GRANT), and 'ADDRESS'. The 'ADDRESS' section includes 'ATTN:' (Heather Hoyer), 'RM/FLR/STE' (1301), 'Address Line 1' (12800 E 19th Ave), 'Building' (Research I North), 'City' (Aurora), 'State' (CO), 'Zip Code' (80045), and 'Country' (United States). A red circle highlights the 'ATTN:' and 'RM/FLR/STE' fields. Another red circle highlights the 'Save' button at the bottom right.

8. Enter the attention (**Attn**) and room/floor/suite (**RM/FL/STE**) information. Due to space limitations on the supplier's side, enter this information as concisely as possible.

9. Click the **Save** button.

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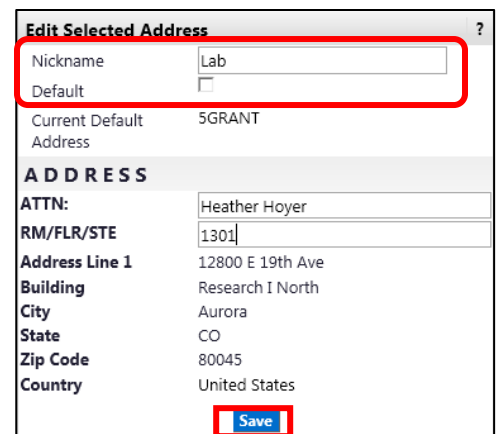
10. Your Ship To will now appear in the box on the left side of the page...and in a dropdown list as your shopping cart gets finalized.
11. To add more Ship Tos to your CU Marketplace profile, repeat steps 4 through 9.

To give your Ship To a nickname and/or designate as the default...

Nicknames are only visible to you, and only when using the dropdown list as your shopping cart gets finalized.

Designating a Ship To as your default will automatically assign the Ship To to your shopping carts. This may be desired if you commonly use only one Ship To for your purchases. (Not recommended if you commonly use multiple Ship Tos for your purchases.)

1. Select the appropriate Ship To from the box located on the left side of the page.
2. The **Edit Selected Address** box will appear on the right side of the page. Enter the desired **Nickname** for this Ship To.
3. If desired, designate this Ship To as your default by checking the **Default** checkbox.
4. Click the **Save** button.



If you designate a default Ship To, take care when finalizing your shopping carts. The default Ship To will automatically appear in each of your shopping carts and, unless changed, could result in shipments/deliveries to the incorrect address.

To remove your Ship To from your profile...

1. Select the appropriate Ship To from the box located on the left side of the page.
2. The **Edit Selected Address** box will appear on the right side of the page. Click the **Delete Address** button.

