

CU Marketplace How-to: Adding Ship To Locations to Your Profile ^[1]

Your CU Marketplace profile makes shopping easier and faster by displaying lists of your frequently-used values, such as your commonly used Ship To Locations.

Read the procedures

To add a Ship To Location to your Profile

1. Using your name dropdown along the top of your screen, select **View My Profile**.
2. Click **Default User Settings**, then **Default Addresses**.
3. Click **Select Addresses for Profile**.
4. Search for the building using the **Nickname/Address Text** field. You can enter any part of the building name or address..
5. Click **Search**.
6. Select the appropriate building from the list of results.
7. Update the attention (ATTN) as needed. Enter room/floor/suite (RM/FL/STE) information.
8. Click **Save**.
9. Your Ship To now appears in the box on the left side of the page.
10. The Ship To address will be available to you in a dropdown list on your shopping carts.

To make a Ship To address default to your shopping cart

1. Select the appropriate address from the box located on the left side of the page.
2. The **Edit Selected Address** box appears on the right side of the page. Select the **Default** checkbox and click **Save**.

To remove a Ship To address from your Profile

1. Select the appropriate address from the box on the left side of the page.
2. The **Edit Selected Address** box appears on the right side of the page. Click **Delete Address**.

Have a question or feedback?

Questions & Feedback ^[2]

Feedback or Question *

Your Email Address

Submit

Source URL: <https://www.cu.edu/psc/training/cumarketplace/adding-ship-locations-your-cu-marketplace-profile>

Links

[1] <https://www.cu.edu/psc/training/cumarketplace/adding-ship-locations-your-cu-marketplace-profile>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>