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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. In CU Marketplace, click the User icon, located in the ribbon at the top of the screen, and 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.

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Links

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