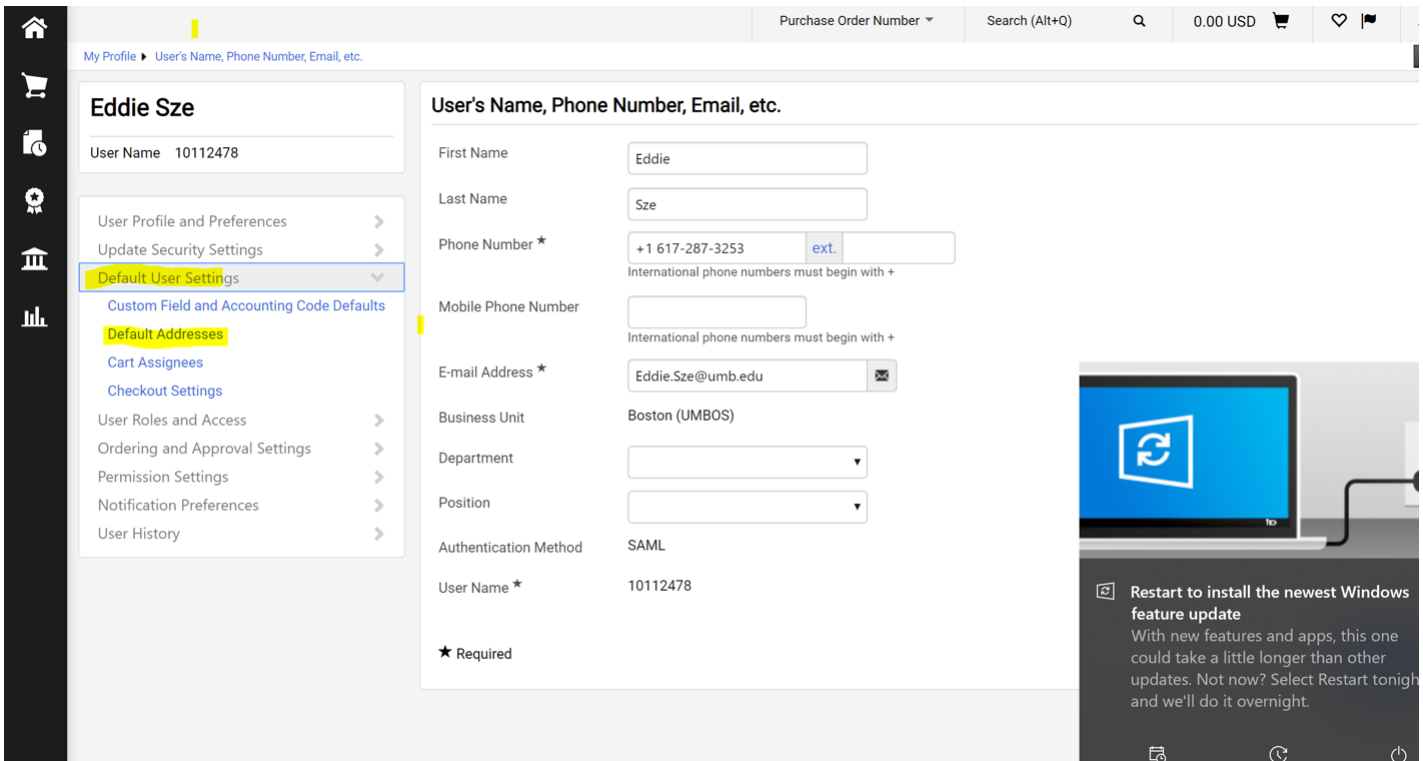


Eddie Size's short instructions for how to change the "ship to" address in BuyWays

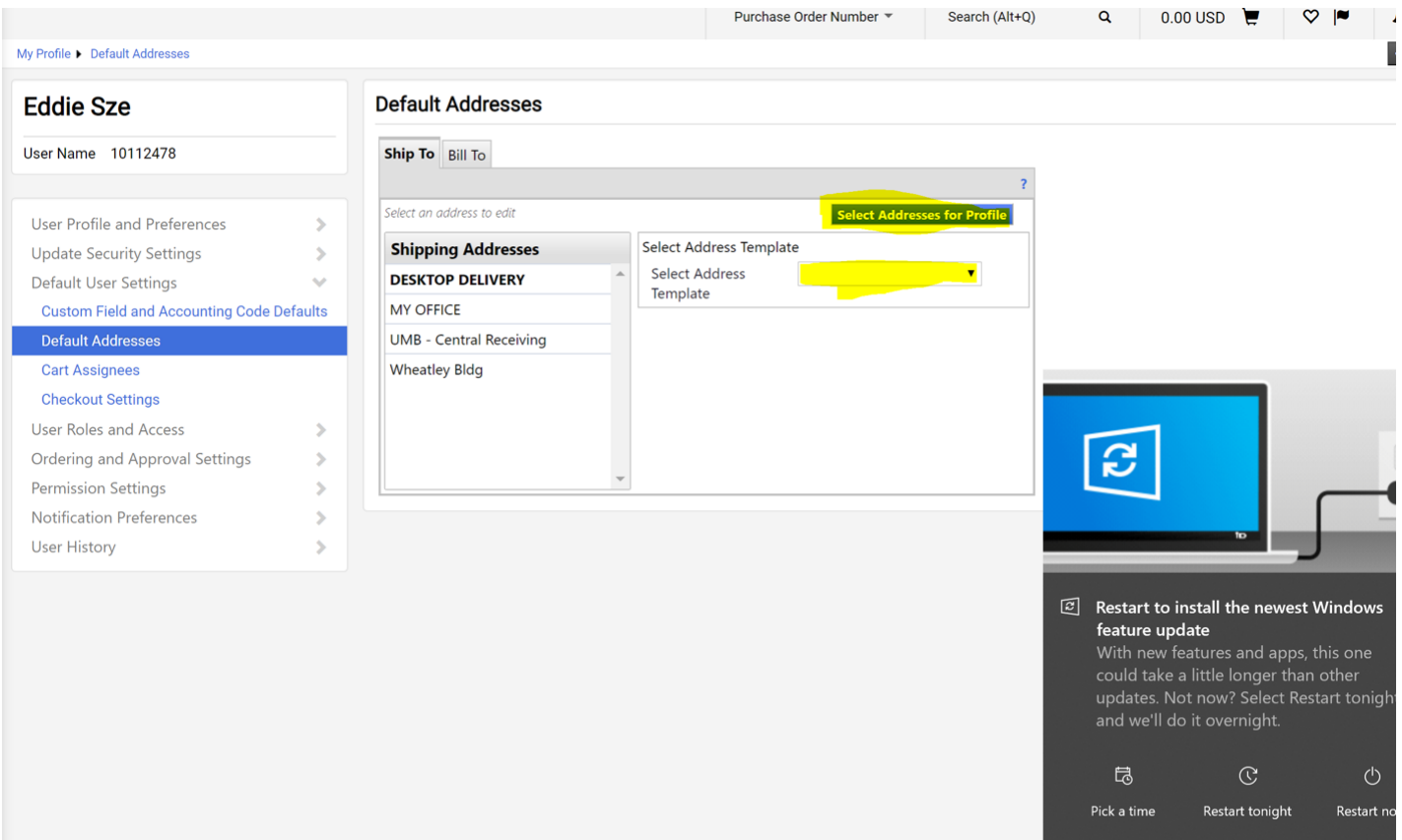
1. Go to your profile once you log in. Click the head on upper right corner. And select "view my profile."

The screenshot displays the BuyWays Production website interface. At the top right, a user profile dropdown menu is open for 'Eddie Size', showing options like 'View My Profile', 'Dashboards', 'Manage Searches', and 'My Recently Completed Requisitions'. The main content area features a 'Welcome to BuyWays Production' message with 'Current Announcements' including a 'PLEASE NOTE' about a system outage and a notice about 'ORDER DELIVERIES during the next several weeks'. Below this, there is a list of vendors under the heading 'Other Vendors', including Agilent Technologies, abcam, BIO-RAD, CDWG, Cell Signaling TECHNOLOGIES, FISTENA, E.W. WEBB COMPANY, Genesee Scientific, GRANVILLE CITY, illumina, LIBS, McMASTER-CARR, MSC, BioLabs, PerkinElmer, and Promega. The footer indicates the site is 'Powered by JAGGAER | Privacy Policy'.

2. Click “default User setting---and select default addresses



3. Click the “select Address for Profile” then select “ Other-UMBOS” and complete the address and Click “SAVE”



Eddie Sze

User Name 10112478

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings >
- Custom Field and Accounting Code Defaults >
- Default Addresses**
- Cart Assignees >
- Checkout Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >

Default Addresses

Ship To | Bill To

Select an address to edit Select Addresses for Profile Delete Address

Shipping Addresses

- DESKTOP DELIVERY
- MY OFFICE
- OTHER-UMBOS**
- UMB - Central Receiving
- Wheatley Bldg

Edit Selected Address

Nickname: OTHER-UMBOS

Default:

Current Default Address: DESKTOP DELIVERY

ADDRESS

Attn: * eddie sze

Rm/FI/Ste:

Address Line 1 * 123 abc st

Address Line 2:

Address Line 3 *

City * apple

State * ma

Zip Code * 02199

Country: United States

Save

4. Now you should see the new address when you check out---Click the "shipping" tab when you check out

Orders > Search > Search Documents > Accounting Codes - 131530221 - Draft Requisition Purchase Order Number Search (Alt+Q) 6.23 USD Logout

General
Shipping
Billing
Accounting Codes
Internal Notes and Attachments
External Notes and Attachments
Final Review

Submit Requisition
Assign Cart

[Return to shopping cart](#) [Continue Shopping](#)

✔ You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Billing | **Accounting Codes** | Supplier Info Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

Business Unit	Speedtype	Account	Request Budget Override	SpeedType Class	Class	Fund	Department	Program	Project
UMBOS Boston	107978-B CLA - Dean's Office	734200-B Office & Admin Supplies	no value	none-B	no value	51161-B General Operating Fund	B005700000-B CLA - Dean's Office	D00-B Academic Support	none

For selected line items: Add to Favorites Go

WB MASON CO INC [more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 G2 Premium Retractable Gel Ink Pen, Refillable, Black Ink, .7mm, DZ more info...	PIL31020	DZ	6.23	1 DZ	6.23 USD

Accounting Codes (same as header) edit

5. Click on "edit" and select the address you want to ship to.

The screenshot shows a requisition review interface with a progress bar at the top containing steps: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, External Notes and Attachments, and Final Review. A yellow notification box states: "You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: Billing. Go straight to the end: Final Review." Below this, a 'Shipping' section is visible with an 'edit' button highlighted in yellow. The shipping address is: Attn: Eddie Sze, Rm/FI/Ste: RM 10/2nd floor/COLLEGE OF LIBERAL ART-DEAN'S OFFICE, UMASS Boston, Wheatley Bldg, 100 Morrissey Blvd, Boston, MA 02125, United States.

The screenshot shows a 'Ship To' dialog box. The 'Shipping address' dropdown menu is highlighted in yellow and shows 'OTHER-UMBOS'. Below it, the 'Address Details' section contains several form fields: 'Attn: *' with 'eddie sze', 'Rm/FI/Ste:', 'Address Line 1 *' with '123 abc st', 'Address Line 2', 'Address Line 3 *', 'City *' with 'apple', 'State *' with 'ma', 'Zip Code *' with '02199', and 'Country' with 'United States'. The 'Save' button is highlighted in yellow. The background shows a table with columns: Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, Ext. Price.

6. Now you should see the address you selected on the PO

You have completed the required information in this step. At this point, you can do the following:
 Proceed to the next step: [Billing](#). Go straight to the end: [Final Review](#).

[Acquisition](#) | [PR Approvals](#) | [PO Preview](#) | [Comments](#) | [Attachments](#) | [History](#)

[Summary](#) | [Billing](#) | [Accounting Codes](#) | [Supplier Info](#)

[Hide value descriptions](#)

Shipping ?

These values apply to all lines unless specified by line item

Ship To [edit](#)

Shipping address Attn: eddie sze
 Rm/FI/Ste:
 123 abc st
 apt 1
 apple, ma 02199

United States

For selected line items [Add to Favorites](#)

IB MASON CO INC [more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 G2 Premium Retractable Gel Ink Pen, Refillable, Black Ink, .7mm, DZ more info...	PIL31020	DZ	6.23	1 DZ	6.23 USD	<input type="checkbox"/>
Ship To (same as header)						
					Vendor subtotal	6.23 USD
					Subtotal	6.23
					Total	6.23 USD