Eddie Sze'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.

	Purchase Order Number 👻	Search (A	lt+Q)	۵.00	usd 👻	♡	
Shop Shopping Shopping Home		Eddie Sz	ze				
Search Hosted Catalogs Everything Go to: advanced search favorites forms non-catalog is	v v interm quick order Browse: vendors	View My F Dashboar	P <mark>rofile</mark> ds				
Welcome to BuyWays Production	•	Manage S Set My Ho	Search Exports				1
<u>Current Announcements:</u> PLEASE NOTE: FW Webb punch-out will be down Friday, April 17 at 4pm - Monday, April 20th at	: 6:30am EST.	My Recen My Recen	tly Completed F	Requisitions Purchase Order	"S		24 ====================================
ORDER DELIVERIES during the next several weeks Expect possible delays on deliveries.	N					Logout	Help
Before placing orders, please check the status of your receiving location, as vendors will not lea proper acknowledgement.	ave deliveries without	• Other Ver	ndors				
The University has recently added a Direct Pay process to BuyWays! The Direct Pay form can be us vouchers and expedite payment for specific purchases. The Direc Payment Form job aid can https://umassp.my.salesforce.com/sfc/p/6A000001Wo9s/a/3s00000PZb6/8VrExgRCyytjkZX3MWZuNnT	ed to create payment n be found at 'SqXpFzGHKwekCn0kOjZc	gilent Technologies	abcam	BIO RAD	CDWG	Cell Signaling	Fastena
The Direct Payment process allowable purchases are limited to the following:							
 Advertising Athletic Officials Fuel Honorarium 	G	EW WEBB COMPANY	Genesee			illumına'	Lowrs
 Legal Fees Moving-Lab/Office Non Employee Reimbursement Postage Royalty Payments (non-employee) 	M	IdMASTER-CARR.	M	Indestriet Supply Ca.	BioLabs_	PerkinElmer'	Promega
Subscriptions Telcom		22222		TharmaEishas	Pov	vered by JAGGAER	Privacy Policy

		User's Marrie, Phone	Number, Email, etc.					
Jser Name 10112478		First Name	Eddie					
		Last Name	Sze					
User Profile and Preferences Update Security Settings	>	Phone Number *	+1 617-287-3253 ext.					
Default User Settings	~		International phone numbers must begin with +					
Custom Field and Accounting Code	Defaults	Mobile Phone Number						
Default Addresses			International phone numbers must begin with +					
Cart Assignees Checkout Settings		E-mail Address *	Eddie.Sze@umb.edu		_	_	-	
User Roles and Access	>	Business Unit	Boston (UMBOS)			-		
Ordering and Approval Settings	>	Department			1 C			
Permission Settings	>							
Notification Preferences	>	Position	•					
User History	>	Authentication Method	SAML	- 1				J
		User Name *	10112478		🕄 Restai	rt to install t	he newe	st Windows
		★ Required			featur With r could updat and w	re update new features take a little l es. Not now re'll do it ove	and app onger th ? Select F rnight.	os, this one an other Restart tonig

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"

			Purchase 0	order Number 🔻	Search (Alt+Q)	Q	0.00 USD	Ä 🤇	⊘ ≈	4
My Profile Default Addresses										
Eddie Sze	Default Add	resses								
User Name 10112478	Ship To Bill To	•								
	Select an address t	to edit		Colort Addres	?					
User Profile and Preferences	>			Select Addres	sses for Profile					
Update Security Settings	Shipping Ad	dresses	Select Address Template							
Default User Settings	DESKTOP DEL	IVERY	Template		•					
Custom Field and Accounting Code Defa	Its MY OFFICE		-							
Default Addresses	UMB - Central	Receiving								
Cart Assignees	Wheatley Bldg							_		
Checkout Settings										
User Roles and Access	>						1			
Ordering and Approval Settings	>									
Permission Settings	>	•								-(
Notification Preferences	>									-
User History	>							<u> </u>	J	
						Restart feature With ne could ta updates and we' Ē Pick a time	to install th update w features ke a little l . Not now? Il do it ove	ne newest and apps, onger thar Select Re rnight. C	Windc this or o other start to Rest	ne night tart ng

Eddie Sze		Default Addresses				
User Name 10112478		Ship To Bill To				
						?
User Profile and Preferences	>	Select an address to edit		Sele	ct Addresses for Profile	Delete Address
Update Security Settings	>	Shipping Addresses		Edit Selected Add	iress	?
Default User Settings	~	DESKTOP DELIVERY	*	Nickname	OTHER-UMBOS	
Custom Field and Accounting Code I	Defaults	MY OFFICE		Default		
Default Addresses		OTHER-UMBOS		Current Default Address	DESKTOP DELIVERY	
Cart Assignees		UMB - Central Receiving		ADDRESS		
Checkout Settings		Wheatley Bldg		Attn: *	eddie sze	
User Roles and Access	>			Rm/Fl/Ste:		
Ordering and Approval Settings	>			Address Line 1 *	1 <mark>23 abc</mark> st	
Permission Settings	>		*	Address Line 2		
Notification Preferences	>			Address Line 3 *		
User History	>			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

	Purchase Order Number 👻	Search (Alt+Q)	Q 6.23 L	isd 📜	♡ ● .	
Orders + Search + Search Documents + Accounting Codes - 131530221 - Draft Requisition						🕄 Logout
Seneral Shipping Solution Billing Accounting Codes Shipping Accounting Codes	is 📀 External Notes and Attach	nments 🧟 Final Re	view		Submit Rec Assign	quisition Cart
			Return t	o shopping ca	rt 🕢 Continue	Shopping
You have completed the required information in this step. At Proceed to the next step: Internal Notes and Attachments. Go	this point, you can do the fo o straight to the end: Final Re	llowing: eview.				
Requisition PR Approvals PO Preview Comments Attachments History						Δ,
summary Billing Accounting Codes Supplier Into					Hide value de	escriptions
Acco	unting Codes					?
These values apply to a	all lines unless specified by line item					
Business Unit Speedtype Account Request Budget SpeedType Class Override	Class Fund	Department	Program	Project		edit
UMBOS 107978-B 734200-B no value none-B Boston CLA - Dean's Office & Admin Supplies	no value 51161-B General Operating Fund	B005700000-B CLA - Dean's Office	D00-B Academic Support	none		
		For select	ed line items Add to	Favorites		▼ Go
WB MASON CO INC more info						
Product Description	Catalog No	Size / Packagin	g 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 Lodes (same as neader)				Deve	edit	bine an De lier

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

Scenaral Shipping Skilling Accounting Codes	Internal Notes and Attachments 🔗 External Notes and Attachments 🤗 Einal Review	Submit Requisition
		Assign Cart
	Return to shopping cart	Continue Shopping
You have completed the required in Proceed to the next step: Billing. C	nformation in this step. At this point, you can do the following: o straight to the end: Final Review.	
Requisition PR Approvals PO Preview Comments Attachments His	ory	a
		Hide value descriptions
	Shipping ? These values apply to all lines unless specified by line item	
WB MASON CO INC more info	For selected line items Add to Favorites	Go
Product Description	Catalog No Size / Packaging Unit Price Quantity	Ext. Price

ling Accounting Codes Supplier Info	Ship To	? X		C C
				Hide value description
	Complete the fields be need to make a change	low to enter your shipping address for this order. If you e, select a different address from the available options.	u	
	Shipping address	select from your addresses OTHER-UMBOS		
	To choose a different a	address, click here		
	Address Details			
	Attn: *	eddie sze		
	Rm/Fl/Ste:			
	Address Line 1 *	123 abc st		
	Address Line 2			
	Address Line 3 *			
	City *	apple	extend line items Add to Equation	
	State *	ma	selected line items Add to Pavontes	60
CO INC more info	Zip Code *	02199		
Description	Country	United States	aging Unit Price Quantity	Ext. Price
ium Retractable Gel Ink Pen, Refillable, Black Inl	k, .7n	Save	6.23 1 DZ	6.23 USD
	Ship To (same as head	der)		
			Vendor subtotal	6.23 USD
			Subtotal	6.23

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

v rou nave completed	the required information in this step. At i	this point, you can do the	following:			
Proceed to the next s	tep: Billing. Go straight to the end: Final	Review.				
uisition PR Approvals PO Preview Comments At	tachments History					
Immary Billing Accounting Codes Suppli	er Info					¢
					Hide value c	Jescripti
	SI	hipping	?			
	These values apply to all	l lines unless specified by line item	1			
	Ship To		edit			
	Shipping address At	tn: eddie sze				
	Rr 12	n/Fl/Ste: 23 abc st				
	ap	ot 1				
	ар	ople, ma 02199				
		ited Chates				
	Un Un	lited States				
			For selected li	ne items Add to Favorites		▼ G
B MASON CO INC more info						
Product Description		Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price	
G2 Premium Retractable Gel Ink Pen, Refillab	le, Black Ink, .7mm, DZ 🔶 more info	PIL31020	DZ	6.23 1 DZ	6.23 USD	
	Ship To (same as header)					
				Van dan subbabal	6.22	
				venuor subtotai	0.23	050
			:	Subtotal	6.23	
				Tadal	6 72 11	rn -