

# Set Your Ship To Address



A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Learn how to set your ship to the location for easy checkout.

## SET YOUR DEFAULT SHIP TO ADDRESS FOR A FASTER CHECKOUT EXPERIENCE

Follow the steps below to set your ship-to address:

1. Navigate to **User > View My Profile > Default User Settings > Default Addresses > Ship To Tab.**
2. Click the **Select Addresses for Profile Button.**
3. Select your address your address from the dropdown.
4. Click **Save.**

**Default Addresses**

No addresses defined in profile.

**Ship To** **Bill To** ?

Select an address to edit

**Select Addresses For Profile** 2

No addresses defined in profile.

**Shipping Addresses**

Select Address Template

Select Address Template

## Default Addresses

Ship To Bill To

Select an address to edit Select Addresses For Profile Delete Address

Shipping Addresses	Edit Selected Address
CSU Bakersfield - Campus Receiving	Nickname: CSU Bakersfield - Campus Rece <span>Duplicate address name</span>
	Default: <input checked="" type="checkbox"/>
	Current Default Address: CSU Bakersfield - Campus Receiving
	<b>ADDRESS</b>
	Contact: * Bianca Mae Wohlgemuth
	Address Line 1: 9001 Stockdale Hwy.
	City: Bakersfield
	State: CA
	Zip Code: 93311
	Country: United States
	<span>Save</span>