

## **User Profile Setup**

## (Setting up default shipping addresses and FOAPAL elements)

. This guide outlines the process to add or update the default shipping address and FOAPAL (Funds, Organization, Account, Program, Activity, Location) information.

• From the home page, click on the *Profile Icon* which is on the right top of the screen and click *View My Profile from the menu* 

<b>^</b>	MISSISSIPPI STATE Users *	Search (Alt+Q) Q	315.90 USD 📜	∽ №	4 1
-	Dashboards • Shopper Requester Dashboard	Sumeet Simunla			Use
 6	Accounts Payable Dashboard Admin Dashboard Contracts Dashboard Contracts Dashboard Shopper Requester Dashboard Sourcing Events Dashboard Sourcing Events Dashboard	View My Profile Dashboards			
<u>o</u>	Shop	Manage Searches Manage Search Exports			
俞	Simple Advanced Go to: Favorites   Forms   Non-Catalog Item   Si	Set My Home Page Search Help For A Solution			
	Search for products, vendors, forms, part number, etc.	. You do	not have any recent orde	rs	
					Logout

• Under 'User's Name, Phone Number, Email, etc.' confirm your full name, email address and username.

Sumeet Simunla		User's Name, Phone	Number, Email, etc.		?
User Name ssimunla		First Name	Sumeet		
Liser Profile and Preferences		Last Name	Simunla		
User's Name, Phone Number, Email, e	etc.	Phone Number	ext.		
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App Activation Codes		Mobile Phone Number			
Early Access Participation			International phone numbers must begin with +	+	
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Update Security Settings	>				
Default User Settings	>	Business Unit		~	
User Roles and Access	>	Department			
Ordering and Approval Settings	>	Dopartment		<b>v</b>	
Permission Settings	>	Position	~		
Notification Preferences	>	92 Lines Turne	Partner Liser		
User History	>	<ul> <li>User Type</li> </ul>	Faither Oser		
Administrative Tasks	>	Authentication Method	Local		
		User Name *	ssimunla		
		★ Required		Save Char	nges

 Click Default User Settings -> Custom Field and Accounting Code Defaults -> Code Favorites to add Default Code Favorites.

Sumeet Simunla		Custom Field and Accounting Code Defaults				
User Name ssimunla		Header (int.) Codes Code Favorites				
User Profile and Preferences Update Security Settings Default User Settings Custom Field and Accounting Code I Default Addresses	> > Defaults	Business Units: Default Code Favorites  Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the 'Add' button and entering a common used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.				
Cart Assignees Financial Approvers		Accounting Codes				
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rdering and Approval Settings	>	Туре				
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• Click 'Add' -> Search and add your favorite codes -> Add a Nickname -> Select Save.

*	HISSISSIPPI STATE					Users - S	earch (Alt+Q) Q. (	315.90 USD 💘 🛛 🕫 🏴	4 1
	Accounting Codes								? X
2	Nickname Nick	🗹 Default							
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	Default Addresses	CAMP .							
39	Cart Assignees		nting Cadeo						
	Financial Approvers	Accou	nung codes						

• To add a default address, click on Default Addresses -> Select Addresses for Profile -> Select.

My Profile  Default Addresses		
Sumeet Simunla	Default Addresses	5
User Name ssimunla	S No address	esses defined in profile.
User Profile and Preferences	Ship To Bill To	
Update Security Settings	> Select an address to edit	Select Addresses For
Default User Settings	<	d in profile
Custom Field and Accounting Code Defa	ults	a in prome.
Default Addresses	Shipping Addresses	Address Search
Cart Assignees		Nickname / Address
Financial Approvers		Text
Payment Options		Results Per Page 10 V
User Roles and Access	>	Search
Ordering and Approval Settings	>	
Permission Settings	>	
Notification Preferences	>	
Heer History		·



• The list of addresses loaded into the system will appear. Select your default ship to address, add the Attn To information to be applied to all requisitions, select *Save*.

Ship To Bill To					
			?		
Select an address to edit			Select Addresses For Profile		
ONO addresses defined in profi	ile.				
Shipping Addresses		Address Search			
		Nickname / Address Text Results Per Page	s [		
			Search		
		Addresses Found:	154 ◀ Page 1 ✔ of 16 ▶		
		Name	Address		
	•	O 4-H State Leader Extension	- Attn To 190 Bost Dr. Room 402 Mississippi State, MS 39762 United States		
		O Academic Advisir	ng Attn To 252 Famous Maroon Band St. Mississippi State, MS 39762 United States		
		○ Admissions & Scholarships	Attn To 25 Old Main 101 Motgomery Hall Mississippi State, MS 39762 United States		
		O Advanced Composites Institute	Attn To e 110 Airport Rd. Starkville, MS 39759 United States		
Default Addresses	efined	in profile.			
Ship To Bill To					
			?		
Select an address to edit	_	Select Ad	dresses For Profile Delete Address		
ON addresses defined in profile.					
Shipping Addresses	E	dit Selected Address	?		
	÷ 1	Nickname	4-H State Leader - Extension		
	C	Default			
	4	Current Default Address	-		
	A	DDRESS			
	Ad Ad Cit	th Tom Idress Line 1 Idress Line 2 ty ate	Test 190 Bost Dr. Room 402 Mississippi State MS		
	Co	p Code puntry	39762 United States		
			Save		