University of Tennessee - easyPurchase™ Ship to Bill to User Profile

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# Getting Started

Purpose

The purpose of the **Ship To Bill To** functionality is to allow the user the flexibility of changing their shipping and billing addresses as they change positions or re-locate to another facility on campus. The users can change their ship to and bill to addresses by accessing the information in their user profile.

## Accessing User Profile

1. Upon logging into the system**,** the user will **Select > Menu > Profile**

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## Editing Ship to Bill to addresses

* + Upon entering the user profile information form, the user will notice a default **Ship to Bill to address** already associated with their profile**.**

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**To edit the Ship to Profile, Select > Edit under the Default Ship or Default Bill to.**



1. A **Location** dialogue form will open.



1. In **Location Name**, type in the name of the new location, **Select > Go**.
2. Select the location you wish to become either the **Default Ship To/Default Bill To** by clicking on the hyperlink under the location name.



1. The address you select can now be seen in your user profile.
2. **Select > Update** to save the new address.
3. **Repeat Steps 1-6**, if you need to change the **Bill to** or **Ship to** address.