Ship to Address Management

This training guide will assist you with setting FOAP favorites in your profile.

1. Click on your name>View My Profile.

2. Click on Default User Settings, then Default Addresses link.

3. Click on Select Addresses for Profile button.
4. Search for part of your building name or one of the streets in your building address. Select one of the addresses that best fits your needs. Please be sure the new addresses are being selected. The name will be one of the following formats: Txxxx, Txxxxx, or TTxxx. All addresses will now be physical addresses.

5. Once the radio button has been selected for the appropriate ship-to address, you will be able to enter your contact information, department name, and room number, which are all required. There is the option to enter a nickname which is helpful if you will be saving multiple ship-to addresses.
End of Ship to Management Training Guide