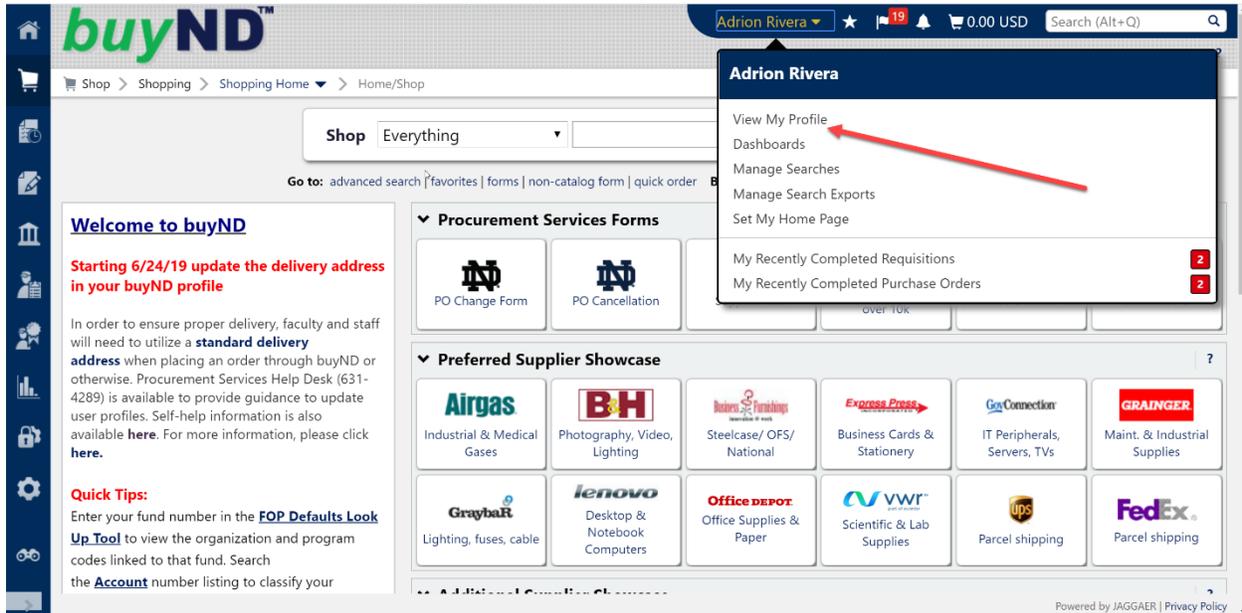


## How To Add An Off-Campus Address To Your buyND Profile

- 1.) Start on the landing page in buyND. In the upper right hand corner find your name and click on it to bring up the menu. Click on “View My Profile”



The screenshot shows the buyND landing page for user Adrion Rivera. The user's name is in the top right corner. A dropdown menu is open, showing options: View My Profile, Dashboards, Manage Searches, Manage Search Exports, Set My Home Page, My Recently Completed Requisitions (2), and My Recently Completed Purchase Orders (2). A red arrow points to "View My Profile".

**Welcome to buyND**

Starting 6/24/19 update the delivery address in your buyND profile

In order to ensure proper delivery, faculty and staff will need to utilize a **standard delivery address** when placing an order through buyND or otherwise. Procurement Services Help Desk (631-4289) is available to provide guidance to update user profiles. Self-help information is also available [here](#). For more information, please click [here](#).

**Quick Tips:**  
Enter your fund number in the [FOP Defaults Look Up Tool](#) to view the organization and program codes linked to that fund. Search the [Account](#) number listing to classify your

**Procurement Services Forms**

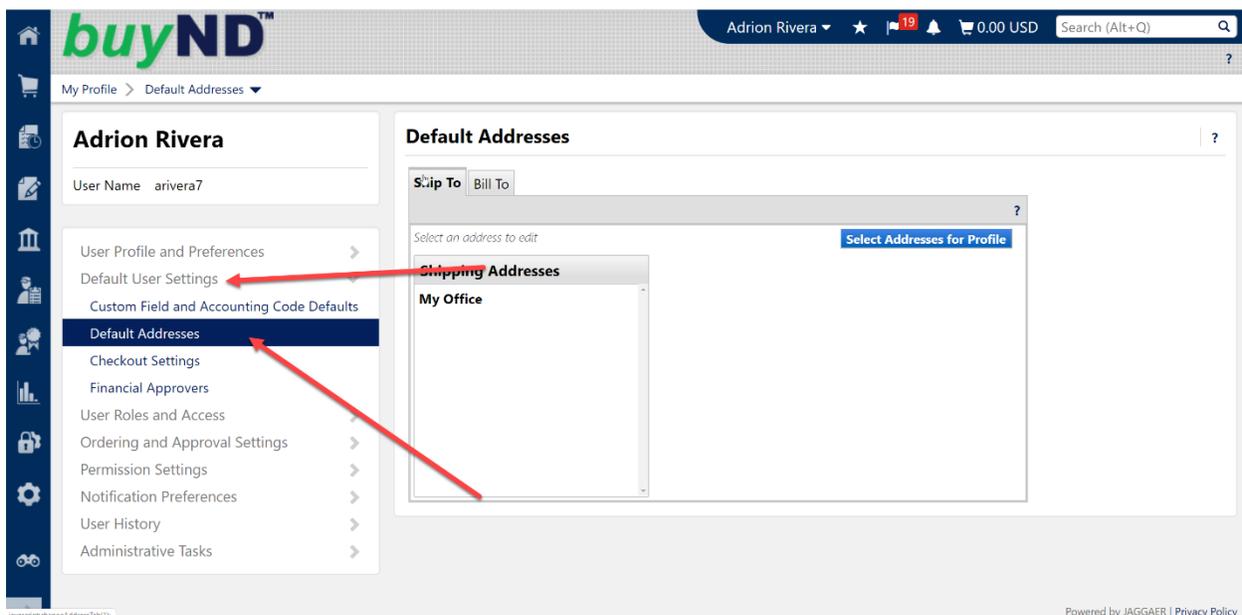
- PO Change Form
- PO Cancellation

**Preferred Supplier Showcase**

- Airgas: Industrial & Medical Gases
- B&H: Photography, Video, Lighting
- Steelcase/OFS/National: Steelcase/OFS/ National
- Express Press: Business Cards & Stationery
- Geo Connection: IT Peripherals, Servers, TVs
- GRAINGER: Maint. & Industrial Supplies
- GraybaR: Lighting, fuses, cable
- lenovo: Desktop & Notebook Computers
- Office DEPOT: Office Supplies & Paper
- VWR: Scientific & Lab Supplies
- ups: Parcel shipping
- FedEx: Parcel shipping

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- 2.) On the left hand navigation menu, click on “Default User Settings”, then select the “Default Addresses”



The screenshot shows the buyND Default Addresses page for user Adrion Rivera. The left navigation menu is open, showing options: User Profile and Preferences, Default User Settings, Custom Field and Accounting Code Defaults, Default Addresses, Checkout Settings, Financial Approvers, User Roles and Access, Ordering and Approval Settings, Permission Settings, Notification Preferences, User History, and Administrative Tasks. Red arrows point to "Default User Settings" and "Default Addresses".

**Default Addresses**

Ship To Bill To

Select an address to edit

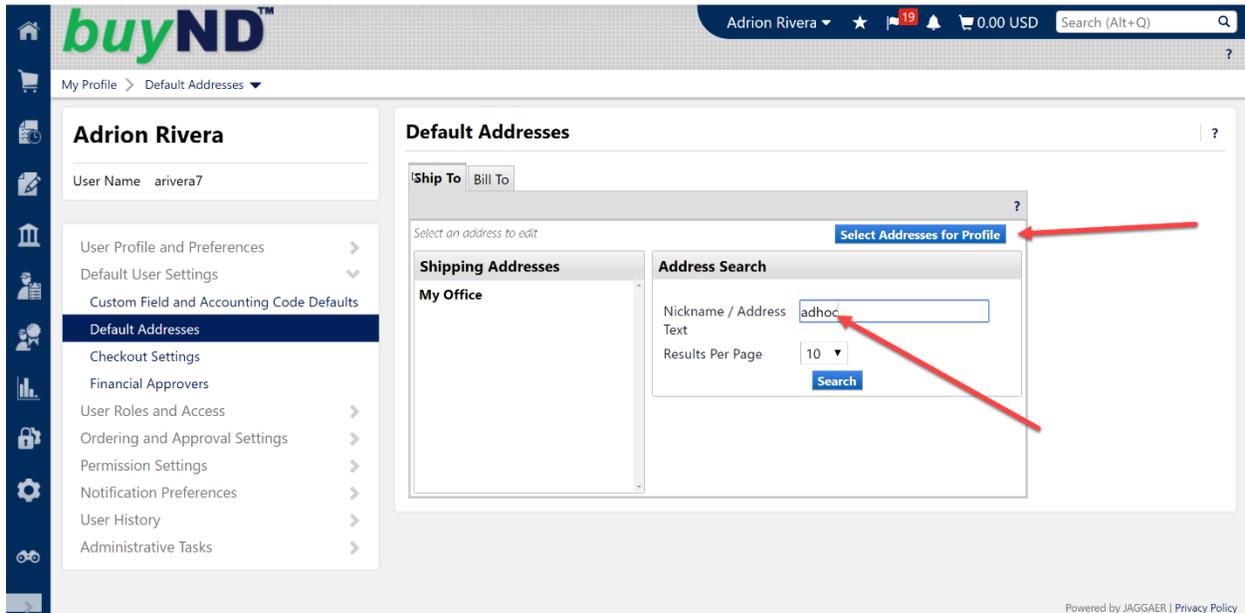
Select Addresses for Profile

**Shipping Addresses**

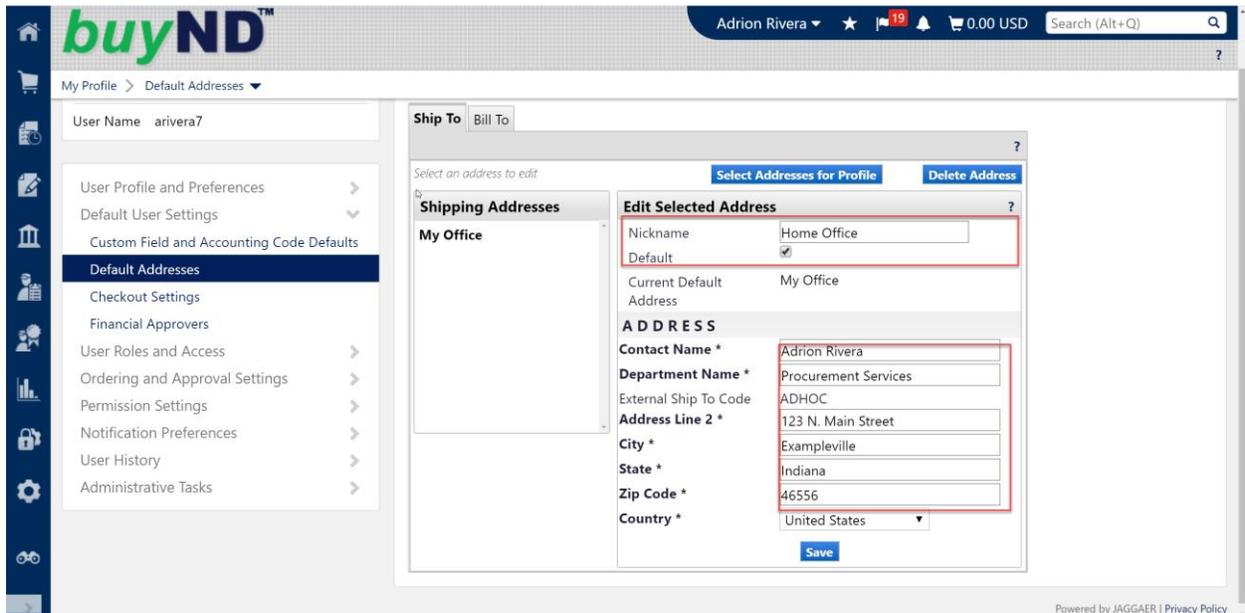
My Office

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- 3.) Click on the blue “Select Addresses for Profile” button. Then in the “Address Search” text box type the word “adhoc”. Then click on “Search”



- 4.) When the results populate, you will see one address found with the code “9599”. Select this option. A new window will populate where you can add an off-campus address. You can make this a default ship-to address by selecting the radio button that says “Default” You can also rename this from “9599” to something like “Home Office”. BE SURE TO FILL IN ALL FIELDS.



- 5.) Click Save. This will then become the new default ship-to address for all future orders.