

# UNIVERSITY OF DELAWARE **EXCHANGE**

Setting Up Ship To Addresses

*Revised 3/21/2023*

# Ship To Addresses in UD Exchange

- UD Exchange allows employees to save multiple shipping addresses as well as set a default shipping address in their user profile.
- This guide will illustrate how to create and update default shipping addresses.
- To begin, log into UD Exchange using your UD credentials.





Organization Message

Click on the **Profile** icon at the top right of the Shopping Home Page

Welcome to the University of Delaware Exchange **Test Site!**

The test site does not create live purchase orders or payments sent to suppliers. The integrations are set up to use the FITST PeopleSoft instance, which is not dynamically updated for production values of custom fields such as projects, work orders and speedtypes, or supplier active/inactive status. **The last refresh of FITST was completed on March 29, 2022.** Custom fields, with the exception of work order and user ref, were updated to reflect those values on April 22.

As you use this site for training and testing, you may see small differences from guides and the production site. The integration with catalog suppliers depends on their having a test site for integration; some suppliers (such as Amazon) do not have a test site and are not in this catalog. The test site is where the administrators test new solutions before moving to production and while building new guides. Please email [procurement@udel.edu](mailto:procurement@udel.edu) if you have specific questions; chances are we are working on it!

There are no Action Items to display.

My Resources

[Product Release Library](#)

| [procurement@udel.edu](mailto:procurement@udel.edu)

[Site Map](#)

Quick Links

- [UD Exchange How To Guides](#)
- [How Do I Buy \\_\\_\\_\\_ ???](#)
- [Commodity Code-Account Crosswalk](#)
- [Non-PO Payment Matrix](#)
- [Non-Catalog Item](#)
- [NEW Waiver of Bid Form](#)
- [Request Contract](#)

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment	Honorarium Payment		
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My Draft Carts



Select "View My Profile"

Brandon Gabriel-Perez

View My Profile

Dashboards

Manage Searches

Manage Search Exports

Set My Home Page

My Pending Requisitions

8

Logout

Action Items

There are no Action Items to display

Organization Message

Welcome to the University of Delaware Exchange Test Site!

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Catalog & Forms Showcase (Under Development)

Procurement Forms

Grid of procurement forms including icons for a document, a gift, a globe, and NIMBL.

Quick Links

- UD Exchange How To Guides
How Do I Buy \_\_\_\_ ???
Commodity Code-Account Crosswalk
Non-PO Payment Matrix
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NEW Waiver of Bid Form
Request Contract

My Draft Carts



UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

All Search (Alt+Q) 0.00 USD Logout

My Profile ▶ Default Addresses

### Brandon Gabriel-Perez

User Name 702214053

- User Profile and Preferences ▶
- Update Security Settings ▶
- Default User Settings ◀
- Default Addresses**
- Cart Assignees
  - Financial Approvers
- User Roles and Access ▶
- Ordering and Approval Settings ▶
- Permission Settings ▶
- Notification Preferences ▶
- User History ▶
- Administrative Tasks ▶

### Default Addresses

No addresses defined in profile.

Ship To Bill To

Select an address to edit

No addresses defined in profile.

**Select Addresses for Profile**

#### Shipping Addresses

- Expand **Default User Settings** and select **Default Addresses**
- To add default shipping addresses to your profile, click **Select Addresses for Profile** to enable the Address Search

UNIVERSITY OF DELAWARE EXCHANGE TEST SITE All Search (Alt+Q) 0.00 USD Logout

My Profile Default Addresses

### Brandon Gabriel-Perez

User Name 702214053

- User Profile and Preferences
- Update Security Settings
- Default User Settings
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Cart Assignees
- Financial Approvers
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

#### Default Addresses

No addresses defined in profile.

**Ship To** Bill To

Select an address to edit [Select Addresses for Profile](#)

No addresses defined in profile.

#### Shipping Addresses

#### Address Search

Nickname / Address

Text

Results Per Page

[Search](#)

Addresses Found: 1 Page 1 of 1

Name	Address
<input type="radio"/> NC01	UNIVERSITY OF DELAWARE Attn: Brandon Gabriel-Perez Room: 162 THE GREEN HULLIHEN HALL NEWARK, DE 19716 United States

- On the **Ship To** tab, enter a keyword (e.g., Hullihen) or campus building code (e.g., NC01)
- Click **Search**
- Locate the address you want from the list of results.
- Click the **radio button** to select the address.

My Profile ▶ Default Addresses

### Brandon Gabriel-Perez

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- User Roles and Access ▶
- Ordering and Approval Settings ▶
- Permission Settings ▶
- Notification Preferences ▶
- User History ▶
- Administrative Tasks ▶

### Default Addresses

No addresses defined in profile.

Ship To Bill To

Select an address to edit **Select Addresses for Profile** **Delete Address**

No addresses defined in profile.

#### Shipping Addresses

##### Edit Selected Address

Nickname NC01

Default

Current Default Address ---

#### ADDRESS

Contact Line 1 UNIVERSITY OF DELAWARE

**Attn: \*** Brandon Gabriel-Perez

**Room: \*** Basement

Address Line 1 162 THE GREEN

Address Line 2 HULLIHEN HALL

City NEWARK

State (Use two letter abbreviation) DE

Zip Code 19716

Country United States

**Save**

You can rename this any way you want for your profile!

- If you would like this to be your default shipping address, select the **Default** box.
- Complete the required **Attn** and **Room** fields.
- Click **Save**.



### Brandon Gabriel-Perez

User Name 702214053

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings <
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- Default Addresses**
- Cart Assignees
- Financial Approvers
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

### Default Addresses

Ship To | Bill To

Select an address to edit Select Addresses for Profile Delete Address

Shipping Addresses	Edit Selected Address
NC01	<p>Nickname: NC01</p> <p>Default: <input checked="" type="checkbox"/></p> <p>Current Default Address: NC01</p> <p><b>ADDRESS</b></p> <p>Contact Line 1: UNIVERSITY OF DELAWARE</p> <p>Attn: *: Brandon Gabriel-Perez</p> <p>Room: *: Basement</p> <p>Address Line 1: 162 THE GREEN</p> <p>Address Line 2: HULLIHEN HALL</p> <p>City: NEWARK</p> <p>State (Use two letter abbreviation): DE</p> <p>Zip Code: 19716</p> <p>Country: United States</p> <p><span>Save</span></p>



To remove a saved shipping address from your profile, click the **Delete Address** button.



UNIVERSITY OF DELAWARE EXCHANGE All Search (Alt+Q) 0.00 USD Logout

My Profile > Default Addresses

### Brandon Gabriel-Perez

User Name 702214053

- User Profile and Preferences >
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- Permission Settings >
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- User History >
- Administrative Tasks >

### Default Addresses

Ship To **Bill To**

Select an address to edit Select Addresses for Profile Delete Address

**Billing Addresses**

**Bill To**

**Edit Selected Address**

Nickname

Default

Current Default Address

**ADDRESS**

Contact Line 1	Accounts Payable
Bill To Email:	accountspayable@udel.edu
Address Line 1	222 South Chapel Street
City	Newark
State (Use two letter abbreviation)	DE
Zip Code	19716
Country	United States

Save

Please note that you cannot make changes to the **Bill To** tab.

There is only one central billing address for UD which will be set to your profile by default.



## Questions:

- [procurement@udel.edu](mailto:procurement@udel.edu)

## Resources:

- [Procurement Services Website](#)
- [Shipping to Non-Campus Addresses](#)

