



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

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 if you have specific questions; chances are we are working on it!

Catalog & Forms Showcase (Under Development) ...

Procurement Forms ▾

 Non-PO Payment	 Honorarium Payment	 NIIIMBL NIIIMBL Suhaward
---	---	--

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

There are no Action Items to display.

My Resources

[Product Release Library](#) 📄
| 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](#)

My Draft Carts ▾



Select **“View My Profile”**

Organization Message

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 if you have specific questions; chances are we are working on it!

Catalog & Forms Showcase (Under Development)

Procurement Forms



Action Items

There are no Action Items to display

Brandon Gabriel-Perez

[View My Profile](#)

Dashboards

Manage Searches

Manage Search Exports

[Set My Home Page](#)

My Pending Requisitions

8

Logout

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



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 10

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.

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 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 <
- 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 ?

Ship To | Bill To

Select an address to edit

Select Addresses for Profile Delete Address

Shipping Addresses

NC01

Edit Selected Address ?

Nickname NC01

Default ☒

Current Default Address NC01

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

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

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

Ship To Bill To

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

Billing Addresses	Edit Selected Address
Bill To	Nickname <input type="text" value="Bill To"/>
	Default <input checked="" type="checkbox"/>
	Current Default Address Bill To
	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

Resources:

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

