How to setup a default budget number and a default delivery address in eProcurement

1. Click on **Preferences** on the blue toolbar.

2. Click on **Change Your Profile**.
3. Click on Step 2, **Account/Ship**.

4. To setup a default budget number, or change a default number, click on the **down arrow** in the budget field, then click on “**Search for more**” in the dropdown menu.
5. Enter your budget number. **(Do not enter a dash. Search for 149401, not 14-9401.)** Click Search.

6. Click the **Select** button on the budget line.
7. To enter or change your default **Ship To address**, click on the **down arrow** in the Ship To field, then click on “Search for more” in the dropdown menu.

8. Enter your **street** address or the building name. If you are using a street address change the **Name** field to **Street**, then enter search criteria for the street address
   (Example: 1. for 401 Queen Anne Ave. N., enter only **401** into the **Street** field. For 825 Eastlake Ave East, enter only **825**).

   (Example: 2. for Purchasing Bldg., enter “Purchasing” into the Name Field. For the Health Sciences Bldg., enter “Health”). Click on Search.
9. Click on Select to choose the right location.

10. Change your Deliver To (Room/Name). Remember to put the room number in front of the name. (You only have 20 characters in this field so you might have to abbreviate your name. The critical information is the room number). For the HSB building show the wing with the room number: RmT324/Smith
11. Click on **Step 5 Review Changes**. (Steps 3 Justify Changes and 4 Approval Flow are **not** used for Profile updates.)

12. Click **Submit**. *

*Important: you **must** click on “Submit” button for these changes to take effect.*