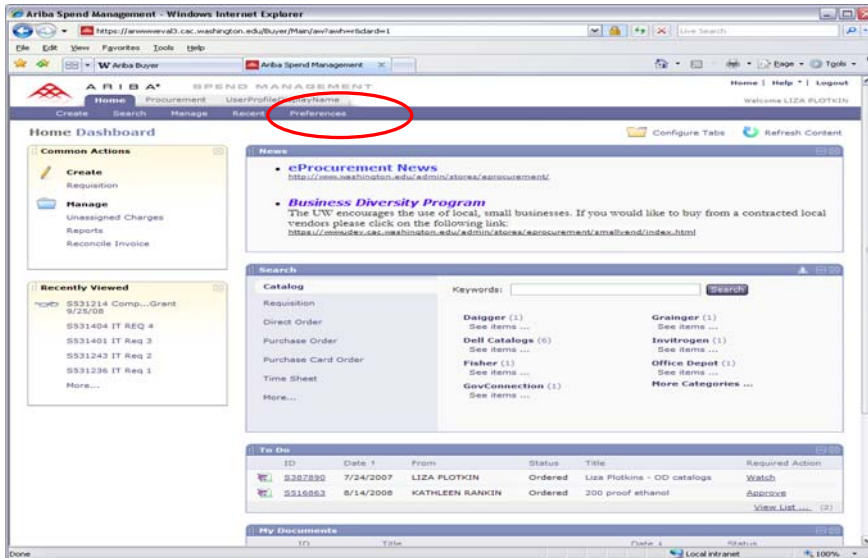


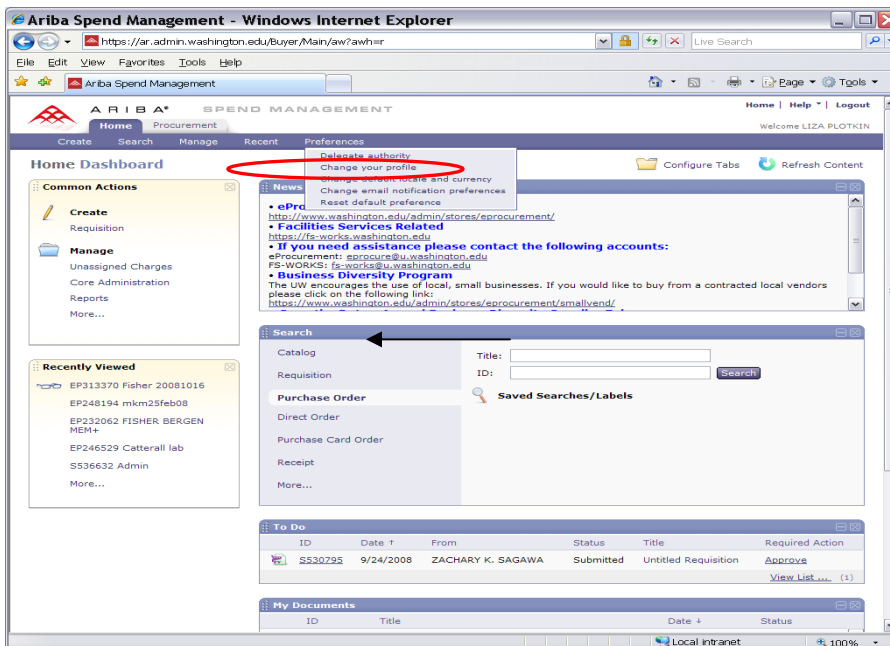
How to setup a default budget number and a default delivery address in eProcurement

(This is a mandatory step before you place your first order)

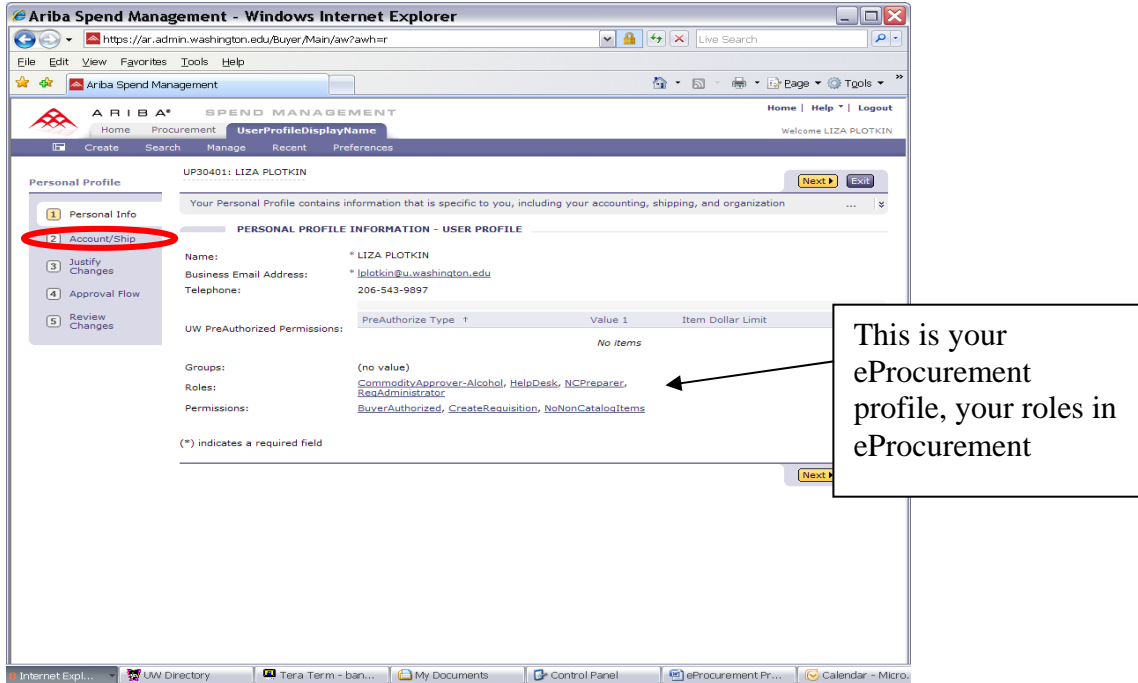
1. Click on **Preferences** on the blue toolbar.



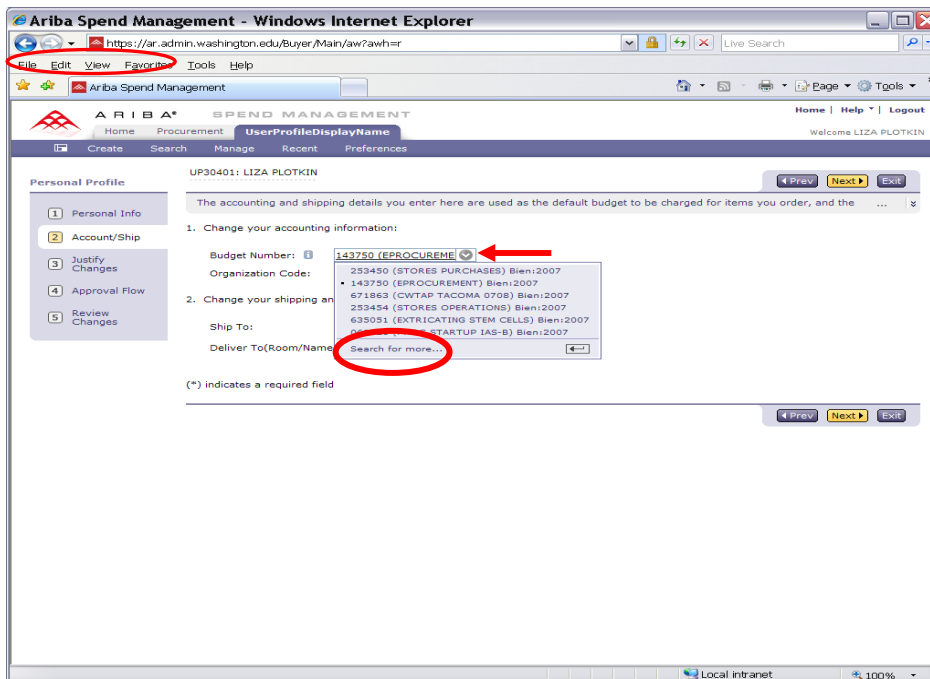
2. Click on **Change Your Profile**.



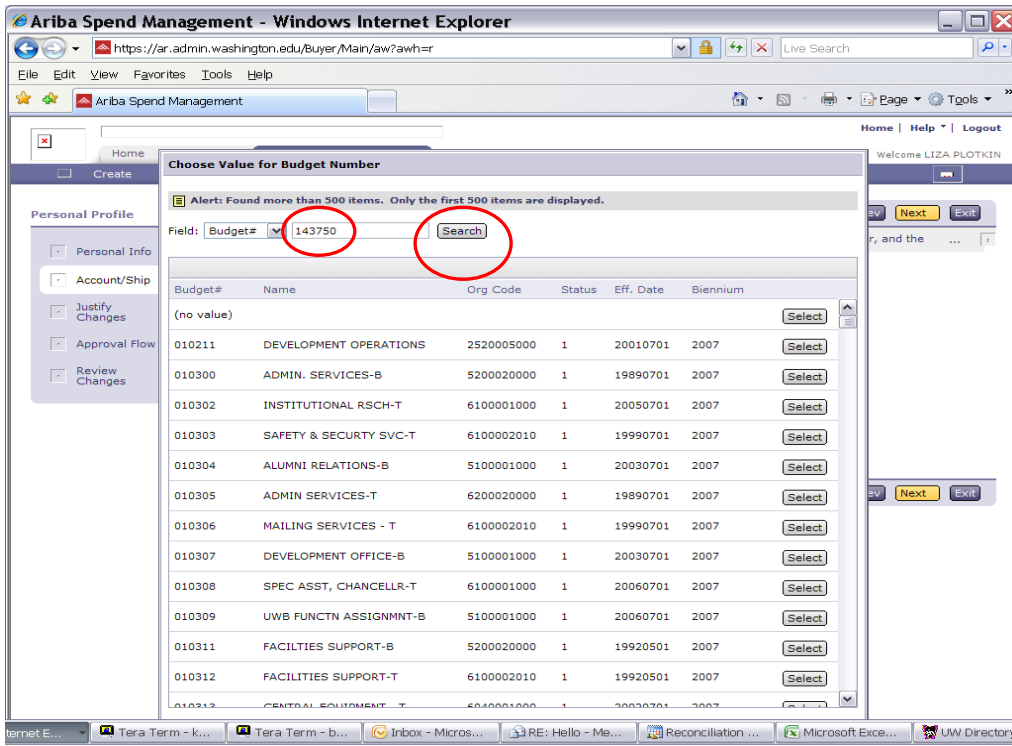
3. Click on Step 2, **Account/Ship**.



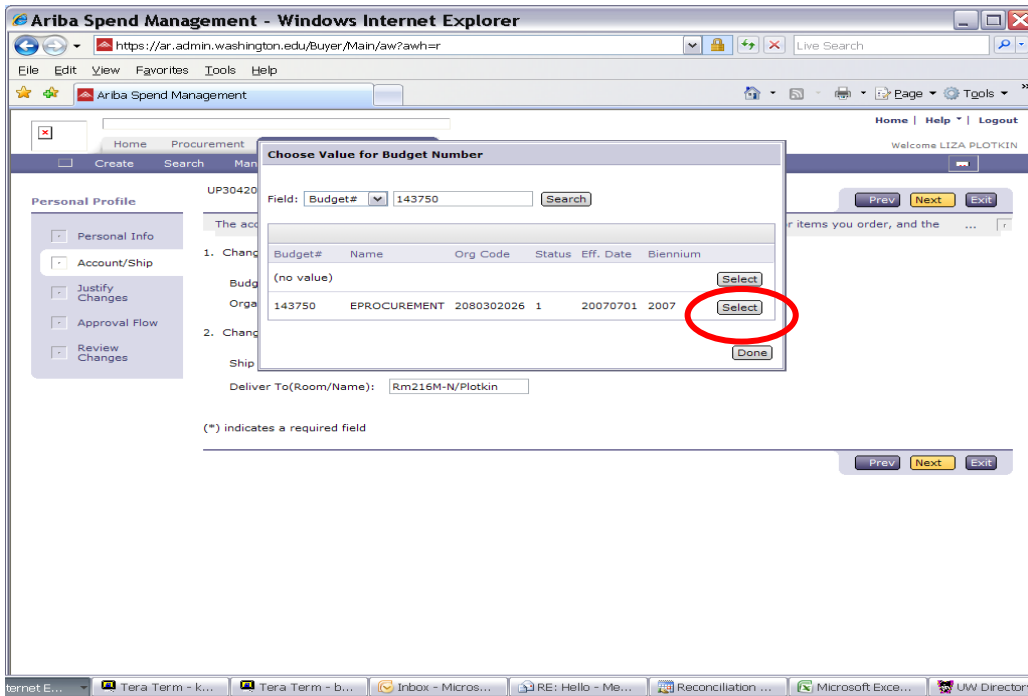
4. To setup a default budget number, or change a default number, click on the **down arrow** in the budget field, then click on “**Search for more**” in the dropdown menu.



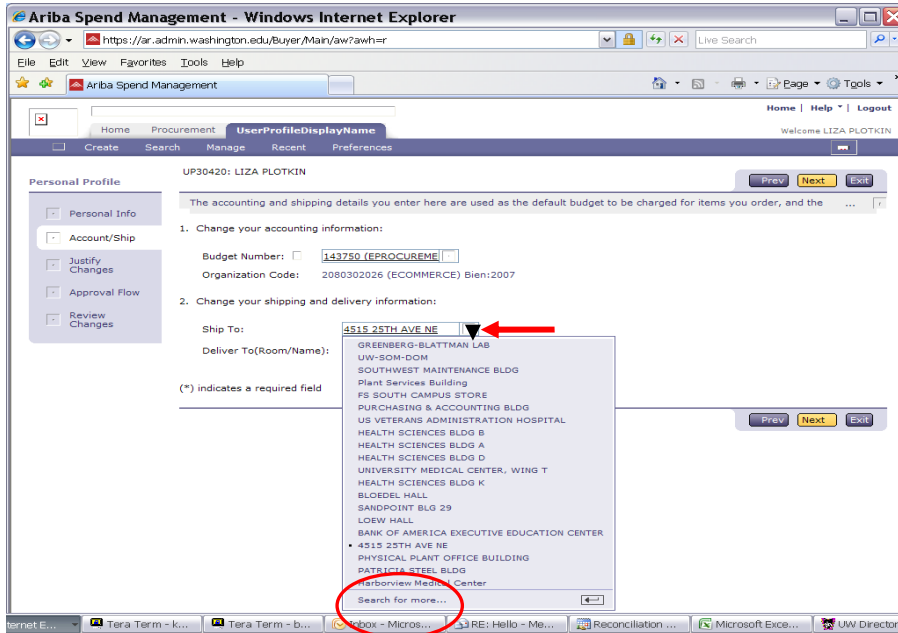
5. Enter your budget number. (Do not enter a dash. Search for 143750, not 14-3750.)
6. Click **Search**.



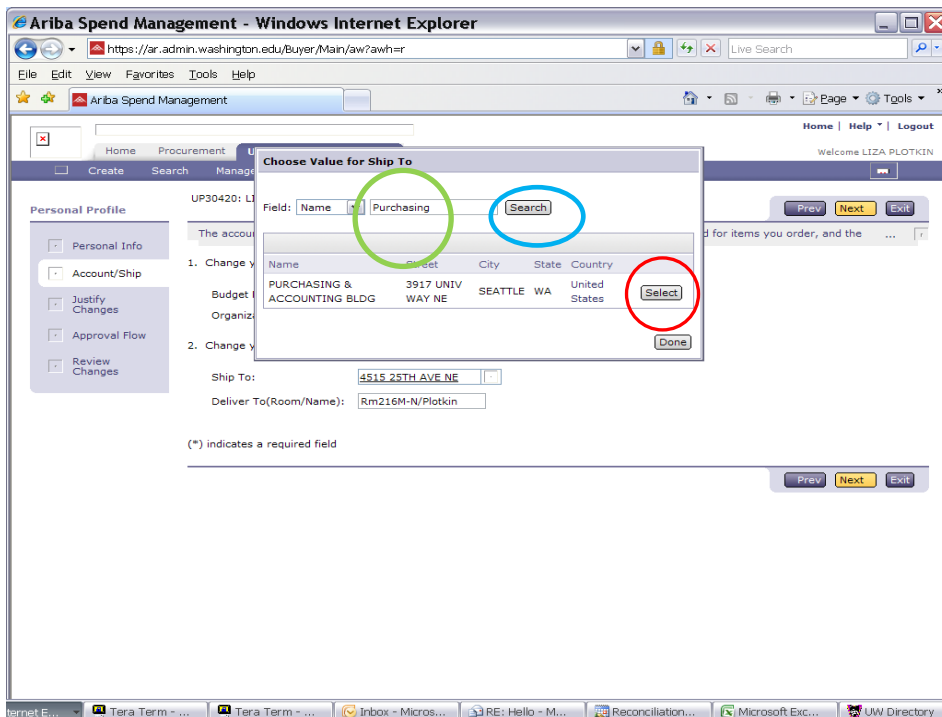
7. Click the **Select** button on the budget line.



8. 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.



9. Enter a **building** name or your **street** address. (Example: **1.** for Purchasing Bldg., enter “**Purchasing**” **2.** for the Health Sciences Bldg., enter “**Health**”). If you are using a street address change the **Name** field to **Street**, then enter search criteria for the street address (Example: **1.** for 4515 25th Ave. NE, enter only **4515** **2.** for 825 Eastlake Avenue East, enter only **825**). Click on **Search**. 10. Click on **Select**.



12. 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

13. Click on **Step 5 Review Changes**. (Steps 3 Justify Changes and 4 Approval Flow are **not** used for Profile updates.)

The screenshot shows the 'Review Changes' step in the Ariba Spend Management system. The user is LIZA PLOTKIN (UP30420). The 'Review Changes' tab is selected and circled in red. The form displays two sections: '1. Change your accounting information:' with fields for Budget Number (143750 (EPROCUREMENT)) and Organization Code (2080302026 (ECOMMERCE) Bien:2007); and '2. Change your shipping and delivery information:' with fields for Ship To (PURCHASING & ACCO...) and Deliver To (Room/Name) (Rm216M-N/Plotkin), both of which are circled in red. A note at the bottom states '(*) indicates a required field'. Navigation buttons 'Prev', 'Next', and 'Exit' are visible at the bottom right.

14. Click **Submit**. *

The screenshot shows the 'Submit' step in the Ariba Spend Management system. The user is LIZA PLOTKIN (UP30420). The 'Submit' button is circled in red. The form displays a summary of changes: 'Change Deliver To' with 'From' Rm216M-N/Plotkin and 'To' Rm216M-N/Plotkin. A note at the bottom states '(*) indicates a required field'. Navigation buttons 'Prev', 'Submit', and 'Exit' are visible at the bottom right.

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