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.)

14. Click **Submit**.

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