Add Ship To Address to Profile and Select a Default

In This Guide

✓ Adding a Ship To address to your profile        ✓ Assigning a default value

This guide demonstrates how to add a default Ship To address to your profile.

Procedure

1. From the LSU GeauxShop homepage, access your profile by clicking your name and selecting the View My Profile link.

2. Click the Default Addresses link.
3. Select the Ship To tab.
4. Click the Select Addresses for Profile button.

5. In the Address Search section, you can enter all or part of the building name in the Nickname field OR click the Search button to retrieve all the campus buildings.

If needed, click the Next Page button to review the search results.
Add Ship To address to profile and select a default

6. Select the appropriate address by clicking the radio button in the Name column.

7. The Edit Selected Address section will become available. In that section, you can perform the following tasks:
   - Update the Nickname with a value meaningful to you (e.g., Chemistry Lab) or utilize the default building name.
   - Select the Default checkbox to make this the default address for future orders.

8. In the ADDRESS section, you can enter or update the following address details:
   - "Attention to" name in the Attn: field
   - Department name in the Dept: field
   - Room number or location in the RM: field

9. Click the Save button

Be careful when processing your cart or requisition because the default Ship To address will automatically appear in each of your transactions.

This may result in your accidentally assigning an incorrect Ship To address to your cart or requisition if you forget to make the necessary changes.

10. The default delivery address displays in the Delivery Addresses section.

11. Select the shipping address and click the Delete Address button to remove an address that has either been selected in error or is no longer needed.

12. Repeat the steps above to add any additional delivery addresses to your profile.

You have successfully added a deliver to address to your profile.