



buyWays User Profile

Update User Profile – Bill to and Ship to Addresses

Version 1

Last Updated: [September 28, 2009](#)

buyWays User Profile Update User Profile – Bill to and Ship to Addresses

- **Login** to buyWays
- Select the **my profile** link at the top left of the buyWays screen

The screenshot displays the buyWays user interface. At the top, the navigation bar includes the 'my profile' link, which is highlighted with a green box. The page features a search bar, a 'Jump to' section with links to favorites, forms, carts, and search history, and a 'service contracts' section with links to external websites like Clemson Catering, Enterprise Rental Cars, and FedEx. A 'search punch-out catalogs' section is also visible, listing Fisher Scientific and Sigma-Aldrich laboratory supplies.

buyWays User Profile Update User Profile – Bill to and Ship to Addresses

- Click the **Purchasing tab**

The screenshot shows the buyWay\$ user profile page. The 'Purchasing' tab is highlighted with a green box. The page displays user identification information and a 'Save' button.

My Profile

Clemson Shopper my profile | logout

2009-08-25 clemsonshopper 01 | 2 item(s), 285.50 USD

quick search for Req No. [] [Go]

home/shop | favorites | clemson forms | my carts | search history | invoices/receipts | my profile | more >>

User Settings | **Purchasing** | Permissions | History

User Identification | Personal Settings | Roles | Department Permissions | Email Preferences | Navigation Setup

First Name	<input type="text" value="Clemson"/>
Last Name	<input type="text" value="Shopper"/>
Phone Number	<input type="text" value="1"/> <input type="text" value="864"/> <input type="text" value="656-3311"/> <input type="text"/> Country Code, Area, Phone Number, Extension
E-mail Address	<input type="text" value="clemsonshopper@clemson.e"/>
HR Department	<input type="text"/>
Position	<input type="text"/>
User Name	clemsonshopper

buyWays User Profile Update User Profile – Bill to and Ship to Addresses

- Click the **Bill To/Ship To Addresses** tab
- The **Ship To** tab is already selected
- Click on one of the addresses listed in the left **Shipping Addresses** block

The screenshot shows the 'My Profile' page in the buyWays system. The navigation bar includes 'home/shop', 'favorites', 'clemsun forms', 'my carts', 'search history', 'invoices/receipts', and 'my profile'. The main navigation area has tabs for 'User Settings', 'Purchasing', 'Permissions', and 'History'. Under 'Purchasing', there are sub-tabs: 'Custom Fields', 'Financial Approvers', 'Purchasing/Approval Limits', 'Bill To/Ship To Addresses', 'Product Views', 'Available Punch-out Suppliers', and 'My Requisitioners'. The 'Bill To/Ship To Addresses' tab is highlighted with a green box. Below it, the 'Ship To' sub-tab is also highlighted with a green box. The 'Shipping Addresses' list on the left shows several addresses, with '0317-0002' selected and highlighted with a green box. The 'Edit Selected Address' form on the right shows the details for the selected address, including Department Number (0317-0002), Default (checked), Current Default Address (0317-0002), Attn (Clemson Shopper), and full address details (Lehotsky Hall, 128 McGinty Ct, Clemson, SC 29634, United States). A 'Save' button is at the bottom of the form.

buyWays User Profile

Update User Profile – Bill to and Ship to Addresses

- The screen now displays the full address for the selected address
- **Enter** the correct room, floor, or suite number where your packages need to be delivered
- Enter only the number, **do not repeat** any portion of the address that is displayed
- Click **Save** to update the changes made to your shipping address
- Repeat these steps to update all of the Ship To addresses that are saved in your profile

The screenshot shows the 'My Profile' page in the buyWays system. The navigation bar includes 'home/shop', 'favorites', 'clemsn forms', 'my carts', 'search history', 'invoices/receipts', and 'my profile'. The main content area is titled 'My Profile' and has tabs for 'User Settings', 'Purchasing', 'Permissions', and 'History'. Under 'Purchasing', there are sub-tabs for 'Custom Fields', 'Financial Approvers', 'Purchasing/Approval Limits', 'Bill To/Ship To Addresses', 'Product Views', 'Available Punch-out Suppliers', and 'My Requisitioners'. The 'Bill To/Ship To Addresses' tab is active, and the 'Ship To' sub-tab is selected. A list of shipping addresses is shown on the left, with '0317-0002' selected. The 'Edit Selected Address' form on the right shows the following details:

Department Number	0317-0002
Default	<input checked="" type="checkbox"/>
Current Default Address	0317-0002
A D D R E S S	
Attn:	Clemson Shopper
Fl/Rm/Ste:	200
Contact Line 3	Forestry & Natural Resources
Address Line 1	Lehotsky Hall
Address Line 2	128 McGinty Ct
City	Clemson
State	SC
Zip Code	29634
Country	United States

A green box highlights the 'Fl/Rm/Ste' field containing '200'. Another green box highlights the 'Save' button at the bottom of the form.

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Update User Profile – Bill to and Ship to Addresses

- Click the **Bill To** tab
- Click on one of the addresses listed in the left **Billing Addresses** block

The screenshot shows the 'My Profile' page in the buyWays system. The 'Bill To' tab is selected, and the 'Billing Addresses' list is visible. The address '0317-0002' is highlighted in the list. The 'Edit Selected Address' form is also visible, showing details for the selected address.

Navigation: home/shop | favorites | clemson forms | my carts | search history | invoices/receipts | my profile | more >>

Profile Tabs: User Settings | **Purchasing** | Permissions | History

Purchasing Sub-Tabs: Custom Fields | Financial Approvers | Purchasing/Approval Limits | **Bill To/Ship To Addresses** | Product Views | Available Punch-out Suppliers | My Requisitioners

Address Selection: Ship To | **Bill To**

Billing Addresses List:

Billing Address
0317-0002
0318-0001
0334-0001
0903-0001
0905-0002
0909-0001
0974-0001
4015-0001
4075-0002
5105-0002
5365-0001

Edit Selected Address Form:

Department Number	0317-0002
Default	<input type="checkbox"/>
Current Default Address	4015-0001
ADDRESS	
Attn:	Clemson Shopper
Fl/Rm/Ste:	Fl/Rm/Ste:
Contact Line 3	Forestry & Natural Resources
Address Line 1	Lehotsky Hall
Address Line 2	128 McGinty Ct
City	Clemson
State	SC
Zip Code	29634
Country	United States

Buttons: Select Addresses for Profile | Delete Address | Save

buyWays Change Order Instructions Creating a PO Revision

- The screen now displays the full address for the selected address
- **Enter** the correct room, floor, or suite number where your invoice needs to be sent
- Enter only the number, do not repeat any portion of the address that is already displayed
- Click **Save** to update the changes made to your Billing address
- Repeat these steps to update all of the Bill To addresses that are saved in your profile

The screenshot shows the 'My Profile' page in the buyWays system. The user is currently editing a 'Bill To' address. The interface includes a navigation menu with options like 'User Settings', 'Purchasing', 'Permissions', and 'History'. Under 'Purchasing', there are sub-menus for 'Custom Fields', 'Financial Approvers', 'Purchasing/Approval Limits', 'Bill To/Ship To Addresses', 'Product Views', 'Available Punch-out Suppliers', and 'My Requisitioners'. The 'Bill To' sub-menu is active, showing a list of 'Billing Addresses' on the left and an 'Edit Selected Address' form on the right. The 'Fl/Rm/Ste' field in the form is highlighted in green, and the 'Save' button at the bottom is also highlighted in green.

Billing Addresses	Edit Selected Address
0317-0002	Department Number: 0317-0002
0318-0001	Default: <input type="checkbox"/>
0334-0001	Current Default Address: 4015-0001
0903-0001	ADDRESS
0905-0002	Attn: Martha Invoicer
0909-0001	Fl/Rm/Ste: 125
0974-0001	Contact Line 3: Forestry & Natural Resources
4015-0001	Address Line 1: Lehotsky Hall
4075-0002	Address Line 2: 128 McGinty Ct
5105-0002	City: Clemson
5365-0001	State: SC
	Zip Code: 29634
	Country: United States
	Save



buyWays Change Order Instructions Creating a PO Revision

- This completes making update to your profile Bill To and Ship To information
- For further assistance contact:
 - buyWays help desk - 864.656.5581
 - buyWays email – cubuyWays@clemsen.edu