

Set up a Home Ship-To location as part of you user personal profile.

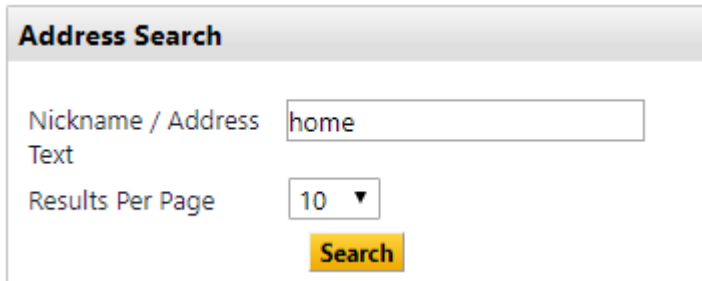
1. Navigate to the Addresses screen.

PantherExpress

N → View My Profile → Default User Settings → Default Addresses

2. Click on **Select Addresses for Profile**.

3. Enter Home in the “Nick Name” field.

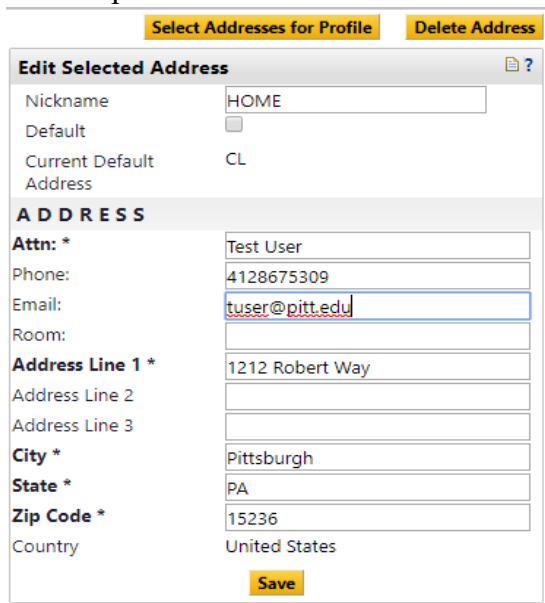


The image shows a form titled "Address Search". It has a text input field labeled "Nickname / Address" containing the word "home". Below this is a "Results Per Page" dropdown menu set to "10". At the bottom of the form is a yellow "Search" button.

4. Click on *Search*

5. Click on the radio button to select the address.

6. Add the address information and click on the Default checkbox if this address will serve as the default ship-to.

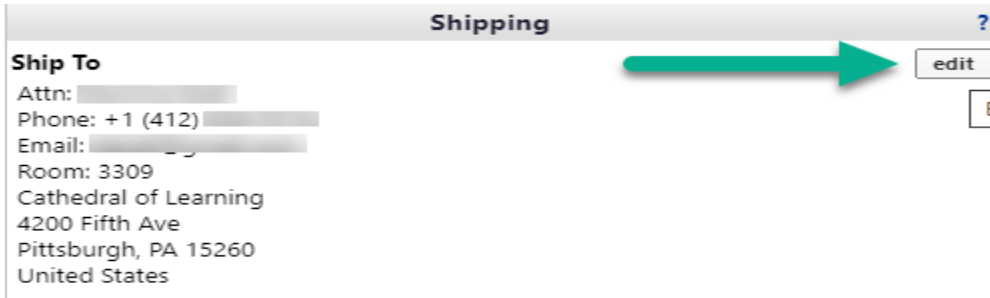


The image shows a form titled "Edit Selected Address". At the top, there are two buttons: "Select Addresses for Profile" and "Delete Address". The form has a "Nickname" field with "HOME" entered. Below it is a "Default" checkbox, which is currently unchecked. The "Current Default Address" is listed as "CL". Under the heading "ADDRESS", there are several fields: "Attn: *" with "Test User", "Phone:" with "4128675309", "Email:" with "tuser@pitt.edu", "Room:" (empty), "Address Line 1 *" with "1212 Robert Way", "Address Line 2" (empty), "Address Line 3" (empty), "City *" with "Pittsburgh", "State *" with "PA", "Zip Code *" with "15236", and "Country" with "United States". At the bottom of the form is a yellow "Save" button.

7. Also, you can change the Nickname to something more descriptive, e.g. Test Home. This is important, especially if you have multiple ship-to addresses you will be using.
8. Click on *Save*. The address will be added to the list of available Shipping addresses.

You can also set up a new address when in your requisition draft.

1. Click “Edit” in the shipping area.



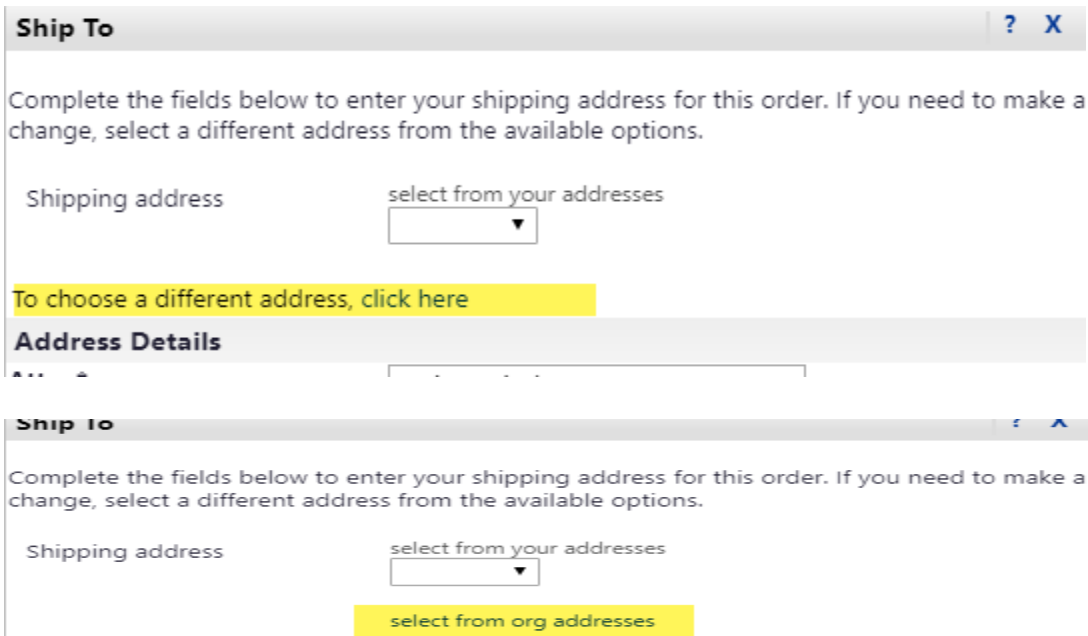
Shipping ?

Ship To

Attn: [redacted]
Phone: +1 (412) [redacted]
Email: [redacted]
Room: 3309
Cathedral of Learning
4200 Fifth Ave
Pittsburgh, PA 15260
United States

[edit](#)

2. Choose a different address by clicking “Click here” and “Select from org addresses”



Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

To choose a different address, click here

Address Details

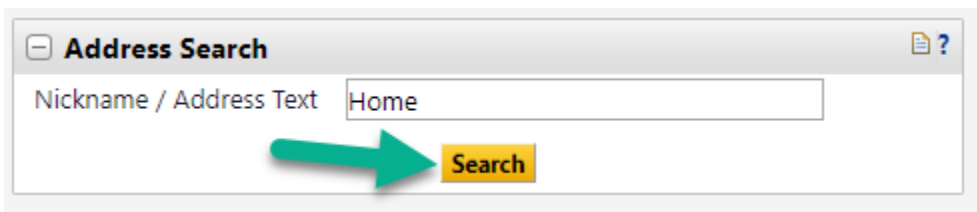
Ship to ?

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[select from org addresses](#)

3. In the Nickname / Address Text bar, type in HOME and click search.

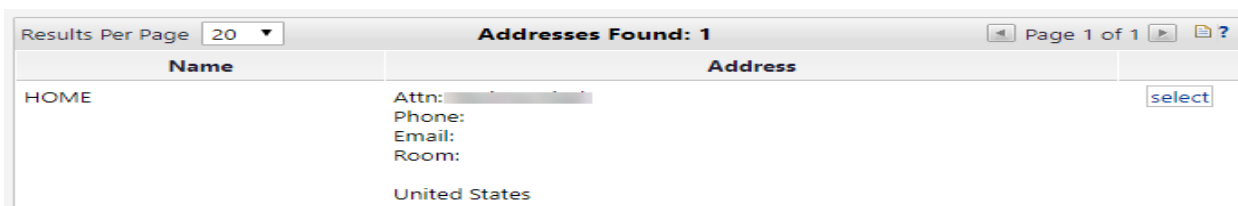


Address Search ?

Nickname / Address Text

[Search](#)

4. Click “select” after the address has been found.



Results Per Page **Addresses Found: 1** Page 1 of 1 ?

Name	Address
HOME	Attn: [redacted] Phone: Email: Room: United States

[select](#)

5. A free form Ship to box will pop up. Fill in the fields required for shipping.
6. Save the address for future use by assigning a Name for the address.
7. Click “Save”

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

[select from org addresses](#)

Address Details

Attn: *

Phone:

Email:

Room:

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

Zip Code *

Country

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

8. The new address can be viewed on the requisition.
9. If you save the address, you will be able to select the address for use when you create another requisition by clicking on the “select from your addresses” drop down box.

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

To choose a different address, click

Address Details

Attn: *

Phone:

Email:

BOB

BSTOCK

CHMSTK

CL

HOME

HOME1