

Directions to set Default Information in Profile:

**Shipping Address:**

1. Once you're logged in to UGAMart, click "**View my Profile**" under your name at the top of the page.
2. On the left hand side of the page you will see a list of menus, click "**Default User Settings**", then "**Default Addresses**"
3. The first tab is "**Ship To**" – click "**Select Address for Profile**" in the right corner.
4. Within the "**Address Search**" box, search for Central Receiving in the "**Nickname/Address Text**" line.
5. Choose "**02037-Central Receiving.**"
6. It will automatically come up as "**Edit Selected Address.**" Click the box next to "**Default.**"
7. Now designate the **Room** you wish Central Receiving to deliver to within our Dept. aka – **2502 Miller Plant Sci.**
8. Click "**Save.**"

**Billing Address:**

1. The second tab is "**Bill To**" – click "**Select Address for Profile**" in the right corner.
2. There is only one address available to choose, it is in the drop-down menu of "**Select Address Template.**" Choose "**Accounts Payable.**"
3. It will automatically come up as "Edit Selected Address." Click the box next to "**Default.**"
4. Click "**Save.**"

**Cart Assignees:**

1. Under the "**Default User Settings**" choose "**Cart Assignees.**"
2. Click "**Add Assignees**"
3. In the new window you can search for Assignees by putting in search values. Choose Last name: Bowen and First name: Gretchen
4. Select Gretchen and her name will show up in your list.
5. Choose Gretchen as your preferred assignee by clicking the "**Preferred**" dot by her name.
6. Click "**Add Assignees**" again, search for Chelsea Harvey, select Chelsea and she will show up in your list. If you need to assign a cart to Chelsea instead of Gretchen, when you click assign cart you will see "Select from Profile values" it will bring up a drop down list and you can choose to assign the cart to Chelsea.

**Accounts & Object Codes** (for users with "Requisitioner" status):

1. Under the "**Default User Settings**" choose "**Custom Field and Accounting Code Defaults**" then click "**Codes**" (after Header (int) and Header (ext))
2. Click "**Edit**" under Edit Values for Account
3. Click "**Create New Value**"
4. Under "Search For Value", type in your 12 digit account number (the letters in all CAPS). i.e. 1021RR167???. Then click "**Search**". Once the account is brought up, click the box next to the account and click "**Add Value**".

5. Repeat Step 4 for all accounts you use on a regular basis.
6. Click "**Close**" once you have added your accounts.
7. Click "**Edit**" under Edit Values for Detail Object
8. Click "**Create New Value**"
9. Under "Search For Value", type in 7\* results per page 50. Click the box next to the object codes that you will use most often. 71400 (Supplies & Materials), 71430 (Research and Lab Supplies), 73300 (Software), 74300, 74306, 74308, 74310 (different type of Equipment purchases under \$5000) and click "**Add Value**".
10. Repeat for Equipment object codes use 8\*, 84320 (Other Equipment), 84326 (Computer & Peripheral Equip)
11. Click "**Close**"