Quick Guide: Setting Up Your Address Profiles

How to Set Up Your Final Delivery Address in KFS

**NOTE:** Your Final Delivery address is NOT used to notify a supplier of where to deliver your goods. You will select your default Final Delivery address and forget about it.

Step 1: Click on Requisition

Step 2: Click on the magnifying glass next to Building

The first time you create a requisition, you will need to set your default final delivery address. To do so, click on the magnifying glass next to Building.
Step 3: This is the screen that appears

Step 4: Enter your building name. If you do not see your building listed, please send an email to [BFS KFS Operations](mailto:BFSKFSOperations@ColoradoStateUniversity.edu) to request addition of your location.
Step 5: Select your building

Step 6: Enter room and set as default
Note: To change the delivery location for your PO, modify the Receiving Address in the requisition. This does not apply to desktop delivery. You must modify your Shop Catalog profile for desktop delivery.
How to Set Up Your Address Profile in Shop Catalogs

**NOTE:** Your Address Profile in Shop Catalogs applies to desktop delivery vendors only.

Step 1: Click on “Shop Catalogs”

Step 2: Click on your name and then click “View My Profile”
Step 3: Click on “Default User Settings”

Step 4: Click on “Default Addresses”
Step 5: Click on “Select Addresses for Profile”

Step 6: Enter your 4-digit campus delivery code in the “Nickname/Address Text” box and click “Search”
Step 7: Click the radio button next to the correct address

Step 8: Enter your building name, room number and department name where indicated. To select this as your default address, click the box. Click “Save” when done.
Step 9: The address will appear in the “Shipping Addresses” box. Follow these steps to add multiple shipping addresses to your profile.