11.1 Release Upgrades – User Information

General availability –Noon on Sunday, March 28, 2011

Edit Commodity Code for Multiple Lines - This new functionality allows the user to enter a commodity code for multiple lines at one time.

1. Select line items by checking Ext. Price (for all line items) or check box for specific line items.

2. Select Change Commodity Code from Available Actions/Options. Click Go.

3. Enter Commodity Code. Click Save.

4. If user does not know commodity code, follow steps 4a through 4d.
   a. Click magnifying glass icon.

Change Commodity Code | ? | X

Commodity Code [   ] 🔍

Click here to search for a commodity code

[Save] [Cancel]

   b. Enter keyword to search and click Search.

- Commodity Code Search | ?

Code starts with... [   ]

Description contains... [enter keyword here]

[Search]
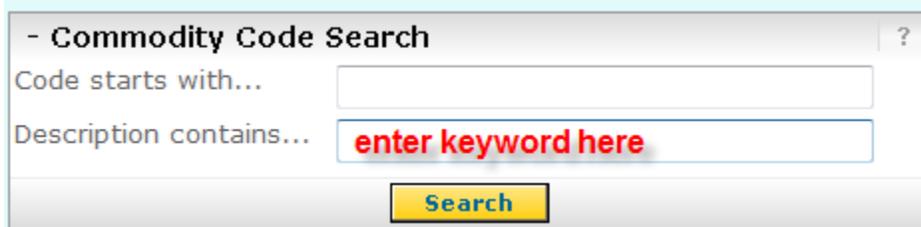
   c. Click Select for appropriate commodity code from results screen.

Results per page
[20 ▼]   Results 6   ◁ Page [1 ▼] of 1 ▷ ?

Code ▲	Description △	
163100	Office Furniture	select
42500	FURNITURE: OFFICE	select
60000	OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES	select
61500	Office Supplies, General	select
64500	PAPER (FOR OFFICE AND PRINT SHOP USE)	select
99872	Office Equipment (Not Copiers)	select

Results per page
[20 ▼]   ◁ Page [1 ▼] of 1 ▷

   d. Click Save.

Change Commodity Code | ? | X

Commodity Code [61500] 🔍

[Save] [Cancel]
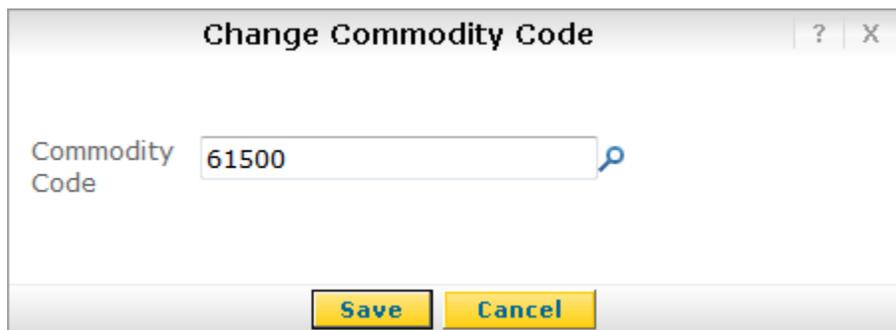
Simple Address Edit – This new functionality allows the user to update shipping information during the checkout process much easier.

1. Click Edit in the Shipping section of the cart.

Shipping	?

    Ship To   edit

    Department: 1-344
    Phone: +217 (333) 2637
    Attn: Lauri Quick
    Location: Test Order - DO NOT FILL
    OBFS UIUC Purchasing
    212 Tech Plaza MC 364
    616 E Green St
    Champaign, IL 618205752
    United States

    Delivery Options   edit

    | Expedite | **x** |
    | Ship Via | Best Carrier-Best Way |
    | Req Delivery | no value |

    View/edit by line item...

2. User can a) edit current shipping address, b) choose an address in user's profile or c) select a new address.

Edit current shipping address... ←
Fields in **bold** are required for checkout.

Department:	1-344
Phone:	+217 (333) 2637
Attn:	Lauri Quick
Location:	Test Order - DO NOT FILL
Address Line 1	OBFS UIUC Purchasing
Address Line 2	212 Tech Plaza MC 364
Address Line 3	616 E Green St
City	Champaign
State	IL
Zip Code	618205752
Country	United States

☐ Save this address for future use

[Save Changes] [Cancel]

Or choose from your addresses... ←

⭐ **998003**
1-344
+217 (333) 2637
Lauri Quick
Test Order - DO NOT FILL
OBFS UIUC Purchasing
212 Tech Plaza MC 364
616 E Green St
Champaign, IL 618205752
United States

[Use] [Edit] [Delete]
Your current default address

Or select a new address... ←

You can search by address nickname or use the address text field to search for any part of the address (e.g. street, building name, city).

Return to Checkout

3. To edit current shipping address, change allowable fields, and click Save Changes.
   Note: If user wants to save the edited shipping address, check Save this address for future use and enter a new name for this address. New shipping address will be added to user profile.

Edit current shipping address...
Fields in **bold** are required for checkout.

Department:	1-344
Phone:	+217 (333) 2637
Attn:	Lauri Quick
Location:	Test Order - DO NOT FILL
Address Line 1	OBFS UIUC Purchasing
Address Line 2	212 Tech Plaza MC 364
Address Line 3	616 E Green St
City	Champaign
State	IL
Zip Code	618205752
Country	United States

☑ 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.

Save Changes   Cancel

4. To choose an address from user's profile, click Use.
   Note: User can edit or delete an address from user profile as well.

Or choose from your addresses...

⭐ **998003**

1-344
+217 (333) 2637
Lauri Quick
Test Order - DO NOT FILL
OBFS UIUC Purchasing
212 Tech Plaza MC 364
616 E Green St
Champaign, IL 618205752
United States

Use   **Edit**   **Delete**

Your current default address

5. To select a new address, enter keyword in Address Text, and click Search. To choose new address, click Use.

Or select a new address...

You can search by address nickname or use the address text field
to search for any part of the address (e.g. street, building name, city).

Nickname	
Address Text	Green
Results per Page	10

Search

Addresses Found: 118   ◁ Page 1 of 12 ▷

Use 111204	**Use** 11TEST	**Use** 120401
1-100	1-100	1-100
+1 (217) 333-2637	+1 (217) 333-2637	+1 (217) 333-2637
Lauri Quick	Lauri Quick	Lauri Quick
[Location:]	[Location:]	[Location:]
UofFPP	12345 green	Engineering Manufacturing
Oak St CHiller Pl	green st	303 Engineerng Sci MC 272
1308 W Green St	Armstron, FR	1308 W Green St
Champaign, IL 61820	Antigua and Barbuda	Urbana, IL 618013825
United States		United States

Enter Location and click Use.

Note: Check Save this Address for future use if user wants to save new address in user profile.

6. To exit, click on Return to Checkout.