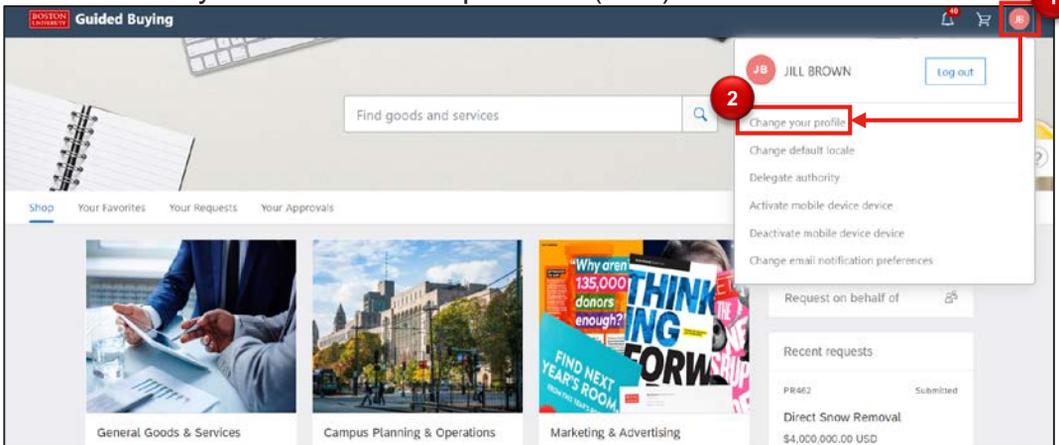


Setting Personal Profile

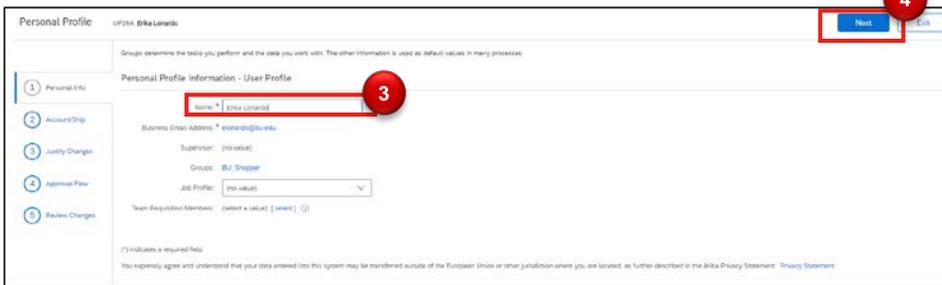


Setting Personal Profile

Users can access their Personal Profile and update basic details such as name, shipping information, floor and room number, and Cost Center. These settings will flow to your Purchase Requisitions (PRs).



- 1 Click the **User Profile** icon in the top-right corner.
- 2 Click **Change your profile**.
- 3 Update the **Name** field, if necessary.
- 4 Click **Next**.



Note: approvers and watchers are added at checkout. Adding approvers and watchers in your Personal Profile will not add them to your PR for approval.

Setting Personal Profile

Under the **Account/Ship** tab, update the default accounting and shipping information. Values will flow to all PRs and can be changed at checkout. **Note:** Internal Orders and WBS Elements cannot be set in your Personal Profile.

1 Personal Info
2 Account/Ship
3 Justify Changes
4 Approval Flow
5 Review Changes

Accounting/Shipping - User Profile

1. Change your organization information:
Company Code: TRBU (Trustees of Boston Univ)
Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:
Cost Center: 1202020000 (BIOLOGY) [5]

3. Change your shipping and delivery information:
ShipTo Address: 1202020000 (BIOLOGY)
Deliver To: Search more

Choose Value for Cost Center

6 Description [sourcing] Search 7

Cost Center	Description	Select
1020400003	SOURCING & PROC	8 Select

Done

Personal Profile

UPRN: 5164646464 [Prev] [Next] [Exit]

The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the information for a specific request, by selecting different values when you create the request.

Accounting/Shipping - User Profile

1. Change your organization information:
Company Code: TRBU (Trustees of Boston Univ)
Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:
Cost Center: 1020400000 (SOURCING & PROC) [9]

3. Change your shipping and delivery information:
ShipTo Address: SA42 (200 Commonwealth Avenue)
Deliver To: Shopper 1

(*) Indicates a required field
You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Atlas Privacy Statement, [Privacy Statement](#)

5 Select the drop down to search for and update the **Cost Center**.

Click **Search more**. Previously used Coster Centers will display.

6 Search by Cost Center Number or Description

7 Enter the value in the search field and click **Search**.

8 Click **Select** next to the appropriate Cost Center.

9 Verify updated **Cost Center**.



Note: Justify Changes and Approval Flow are not required.

Setting Personal Profile

Update the **ShipTo Address** and **Deliver To** information. Values will flow to all PRs and can be changed at checkout.

Accounting/Shipping - User Profile

1. Change your organization information:

Company Code: TRBU (Trustees of Boston Univ)

Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:

Cost Center: 1020400000 (SOURCING & PROC)

3. Change your shipping and delivery information:

ShipTo Address: 5442 (928 Commonwealth Avenue)

Deliver To: 4000 (NEIDL Plant)

5452 (983 Commonwealth Avenue)

5004 (1 Raleigh Street)

(*) indicates a required field

You expressly agree and understand that you are responsible for the accuracy of the information you provide.

Search more

Choose Value for ShipTo Address

Name: commonwealth Search New

ID	Name	Select
5452	983 Commonwealth Avenue	Select
5450	975 Commonwealth Avenue	Select
5445	949 Commonwealth Avenue	Select
5443	930 Commonwealth Avenue	Select
5442	928 Commonwealth Avenue	Select
5441	925 Commonwealth Avenue	Select
5440	922B Commonwealth Avenue	Select
5439	916 Commonwealth Avenue	Select
5438	915 Commonwealth Avenue	Select

Done

Personal Profile LUP055 Erika Leraudo

Prev Next Exit

The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the information for a specific request, by selecting different values when you create the request.

Accounting/Shipping - User Profile

1. Change your organization information:

Company Code: TRBU (Trustees of Boston Univ)

Purch Org: 1000 (Sourcing & Procurement)

2. Change your accounting information:

Cost Center: 1020400000 (SOURCING & PROC)

3. Change your shipping and delivery information:

ShipTo Address: 5450 (975 Commonwealth Avenue)

Deliver To: Erika Leraudo - Floor 5, Room 522

- 10 Select the drop down next to **ShipTo Address**. Click **Search more**. Previously used addresses will display.
- 11 Search by **Name**. Enter the address in the search field and click **Search**.
- 12 Click **Select** next to the appropriate address.
- 13 View the updated **address**.
- 14 Update the **Deliver To** field (i.e., John Doe, Floor 5, Room #550).
- 15 Click **Review Changes**.

Setting Personal Profile

Once you have completed necessary changes, navigate between the tabs and review changes. Finally, click **Submit**.

Personal Profile UP265: Erika Lonardo

Review your request and then submit it for approval.

Change	From	To
ShipTo Address	5442 (528 Commonwealth Avenue)	5450 (575 Commonwealth Avenue)
Deliver To	Shopper 1	Erika Lonardo - Floor 1, Room #120
Cost Center	1202020000 (BIOLOGY)	1020400000 (SOURCING & PROC)

(*) Indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement. [Privacy Statement](#)

Navigation: Personal Info, Account/Ship, Justify Changes, Approval Flow, Review Changes

Buttons: Prev, **Submit**, Exit

16 On the final tab, review changes made to the Personal Profile.

17 Click **Submit** to apply changes.

Next Steps:

- **Purchase Requisitions (PR):** Fields set in your Personal Profile will flow to your PRs, but can be modified at checkout. If someone buys behalf of you, your Personal Profile will flow to their PR.
- Internal Order Numbers and WBS elements can be added at checkout.
- Approvers and watchers can be added during the checkout process.



Note: Justify Changes and Approval Flow are not required.