**Guidelines to setup a Shopping Profile**

* **KFS navigation:** **Main Menu >** **Shopping** **>** **Shopping**

|  |  |  |
| --- | --- | --- |
|  | **Tab / Action** | **Fields to be completed** |
| 1 |  | * Click on |
| 2 |  | * Click on |
| 3 |  | * Complete or Delivery Building Code  * Complete or Delivery Building Room Number  * Complete or Billing Building Code |
| 4 |  | * Complete or Chart Code  * Complete or Organization Code  * Complete or Account Number  * Click on |
| * If you wish to overwrite your profile changes, click on  * If you don’t want to proceed with the profile changes anymore, click on | | |
| **Please Note**:   * If your screen is blank, please contact your IT-Help on Campus for assistance on your Firefox version. It is recommended to down-grade Firefox to an older version so that KFS can work properly. | | |