**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.
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