Log on to MyPace Portal, dick the Staff tab and dick E-Procurement.

Once logged in, Oick the Licon View My Profile (located in the upper right-hand corner of the screen.)

New Constler - * er de l'er raze

Vanage Search Exports

Logout Help

Make any necessary changes and click Save.

Manage-Searche

	TÉSTÉPRÓCI	Jaer's	s <u>Name, Phone Number, Email</u> ,	eic:
A Provide Land Land Land Land	1.000 No.102	TEST		First Name
User Profile and Preferences	Last Name			
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- 1. Click
- 2. Click
- 3. Click the tab

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		 Antipage Antipage<
Financial Approvers		
User Roles and Access	>	
Ordering and Approval Settings	>	

Click the tab to select the Ship To address.

Click the

, then enter keywords associated to that address in the field and dick on the button to search for that address.

Click theto the left ofthe address you would like to addto your profile.



4. Then dick on the button in the row

5. Click , enter the Index to be added in the field and click

6. Select the checkbox and click to add to profile

7. To set Index as , dick on the Index from the left-and list and select the checkbox to the right. Then dick



By defaulting a code you are noting this a code most frequently used. You can still edit the code at the Requisition step if charging to a different index.

- 8. Click the tab to return to the Custom Field and Accounting Code Defaults
- 9. Click to choose a default value for Account and Commodity Code (______ Chart -Pace

