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

Once logged in, Click the ⬤ icon   View My Profile (located in the upper right-hand corner of the screen.)

Make any necessary changes and click Save.

1. Click _____ .
2. Click _____ .
3. Click the _____ tab

Click the _____ tab to select the Ship To address.

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

Click the _____ to the left of
the address you would like to add
to your profile.

4. Then click 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 _____, click on the Index from the left-and list and select the _____ checkbox to the right. Then click

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