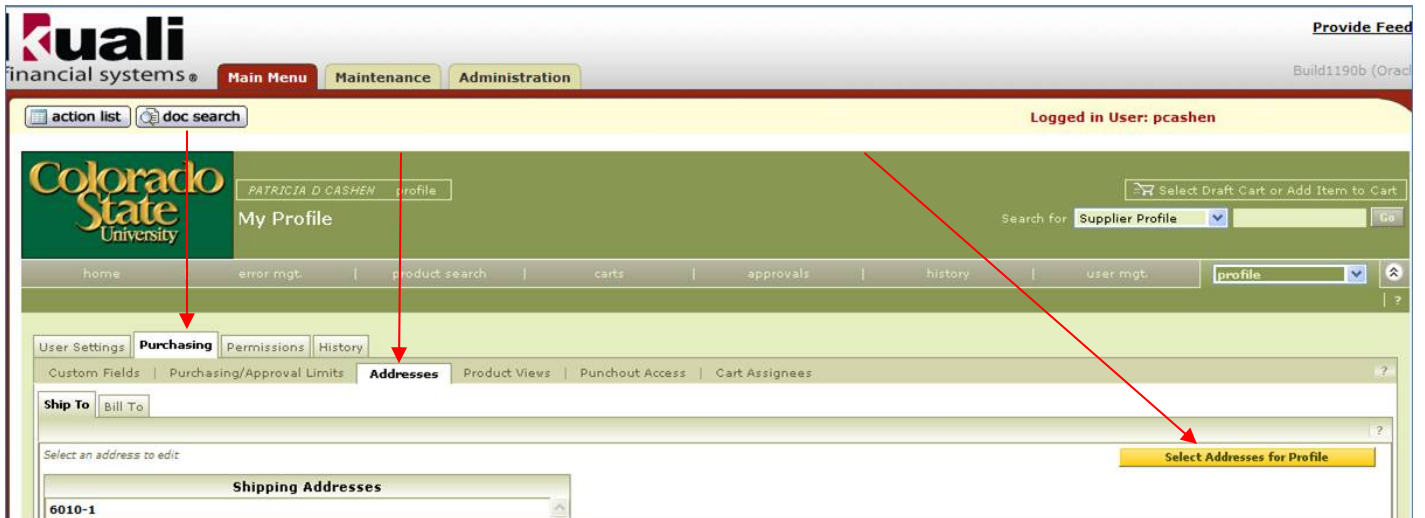
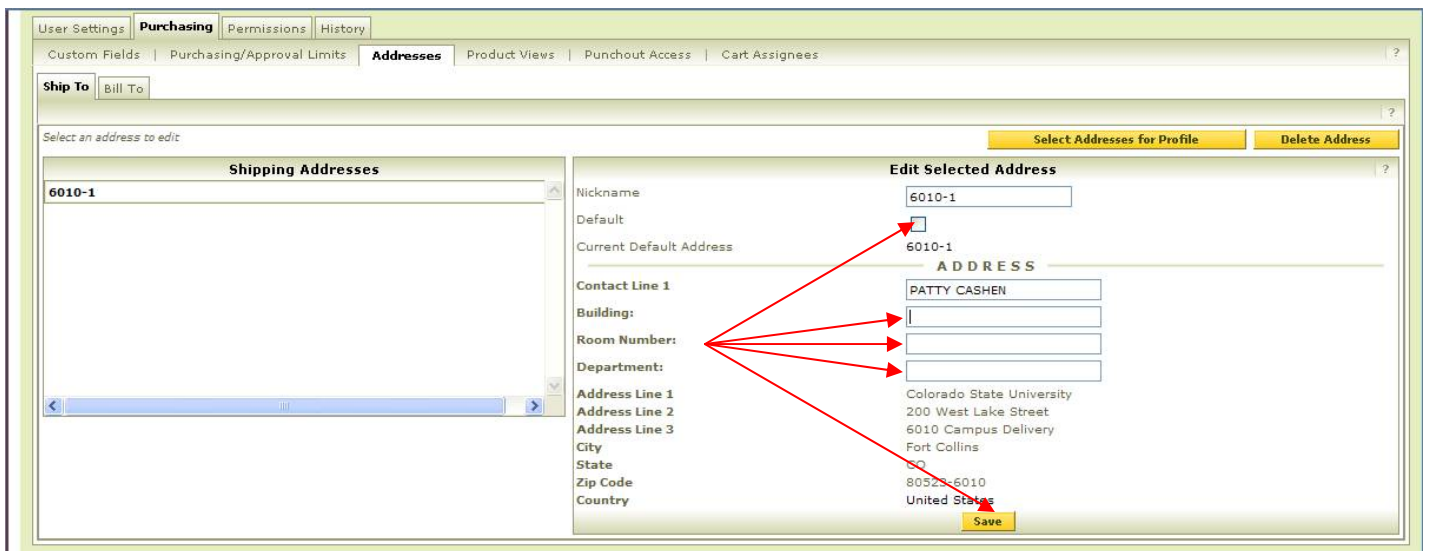


Updating Your Shipping Address in SciQuest

Before your first SciQuest order within Kualu, you will need to go to your profile in SciQuest and update your ship-to address. From the Main Menu in Kualu, click on Shop Catalogs. This will take you to the SciQuest Home screen. Click on Profile, to the right of your name (at the top left of your SciQuest home page). Once your profile is opened up, click on the "Purchasing" tab, then on "Addresses". You will want to click on the "Select Addresses for Profile" button:



On the "Nickname" line, enter your 4 digit campus delivery code, then click search. Select the round button next to your returned address, then type in your Building, Room Number, and Department. Make sure you check the "Default" box before clicking save.



You can then proceed with your hosted or punchout catalog order and submit into Kualu.