Vendor Addresses – Leave Campus Default Blank

When adding an address during the process of creating a new vendor a New Default Address box opens at the bottom of the address. The Set as campus default for: field should be left blank.

When clicking the add button for adding a vendor address, a New Default Address box opens at the bottom of the address. Do not modify the Set as campus default for: field.

Note: If you selected a campus on the New Default Address box, you will need to delete the default. Click the delete button for the New Default Address to remove the campus.