

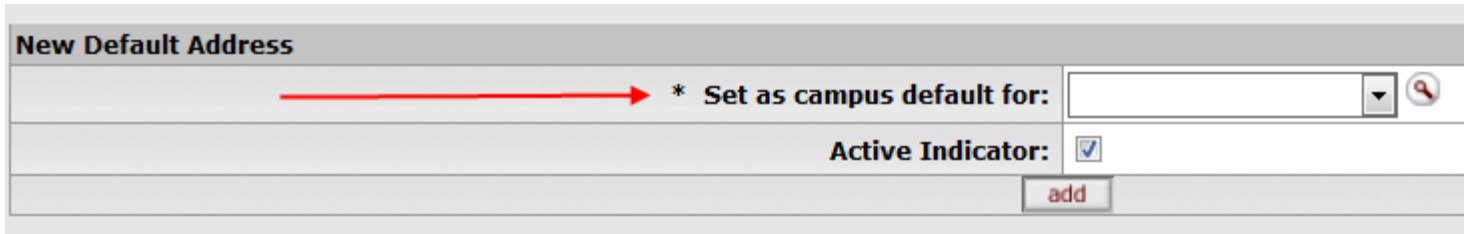
Tips Of The Week


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.