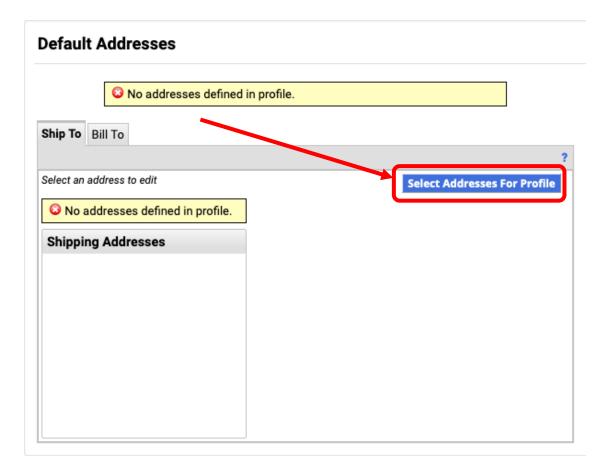
Adding or Updating Your Shipping Address in Paw

Click on the symbol at the top right of your screen and go to View My Profile-> Default User Settings - > Default Addresses.

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one of our CS agents via the following link: https://business.amazon.com/an/contacture. CS can be contacted at 888/281.3947	equest Sub-Award Payment
IN NOTE: You will need your order ID number if you do not connect through "Your orders". NOTE: The requests/disputes cannot be made through comments, rejections or PO modifications via any 3rd party eProcurement platform and will Technology	~
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2. The person who ordered the item is the one who needs to contact CS by visiting the "Your orders" section of the AB portal or by directly chatting with	t have any recent orders
NOTE: You will need your order ID number if you do not connect through "Your orders".	Logout
NOTE: The requests/disputes cannot be made through comments, rejections or PO modifications via any 3rd party eProcurement platform and will Technology	Ŷ
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User Roles and Access >> Position	
Ordering and Approval Settings	
Permission settings	
Notification Preferences User Name *	
User History >	
Administrative Tasks * Required	Save Changes

Then, click the Select Addresses for Profile button under the Ship To Address and select an address template from the dropdown that appears below.



Default Addresses

ON addresses defined in profile.				
Ship To Bill To			1	
		?		
Select an address to edit		Select Addresses For Profile		
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Shipping Addresses	Select Address Template			
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Default Addresses

No addresses d		2
elect an address to edit Oto addresses defined in profile.		Select Addresses For Profile
Shipping Addresses	Select Addres Select Address Template	sss Template Central Receiving Dr. Carlos Romero-Talamas- UMCP Temporary Goddard Space Flight Center Laboratory Delivery Service
		Main Campus Oregon Satellite - Temporary Project Neutral Grounds - Temporary Research Park (Research Park Dr) Research Park (Rolling Rd) Rita Rossi Colwell Center Shady Grove

You can edit your selected address by changing the nickname, selecting it as your default, and adding your building/room. Once you have finished, hit **Save**.

Default Addresses		
O No addresses o	defined in profile.	
Ship To Bill To		
		?
Select an address to edit	Sele	ct Addresses For Profile Delete Address
ON addresses defined in profile.		
Shipping Addresses	Edit Selected Address ?	
	Nickname	Main Campus
	Default	
	Current Default Address	-
	ADDRESS	
	Contact: *	
	Bldg/Rm: *	
	Address Line 1	Univ of MD Baltimore Cnty
	Address Line 2	1000 Hilltop Circle
	City	Baltimore
	State	MD
	Zip Code	21250
	Country	United States

You can add multiple addresses to your profile, but only one can be set as your default. NOTE: Use full building names – don't abbreviate (i.e., use Public Policy instead of PUP).

Below is an example of how a correct mailing address should look (whether ordering through PAW or not):

David Clurman Administration 730 UMBC 1000 Hilltop Circle Baltimore, MD 21250