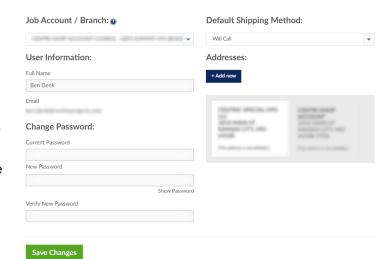
MANAGE PREFERENCES GUIDE

BA SUPPLY | BASUPPLY.COM

A guide to setting your preferences.

Job Account / Branch

- Option to select the appropriate job and branch for your order:
 - 1. Select your job/branch account.
 - 2. Click "Save Changes."
- Pricing is dependent on your local price and vendor agreements.
- Filter options and inventory will reflect your chosen job/branch.
- Displayed across the top of the site.





User Information

• Option to edit your name.

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Shipping Methods

- Your preference will be pre-selected in the cart:
 - 1. Choose a shipping method.
 - 2. Click "Save Changes."
- If needed, you can change your shipping method during checkout.

Addresses

- Option to add and edit multiple shipping addresses:
 - 1. Click "+Add new" button.
 - 2. Enter your address information.
 - 3. Click "Submit."
 - 4. If necessary, click "Edit" to make changes or "Delete" to remove a shipping address.
- Your saved shipping addresses will be available during checkout via a dropdown.

Change Password

 Option to enter/verify your new password.

Shipping Methods:

Enter New Shi	pping Address
Name:	
Street Address:	
Address 2:	
City:	
State:	
Zip:	
Phone:	
	Submit
	Name: Street Address: Address 2: City: State: Zip: