Frequently Asked Questions Continued…

How Do I Create or Edit My Personal Value List (PVL) for the Delivery Address?

If you create purchase orders for multiple delivery addresses, it is helpful to create a PVL for delivery addresses.

1. To create/edit the PVL for delivery address, select **Create Shopping Cart** from the Buy@Duke Shopping page.

2. Once in the cart, select **Set Values**. It is important to change the delivery address of the cart before adding items to the cart.
Frequently Asked Questions Continued…

3. From Change Default Values, select Delivery Address. Based on your screen display, you may need to select the arrow on the right side of the screen for the tab to display.

4. The default address set in personalizations will display. Select the search both to open the PVL.

5. From Search: Delivery Address, select Maintain Personal Value List. Notice the PVL is empty.

6. From Edit Personal Value List: Delivery Address, select Show Search Criteria. Depending on screen displays, you may need to use the bottom scroll bar to move to the right to access the search criteria.
Frequently Asked Questions Continued…

7. In the **Search Criteria** screen, search for the delivery address. Select **Search** when complete. Keep in mind the following:
   a. Always use all caps when searching.
   b. Do not use an acronym. For example: MSRB 1, ATC, LSRC – will not return results. You must use part of their actually name.
   c. Surrounding your search term by asterisks will allow for an open search and does not require an exact match. If you do not use asterisks, you will need to know the entire name of your building exactly how it was set up in Buy@Duke.
   d. Use the Address 1 field for your building same and/or the Street Name as the foundation for your search. Always start with the Address 1 field and add in the street if necessary to narrow down your results.

8. Highlight the desired delivery address in **All Values** and use the arrows to move it to **Personal Value List**. Select **OK** once moved.
Frequently Asked Questions Continued…

9. The address now display in the PVL in Search: Delivery Address.