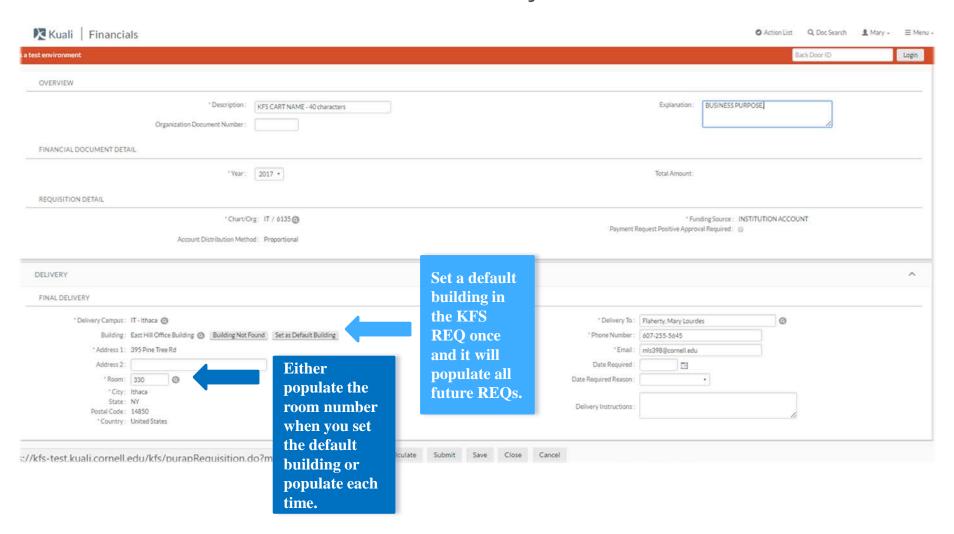


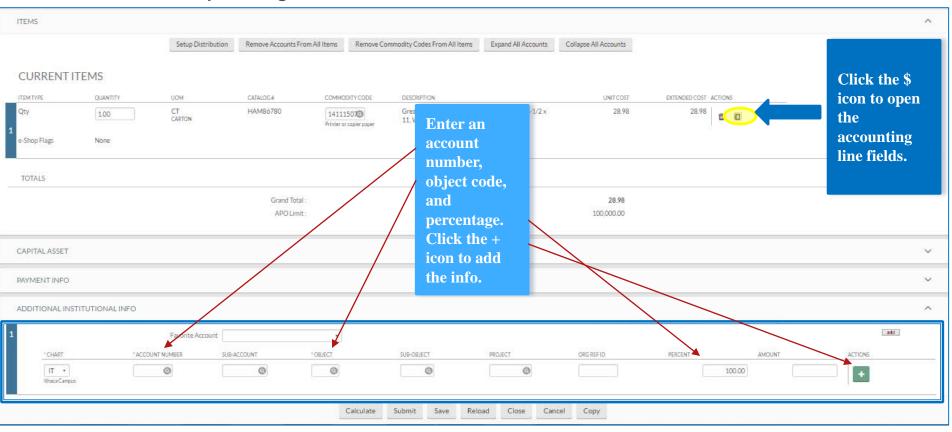
Set Default Delivery Address

Once a default address is set, users will only need to enter their room number.



Entering Account Codes

Under Items, valid account, object codes, and a percentage must be entered. Click the plus sign to add.



Submitting a KFS Requisition

The final steps are to click the calculate button and then the submit button. After submitting, review the confirmation message at the top of the screen.

