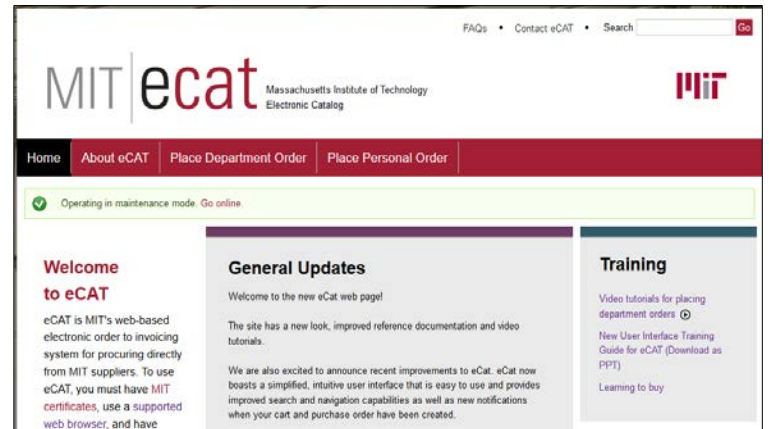
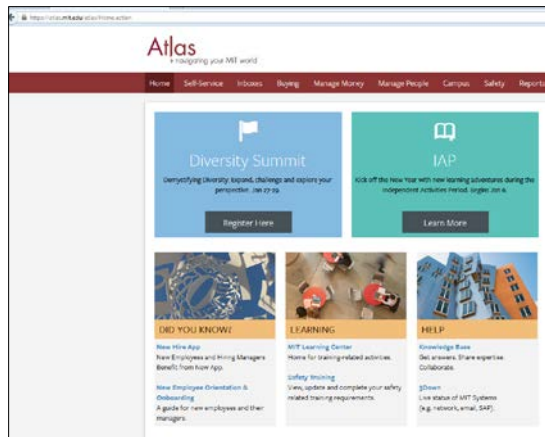


There are two options for accessing eCat (Electronic Catalogs):

1. Go to the [ATLAS](#) Home page

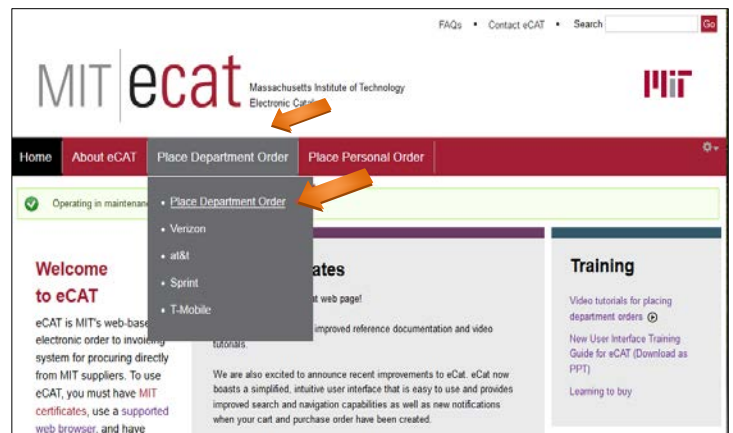
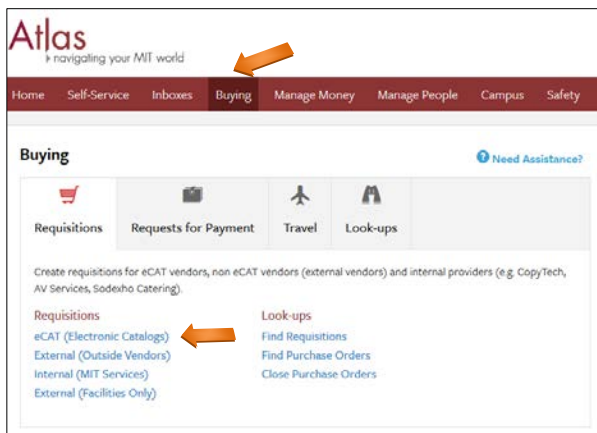
OR

2. Go to the [eCat](#) Home page

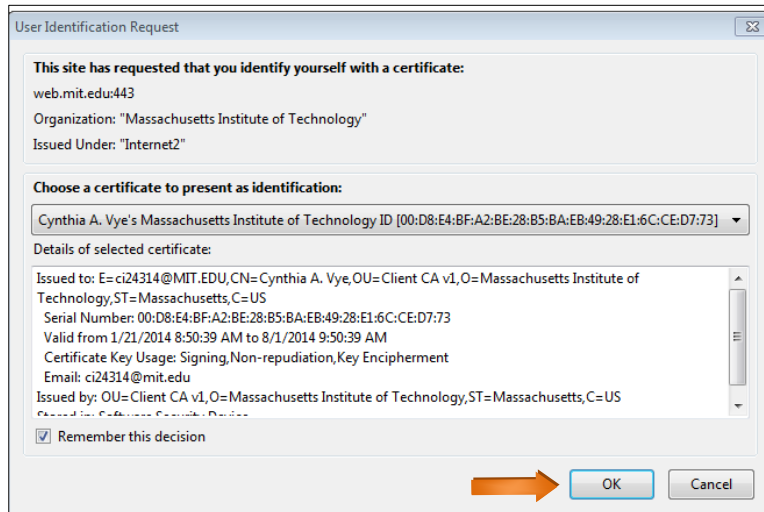


Click on the **Buying** tab and select **e-Cat (Electronic Catalogs)** listed under **Requisitions**

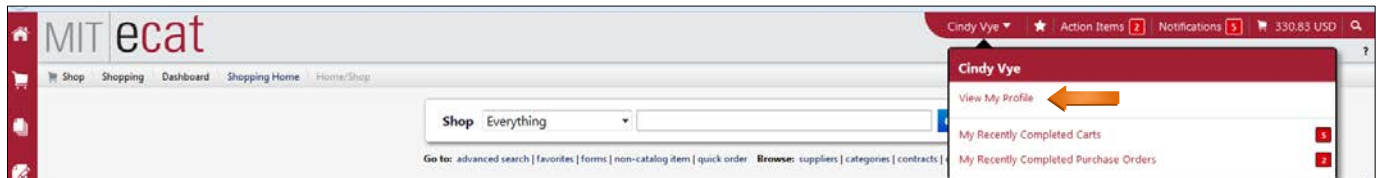
Click on the **Place Department Order** tab and select **Place Department Order**



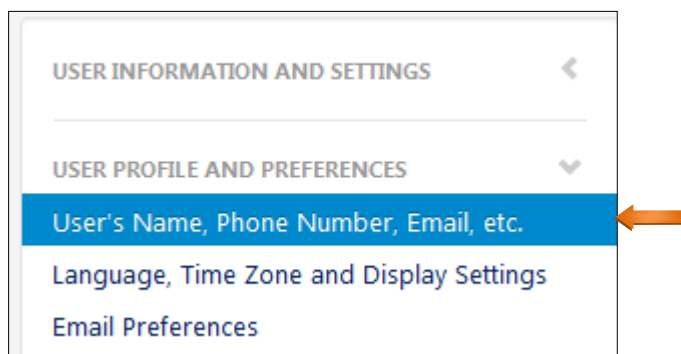
- Both options will take you to the **User Identification Request Page** where you will identify yourself with a **Certificate**. Choose a **Certificate** to present as identification and click **Ok**



- Once you are on the **eCat Home** page click the **Drop Down** next to your name at the top of the page and select **View My Profile**.



- Go to **User Information and Settings** and select **User's Name, Phone Number, Email, etc.**



User Profile Set Up

6. Enter your information in the applicable fields, **First and Last Name, Phone Number, and Location**. The Location is **MIT**. Click **Save**

My Profile > User Information and Settings > User's Name, Phone Number, Email, etc.

My Profile
ci24314
Active

USER INFORMATION AND SETTINGS

USER PROFILE AND PREFERENCES

User's Name, Phone Number, Email, etc.

Language, Time Zone and Display Settings

Email Preferences

MANAGE USERS

Search For Users

Add New User

View Pending User Registrations

Import Users From A File

User's Name, Phone Number, Email, etc.

First Name

Last Name

Phone Number
Country Code, Area, Phone Number, Extension

E-mail Address ci24314@MIT.EDU

Location

User Name ci24314

Authentication Method Certificate

Organization Terms and Conditions accepted on 1/22/2014 10:51 AM Terms and Conditions

Save

7. Go back to **User Information and Settings** up in the left corner of the page and select **Language, Time Zone and Display Settings**

USER INFORMATION AND SETTINGS

USER PROFILE AND PREFERENCES

User's Name, Phone Number, Email, etc.

Language, Time Zone and Display Settings

Email Preferences

8. Enter the information in the applicable fields, **Language, Country, and Currency**. The Language is English, the Country is United States, and the Currency is USD. Click **Save**

Language, Time Zone and Display Settings

Select a Language

Country

Currency

Color Theme

User Interface Style

Enable Accessibility Mode

Help on mouse over


Preferred email format


Access Training Content Configuration

Save

9. Go back to **User Information and Settings** and select **Default User Settings, Default Addresses**

User Information and Settings



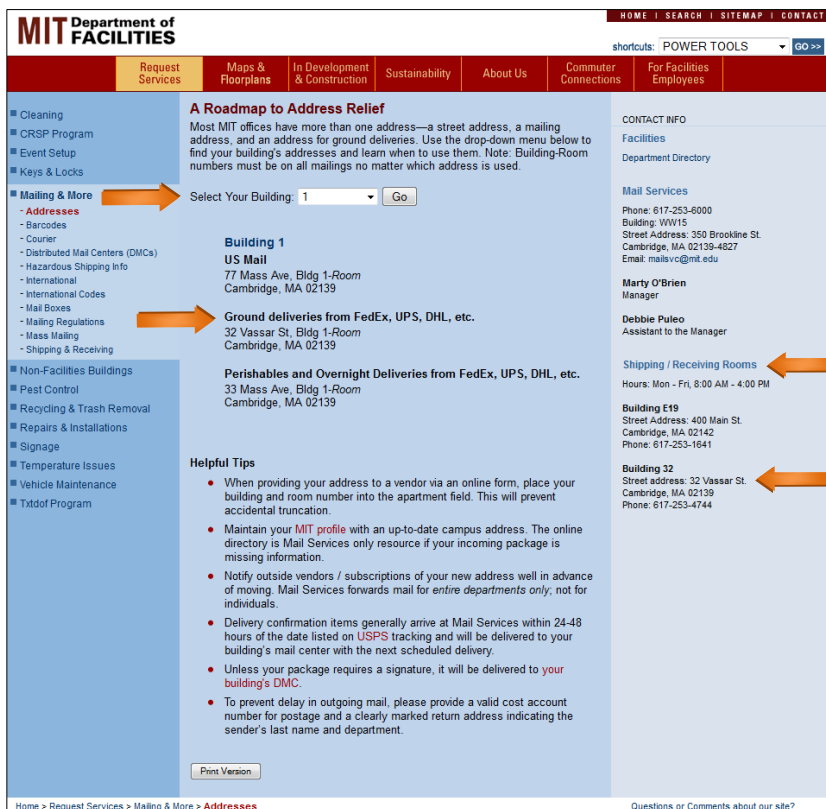


User Profile and Preferences
 User's Name, Phone Number, Email, etc.
 Language, Time Zone and Display Settings
 Email Preferences

Default User Settings ←
 Custom Field and Accounting Code Defaults
 Default Addresses ←
 Cart Assignees

10. Before selecting the **“Ship To”** address for your location in eCat, go to the [Facilities Services](#) page to determine if your building uses a **Shipping/Receiving Room** for deliveries.

11. **Select your building** and click **Go**, if your **Ground Deliveries** address matches one of the **Shipping/Receiving Rooms** on the right side of the page use that **Building** when selecting your **“Ship To”** address in eCat.



MIT Department of FACILITIES

HOME | SEARCH | SITEMAP | CONTACT

shortcuts: POWER TOOLS [GO >>]

Request Services | Maps & Floorplans | In Development & Construction | Sustainability | About Us | Commuter Connections | For Facilities Employees

Cleaning
 CRSP Program
 Event Setup
 Keys & Locks
Mailing & More →
 - Addresses
 - Barcodes
 - Courier
 - Distributed Mail Centers (DMCs)
 - Hazardous Shipping Info
 - International
 - International Codes
 - Mail Boxes
 - Mailing Regulations
 - Mass Mailing
 - Shipping & Receiving

Non-Facilities Buildings
 Pest Control
 Recycling & Trash Removal
 Repairs & Installations
 Signage
 Temperature Issues
 Vehicle Maintenance
 Txdof Program

A Roadmap to Address Relief
 Most MIT offices have more than one address—a street address, a mailing address, and an address for ground deliveries. Use the drop-down menu below to find your building's addresses and learn when to use them. Note: Building-Room numbers must be on all mailings no matter which address is used.

Select Your Building: 1 [Go]

Building 1
US Mail
 77 Mass Ave, Bldg 1-Room
 Cambridge, MA 02139

Ground deliveries from FedEx, UPS, DHL, etc.
 32 Vassar St, Bldg 1-Room
 Cambridge, MA 02139

Perishables and Overnight Deliveries from FedEx, UPS, DHL, etc.
 33 Mass Ave, Bldg 1-Room
 Cambridge, MA 02139

Helpful Tips

- When providing your address to a vendor via an online form, place your building and room number into the apartment field. This will prevent accidental truncation.
- Maintain your MIT profile with an up-to-date campus address. The online directory is Mail Services only resource if your incoming package is missing information.
- Notify outside vendors / subscriptions of your new address well in advance of moving. Mail Services forwards mail for *entire departments only*, not for individuals.
- Delivery confirmation items generally arrive at Mail Services within 24-48 hours of the date listed on USPS tracking and will be delivered to your building's mail center with the next scheduled delivery.
- Unless your package requires a signature, it will be delivered to **your building's DMC**.
- To prevent delay in outgoing mail, please provide a valid cost account number for postage and a clearly marked return address indicating the sender's last name and department.

CONTACT INFO
 Facilities
 Department Directory

Mail Services
 Phone: 617-253-6000
 Building: WW15
 Street Address: 350 Brookline St.
 Cambridge, MA 02139-4827
 Email: mailsvc@mit.edu

Marty O'Brien
 Manager

Debbie Puleo
 Assistant to the Manager

Shipping / Receiving Rooms ←
 Hours: Mon - Fri, 8:00 AM - 4:00 PM

Building E19
 Street Address: 400 Main St.
 Cambridge, MA 02142
 Phone: 617-253-1641

Building 32 ←
 Street address: 32 Vassar St.
 Cambridge, MA 02139
 Phone: 617-253-4744

Print Version

Home > Request Services > Mailing & More > Addresses

Questions or Comments about our site?

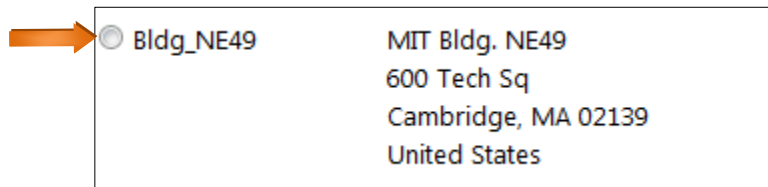
12. Click on the “Ship To” tab and click **Select Addresses for Profile**.

The screenshot shows the 'Default Addresses' page. At the top, a yellow message box states 'No addresses defined in profile.' Below this, there are two tabs: 'Ship To' (selected) and 'Bill To'. A blue button labeled 'Select Addresses for Profile' is visible on the right side of the page. An orange arrow points to the 'Ship To' tab, and another orange arrow points to the 'Select Addresses for Profile' button. Below the tabs, there is a section for 'Shipping Addresses' which is currently empty.

13. To find the “Ship To” address of where your orders will be delivered change the **Results per Page** to **200** by using the drop down and Click **Search**.

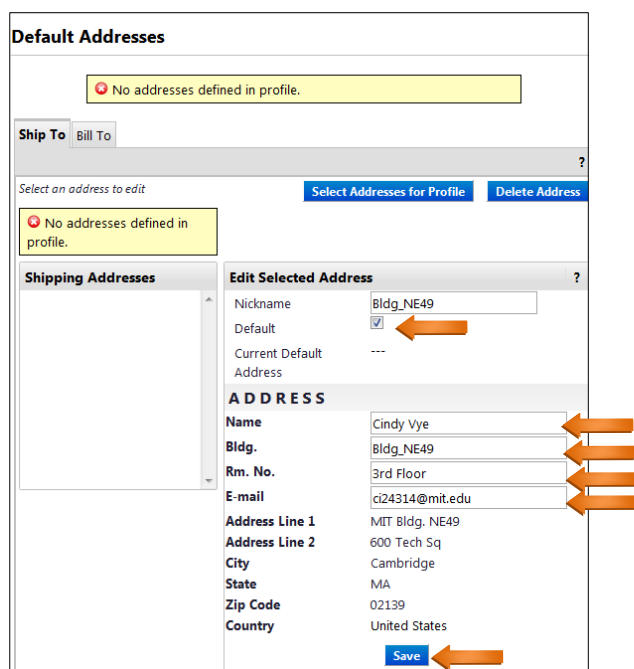
The screenshot shows the 'Default Addresses' page with the 'Address Search' section expanded. The 'Results per Page' dropdown menu is set to '200', and the 'Search' button is highlighted. An orange arrow points to the '200' dropdown, and another orange arrow points to the 'Search' button. The 'Shipping Addresses' section is still empty.

14. Click the **radio button** next to the building number of where your orders will be delivered.



Bldg_NE49 MIT Bldg. NE49
600 Tech Sq
Cambridge, MA 02139
United States

15. Enter your **Name, Bldg., Room Number, and E-mail**. Make sure that **Default** is checked if you want the “Ship To” address that you’ve selected to be the default “Ship To” address on your profile. Validate the information that you populated and Click **Save**. If you require multiple “Ship To” addresses go to Step 16, if not go to Step 17.



Default Addresses

No addresses defined in profile.

Ship To Bill To

Select an address to edit Select Addresses for Profile Delete Address

No addresses defined in profile.

Shipping Addresses

Edit Selected Address

Nickname: Bldg_NE49
 Default:
 Current Default Address: ---

ADDRESS

Name: Cindy Vye
 Bldg.: Bldg_NE49
 Rm. No.: 3rd Floor
 E-mail: ci24314@mit.edu
 Address Line 1: MIT Bldg. NE49
 Address Line 2: 600 Tech Sq
 City: Cambridge
 State: MA
 Zip Code: 02139
 Country: United States

Save

16. If you require multiple “Ship To” addresses **DO NOT** check **Default**. Click **Select Addresses for Profile**, select the address and **Save**. All of the “Ship To” addresses that you have selected will appear under **Shipping Addresses** on the left side of the page. Enter your **Name, Bldg., Room Number, and E-mail**. Validate the information that you populated and Click **Save**.

Default Addresses

Ship To Bill To

Select an address to edit Select Addresses for Profile Delete Address

Shipping Addresses

- Bldg_NE49
- E19_Recvng

Edit Selected Ship To Address and email address for order confirmation

Nickname: E19_Recvng

Default:

Current Default Address: ---

ADDRESS

Name: Cindy Vye

Bldg.: E19_Recvng

Rm. No.: 3rd Floor

E-mail: ci24314@mit.edu

Address Line 1: MIT Bldg. E19 Receiving

Address Line 2: 400 Main St

City: Cambridge

State: MA

Zip Code: 02142

Country: United States

Save

17. To find the “Bill To” address for MIT, click on Select **Default Addresses for Profile**.

Default Addresses

No addresses defined in profile.

Ship To **Bill To**

Select an address to edit Select Addresses for Profile

No addresses defined in profile.

Billing Addresses

18. Click on the drop down next to select address and select **Accounts Payable**

Select Address Template

Select Address Template

19. Make sure that **Default** is checked because all invoices will need to be submitted by the vendor to Accounts Payable for Payment. Click **Save**.

Default Addresses

No addresses defined in profile.

Ship To **Bill To** ?

Select an address to edit Select Addresses for Profile Delete Address

No addresses defined in profile.

Billing Addresses

Edit Selected Address ?

Nickname Accounts Payable

Default

Current Default ---

Address

ADDRESS

Contact Line 1 Accounts Payable

Contact Line 2 Massachusetts Institute of Technology

Address Line 1 PO Box 9169

City Cambridge

State MA

Zip Code 02139

Country United States

Save

20. Your profile is complete. If you need assistance please contact the eCat Support Team.