

## CSUBUY Reference Guide: How to Set Default Addresses in Your Profile

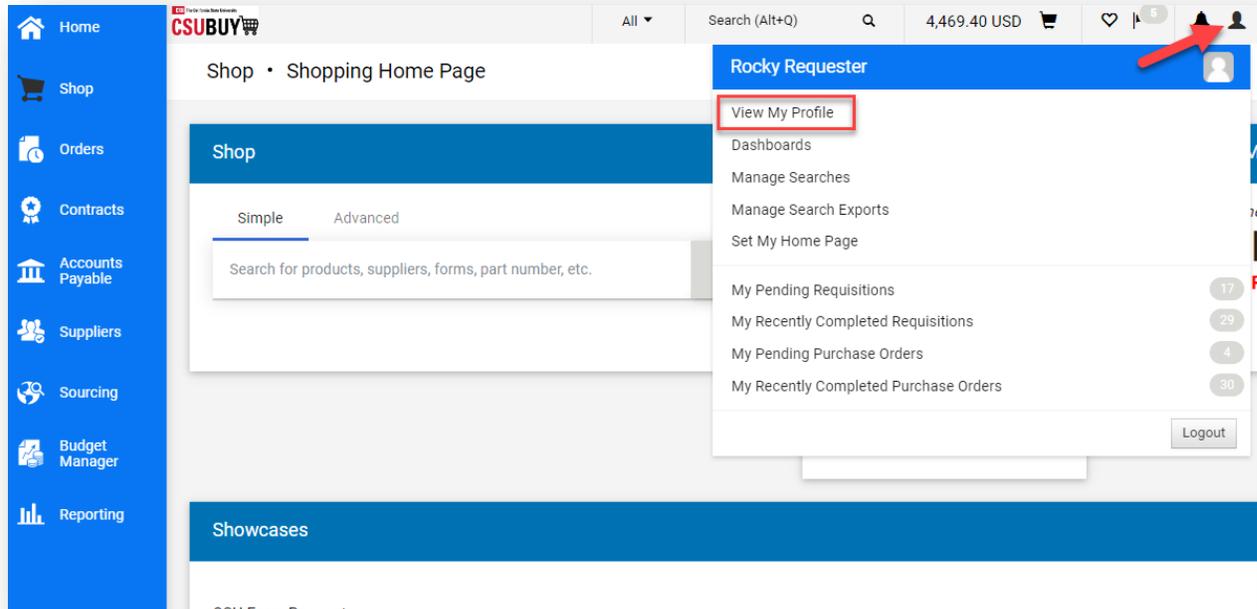
This reference guide will walk you through the process of setting your default addresses in your profile. **Note:** the screenshots will look different than production; however, the direction and icons included are the same.

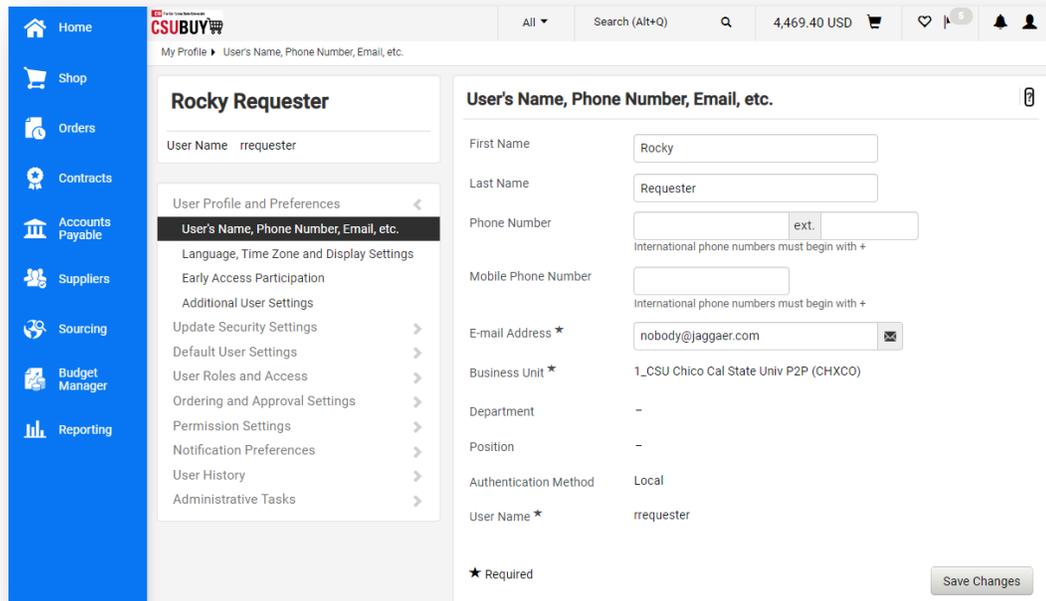
### Table of Contents

- Access Your User Profile.....1
- Navigating to Default Addresses .....2
- Setting Default Addresses .....3
  - Setting Default ShipTo.....3
  - Setting Default BillTo.....4

### Access Your User Profile

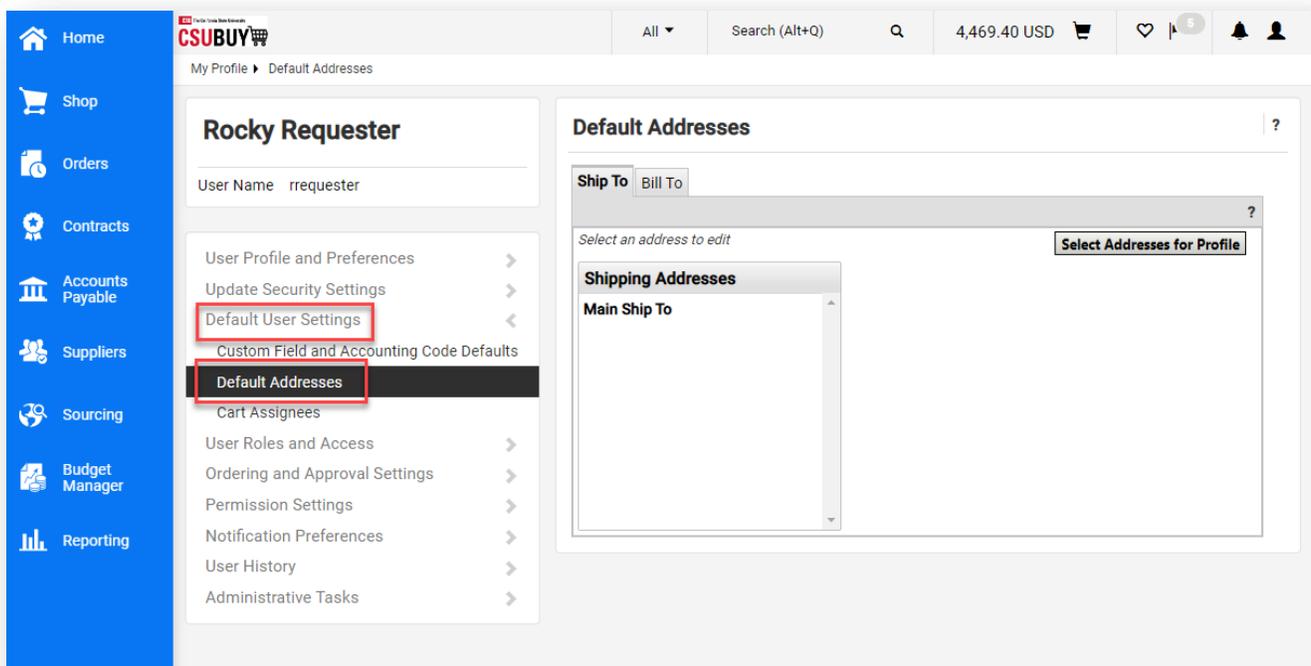
1. Log into CSUBUY (<https://csubuy.calstate.edu>) using your SSO Log-in.
2. In the **CSUBUY Shopping Home Page**, navigate to the top right corner and click **User Profile** icon (  ). Click on the **User Profile** icon and select **View My Profile**. It will route to your profile details.





## Navigating to Default Addresses

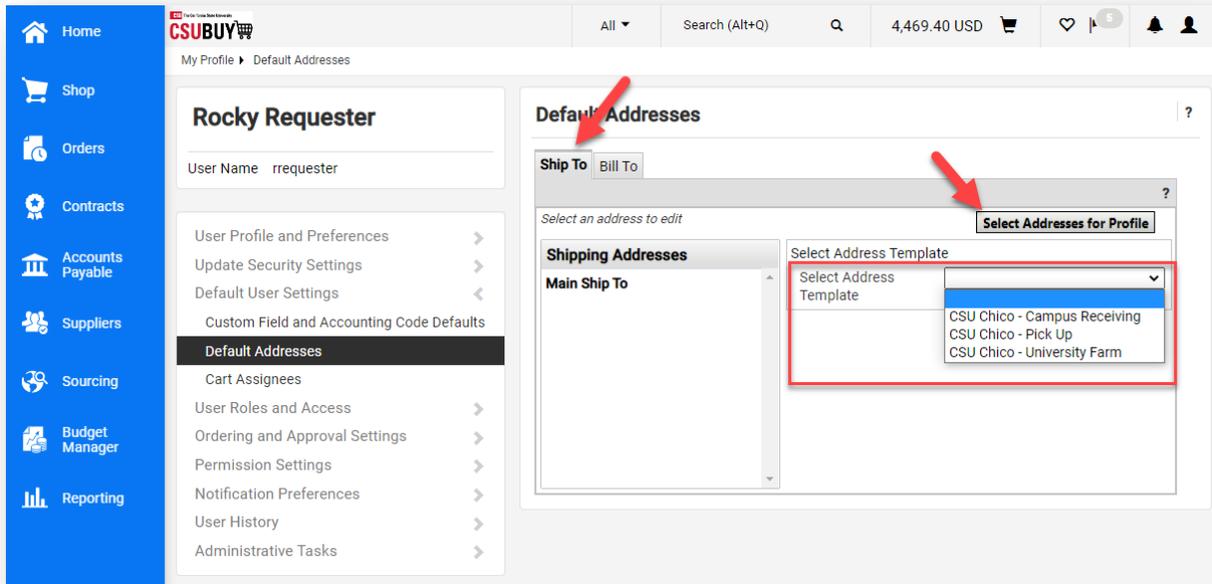
3. Navigate to your **Default Addresses** from the left-hand navigation. Click on **Default User Settings > Default Addresses**. You will land on the screen to update your default addresses.



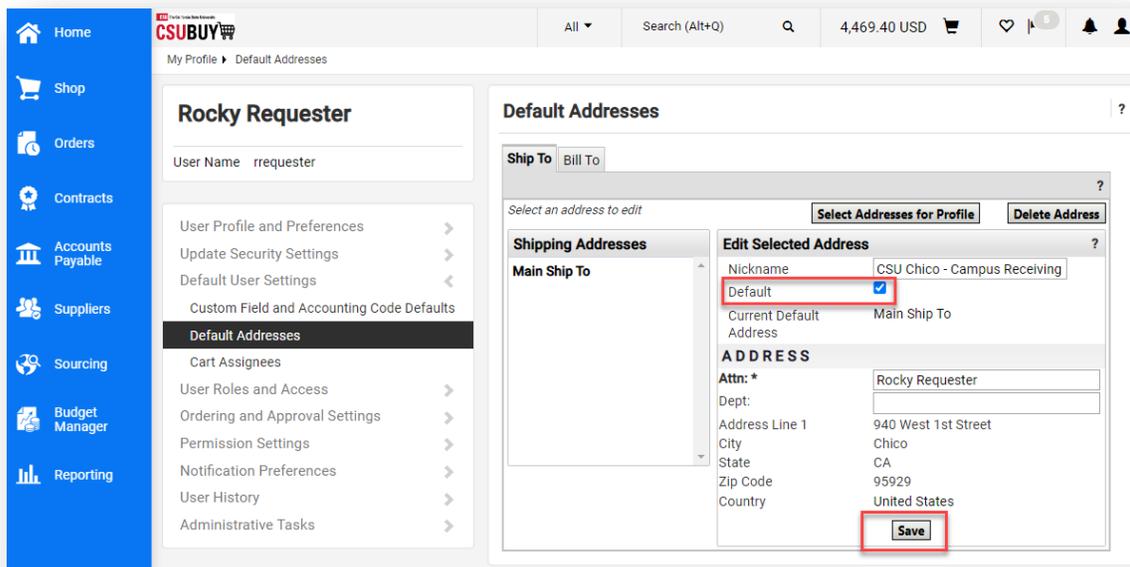
## Setting Default Addresses

### Setting Default ShipTo

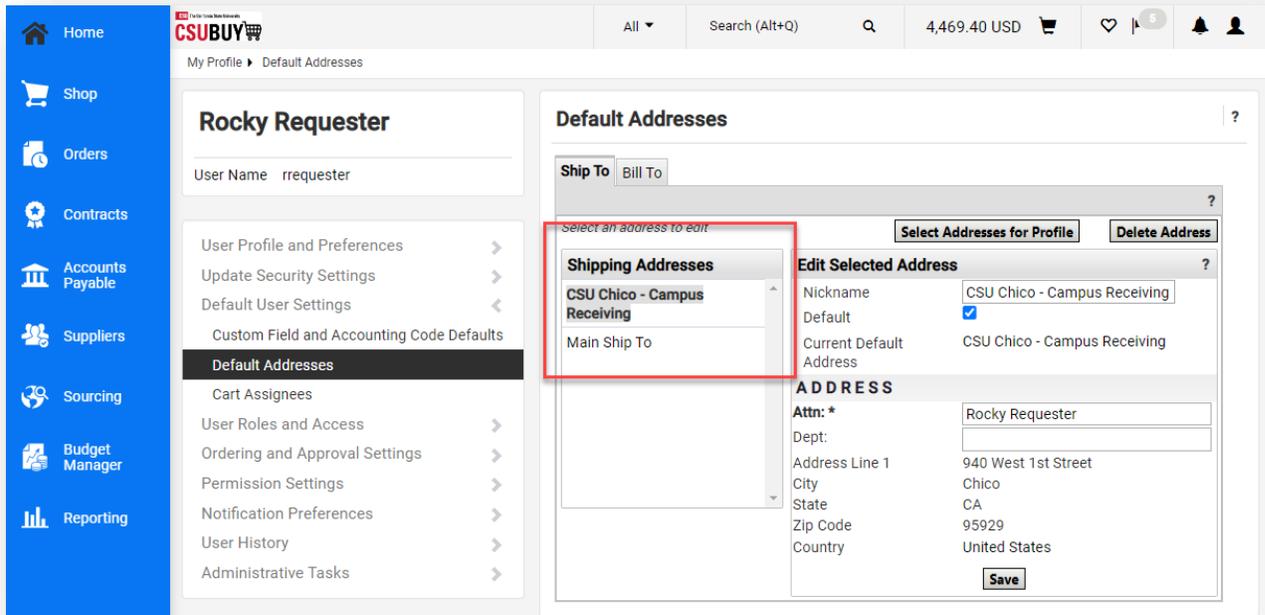
- After accessing the **Default Addresses**, you should be able to access the **Ship To** tab to update your default **Ship To** Address. If not, click on the **Ship To** tab.
- Click on **Select Addresses for Profile** and then select the **Select Address Template** that you would like to use.



- The details of your selection will appear. Confirm that the address is the one you would like to set as a default. If so, click on the **Default** checkbox and click **Save** to set your default **Ship To** address. You can also make edit the **Nickname**, the **Attn.**, and the **Dept** fields within the address. **Note:** asterisk fields are require fields before saving.

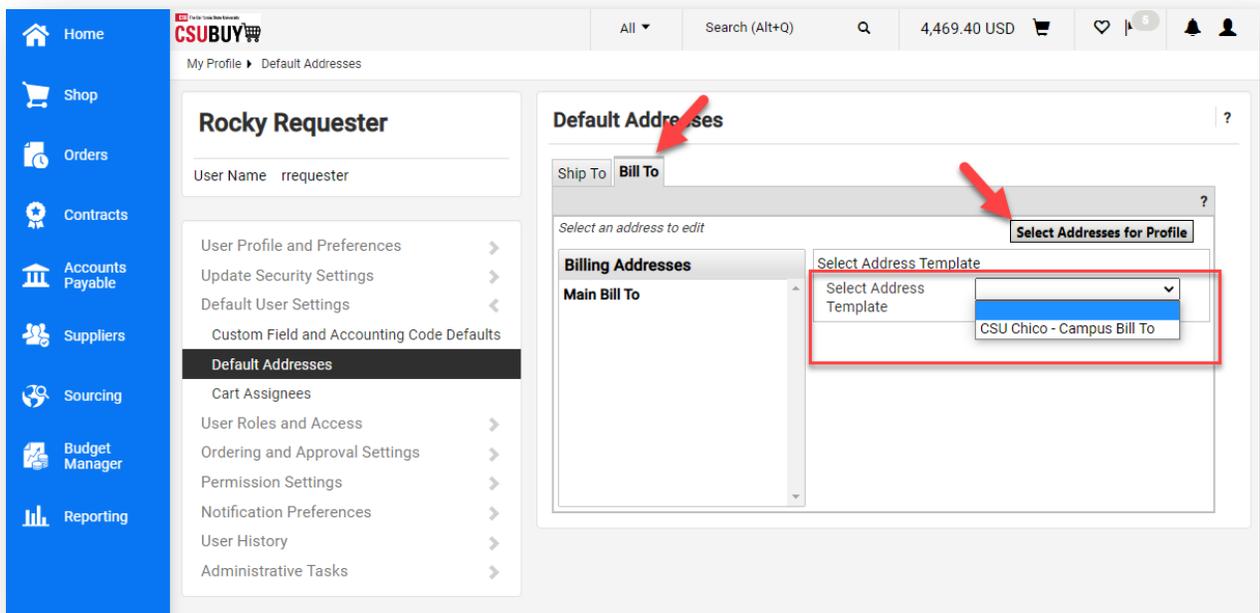


7. To confirm that the address saved, it will appear in the **Shipping Addresses** section of **Default Addresses**.

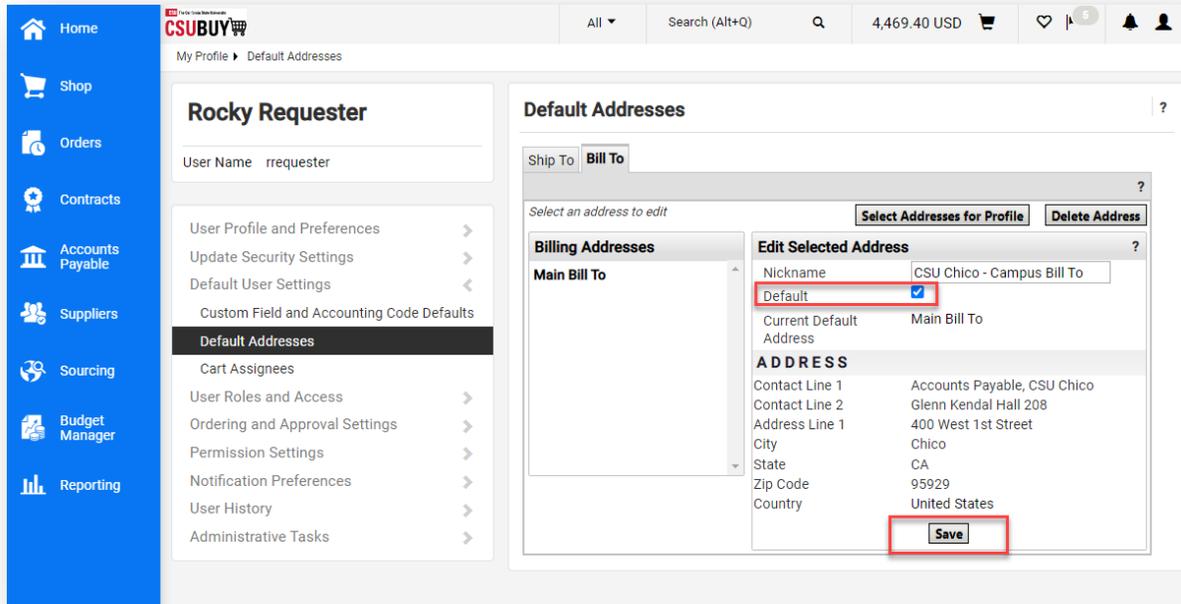


### Setting Default BillTo

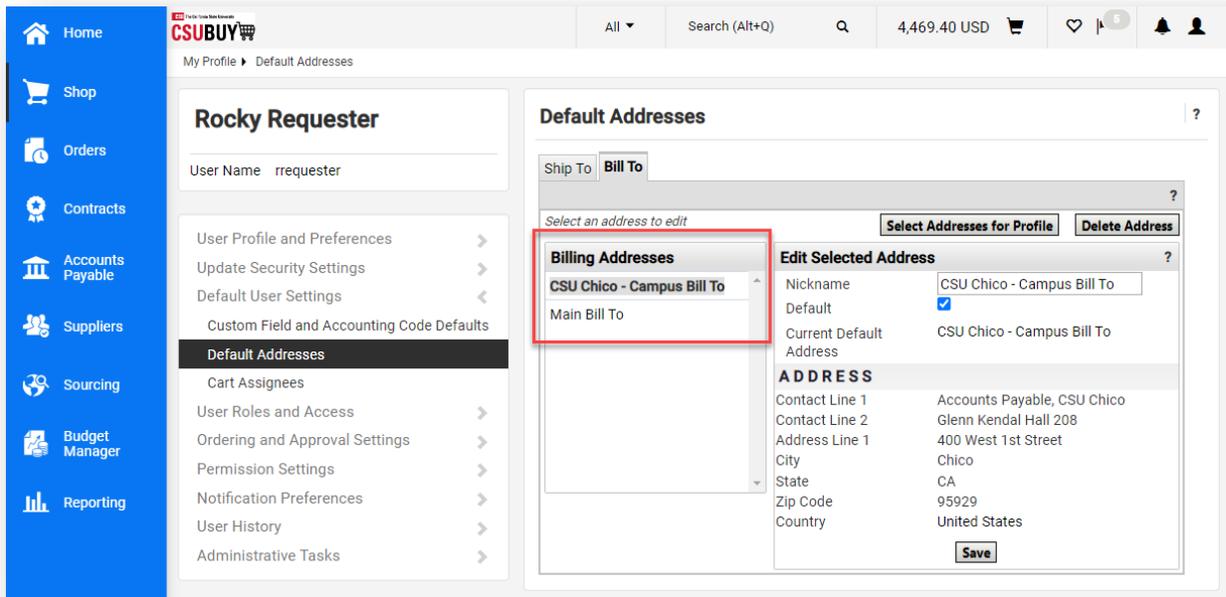
8. Navigate to the **Bill To** address by click on the **Bill To** tab of the **Default Addresses** screen. Click on **Select Addresses for Profile** and then select the **Select Address Template** that you would like to use.



- The details of your selection will appear. Confirm that the address is the one you would like to set as a default. If so, click on the **Default checkbox** and click **Save** to set your default **Ship To** address. You can also make edit the **Nickname**, the **Attn.**, and the **Dept** fields within the address. **Note:** asterisk fields are require fields before saving.



- To confirm that the address saved, it will appear in the **Billing Addresses** section of **Default Addresses**.



11. In the Cart, you may see the “Address is incomplete” message for Shipping and Billing Addresses. Should this be the case, click on the **Edit** (pencil) icon for an address.

Requisition • 163316551

Summary Taxes/S&H PO Preview Comments Attachments History

General	Shipping	Billing
<b>Cart Name</b> 2022-10-03 80000000989 01	<b>Ship To</b>	<b>Bill To</b>
<b>Description</b> no value	<b>Attn:</b> Amy Chan	<b>Attn:</b> Amy Chan
<b>Prepared by</b> Amy Chan	<b>Deliver To:</b> test	<b>Deliver To:</b>
<b>Prepared for</b> Amy Chan	129 South 10th St	One Washington Square
	San Jose, CA 95112	San Jose, CA 95192-0041
	United States	United States
		<b>Address is incomplete</b>
	<b>Delivery Options</b>	<b>Credit Card Info</b>
	<b>Requested</b>	No credit card has been assigned.
	<b>Delivery Date</b> no value	<b>Please click the pen next to the "Billing" header to set credit card info</b>

12. Click on the radio button for SJSU Distribution Services.

**Edit Billing**

**Bill To**

CURRENT ADDRESS

<b>Attn:</b> *	Amy Chan	<input type="checkbox"/> Add to my addresses
<b>Deliver To:</b> *		
<b>Address Line 1</b>	One Washington Square	
<b>City</b>	San Jose	
<b>State</b>	CA	
<b>Zip Code</b>	95192-0041	
<b>Country</b>	United States	

SJSU Distribution Services - Amy Chan, [Deliver To:], One Washington Square, San Jose, CA 95192-0041, United States

Search additional  Results Per Page 10

**Credit Card Info**

Select a new credit card	Select one of your credit cards	Select no credit card
<input type="radio"/> New credit card	<input type="radio"/> My Card	<input checked="" type="radio"/> No credit card assigned

★ Required fields Save Close

13. Enter **Deliver To** information and click **Save**.

The screenshot shows a web form titled "Edit Billing" with a red header bar. Below the header, there is a "Bill To" section with a star icon. A radio button is selected for "Current Address - Amy Chan, [Deliver To:\*], One Washington Square, San Jose, CA 95192-0041, United States". Below this, a blue-bordered box highlights the "SJSU Distribution Services" address entry. This entry includes fields for "Attn: \*" (Amy Chan), "Nickname \*" (SJSU Distribution Services), "Deliver To: \*" (60 SOMA LOCATION), "Address Line 1" (One Washington Square), "City" (San Jose), "State" (CA), "Zip Code" (95192-0041), and "Country" (United States). A "Make default" checkbox is checked with a green checkmark. Below the address box, there is a search bar and a "Results Per Page" dropdown set to 10. The "Credit Card Info" section has three options: "New credit card", "My Card", and "No credit card assigned" (which is selected). A yellow arrow points to the "Save" button at the bottom right. A legend at the bottom left indicates that fields with a star are required.

## CSUBUY Support

For additional support on Setting Default Addresses and/or other questions, please contact FinanceConnect at [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu).