

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

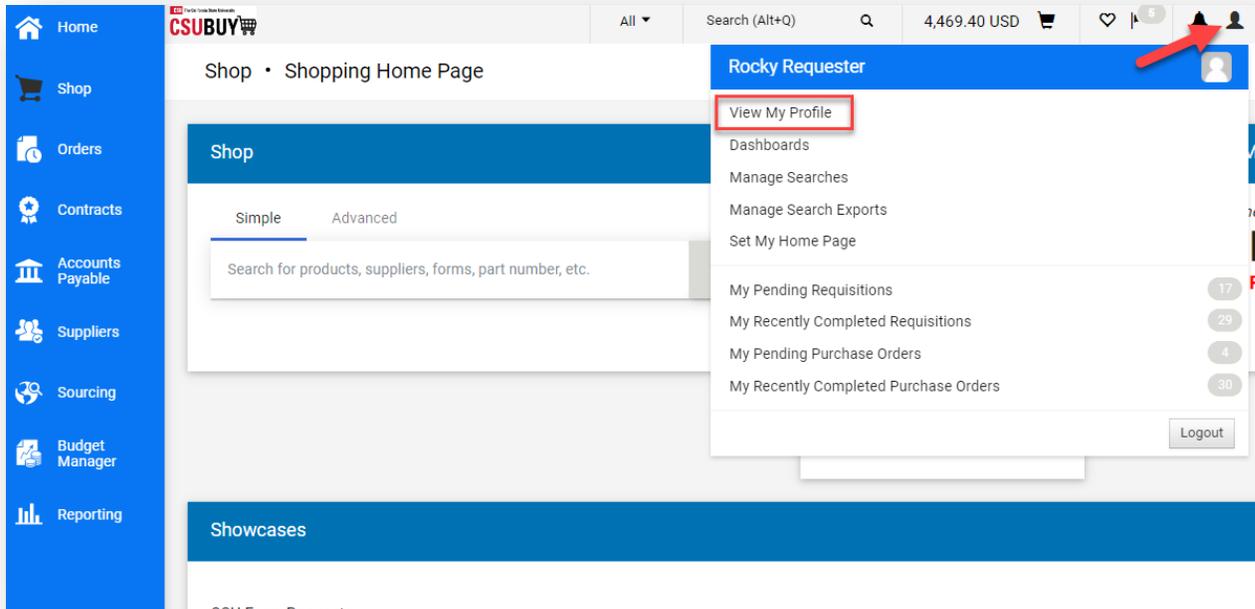
This reference guide will walk you through the process of setting your default addresses in your profile. **Note:** the screenshots will look different than production; however, the direction and icons included are the same.

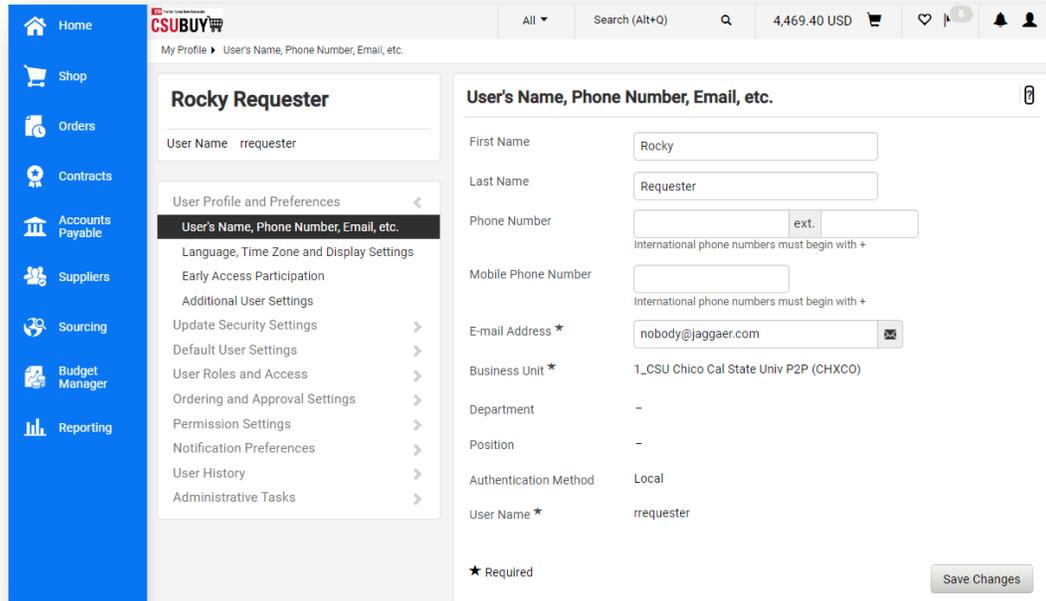
Table of Contents

- Access Your User Profile.....1
- Navigating to Default Addresses2
- Setting Default Addresses3
 - Setting Default ShipTo.....3
 - Setting Default BillTo.....4

Access Your User Profile

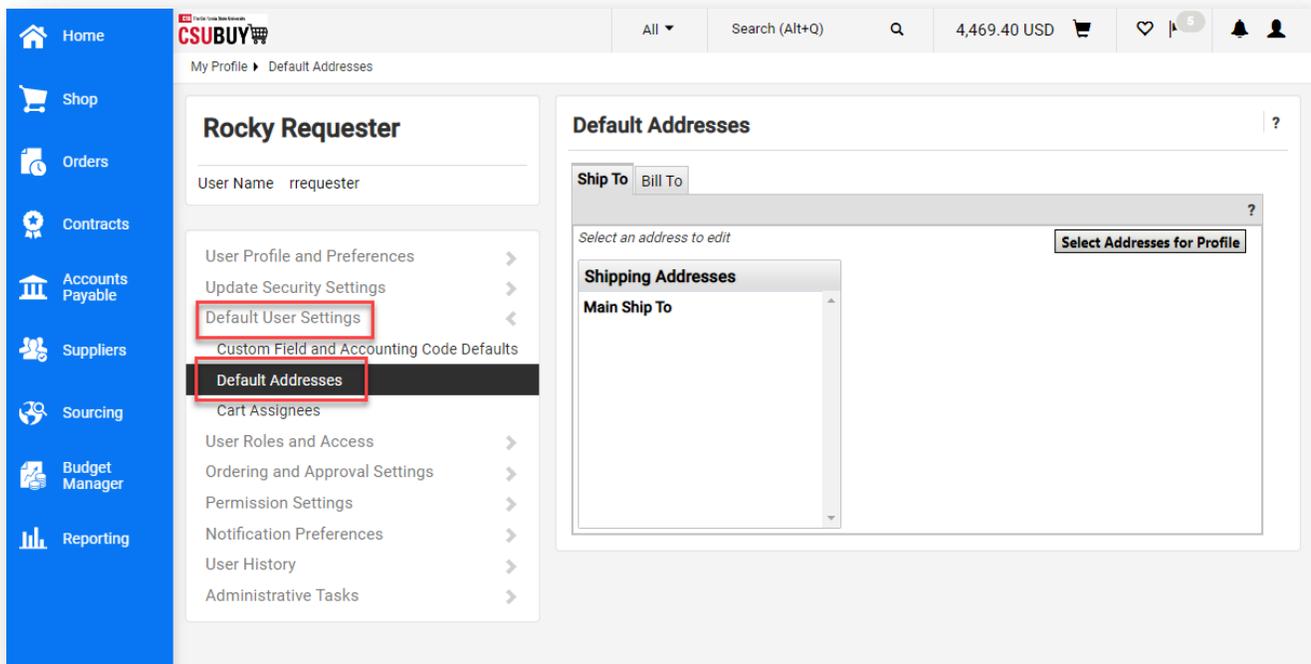
1. Log into CSUBUY (<https://csubuy.calstate.edu>) using your SSO Log-in.
2. In the **CSUBUY Shopping Home Page**, navigate to the top right corner and click **User Profile** icon (). Click on the **User Profile** icon and select **View My Profile**. It will route to your profile details.





Navigating to Default Addresses

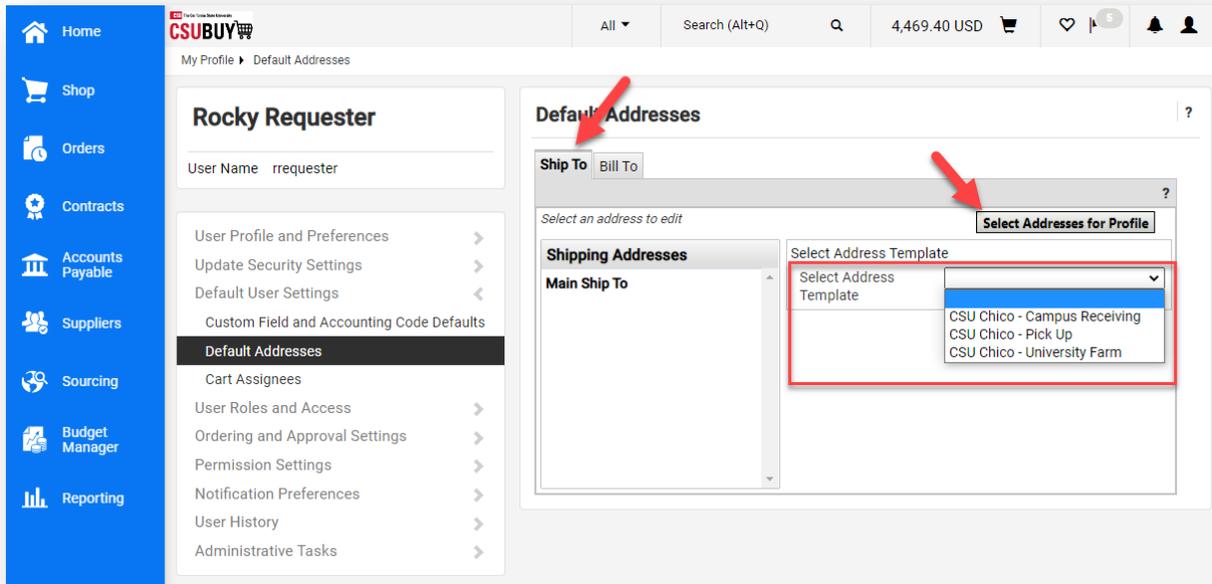
3. Navigate to your **Default Addresses** from the left-hand navigation. Click on **Default User Settings > Default Addresses**. You will land on the screen to update your default addresses.



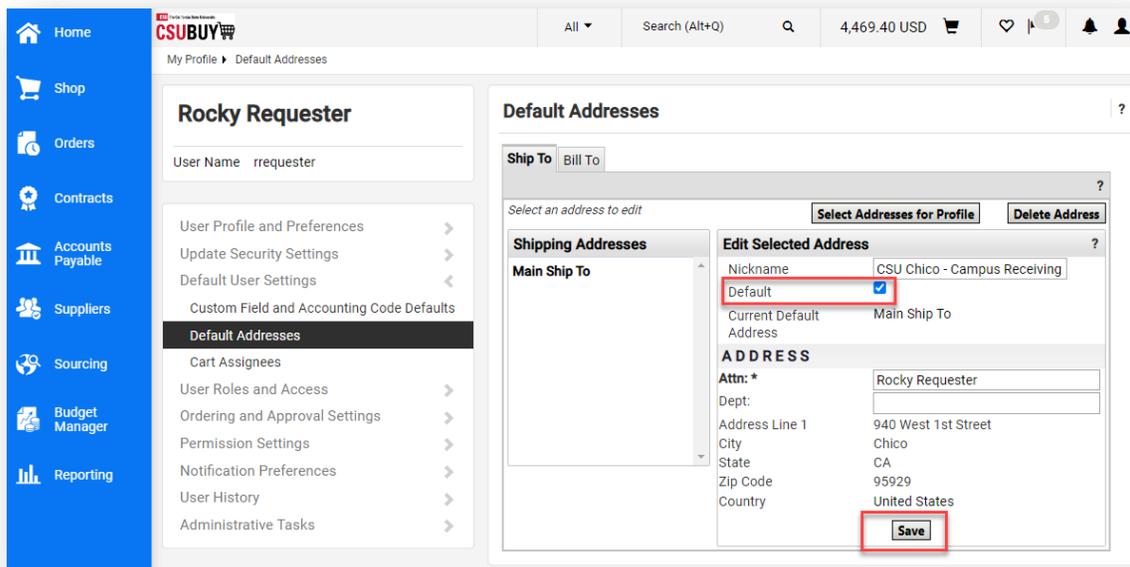
Setting Default Addresses

Setting Default ShipTo

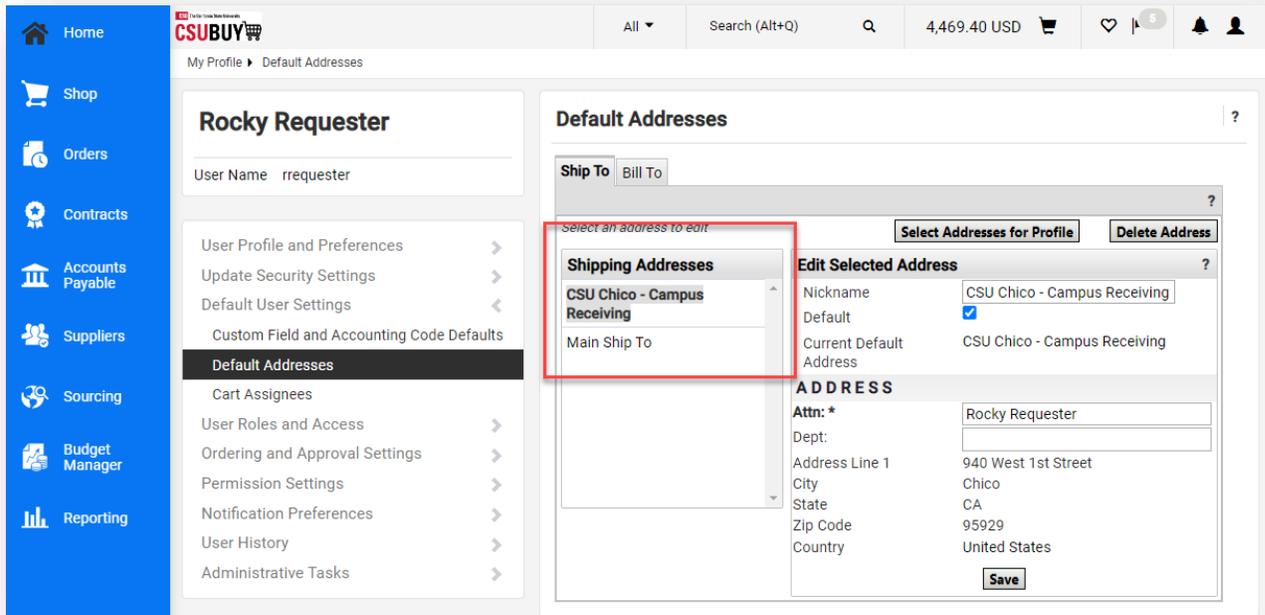
- After accessing the **Default Addresses**, you should be able to access the **Ship To** tab to update your default **Ship To** Address. If not, click on the **Ship To** tab.
- Click on **Select Addresses for Profile** and then select the **Select Address Template** that you would like to use.



- 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.

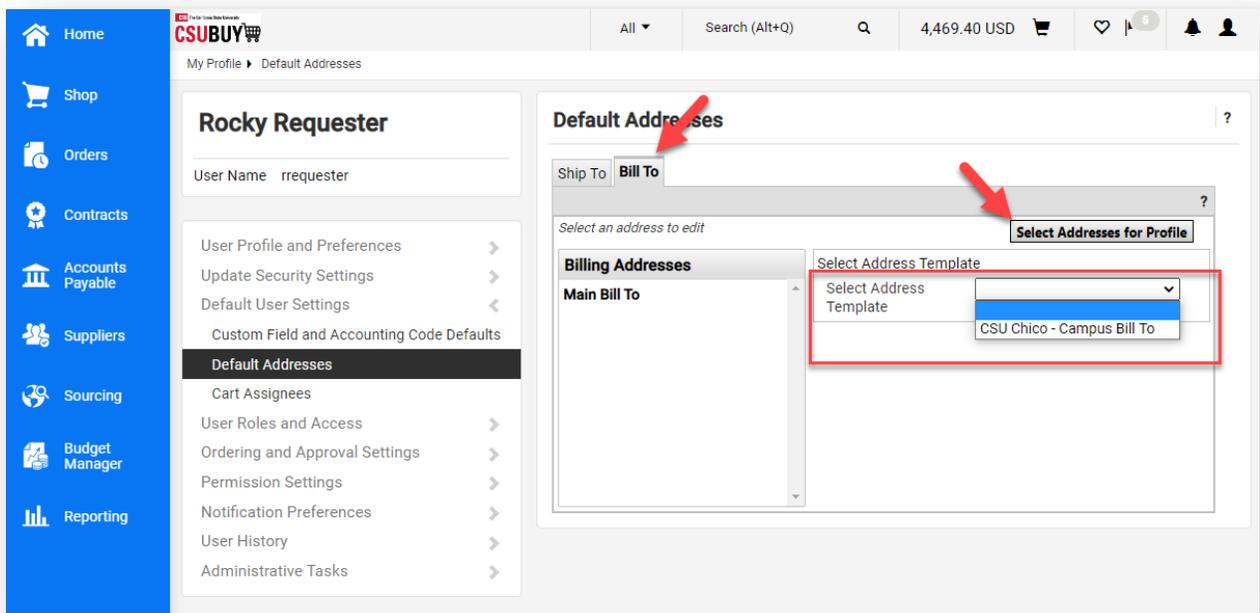


7. To confirm that the address saved, it will appear in the **Shipping Addresses** section of **Default Addresses**.

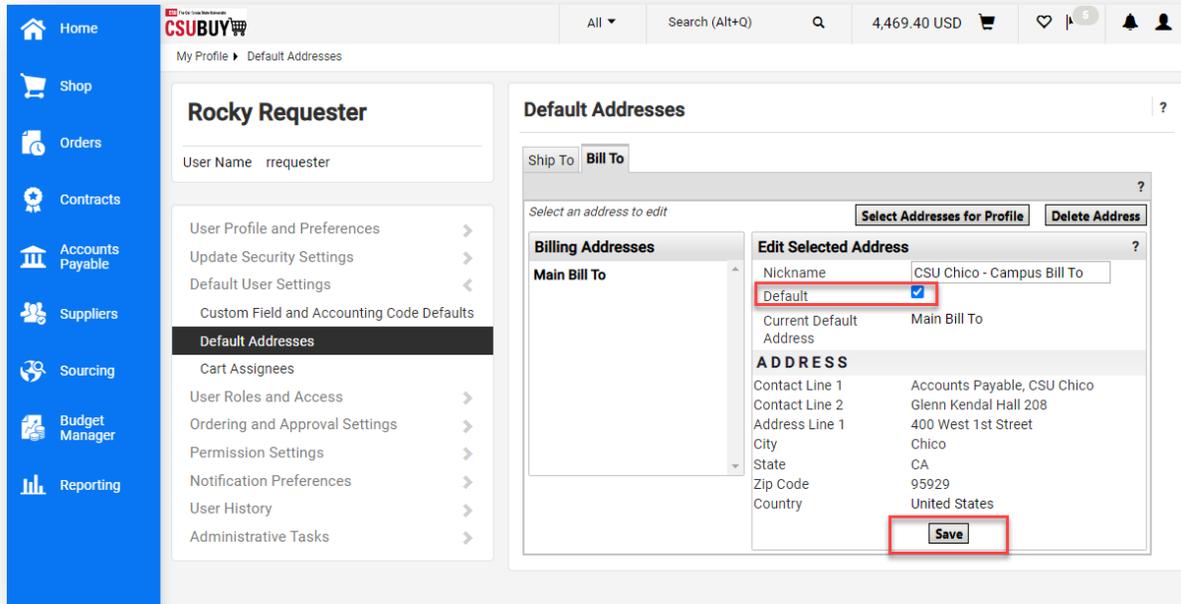


Setting Default BillTo

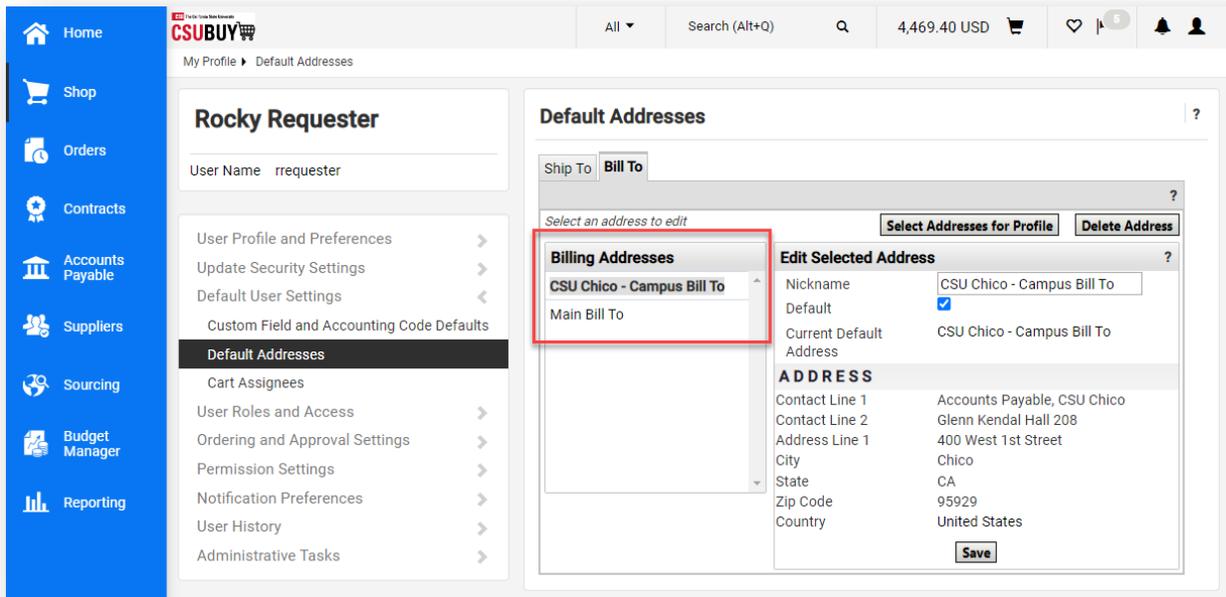
8. Navigate to the **Bill To** address by click on the **Bill To** tab of the **Default Addresses** screen. Click on **Select Addresses for Profile** and then select the **Select Address Template** that you would like to use.



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

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

Edit Billing

Bill To

CURRENT ADDRESS

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