


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

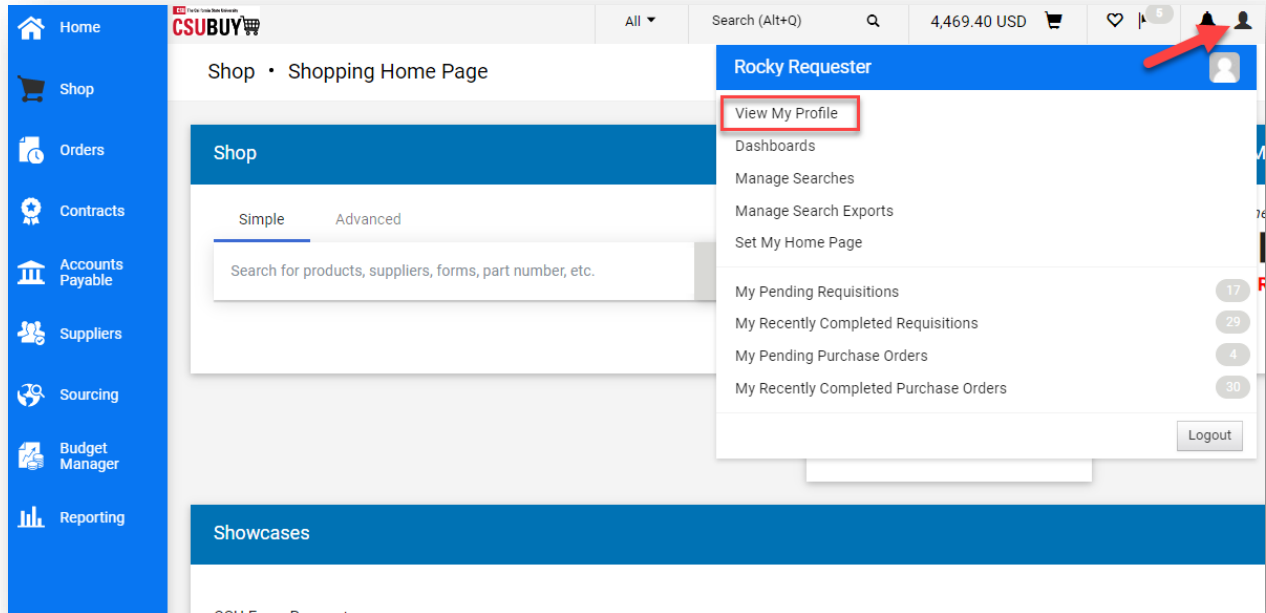
This reference guide will walk you through the process of setting your default addresses in your profile. **Note:** the screenshots will look different than production; however, the direction and icons included are the same.

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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.



The screenshot shows the CSUBUY user profile page for a user named 'Rocky Requester'. The left-hand navigation menu includes Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Budget Manager, and Reporting. The main content area is titled 'User's Name, Phone Number, Email, etc.' and contains a form for updating user information. The form includes fields for First Name (Rocky), Last Name (Requester), Phone Number, Mobile Phone Number, E-mail Address (nobody@jaggaer.com), Business Unit (1_CSU Chico Cal State Univ P2P (CHXC0)), Department, Position, Authentication Method (Local), and User Name (rrequester). A 'Save Changes' button is located at the bottom right of the form.

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.

The screenshot shows the CSUBUY user profile page for a user named 'Rocky Requester'. The left-hand navigation menu includes Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Budget Manager, and Reporting. The main content area is titled 'Default Addresses' and contains a form for updating default addresses. The form includes a 'Ship To' tab and a 'Bill To' tab. The 'Ship To' tab is selected, and the form displays a list of shipping addresses. The 'Main Ship To' address is highlighted. A 'Select Addresses for Profile' button is located at the bottom right of the form.

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 screenshot shows the 'Default Addresses' page for user 'Rocky Requester'. The 'Ship To' tab is active. A red box highlights the 'Select Address Template' dropdown menu, which is open and showing three options: 'CSU Chico - Campus Receiving', 'CSU Chico - Pick Up', and 'CSU Chico - University Farm'. A red arrow points to the 'Select Addresses for Profile' button.

- 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.

The screenshot shows the 'Default Addresses' page for user 'Rocky Requester'. The 'Ship To' tab is active. A red box highlights the 'Default' checkbox in the 'Edit Selected Address' section. Another red box highlights the 'Save' button at the bottom of the form.

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

The screenshot shows the 'Default Addresses' screen for a user named 'Rocky Requester'. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Budget Manager, and Reporting. The main content area has a 'Default Addresses' section with tabs for 'Ship To' and 'Bill To'. The 'Ship To' tab is active, showing a list of 'Shipping Addresses' with 'CSU Chico - Campus Receiving' selected. A red box highlights this selection. To the right, the 'Edit Selected Address' form shows details for 'CSU Chico - Campus Receiving', including Nickname, Default (checked), Current Default Address, and a full address (Attn: Rocky Requester, 940 West 1st Street, Chico, CA 95929, United States). A 'Save' button is at the bottom right.

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 screenshot shows the 'Default Addresses' screen for the same user, but with the 'Bill To' tab selected. A red arrow points to the 'Bill To' tab. The 'Billing Addresses' section shows 'Main Bill To' with a 'Select Address Template' dropdown menu. A red box highlights this dropdown, which shows 'CSU Chico - Campus Bill To' as the selected option. Another red arrow points to the 'Select Addresses for Profile' button above the dropdown. The rest of the interface, including the sidebar and the 'Edit Selected Address' form, is identical to the previous screenshot.

9. 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.

The screenshot shows the 'Default Addresses' section of the CSUBUY user interface. On the left, a sidebar lists various user profile settings, with 'Default Addresses' selected. The main content area is titled 'Default Addresses' and has tabs for 'Ship To' and 'Bill To'. Below these tabs, there's a section for 'Billing Addresses' with a list of addresses. One address, 'Main Bill To', is selected. To the right of this list is an 'Edit Selected Address' form. In this form, the 'Nickname' field is set to 'CSU Chico - Campus Bill To'. The 'Default' checkbox is checked. Below this, the 'Current Default Address' is listed as 'Main Bill To'. The 'ADDRESS' section contains fields for Contact Line 1, Contact Line 2, Address Line 1, City, State, Zip Code, and Country, all of which are populated with address information for CSU Chico. At the bottom of the form, a 'Save' button is highlighted with a red box.

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

This screenshot shows the same 'Default Addresses' page, but now the 'Billing Addresses' list on the left is highlighted with a red box. The list contains two entries: 'CSU Chico - Campus Bill To' and 'Main Bill To'. The 'Main Bill To' entry is selected, indicating it is the current default address. The 'Edit Selected Address' form on the right is still visible, showing the same address details as in the previous screenshot. The 'Save' button is also visible at the bottom of the form.

CSUBUY Support

For additional support on Setting Default Addresses and/or other questions, submit a ticket through [ServiceNow](#).