



CSUBuy is a Web -based sourcing solution for office supplies, electronics, laboratory products,



Login URL Production Environment :
<https://csyou.calstate.edu/Projects-Initiatives/csubuy/Pages/default.aspx>

CSUBUY Marketplace roles of Sce ritTj ET Q 6CSU



Updating your User Profile

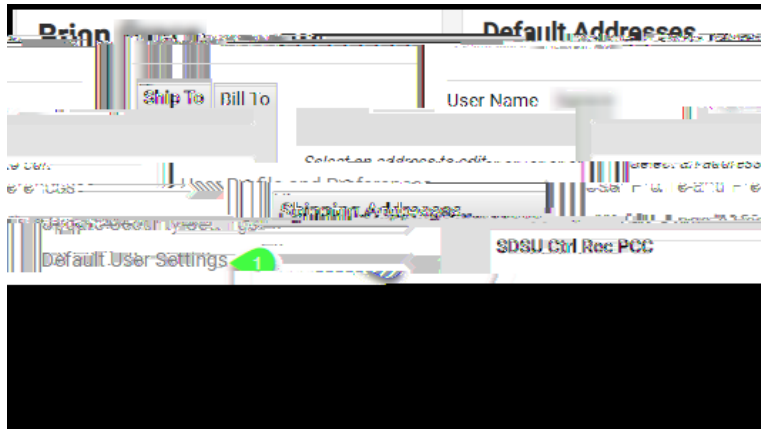
How to add/update your User Preferences

In the upper right side of the Shopping Home page, click the icon of a head

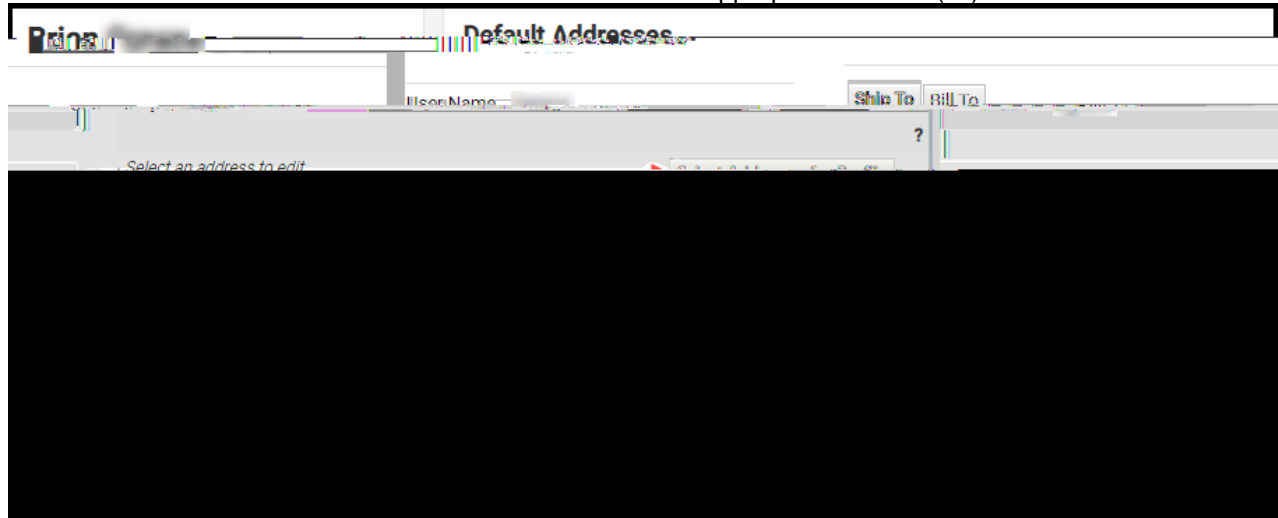
1. Click on View My Profile.



2. Navigate to Default User Settings
3. Default Addresses



4. Click Select Addresses for Profile and choose appropriate address(es)





5. Choose the default box for the address you would like to default when checking out
6. Complete the Deliver To:





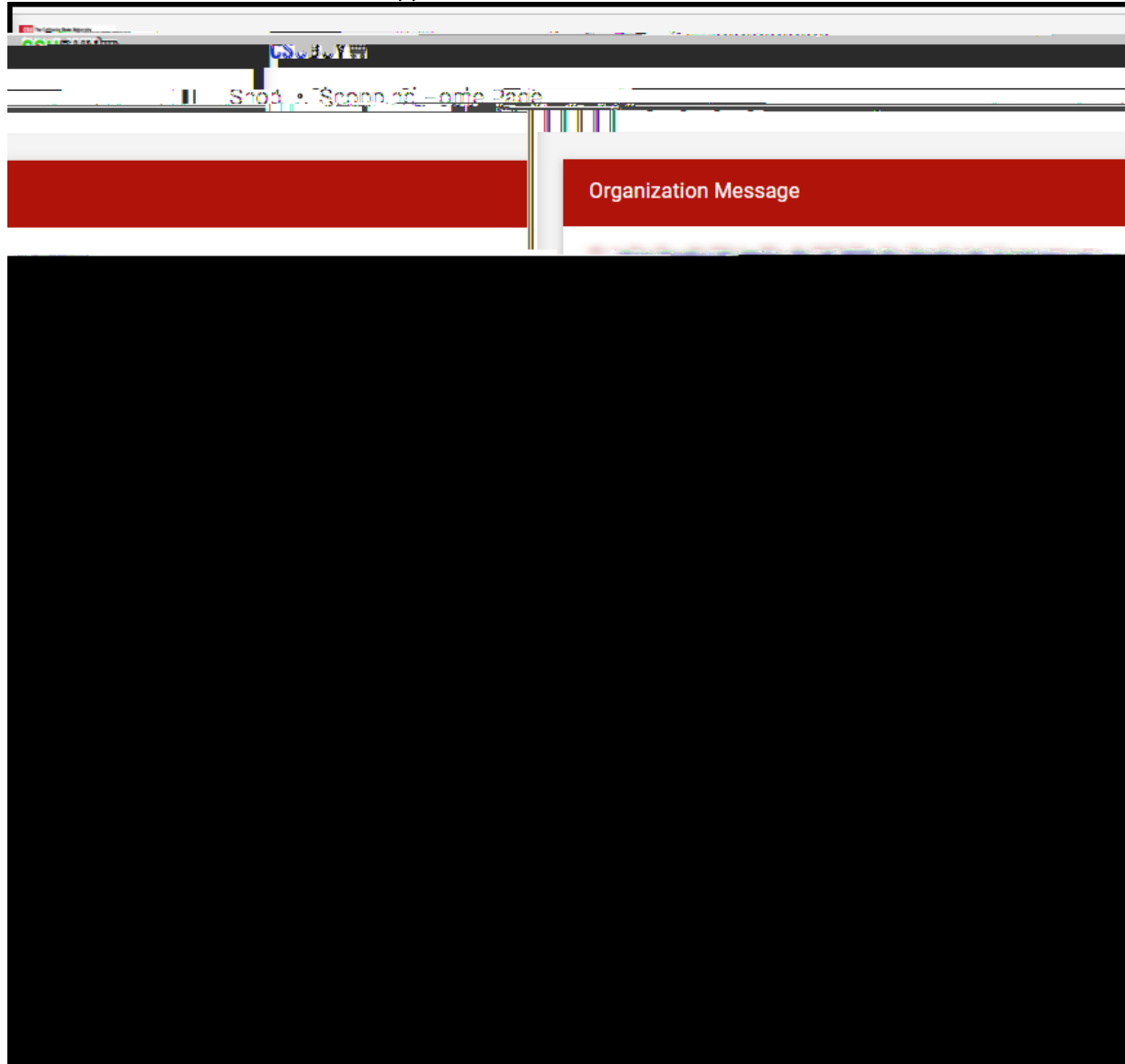
2. Navigate to Notification



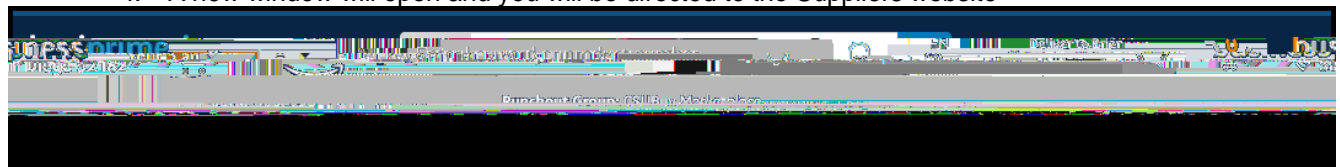
Ordering

How to punchout to a supplier catalog

1. Navigate to the Home Page Menu Option
2. Look for the Punch-Out Catalogs Showcase
3. Click on the desired supplier



4. A new window will open and you will be directed to the Suppliers website

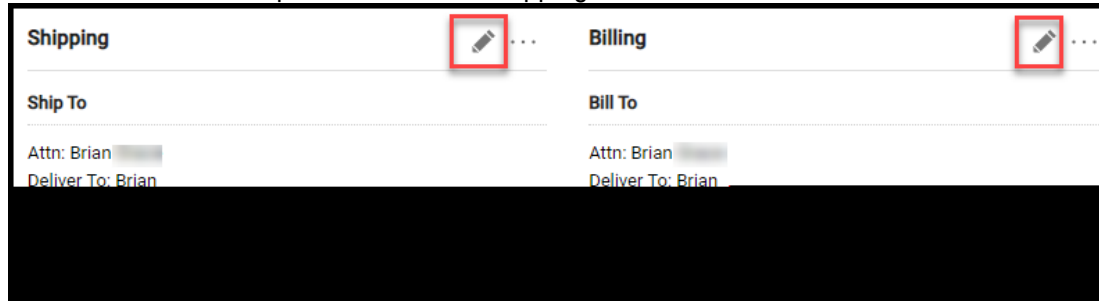




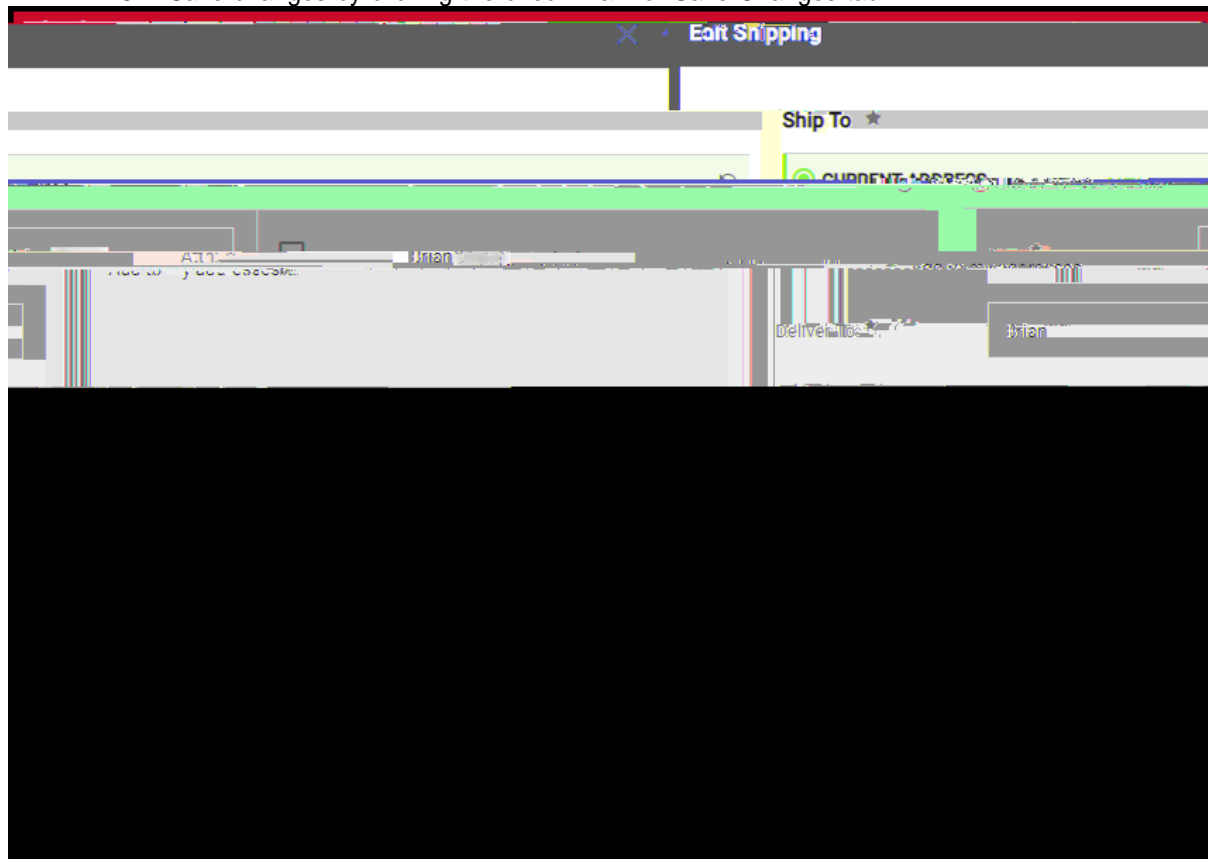
Checkout Process for “Requesters”

This will exit you out of the Punchout catalog and return you to the CSUBuy and Portal page. This example shows two items that require action.

1. You may select individual items, or you may select all by checking the box(es)
2. Click Proceed To Checkout
3. Click the pencil icon on the shipping header to see available addresses

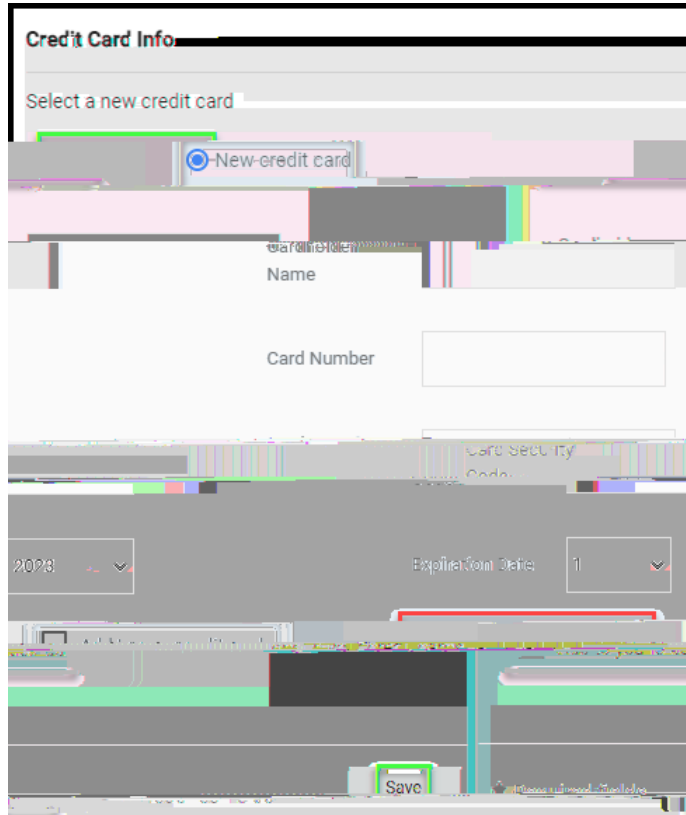


4. Select the appropriate address
5. Save changes by clicking the check mark or Save Changes tab



How to add your Procard to your order

1. Click on Proceed To Checkout
2. Click the pencil icon on the Billing header
3. Click on New Credit Card
4. Enter Cardholder Name, Card Number, Card Security Code and Expiration Date
5. Assign a nickname (Office Visa, Department Visa, Etc.)
6. Select Add to your credit cards as necessary
7. Click Save



Credit Card Info

Select a new credit card

New credit card

Name

Card Number

Card Security Code

2028 Expiration Date 1

Save

