

How-To Guide for End Users

- Login URL:
 - <https://ds.calstate.edu/?svc=csubuy>
- **Updating your User Profile:**
 - How to add a Pcard to your profile
 1. Click on View My Profile
 2. Navigate to Default User Settings
 - How to add your favorite Requester(s) to your profile
 1. Click on View My Profile
 2. Navigate to Default User Settings
 3. Cart Assignees

My Profile

Default User Settings Default Addresses

Addresses for Profile and choose appropriate address(es)

Default box for the address you would like to default when checking out

System notifications

My Profile

Notification Preferences

My Carts & Requisitions/ Purchase Orders

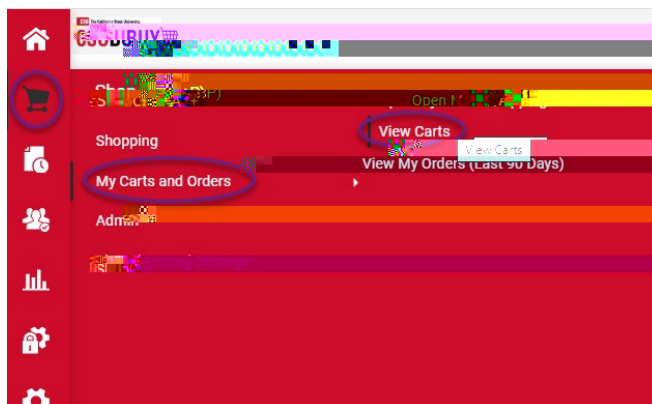
Action

On the field you want to update

Update option from the dropdown

Pages

- **Shopping:**
 - How to create a cart
 1. Navigate to Shop My Carts and Orders View Carts



2. Click Create Cart

- How to see your draft carts

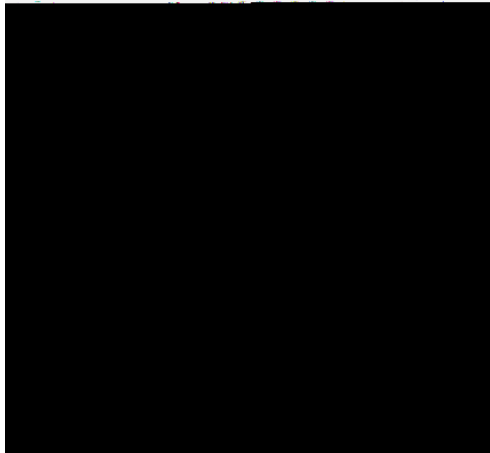
1. Navigate to Shop [My Carts and Orders](#) [View Carts](#)

2. Click Draft Carts

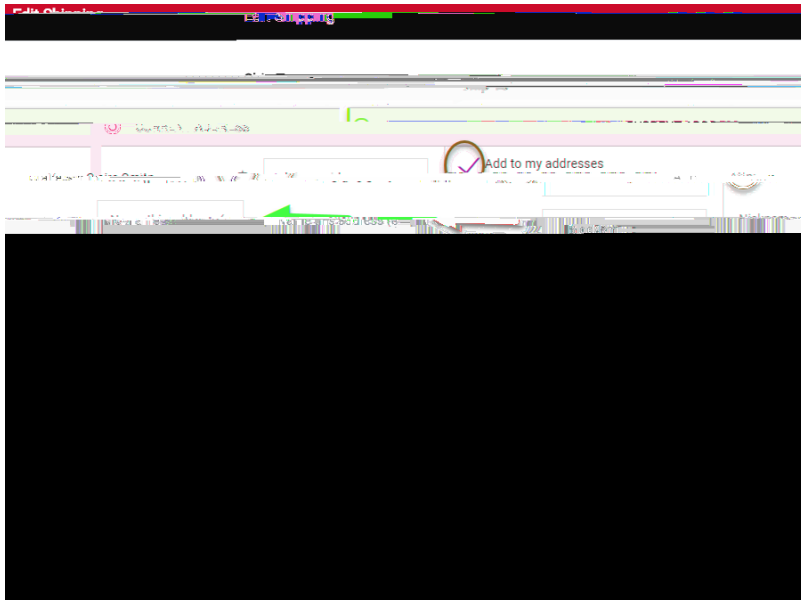
- 3.

- 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

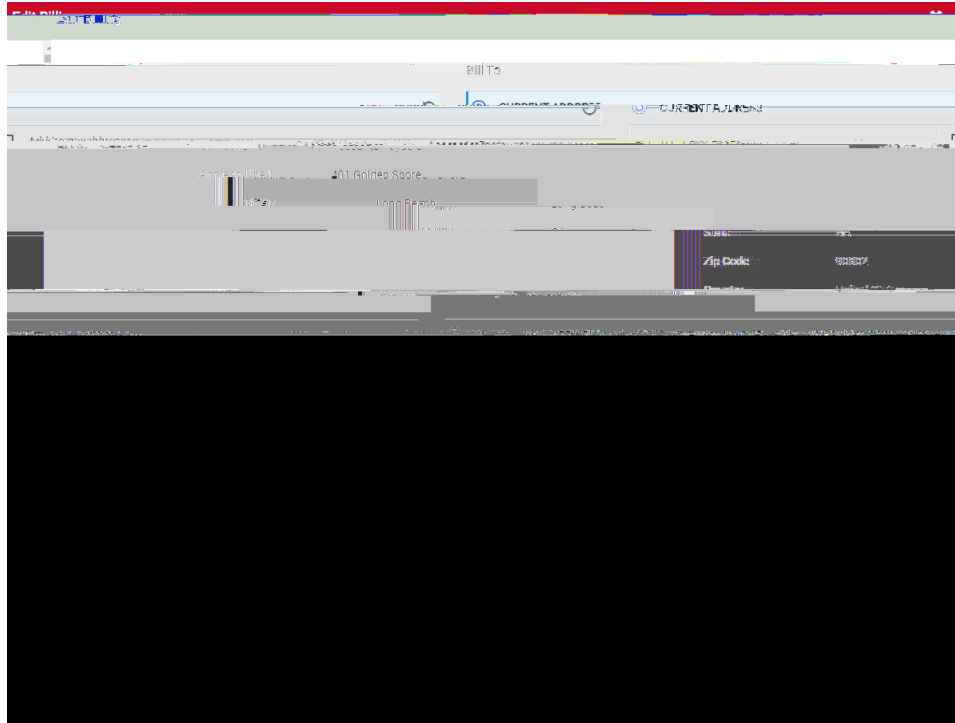
4. Click Cancel PunchOut to return to CSU BUY



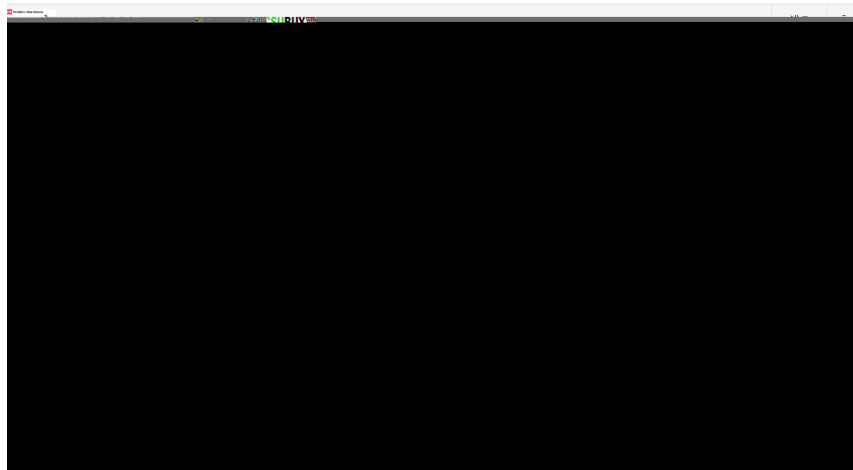
3. Click on Search additional to see available addresses
4. Select appropriate address, complete Blg/Rm
5. Click Add to my addresses
6. Give it a nickname and make it your default if applicable
7. Save changes



- How to add your Pcard to your order
 1. Click on Proceed to Checkout
 2. Click the pencil icon on the billing header
 3. Click New Credit card
 4. Enter Cardholder Name, Card Number, Card Security Code and Expiration Date
 5. Click add to your credit cards
 6. Give it a nickname and default
 7. Save Changes



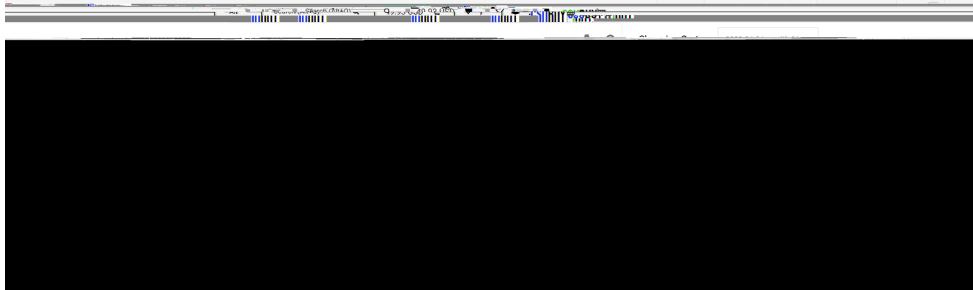
- How to add an internal note and/or attachment
 1. Click on proceed to checkout
 2. Click the pencil icon on the Internal Notes and Attachments Header
 3. Enter the note and save changes
 4. Click ADD and upload a file or link and save changes



- How to add tax to your order
 1. Click on proceed to checkout
 2. Click on Taxes/S&H tab



- How to submit your order
 1. Once your cart is final, click PROCEED TO CHECKOUT



2. When all required data is complete click PLACE ORDER



- Reporting:

- How to access your past orders
 1. Navigate to Orders My Orders My Purchase Orders
 2. Click Add Filter to narrow your results