



1. Login to Supplier Portal.
2. Navigate to **Addresses**, locate the Fulfillment (Primary) address and click **Edit**.

**Inc**  
Supplier Number 4708

Registration **Complete** for:  
The California State University

Welcome

Company Overview ✓

Business Details ✓

**Addresses** ✓

Contacts ⚠

Insurance ✓

Payment Information ✓

Tax Information ✓

Supplier Classifications ⚠

**Addresses**

Please enter all required addresses below for your organization for us route information and communication correctly. Please click on the following [Link](#) to look up your full 9-digit zip code.

The physical address provided should be the business address as shown on the tax return. If withholding is applicable the 1099 will be sent to the physical address entered.

Address Label	Address Types	Address	
BAKO Aux - Check	Remittance	San Diego, California, 92126 United States	Edit
BKCMF	Physical (Primary)	Anytown, Arizona, 12345 United States	Edit
Default FFC	<b>Fulfillment (Primary)</b>	San Jose, California, 90024 United States	<b>Edit</b>
Default Remit	Remittance (Primary)	Chico, California, 95926 United States	Edit

Add Address

Show Inactive Addresses

3. Update the email address, click **Save Changes**.

**Edit Address**

Address Label \* Default FFC

Which of the Following Business Activities Take Place at this Address?  Takes Orders (Fulfillment)

How would you like to receive purchase orders for this fulfillment address? \* Email

Email Address \* nobody@nobody.com

Confirm Email \* nobody@nobody.com

Country \* United States

Address Line 1 \*

Address Line 2

Address Line 3

City/Town \* San Jose

State/Province \* California

Postal Code \* 90024  
Example: 12345 or 12345-6789

Phone ext.

Toll Free Phone ext.

\* Required to Complete Registration

**Save Changes** Close