CSU The California State University

Doing Business with Multiple Campuses

CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Learn how to add multiple campus addresses to your profile.

ADD ADDRESSES TO YOUR PROFILE

1. Access the Supplier Portal login page.
2. Enter your email address, then select **Next**.
   a. If you have not created an account and you were not invited to register, select the **Create Account** button.
3. Enter your password, then select **Login**.
4. Select **Manage Registration Profile** from the *Quick Links to Common Tasks* area.
5. Select **Addresses** from the menu.
6. Select **Add Address**. A pop-up window displays to complete the three-step add address process.
7. Step 1: Basic Information
   a. Enter a label for this address. The label is a name to help identify which address you want to choose from the list.
   b. Check or uncheck the business activities that take place at this address.
   c. Select **Next**.
8. Step 2: Address Details
   a. Determine how you would like to receive purchase orders at this location, either by Email, Fax, or Mail.
   b. Enter the address details.
   c. Select **Next**.
9. Step 3: Primary Contact For This Address
   a. Select the radio button for **Enter New Contact**, this will allow a contact to be entered for this address. Alternatively, select the radio button for **Not Applicable** to not add a contact for this address.
   b. If adding a contact, then select the contact types.
   c. Enter the contact details.
   d. Select **Save Changes**.

Add Address ✕

Basic Information *(Step 1 of 3)* ?

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

☑ Takes Orders *(fulfillment)*
☑ Receives Payment *(remittance)*
☑ Other *(physical)*

* Required to Complete Registration   Next ›