CSU The California State University

Set Your Deliver To Location

CSUBUY 🛒

Learn how to set your delivery to the location for easy checkout.

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

SET YOUR DEFAULT DELIVERY TO LOCATION FOR A FASTER CHECKOUT EXPERIENCE

Follow the steps below to set your ship-to address:

1. Navigate to **User > View My Profile > Default User Settings > Custom Field and Accounting Code Defaults > Header (int.) > Deliver To Location**

2. Click the **Edit** button.

3. Select Create New Value

4. Type in your department location under description

5. Click **Search**

6. Locate and check the box next to the location.

7. Click **Add Values**.

8. Go over to Value on the left side

9. Click **Your Room Number**

10. Check **Default** and **Save**

Custom Field and Accounting Code Defaults

Header (int.)	Codes	Code Favorites	Internal Information	Cart

?

Custom Field Name	Default Value	Description	Edit Values
Deliver To Location	No Default Value		Edit

✏️ Edit Values   **Close**

Create New Value   ⬅

Value	Description

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

| Header (int.) | Codes | Code Favorites | Internal Information | Cart |

?

Custom Field Name	Default Value	Description	Edit Values
Deliver To Location	No Default Value		Edit

✏ Edit Values   Close

Create New Value

Value	Description

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Results Per Page
5 ⌄

Values Found ◄ Page 18 ⌄ of 26 ► ?
126

Select ☐	Value △	Description △
☐	SBS_297_HMCMP	Student-Bus.Svcs Rm #297
☐	SBS_305_HMCMP	Student-Bus.Svcs Rm #305
☐	SBS_307_HMCMP	Student-Bus.Svcs Rm #307
☐	SBS_309_HMCMP	Student-Bus.Svcs Rm #309
☑	SBS_311_HMCMP	Student-Bus.Svcs Rm #311

➡ **Add Values** **Back To Search**

Results Per Page   ◄ Page 18 ⌄ of 26 ►
5 ⌄

Create New Value

Value	Description
SBS_311_HMCMP	Student-Bus.Svcs Rm #311

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Results Per Page

Values Found 125

◄ Page 18 ▼ of 25 ► ?

5 ▼

Select ☐	Value △	Description △
☐	SBS_297_HMCMP	Student-Bus.Svcs Rm #297
☐	SBS_305_HMCMP	Student-Bus.Svcs Rm #305
☐	SBS_307_HMCMP	Student-Bus.Svcs Rm #307
☐	SBS_309_HMCMP	Student-Bus.Svcs Rm #309
☐	SBS_313_HMCMP	Student-Bus.Svcs Rm #313

Add Values **Back To Search**

Results Per Page ◄ Page 18 ▼ of 25 ►

5 ▼

| Header (int.) | Codes | Code Favorites | Internal Information | Cart |

?

Custom Field Name	Default Value	Description	Edit Values
Deliver To Location	No Default Value		Edit

✎ Edit Values   Close

Create New Value

Value	Description
SBS_311_HMCMP	Student-Bus.Svcs Rm #311

Edit Existing Value   ?

Value	SBS_311_HMCMP
Description	Student-Bus.Svcs Rm #311
Default	☐ ⬅
Status	active

Save   Remove

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

| Header (int.) | Codes | Code Favorites | Internal Information | Cart |

?

Custom Field Name	Default Value	Description	Edit Values
➡ Deliver To Location	SBS_311_HMCMP	Student-Bus.Svcs Rm #311	Edit

✎ Edit Values   Close

Create New Value

Value	Description
SBS_311_HMCMP	Student-Bus.Svcs Rm #311

Edit Existing Value   ?

Value	SBS_311_HMCMP
Description	Student-Bus.Svcs Rm #311
Default	☑
Status	active

Save   Remove

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.