

Set Your Bill To Address



A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Learn how to set your bill to location for easy checkout.

SET YOUR DEFAULT BILL TO ADDRESS FOR A FASTER CHECKOUT EXPERIENCE

Follow the steps below to set your bill to address:

1. Navigate to **User > View My Profile > Default User Settings > Default Addresses > Bill To Tab.**
2. Click the **Select Addresses for Profile Button.**
3. Select your address your address from the dropdown.
4. Click **Save.**

The screenshot shows the 'Default Addresses' page. At the top, there is a yellow error message: 'No addresses defined in profile.' Below this, there are two tabs: 'Ship To' and 'Bill To'. The 'Bill To' tab is active. Underneath the tabs, there is a dropdown menu with the text 'Select an address to edit' and a question mark icon. To the right of the dropdown is a blue button labeled 'Select Addresses For Profile', which is highlighted with a red callout bubble containing the number '2'. Below the dropdown, there is another yellow error message: 'No addresses defined in profile.' At the bottom, there is a section titled 'Billing Addresses' with a scrollable area that is currently empty.

Default Addresses

Ship To

Bill To

Select an address to edit

Select Addresses For Profile

Delete Address

Billing Addresses

CSU Bakersfield - Campus
Bill To

Edit Selected Address

Nickname CSU Bakersfield - Campus Bill T

Default

Current Default Address CSU Bakersfield - Campus Bill To

ADDRESS

Contact Line 1 Accounts Payable, CSU Bakersfield

Address Line 1 9001 Stockdale Hwy. 35 ADM

Address Line 2 35 ADM

City Bakersfield

State CA

Zip Code 93311-1022

Country United States

Save