



## Add receiving addresses



## Table of Contents

<b>Add receiving addresses</b>	.....	i
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# Add receiving addresses

[District Administration > Maintenance > User Profiles > Purchasing Addresses](#)

Add user receiving addresses. Only one address can be selected as the default receiving address.

The Purchasing Address Directory is populated with the addresses that are established on the [District Administration > Tables > Receiving Addresses](#) page.

Delete	Access Permission	Default	Active	Description	Contact	Organization	Department
<input type="button" value="Delete"/>	Both ship to & receive <input type="button" value="▼"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HAC		003 School	
<input type="button" value="Delete"/>	Both ship to & receive <input type="button" value="▼"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FRANK		004 School	

Click **+Add** to add a row. The Purchasing Address Directory is displayed.

- Select the receiving address.
- Click **OK**.

<b>Access Permission</b>	Click <input type="button" value="▼"/> to select the type of permission the user is granted to the address. <ul style="list-style-type: none"> <li>• Select <i>Ship</i> to use the selected address to create a requisition.</li> <li>• Select <i>Receive</i> to view and receive a purchase order for the selected address in Purchasing.</li> <li>• Select <i>Both ship to &amp; receive</i> to use the selected address for creating a requisition and to view or receive a purchase order in Purchasing. This option is selected by default.</li> </ul>
<b>Default</b>	Select to set as the default address. Only addresses where the access permission is <i>Ship to</i> or <i>Both ship to &amp; receive</i> can be set as the default. <b>Note:</b> All other fields are display only. These fields are automatically populated with data from Purchasing.

Click **Save**.