



Add receiving addresses

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Add Purchasing Addresses

District Administration > Maintenance > User Profiles > Purchasing Addresses

Image

Maintenance > User Profiles SessionTimer: 239 min and 56 sec

Save

Moreno, Elizabeth (101146) Retrieve User Lookup User Add User Delete User

Accounts Permissions Purchasing Permissions Purchasing Addresses Purchasing Requestors Purchasing Restrict Ca

Print

Delete	Access Permission	Default	Active	Description	Contact	Organization	Department
	Both ship to & receive		<input checked="" type="checkbox"/>	PURCHASING	BD CSP	803 School	CENTRAL

+ Add

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