



Add receiving addresses

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District Administration > Maintenance > User Profiles > Purchasing Addresses

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

Image

Maintenance > User Profiles SessionTimer: 239 min and 56 sec

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

Accounts Permissions Purchasing Permissions Purchasing Addresses Purchasing Requestors Purchasing Restrict Ca

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

+ Add