



## **Add receiving addresses**



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[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 by the addresses that are established in step 1 on the [District Administration > Tables > Receiving Addresses](#) page.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	PURCHASING	BD CSP	803 School	CENTRAL

+ Add