



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 with the addresses that are established on the [District Administration > Tables > Receiving Addresses](#) page.

The screenshot shows the 'Purchasing Addresses' section of a software interface. At the top, there is a 'Save' button with a red arrow pointing to it. Below this is a search field containing 'Moreno, Elizabeth (101146)' and buttons for 'Retrieve User', 'Lookup User', 'Add User', and 'Delete User'. A navigation bar includes tabs for 'Accounts', 'Permissions', 'Purchasing Permissions', 'Purchasing Addresses' (selected), 'Purchasing Requestors', and 'Purchasing Restrict Ca'. A 'Print' button is also visible. Below the navigation is a table with the following data:

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

At the bottom right of the table area, there is a '+ Add' button with a red arrow pointing to it.