



Add receiving addresses

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Add receiving addresses i

[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.


Maintenance > User Profiles SessionTimer: 239 min and 56 sec

[Save](#) 

[Retrieve User](#) [Lookup User](#) [Add User](#) [Delete User](#)

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