



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 breadcrumb trail 'Maintenance > User Profiles' and a session timer 'SessionTimer: 239 min and 56 sec'. Below this, there is a 'Save' button with a red arrow pointing to it. A search field contains 'Moreno, Elizabeth (101146)' and buttons for 'Retrieve User', 'Lookup User', 'Add User', and 'Delete User'. A navigation bar includes 'Accounts', 'Permissions', 'Purchasing Permissions', 'Purchasing Addresses' (selected), 'Purchasing Requestors', and 'Purchasing Restrict Ca'. A 'Print' button is also visible. Below the navigation bar 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.