



Add receiving addresses

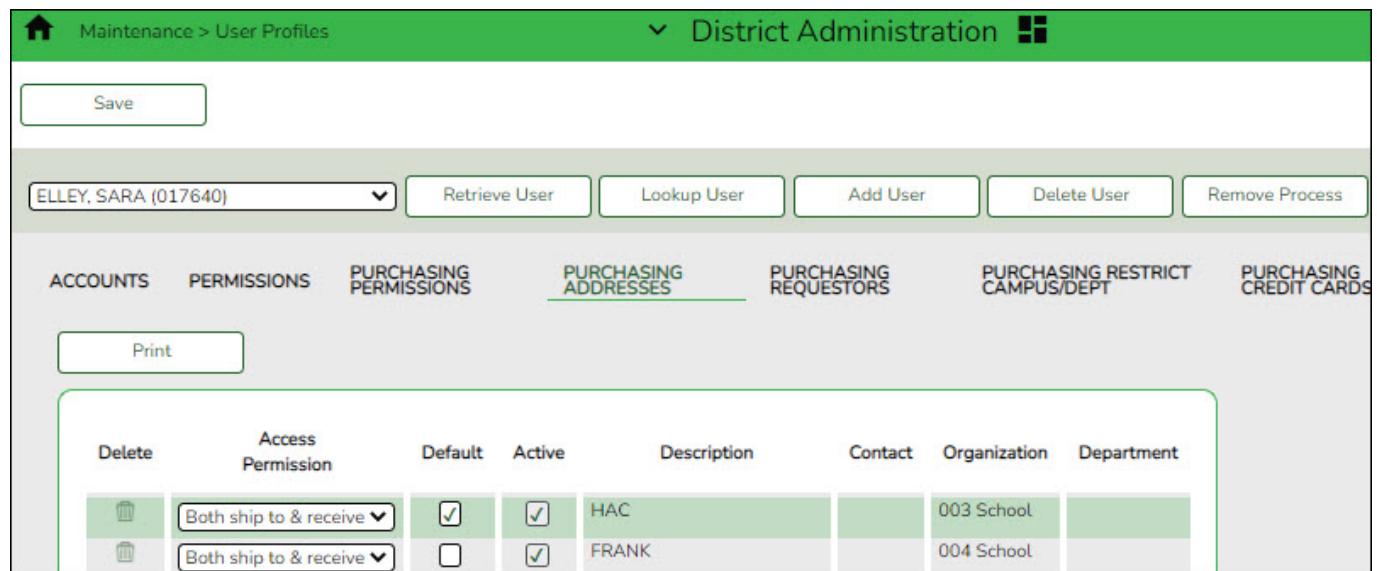
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[District Administration > Maintenance > User Profiles > Purchasing Addresses](#)

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.



Maintenance > User Profiles

District Administration

Save

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ACCOUNTS PERMISSIONS PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PURCHASING RESTRICT CAMPUS/DEPT PURCHASING CREDIT CARDS

Print

Delete	Access Permission	Default	Active	Description	Contact	Organization	Department
<input type="button" value="Delete"/>	Both ship to & receive <input type="button" value="▼"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HAC		003 School	
<input type="button" value="Delete"/>	Both ship to & receive <input type="button" value="▼"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FRANK		004 School	