



Add receiving addresses

Table of Contents

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

▼ District Administration

Save

ELLEY, SARA (017640) ▼ Retrieve User Lookup User Add User Delete User Remove Process

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
	Both ship to & receive ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HAC		003 School	
	Both ship to & receive ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FRANK		004 School	