



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.

| 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 | |