



Add receiving addresses

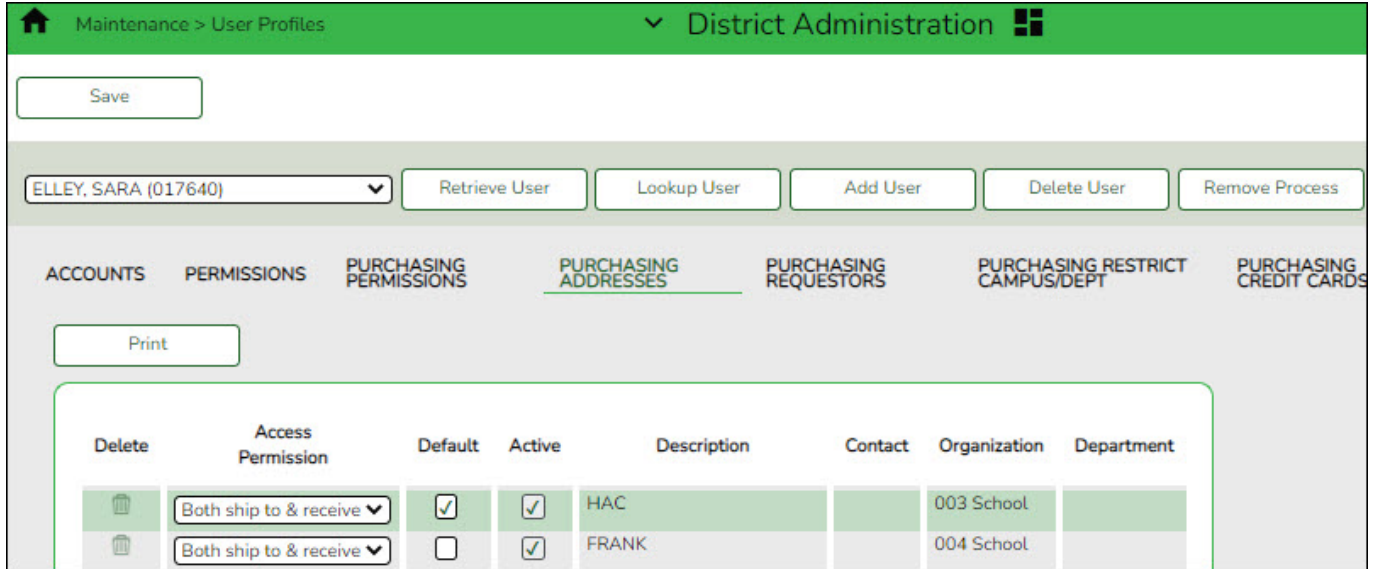
Table of Contents

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.



☐ Click **+Add** to add a row. The Purchasing Address Directory is displayed.

- Select the receiving address.
- Click **OK**.

<p>Access Permission</p>	<p>Click ▼ to select the type of permission the user is granted to the address.</p> <ul style="list-style-type: none"> • Select <i>Ship</i> to use the selected address to create a requisition. • Select <i>Receive</i> to view and receive a purchase order for the selected address in Purchasing. • Select <i>Both ship to & receive</i> to use the selected address for creating a requisition and to view or receive a purchase order in Purchasing. This option is selected by default.
<p>Default</p>	<p>Select to set as the default address. Only addresses where the access permission is <i>Ship to</i> or <i>Both ship to & receive</i> can be set as the default.</p> <p>Note: All other fields are display only. These fields are automatically populated with data from Purchasing.</p>

☐ Click **Save**.