



Purchasing Addresses - DA3000

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District Administration > Maintenance > User Profiles > Purchasing Addresses


This tab is used to set up user receiving addresses. Only one address can be selected as the default receiving address.

Note: Refer to the [Accounts](#) tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

Set up receiving addresses:









<p>Retrieve User</p>	<p>Click to retrieve a user.</p> <p>Click  to select a user and click Retrieve User. By default, this drop down only displays “employed” users.</p> <p>Notes:</p> <p>The drop-down list is sorted alphabetically by last name and then first name.</p> <p>All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.</p>	<p>OR</p>	<p>Lookup User</p> <p>Click to lookup a user.</p> <p>Click to search for an employee in the User Directory. The User Directory is displayed. To search for a specific user, type data in the desired search fields.</p> <ul style="list-style-type: none"> • First Name • Last Name • Employee Number <p>Select one of the following employee statuses to narrow your search:</p> <ul style="list-style-type: none"> • Employed • Not Employed <p>Click Retrieve. A list of users that match the search criteria is displayed. The following information is retrieved:</p> <ul style="list-style-type: none"> • Employee Nbr • Last Name • First Name • Employed <p>Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click Cancel to close the directory.</p>
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Click **+Add** to add a new row to the grid. The Purchasing Address Directory is displayed. Select the receiving address and click **OK**. Otherwise, click **Cancel**.

Field	Description
Access Permission	<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.
Default	<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**.

Other functions and features:

Retrieve	<p>Retrieve data.</p> <p>Click to retrieve information from the last save. If you click Retrieve, any unsaved changes will be lost.</p>
Print	<p>Print the report.</p> <p>Click to print the User Profiles, User Address report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report or Exit button instead.</p>
	<p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save. A message is displayed asking if you want to delete the row. Click OK.</p> <p>Click Cancel to not delete the row.</p>