

Add receiving addresses

2025/12/05 21:18 i Add receiving addresses

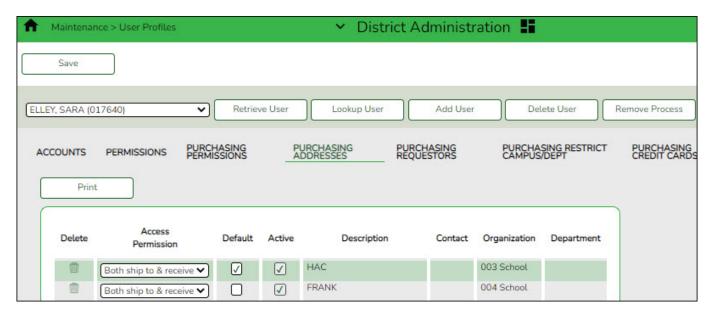
Table of Contents

Add receiving addresses

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.

| Access Permission | Click to select the type of permission the user is granted to the address. • Select Ship 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 Both ship to & receive 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 | Select to set as the default address. Only addresses where the access permission is <i>Ship to</i> or <i>Both ship to</i> & <i>receive</i> can be set as the default. Note : All other fields are display only. These fields are automatically populated with data from Purchasing. |

☐ Click **Save**.



Back Cover