



Add receiving addresses

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Add Purchasing Addresses

District Administration > Maintenance > User Profiles > Purchasing Addresses

Image

Maintenance > User Profiles SessionTimer: 239 min and 56 sec

Save

Moreno, Elizabeth (101146) Retrieve User Lookup User Add User Delete User

Accounts Permissions Purchasing Permissions Purchasing Addresses Purchasing Requestors Purchasing Restrict Ca

Print

| Delete | Access Permission | Default | Active | Description | Contact | Organization | Department |
|--------|------------------------|---------|-------------------------------------|-------------|---------|--------------|------------|
| | Both ship to & receive | | <input checked="" type="checkbox"/> | PURCHASING | BD CSP | 803 School | CENTRAL |

+ Add

Set up user receiving addresses. Only one address can be selected as the default receiving address.



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