



**Add receiving addresses**



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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.



Maintenance > User Profiles SessionTimer: 239 min and 56 sec

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Delete	Access Permission	Default	Active	Description	Contact	Organization	Department
	<input type="text" value="Both ship to &amp; receive"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PURCHASING	BD CSP	803 School	CENTRAL
							<a href="#">+ Add</a> 



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