Add receiving addresses

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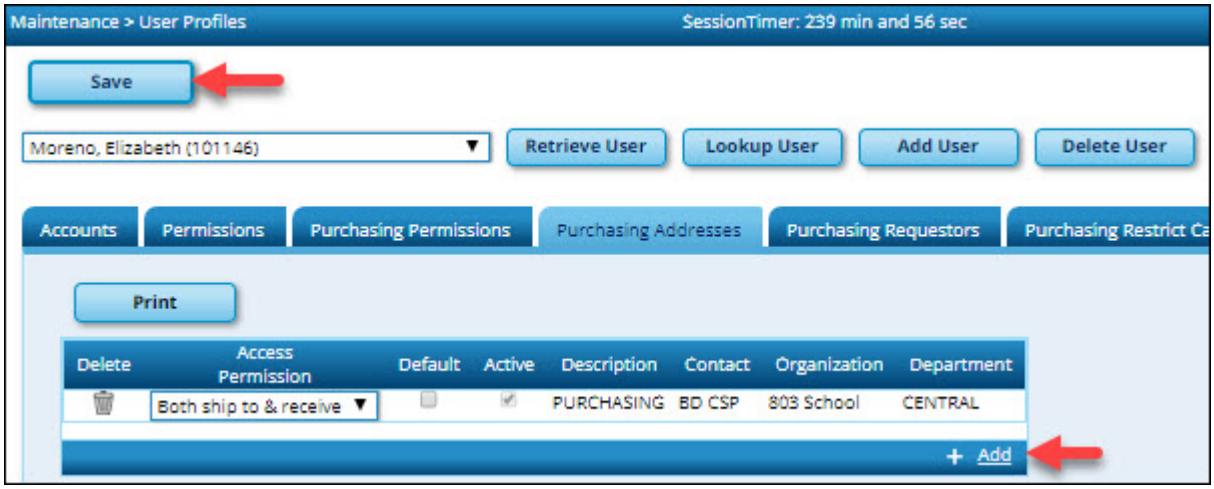
District Administration > Maintenance > User Profiles > Purchasing Addresses

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.



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