




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.

 Maintenance > User Profiles

▼ District Administration 

Save

ELLEY, SARA (017640) ▼

Retrieve User

Lookup User

Add User

Delete User

Remove Process

ACCOUNTS

PERMISSIONS

PURCHASING PERMISSIONS



PURCHASING ADDRESSES

PURCHASING REQUESTORS

PURCHASING RESTRICT CAMPUS/DEPT

PURCHASING CREDIT CARDS

Print

Delete	Access Permission	Default	Active	Description	Contact	Organization	Department
	Both ship to & receive ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HAC		003 School	
	Both ship to & receive ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FRANK		004 School	



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