



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.

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

Click **+Add** to add a row. The Purchasing Address Directory is displayed.

- Select the receiving address.
- Click **OK**.

Access Permission	Click <input type="button" value="▼"/> to select the type of permission the user is granted to the address. <ul style="list-style-type: none"> • Select <i>Ship</i> 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 <i>Both ship to & receive</i> 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 & 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**.



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