

Purchasing Addresses - DA3000

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District Administration > Maintenance > User Profiles > Purchasing Addresses

This tab is used to set up user receiving addresses. Only one address can be selected as the default receiving address.

Note: Refer to the Accounts tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

Set up receiving addresses:

Retrieve User	Click to retrieve a user. Click ⌄ to select a user and click **Retrieve User**. By default, this drop down only displays “employed” users. **Notes**: The drop-down list is sorted alphabetically by last name and then first name. All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.	OR	**Lookup User**	Click to lookup a user. Click to search for an employee in the User Directory. The User Directory is displayed. To search for a specific user, type data in the desired search fields. • **First Name** • **Last Name** • **Employee Number** Select one of the following employee statuses to narrow your search: • **Employed** • **Not Employed** Click **Retrieve**. A list of users that match the search criteria is displayed. The following information is retrieved: • **Employee Nbr** • **Last Name** • **First Name** • **Employed** Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click **Cancel** to close the directory.

Click **+Add** to add a new row to the grid. The Purchasing Address Directory is displayed. Select the receiving address and click **OK**. Otherwise, click **Cancel**.

Field	Description
Access Permission	Click to select the type of permission the user is granted to the address. • Select *Ship* to use the selected address to create a requisition. • Select *Receive* to view and receive a purchase order for the selected address in Purchasing. • Select *Both ship to & receive* 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 *Ship to* or *Both ship to & receive* can be set as the default. **Note**: All other fields are display only. These fields are automatically populated with data from Purchasing.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Print	Print the report. Click to print the User Profiles, User Address report. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report** or **Exit** button instead.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**. Click **Cancel** to not delete the row.


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