Configuration

The **Manage Addresses** feature is only available to users whose account structure requires this type of configuration.

- Three tabs may appear on the **Manage Addresses** home page.
  - Delivery addresses
  - Billing addresses
  - Cost centers

  🖉 All these tabs can be visible for a user, or only some of them.

Manage Addresses

Delivery addresses (6)   Billing addresses (3)   Cost Centers (9)

eway Management and eway Admin

The **Manage Addresses** functionality can be granted in **eway Management**, in the **Buyer Interface Setting** tab and in the **Buyers** tab in **eway Admin**.

- Can manage delivery addresses
- Can manage billing addresses
- Can manage cost centers
  - Each option has a link to specify the user's access level.

Can manage delivery addresses   ● Yes ○ No   Customize Delivery Address Access

Can manage billing addresses   ● Yes ○ No   Customize Billing Address Access

Can manage cost centers   ● Yes ○ No   Customize Cost Center Access

Save

Customize Delivery Address Access

Level 1: can view/use self-managed addresses	○
Level 2: can manage private addresses	●
Level 3: can manage shared addresses	○
Level 4: can manage global addresses	○

Save   Cancel

Customize Billing Address Access

Level 1: can view/use self-managed billing addresses	○
Level 2: can manage private billing addresses	●
Level 3: can manage shared billing addresses	○
Level 4: can manage global billing addresses	○

Save   Cancel

Customize Cost Center Access

Level 1: can use self-managed cost centers	●
Level 2: can manage shared & global cost centers	○

Save   Cancel

- Option **Enable Ship To Selection Page** in the **Other** section of the **Client customization Setting** must be set to **Postal Code Entry**.

Account Configuration in Alpha

- In Alpha, create the account structure for the new program, which should include a Parent account with 17 open address Ship-to accounts (for distribution) linked to the Parent.

Customer Maintenance

- New accounts must be set-up with addresses unblocked.
- If the customer will also manage cost centers on eway, the cost center field in Alpha should be set to either **[2] Optional** or **[3] Mandatory**.
- If the customer will be managing billing addresses on eway, Alpha must be configured to allow for override of the Sold-to address via the **Access sold to** field in the **Customer Maintenance**.

Territory Delivery Maint. – BR/WHSE

- Finally, update **Territory Delivery Maint. – BR/WHSE** by mapping the Ship-to defined for each distribution center (Ship to's from the newly created parent) with the corresponding province.
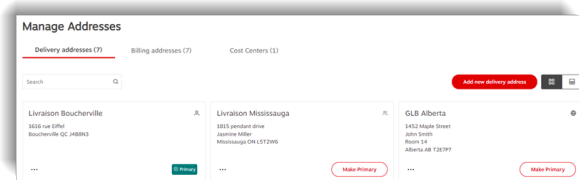
Access levels for Delivery Addresses

Access Level 1

- This type of administrator can see and use the delivery addresses that are self-managed by other administrators (Levels 3 and 4) in their organization.
- He can make a delivery address primary.
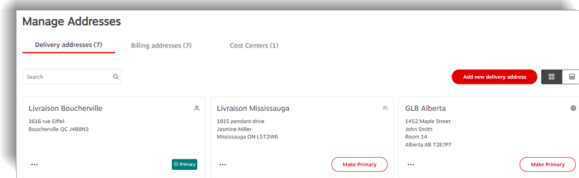- He cannot create new delivery addresses, nor edit or delete addresses.
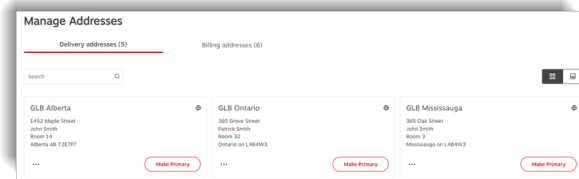
View Guide

Access Level 2

- This type of administrator can manage private delivery addresses.
- He can see and use his private addresses.
- He can make a delivery address primary.
- He can set a default billing address.
- He can see and use the addresses shared with him by the administrators (Levels 3 and 4) of his organization.
- He can see and use the global addresses created by the administrators (Level 4) of his organization.
- He can edit and delete his private addresses only.
- He can allow a new user created via User Management to modify his delivery addresses.
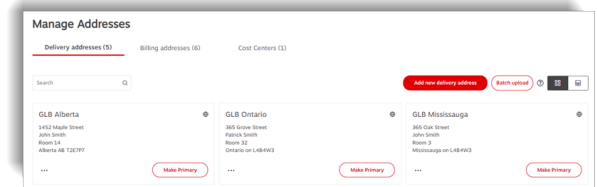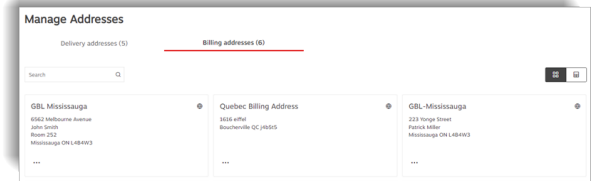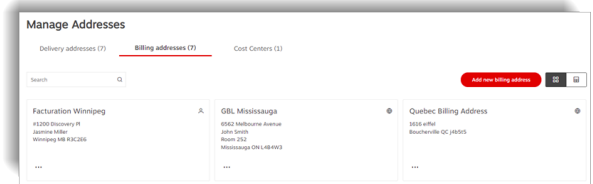

View Guide

Access Level 3

- This type of administrator can manage private and shared delivery addresses.
- He can see and use his private addresses.
- He can make a delivery address primary.
- He can also see and use the addresses shared with him by the administrators (Levels 3 and 4) of his organization.
- He can see and use the global addresses created by the administrators (Level 4) of his organization.
- He can edit and delete his private addresses, as well as the addresses he shares.
- He can allow a new user created via User Management to modify his delivery addresses.

View Guide

Access Level 4

- This type of administrator is the highest and can manage private, shared and global delivery addresses.
- He can see and use his private addresses.
- He can make a delivery address primary.
- He can also see and use the addresses shared with him by the administrators (Levels 3 and 4) of his organization.
- He can see and use the global addresses created by the administrators (Level 4) of his organization.
- He can edit and delete all types of addresses.
- He can batch upload delivery addresses.
- He can allow a new user created via User Management to modify his delivery addresses.

View Guide

Access levels for Billing Addresses

Access Level 1

- This type of administrator can see and use the billing addresses that are self-managed by other administrators (Levels 3 and 4) in their organization.
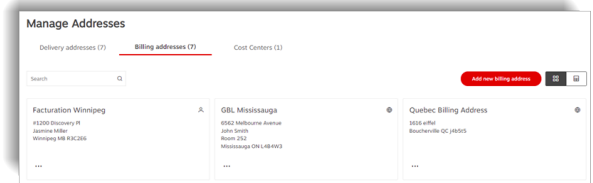- He cannot create new billing addresses, nor edit or delete addresses.

Access Level 2

- This type of administrator can manage private billing addresses.
- He can see and use his private addresses.
- He can see and use the addresses shared with him by the administrators (Levels 3 and 4) of his organization.
- He can see and use the global addresses created by the administrators (Level 4) of his organization.
- He can edit and delete his private addresses only.
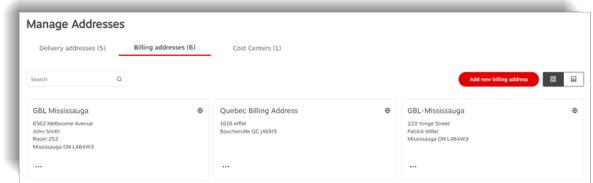

Access Level 3

- This type of administrator can manage private and shared billing addresses.
- He can see and use his private addresses.
- He can also see and use the addresses shared with him by the administrators (Levels 3 and 4) of his organization.
- He can see and use the global addresses created by the administrators (Level 4) of his organization.
- He can edit and delete his private addresses, as well as the addresses he shares.

Access Level 4

- This type of administrator is the highest and can manage private, shared and globalshipping addresses.
- He can see and use his private addresses.
- He can also see and use the addresses shared with him by the administrators (Levels 3 and 4) of his organization.
- He can see and use the global addresses created by the administrators (Level 4) of his organization.
- He can assign billing addresses to delivery addresses.
- He can edit and delete all types of addresses.

Access Levels for Cost Centers

Access Level 1
- This type of administrator is the lowest and can only use cost centers managed by the administrators of his organization.
- He can see and use the global cost centers shared with him by the Level 2 administrators of his organization.
- This level is the default level.

View Guide

Access Level 2
- This type of administrator is the highest he can manage shared and global cost centers.
- He can also see and use the global cost centers shared with him by the level 2 administrators of his organization.
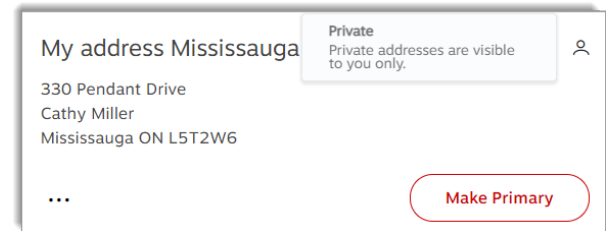- He can edit and delete all cost centers.
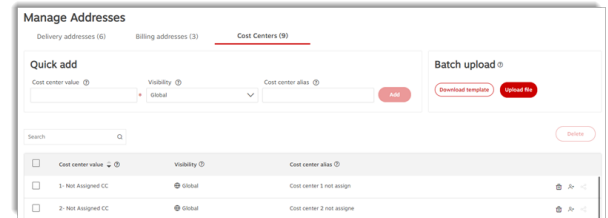
View Guide

Address Types for Delivery and Billing Addresses

Private address
- The private address is only visible by the user who created it.
- This type of address can be created by access levels 2 to 4.

Shared address
- The shared address is visible by the user who created it and for the buyers with whom it was shared.
- This type of address can be created by access levels 3 and 4.
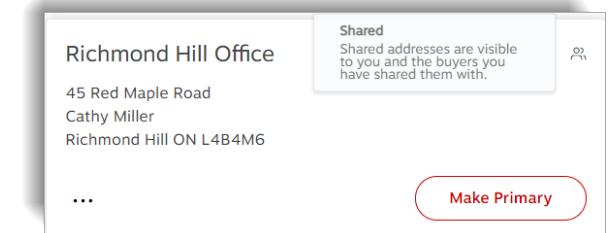
Global address
- The global address is visible by the user who created it and for the buyers in their entire organization.
- This type of address can be created by access level 4.
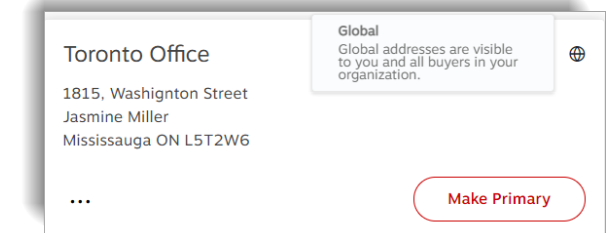
The masculine gender is used throughout this document without bias, in the interest of simplicity and ease of reading.