Reach the Manage Addresses Feature

- From the Account menu, hover the My Account tab and click on Manage Addresses.
- Select the Billing Addresses tab.



Billing Address Types

There are two types of addresses you may see among your available choices.

🐣 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 only be created by administrators in your organization with a higher level access.

Facturation Mississauga 1815, Washignton Street Mississauga ON L5T2W6	Shared Shared addresses are visible to you and the buyers you have shared them with.	e

🕀 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 only be created by administrators in your organization with a higher level access.



Select a view for the addresses

From the right upper corner, select how to view the addresses.

• Card - display of addresses in address card format.



- List select this view to redistribute addresses in a list. The list contains the following information:
 - Name
 - Type
 - Address type
 - Attention
 - Ellipsis menu (...) with options

Manage Ad	dresses			\frown	
Delivery	y addresses (6)	Billing addres	ises (6)		_
Search	Q				8 8
Name		Address Type	Address	Attention	
GBL		Global	6562 Melbourne Avenue, Room 252, Mississauga, ON, L484W3	John Smith	
Queb	ec Billing Address	e Global	1616 eiffel, Boucherville, QC, j4b5t5		
GBL-1	1452	@ Global	223 Yonge Street, Mississauga, ON, L484W3	Patrick Miller	

Edit a Billing Address During Checkout

While checking out, at the **Delivery Details** step, you can click the **Edit billing address** button.

• You can view and select global billing addresses or billing addresses that were shared with you by the administrators of your organization.

The Edit billing address button is visible

- The selected delivery address is assigned to several billing addresses.
- You have access to select an address from the available choices.



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An address is already displayed and the **Edit Billing Address** button is not displayed

• The selected delivery address is assigned to a single default billing address.

The Set as default billing address button is greyed out

• The selected delivery address is assigned to only one billing address.

How to have the Set as default billing address button display

- More than one billing address must be assigned to a delivery address to have this button display.
 - Click the Edit Billing Address button.
 - Select a different billing address than the one already set as default.
 - Click on **Continue**.
 - Click on the **Set as default billing address** button to make the newly selected billing address the default billing address for the delivery address.



Billing Address		Change Billing Adde
Company/Individual Name*	Building/Roor/Suite/Room	
Tatalan Conjuctor		
Jasmine Miller	Longueuil	
Street Address*	Province" Postal Code"	
506 rue Robin	Set as default billing address	
Set as default billing address		

