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

⁹ Private address

• A private address is only visible by you.

Facturation Domicile	Private Private addresses are visible to you only.	2
1881 rue Beauséjour Jasmine Miller Longueuil QC J4M2N1		

😤 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.



🕀 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.

Facturation spéciale	Global Global addresses are visible to you and all buyers in your organization.	•
Mississauga ON L5T2W6		



Add a new private billing address

These addresses are only visible by you.

- Click the Add new billing address button.
- Enter the required information in the fields.
 - Fields marked with an asterisk are required.
- Click on Save.
- After successfully adding an address you can perform the next actions:
 - Modify or Delete your private billing addresses.

Add Billing Address	×
Company/Individual Name*	Building/Floor/Suite/Room
Attention	City*
Street Address*	Province* Postal Code* ③ Select a province >
	<u>Cancel</u> Save

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
 - Edit
 - Set default billing address
 - Delete

Manage Addresses			
Delivery addresses (2)	BI	ling addresses (2)	
Search Q			
Livraison Domicile 1851 rue Beausigour Jasmine Miter	٨	Livraison Boucherville 1616 rue Diffel Jasmine Miler	Â
Longueuil QC 34M2N1		Boucherville QC J488N3	

Manage Addresses				
Delivery addresses (4)	Billing	addresses (2)		
Search Q			Add new	t billing address
Name	Address Type	Address	Attention	
Liuraison Domicile	A Private	1881 rue Beausejour, Longueuil, QC, J4M2N1	Jasmine Miller	
Livraison Boucherville	오 Private	1616 rue Elffel, Boucherville, QC, J488N3	Jasmine Miller	



Edit a Private Billing Address

- Select an address with the private icon $\stackrel{ extsf{A}}{\sim}$.
- Click the ellipsis menu (...) and select Edit.
- Make the required changes to the address.
- Click on Save.

Jasmine Miller	٩
1618 rue Eiffel Boucherville QC J4B8N3	
Edit Delete	

Delete a Private Billing Address

- Select an address with the private icon $\stackrel{\text{\scriptsize eq}}{\sim}$.
- Click the ellipsis menu (...) and select Delete.
- Confirm by clicking on **Delete**.

Jasmine Miller	٩
1618 rue Eiffel Boucherville QC J4B8N3	
··· Edit	
Delete	



Edit a Billing Address During Checkout

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

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 or add new private billing addresses.



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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.

Add a new Billing Address

• If the selected delivery address is **NOT** assigned to a billing address, you can define one by clicking on the **Change Billing Address** button and in the window that opens, click the **Add new billing address** button.



Billing Address	Change Billing Address
Company/Individual Name*	Building/Roor/Suite/Room
Facturation Longueuil	
Attention	Chy*
Jasmine Miller	Longurul
Street Address*	Province* Postal Code* ①
506 rue Robin	Set as default billing address
Set as default billing address	



