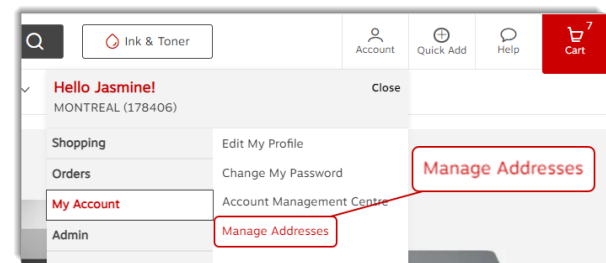




## Reach the Manage Addresses Feature

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

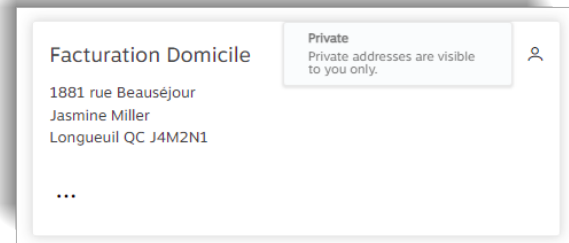


## Address Types for Billing Addresses



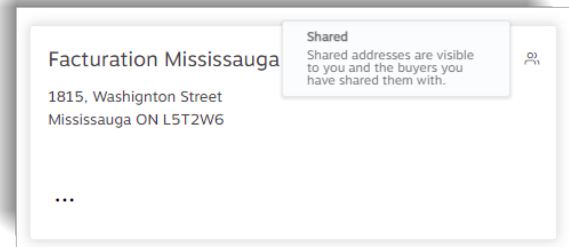
### Private address

- A private address is only visible by you.



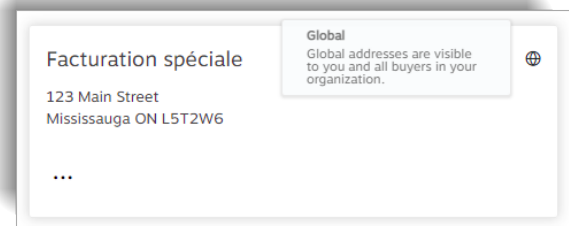
### Shared address

- 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 you or 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.





## Add a new private billing address

These addresses are only visible by you.

- Click the **Add new billing address** button.
- From the **Address Type** section, click the **Private** radio 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.

The screenshot shows the 'Add Billing Address' form with the 'Private' radio button selected. The form includes fields for Company/Individual Name\*, Building/Floor/Suite/Room, Attention, City\*, Street Address\*, Province\* (with a dropdown menu), and Postal Code\* (with a help icon). The 'Address Type' section shows 'Private' selected, with a note: 'Private addresses are visible to you only.' The 'Save' button is highlighted in red.

## Add a new shared billing address

These addresses are visible by you and the buyers you share it with.

- Click the **Add new billing address** button.
- From the **Address Type** section, click the **Shared** radio button.
- Enter the required information in the fields.
  - Fields marked with an asterisk are required.
- Click on **Save**.
- You can edit or delete your shared billing addresses.
  - Buyers in your organization can't edit or delete them.

The screenshot shows the 'Add Billing Address' form with the 'Shared' radio button selected. The form includes fields for Company/Individual Name\*, Building/Floor/Suite/Room, Attention, City\*, Street Address\*, Province\* (with a dropdown menu), and Postal Code\* (with a help icon). The 'Address Type' section shows 'Shared' selected, with a note: 'Shared addresses are visible to you and the buyers you have shared them with.' A 'Select buyers' button is visible in the bottom left, and the 'Save' button is highlighted in red.



## Select buyers

- Click on **Select buyers**.
- Search for buyers in the search box or browse the list manually.
  - Check the box for buyers to share the address with.
  - Click the **Select (?)** button when finished.
- Click the **Edit Selection** button if you wish to add or remove buyers.

**Select buyers**

Select the buyers from the list below with whom you wish to share this address.

Search buyers

	First name	Last name	Email
<input type="checkbox"/>	Sas		
<input type="checkbox"/>	Telmo	Alexandre	telmo.domingos@staples.com
<input type="checkbox"/>	Test	Approver	1@1.com
<input type="checkbox"/>	Qa Test	Approver001	cathy.gariepy@staples.com
<input type="checkbox"/>	QaTest	Approver002	tina.misener@staples.com

**Cancel** **Select (0)**

## 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) **Billing addresses (2)**

Search

Address cards are displayed in two columns. A red box highlights the view selector in the top right corner, with an arrow pointing to the 'List' view icon.

**Manage Addresses**

Delivery addresses (4) **Billing addresses (2)**

Search

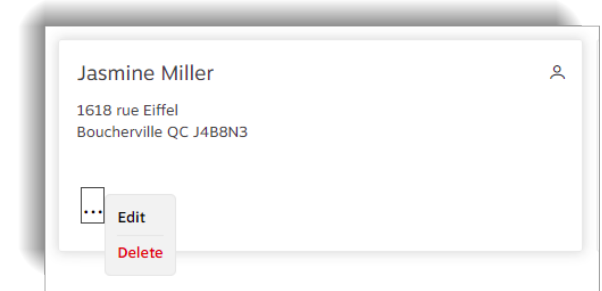
Name	Address Type	Address	Attention
Livraison Domicile	A. Private	1881 rue Beaudouin, Longueuil, QC J4W2N2	Jasmine Miller
Livraison Boucherville	A. Private	1018 rue Effie, Boucherville, QC J4B8N3	Jasmine Miller

A red box highlights the view selector in the top right corner, with an arrow pointing to the 'List' view icon.



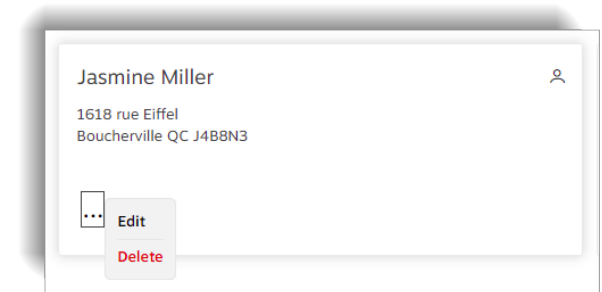
## Edit a Billing Address

- Select an address.
- Click the ellipsis menu (...) and select **Edit**.
- Make the required changes to the address.
- Click on **Save**.



## Delete a Billing Address

- Select an address.
- Click the ellipsis menu (...) and select **Delete**.
- Confirm by clicking on **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 billing addresses.

The screenshot shows a 'Billing Address' form with fields for Company/Individual Name, Building/Floor/Suite/Room, Attention, Global Adt. Not Assigned, City, Message, Street Address, Province, and Postal Code. A red box highlights the 'Change Billing Address' button in the top right corner.

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 screenshot shows a 'Billing Address' form with fields for Company/Individual Name, Building/Floor/Suite/Room, Attention, City, Message, Street Address, Province, and Postal Code. A red box highlights the 'Set as default billing address' button in the bottom right corner.

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.

The screenshot shows a 'Billing Address' form with fields for Company/Individual Name, Building/Floor/Suite/Room, Attention, City, Message, Street Address, Province, and Postal Code. A red box highlights the 'Set as default billing address' button in the bottom right corner.

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.

The screenshot shows a dialog box titled 'Select from a previously saved billing address or add a new billing address'. It has a search bar, a red 'Add new billing address' button, and a table of saved billing addresses.

Name	Address Type	Address	Attention
Livraison Domicile	Private	1881 rue Beauséjour, Longueuil, QC, J4M2N1	Jasmine Miller
Livraison Boucherville	Private	1616 rue Eiffel, Boucherville, QC, J4B8N3	Jasmine Miller

Buttons: Close, Continue