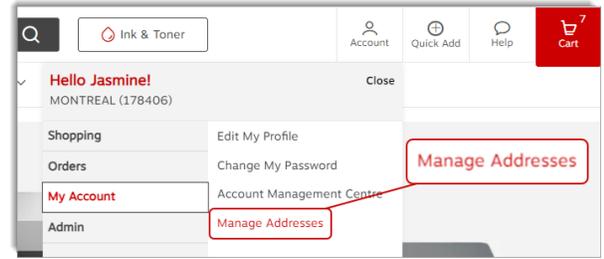




Reach the Manage Addresses Feature

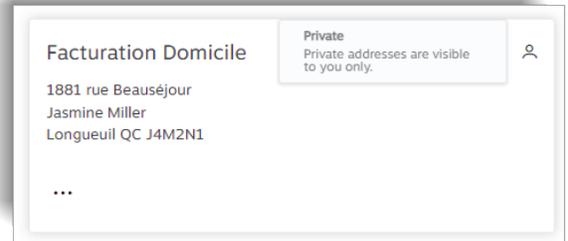
- From the **Account** menu, hover the **My Account** tab and click on **Manage Addresses**.
- Select the **Billing Addresses** tab.



Address Types for Billing Addresses

Private address

- A private address is only visible by you.



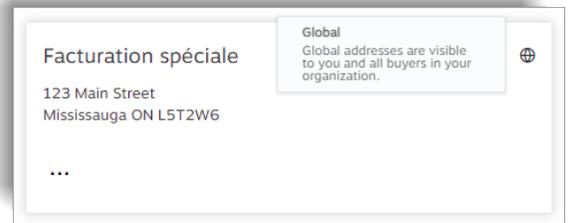
Shared address

- 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 be created by you or by other administrators in your organization with the highest access level.





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 following fields and options:

- Company/Individual Name*** (text input)
- Building/Floor/Suite/Room** (text input)
- Attention** (text input)
- City*** (text input)
- Street Address*** (text input)
- Province*** (dropdown menu with "-- Select a province" selected)
- Postal Code*** (text input with a help icon)

Address Type

- Private**
Private addresses are visible to you only.
- Shared**
Shared addresses are visible to you and the buyers you have shared them with.
- Global**
Global addresses are visible to you and all buyers in your organization.

Buttons: **Cancel** and **Save** (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 following fields and options:

- Company/Individual Name*** (text input)
- Building/Floor/Suite/Room** (text input)
- Attention** (text input)
- City*** (text input)
- Street Address*** (text input)
- Province*** (dropdown menu with "-- Select a province" selected)
- Postal Code*** (text input with a help icon)

Address Type

- Private**
Private addresses are visible to you only.
- Shared**
Shared addresses are visible to you and the buyers you have shared them with.
- Global**
Global addresses are visible to you and all buyers in your organization.

Buttons: **Select buyers** (highlighted in red), **Cancel**, and **Save** (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

Add a new global billing address

These addresses are visible to you and buyers across your organization.

- Click the **Add new billing address** button.
- From the **Address Type** section, click the **Global** 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 global billing addresses.
 - Buyers in your organization can't edit or delete them.

Add Billing Address

Company/Individual Name* Building/Floor/Suite/Room

Attention City*

Street Address* Province* Postal Code*

Address Type

Private
Private addresses are visible to you only.

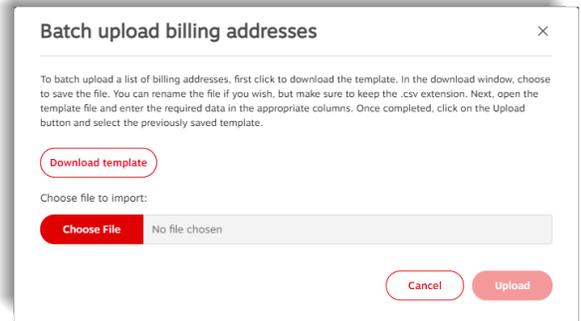
Shared
Shared addresses are visible to you and the buyers you have shared them with.

Global
Global addresses are visible to you and all buyers in your organization.



Batch Upload Billing Addresses

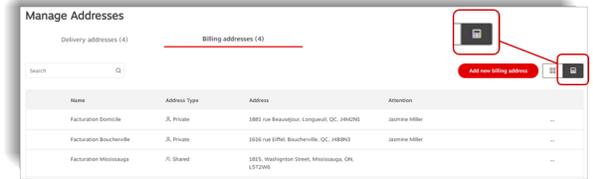
- Click on the **Batch upload** button.
 - When selected, this option opens a new window named **Batch upload billing addresses**.
- **A – Company/Individual Name**
 - This field is mandatory and can contain a maximum of 30 characters.
- **B – Attention**
 - This field is optional and can contain a maximum of 30 characters.
- **C – Street Address**
 - This field is mandatory and can contain a maximum of 25 characters.
- **D – Building/Floor/Suite/Room**
 - This field is optional and can contain a maximum of 25 characters.
- **E – City**
 - This field is mandatory and can contain a maximum of 22 characters.
- **F – Province**
 - This field is mandatory and will be used for province validation purposes.
- **G – Postal Code**
 - This field is mandatory and can contain a maximum of 7 characters.
- **H – Address Type**
 - This field is mandatory.
 - Enter **2** for **Global**
 - Enter **1** for **Shared**
 - Enter **0** for **Private**
- Save the downloaded template under a new name, however, be sure to keep the **.csv** file format.
- Enter all the information of the delivery addresses to be added in the correct columns.
- Save the file.
- In the batch upload window, click the Choose File button.
- Select the **.csv** file that you previously saved.
 - Addresses will automatically appear in the grid if the file is uploaded successfully, along with a green success message.
- Click the **Upload** button.
 - An indicator appears above the Upload button to let you know the file is being processed.





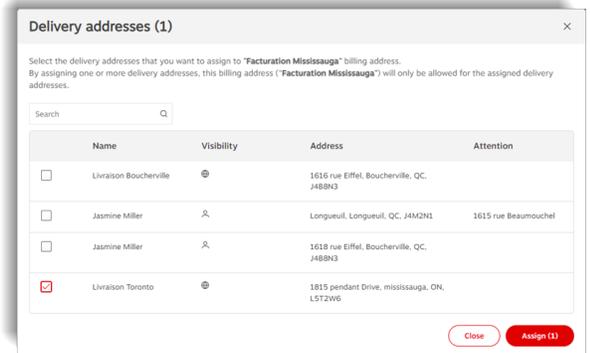
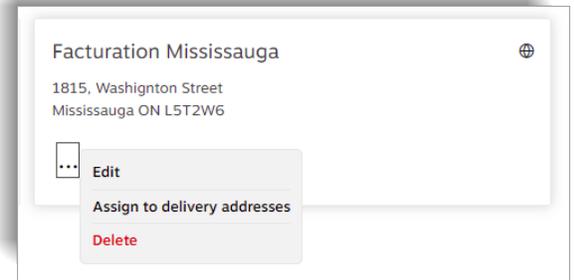
Select a view for the addresses

- 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
 - Delete



Assign a Global Billing Address to Delivery Addresses

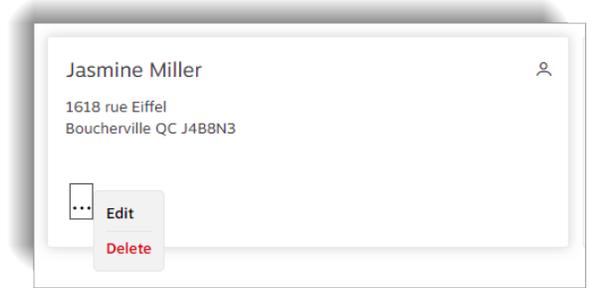
- The **Assign to delivery addresses** option allows you to assign a global billing address to one or more delivery addresses.
 - During checkout, the billing address will automatically be associated with the selected delivery address.
- Select a global address.
- Click the ellipsis menu (...) and select the **Assign to delivery addresses** option.
 - When a billing address is already assigned to a delivery address, the option in the ellipse is instead called **Edit Delivery Address assignment**.
- A window opens and allows you to select a delivery address to assign.
 - You can make more than one selection and click the **Assign (?)** button to confirm.





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**.



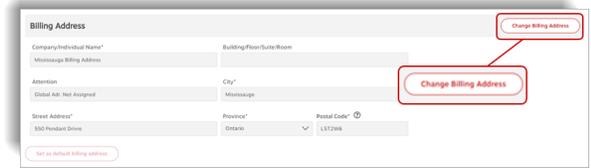


Edit a Billing Address During Checkout

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.



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.

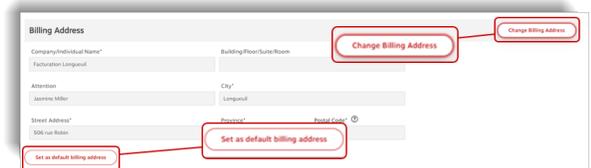


The **Set as default billing address** button is greyed out

- 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.

