Access the Manage Addresses Feature

- From the Account menu, hover the My Account tab and select Manage Addresses.
- Select the Delivery Addresses tab.



Delivery Address Types

[♀] Private address

• A private address is only visible by you.

My address Mississauga	Private Private addresses are visible to you only.	0	
330 Pendant Drive Cathy Miller Mississauga ON L5T2W6			
	Make Primary	\supset	

🐣 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.

Toronto Office	Global Global addresses are visible to you and all buyers in your organization.	۲
1815, Washignton Street Jasmine Miller Mississauga ON L5T2W6		
	Make Primary	\bigcirc



Make a Delivery Address Primary

- Click on the Delivery Addresses tab.
- Click on the Make Primary button of the address of your choice.
 - This delivery address will automatically be selected during your next shopping sessions.

Delivery addresses (2)	Billing addresses (2)		
Search Q	_	Make Primary	Add new delivery address
Livraison Domicile 1881 rue Beauséjour Jaseine Miller	A Livraison Bour 1616 rue Eiffel Jasmine Miller Bochevelle OC Aller	herville A	

Add a New Private Delivery Address

These addresses are only visible by you.

- Click the Add new delivery address button.
- Enter the required information in the fields.
 - Fields marked with an asterisk are required.
 - Check the **Set as primary address** check box to make this address the default address.
 - Check the **Use this address as a billing address** check box, to automatically create an identical address in the **Billing Addresses** tab.
- Click on Save.
- After successfully adding an address you can perform the next actions:
 - Modify or Delete your private delivery addresses.
 - Make a private delivery address primary by clicking the **Make** primary button.
 - Set a default billing address for a delivery address.

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









Edit a Private Delivery Address

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

Jasmine Miller	ŝ
1618 rue Eiffel	
Boucherville QC J4B8N3	
··· Edit	Make Primary
Set default billing address	
Delete	

Delete a Private Delivery 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**.

lasmine Miller	0
1618 rue Eiffel	
Boucherville QC J4B8N3	
··· Edit	Make Primary
Set default billing address	
Delete	

Set Default Billing Address

- Select a delivery address.
- Click the ellipsis menu (...) and select Set default billing address.

Jasn	nine Miller		2
1618	rue Eiffel		
Bouch	nerville QC J4B8N3		
	Edit	Make Prima	ıry
	Edit	Make Prima	ıry
	Edit Set default billing address	Make Prima	ıry

- Among the available choices, select the billing address you wish to set as the default billing address for the delivery address.
- Click on Save.





Edit a Delivery Address During Checkout

While checking out, at the **Delivery Details** step, you may be able to click the **Change Delivery Address** button.

• You can select a private address, an address shared with you or a global address, as well as add a new private delivery address.



Search	Q			Add new delivery address	88 🖩
Saved delivery addresses:					
Livraison Domicile	٨	Livraison Boucherville	×.		
1881 rue Beauséjour Jasmine Miller Longueuil QC J4M2N1		1616 rue Eiffel Jasmine Miller Boucherville QC J4B8N3			
	© Primary				