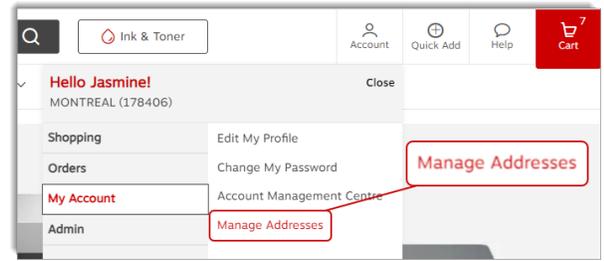




Reach the Manage Addresses Feature

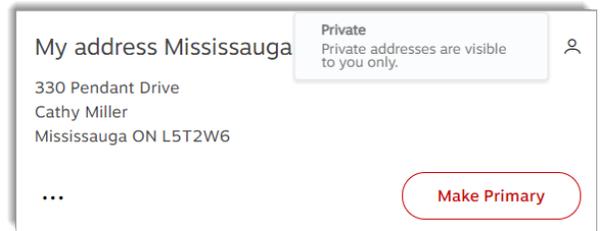
- From the **Account** menu, hover the **My Account** tab and click on **Manage Addresses**.
- Select the **Delivery Addresses** tab.



Delivery Address Types

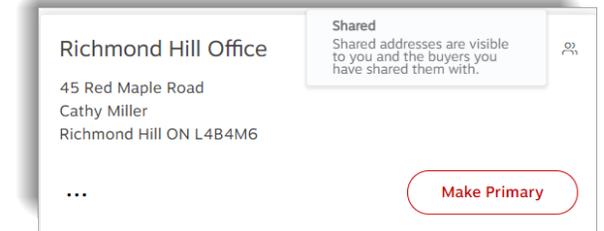
Private address

- A private address is only visible by you.



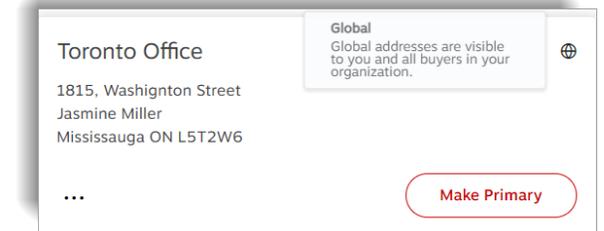
Shared address

- 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 other administrators in your organization.



Global address

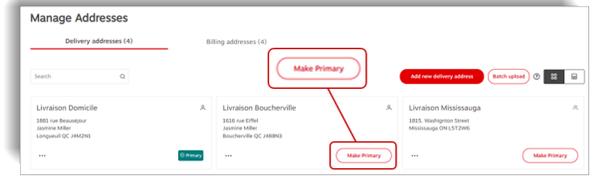
- The global address is visible by the user who created it and for the buyers in their entire organization.
- This type of address can be created by you or by other administrators in your organization with the highest access level.





Make a Delivery Address Primary

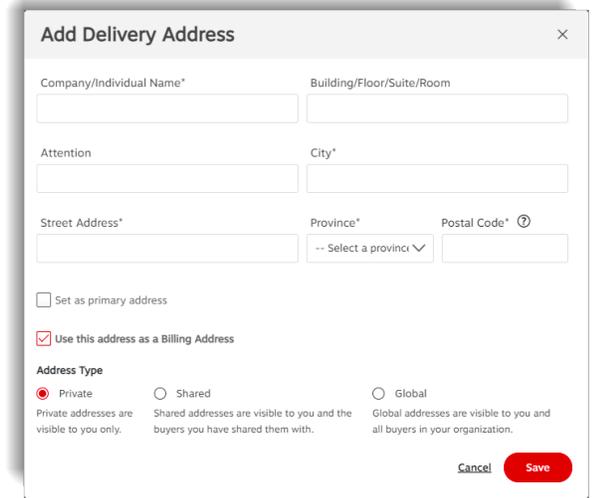
- Click on the **Delivery Addresses** tab.
- Click on the **Make Primary** button of the address of your choice.
 - This delivery address will automatically be selected during your next shopping sessions.



Add a New Private Delivery Address

These addresses are only visible by you.

- Click the **Add new delivery 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.
 - 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.





Add a New Shared Delivery Address

- These addresses are visible by you and the buyers you share it with.
- From the **Address Type** section, click the **Shared** radio button.
- Click the **Add new delivery address** button.
- Enter the required information in the fields.
 - Fields marked with an asterisk are required.
 - Fields that contain a padlock allow you to make the field editable or not by buyers who will use this address during checkout.
 - Hover your cursor over the padlock to see the tooltip message.
 - By default, the fields are locked.
 - Unlock the padlocks of all the fields that you want to make editable by buyers with whom you will share the address. Otherwise, keep the fields locked.
- Check the **Set as primary address** check box, to make this address the default address.
- For delivery addresses, check the **Use this address as a billing address** check box, to automatically create an identical address in the **Billing Addresses** tab.

Add Delivery Address

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

Attention City*

Street Address* Province* -- Select a province Postal Code*

Set as primary address

Use this address as a Billing Address

Address Type

Private Shared Global

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

Select buyers Cancel Save

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.
- Click on **Save**.
- You can edit or delete your shared addresses and set one delivery address as the primary one.
 - Buyers you share your delivery addresses with won't be able to edit or delete them. They can only set a delivery address as the primary one.

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)



Add a new Global Delivery Address

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

- Click the **Add new delivery 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.
 - Fields that contain a padlock allow you to make the field editable or not by buyers who will use this address at checkout.
 - Hover your cursor over the padlock to see the tooltip message.
 - By default, the fields are locked.
 - Unlock the padlocks of any fields that you want to make editable by buyers in your organization. Otherwise, keep the fields locked.
- 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**.
- You can edit or delete your global delivery addresses and set one delivery address as the primary one.
 - Buyers in your organization can't edit or delete them. They can only set a delivery address as the primary one.

Add Delivery Address [X]

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

Attention [] [] City* [] []

Street Address* [] [] Province* [-- Select a province v] Postal Code* [] []

Set as primary address

Use this address as a Billing Address

Address Type

Private Shared Global

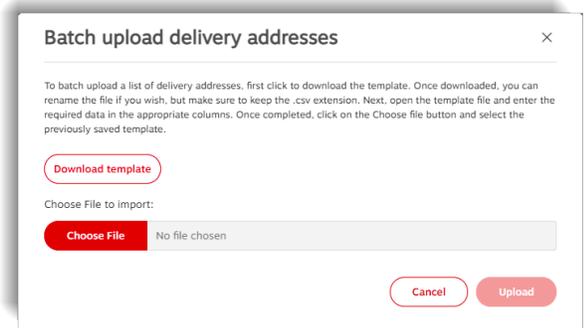
Private addresses are visible to you only. Shared addresses are visible to you and the buyers you have shared them with. Global addresses are visible to you and all buyers in your organization.

[Cancel] [Save]



Batch Upload Delivery Addresses

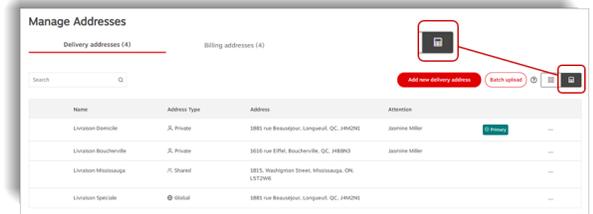
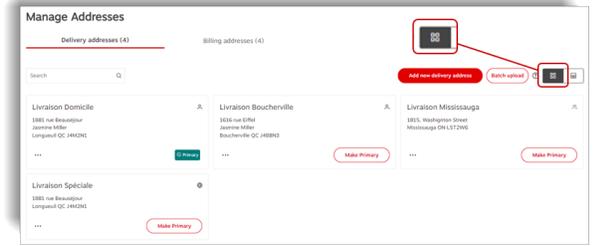
- Click on the **Batch upload** button.
 - When selected, this option opens a new window named **Batch upload delivery addresses**.
 - **A – Company/Individual Name**
 - This field is mandatory and can contain a maximum of 30 characters.
 - **B – Attention**
 - This field is optional and can contain 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**
 - **I – Unlock Company/Individual Name**
 - This field is optional
 - Enter **0** to unlock it
 - **J – Unlock Attention**
 - This field is optional
 - Enter **0** to unlock it
 - **K – Unlock Building/Floor/Suite/Room**
 - This field is optional
 - Enter **0** to unlock it
- 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.





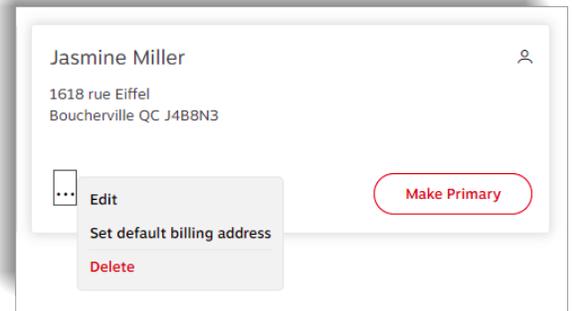
Select a view for the addresses

- 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 menus (...) with options
 - Edit
 - Set default billing address
 - Delete



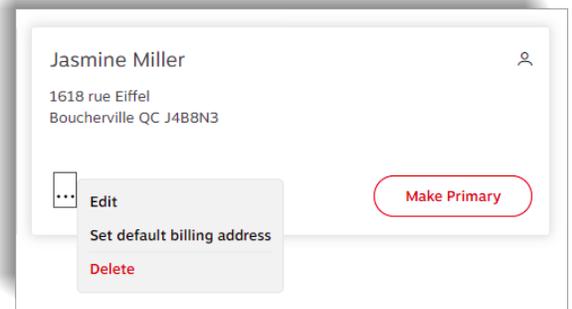
Edit a Delivery Address

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



Delete a Delivery Address

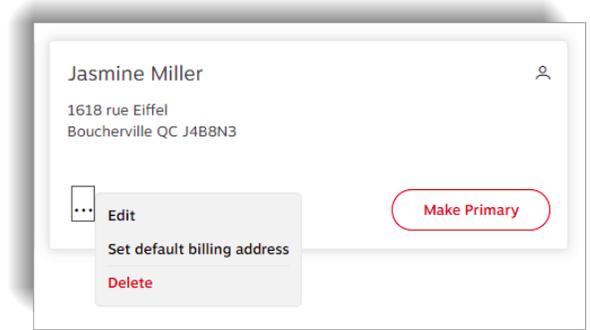
- Select an address.
- Click the ellipsis menu (...) and select **Delete**.
- Confirm by clicking on **Delete**.



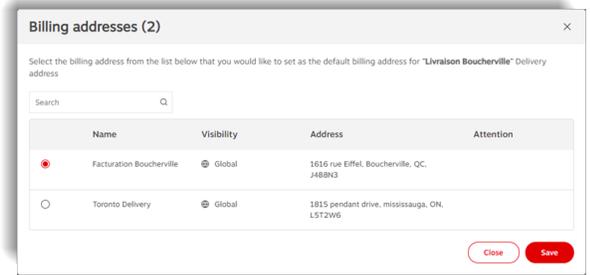


Set Default Billing Address

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



- 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, shared or global delivery addresses.

