#### 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**

#### <sup>♀</sup> Private address

• A private address is only visible by you.

My address Mississauga	<b>Private</b> Private addresses are visible to you only.	2	
330 Pendant Drive			
Mississauga ON L5T2W6			
	Make Primary	$\bigcirc$	

#### 🐣 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.

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 (4)	Bi	illing addresses (4)				
Search Q.		Make	Primary		Add new delivery address Bate	h upload) () ()
Livraison Domicile 1881 no Beautejour Jasmine Miller Longuesi (2 / JM2211	٩	Livraison Boucherville 1616 rue Eiffel Jasmine Miller Boucherville QC J488N3		٩	Livraison Mississauga 1815, Washignton Street Mississauga ON LST2W6	
	-					( Hole Brinsen

# 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.

	Ty Address			
Company/Individua	al Name*	Building/F	loor/Suite/Ro	om
Attention		City*		
Street Address*		Province*		Postal Code* ③
Set as primary ad	ldress			
✓ Use this address	as a Billing Address			
Address Type			Global	
Address Type Private	Private     O Shared Private addresses are     Shared addresses are visible to			



EWAY.CA



## 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.

### 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.

	l Name*	Building/F	loor/Suite/Ro	om
Attention	1	City*		
Street Address*		Province*		Postal Code*
		Select	a province 🗸	
Set as primary ad	dress is a Billing Address			
ddress Type				
	Shared		🔘 Global	
Private	Private     Yhivate addresses are     visible to you only.     Shared     Shared     Shared     Shared     Shared		Global addres	ses are visible to you and

Select the b	buyers	ith whom you wish to share this a	address
Search b	ouyers	Q	
	First name	Last name	Email
	Sas		
	Telmo	Alexandre	telmo.domingos@staples.com
	Test	Approver	1@1.com
	Qa Test	Approver001	cathy.gariepy@staples.com
	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.

	al Name"	Building/F	loor/Suite/Ro	om
	<b>a</b>			
Attention		City*		
Street Address*		Province*		Postal Code*
		Select a	a provinci 🗸	
Set as primary ad	dress as a Billing Address			
AUGIESS IVDE			_	
) Private	O Shared		🔘 Global	



## 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.

Download temp	ate	
Choose File to im	ort:	



#### 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

Delivery addresses (4)	Bi	ling addresses (4)		88	
Search Q				Add new delivery address	xh upload 🛛 🕄
Livraison Domicile	٨	Livraison Boucherville	Å	Livraison Mississauga	
1881 rue Beausejour Jasmine Miller Longueuil QC 34M2N1		1616 rue Eiffel Jasmine Miller Boucherville QC J488N3		1815, Washignton Street Mississauga ON LST2W6	
	© Inimary		Make Primary		Make Primar
Livraison Spéciale	0				
1881 rue Beauséjour Longueuil QC J4M2N1					
(	Make Primary				

	Delivery addresses (4)	Billing a	ddresses (4)		
Search	٩			Add new delivery address	Batch upload
	Name	Address Type	Address	Attention	
	Livraison Domicile	A Private	1881 rue Beausejour, Longueuil, QC, J4M2N1	Jasmine Miller	© Himary
	Livraison Boucherville	久 Private	1616 rue Elffel, Boucherville, QC, J488N3	Jasmine Miller	
	Livraison Mississauga	元 Shared	1815, Washignton Street, Missiasauga, ON, LST2W6		
	Livraison Speciale	e Global	1881 rue Beaustijour, Longueuil, QC, J4M2N1		

## 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.

Billing	addresses (2)			:
Select the b address	illing address from the list bek	w that you would like	to set as the default billing address for "Livral:	son Boucherville" Delivery
Search	Q			
	Name	Visibility	Address	Attention
۲	Facturation Boucherville	🖶 Global	1616 rue Eiffel, Boucherville, QC, J488N3	
0	Toronto Delivery	🖶 Global	1815 pendant drive, mississauga, ON, L5T2W6	
				Close

# 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.





