Add Shipping Information To A Customer

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Go to **Customers** and select the customer to manage.

Like billing address, you can have the ability to store multiple shipping addresses and also select a default shipping address for your customer.

To add a shipping address:

1. View the Customer Information and the **Shipping Addresses** section.
2. Select *New Shipping Address*.
3. Complete the shipping information. The Shipping Information Table below provides an overview of the fields requested.
4. Select *Save Changes*.

To identify the default shipping address:

1. View the Customer Information and the **Shipping Addresses** section.
2. Click on the radio button next to the shipping address that you want to select as the default.
3. Select *Save Changes*.

Note: You cannot delete the default Billing or Shipping Addresses.

Shipping Information Table

Field	Syntax	Required/Optional
Shipping First Name	32 AlphaNumeric	Required
Shipping Last Name	32 AlphaNumeric	Required

Field	Syntax	Required/Optional
Address	32 AlphaNumeric	Required
State	32 AlphaNumeric	Optional
Zip Code	16 AlphaNumeric	Optional
Country	More than 64 AlphaNumeric	Optional