

Manage Custom Shipping Address

Learn how to save shipping addresses so you can quickly select them from a list rather than manually enter them every time you create a combined 2D label.

Add warehouse address

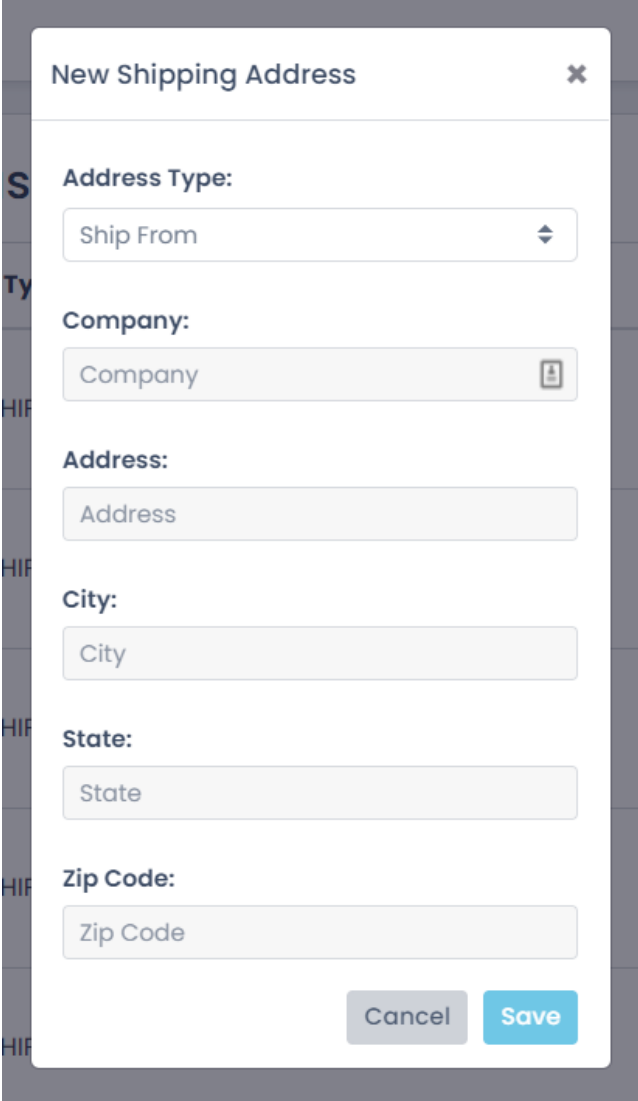
Click your 2D Transit username in the upper-right portion of the page and select Settings from the drop-down menu to navigate to the [Settings page](#).

On the Settings page, click the Custom Shipping Address menu item to navigate to the [Custom Shipping Address page](#).

To add a custom shipping address, click the + button found in the upper-right portion of the page.

Custom Shipping Address			
		Search	 
Type	Added By	Address	Action
SHIP-TO	Morton, Greg	MCO2 - Amazon.com Services, Inc. 2600 N Normandy Blvd Deltona FL 32725	 
SHIP-TO	Weaver, Abigail	DET1-Amazon.com Services, Inc. 39000 Amrhein RD Livonia MI 48150-1043	 
SHIP-TO	Savage, Natalie	ORD2- Amazon.com Services, Inc. 23714 W Amoco Rd CHANNAHON IL 60410-8758	 
SHIP-TO	Harrington, Morgan	PHL4 - Amazon.com Services, Inc. 21 Roadway Drive Carlisle PA 17015	 
SHIP-TO	Morton, Greg	ONT9 - Amazon.com Services, Inc. 2125 West San Bernardino Ave Redlands CA 92374-5005	 
SHIP-TO	Weaver, Abigail	PHL5- Amazon.com Services, Inc. 500 McCarthy Drive Lancaster PA 17602-8705	 

In the pop-up window, all fields are required. Fill in the fields and click the **Save** button when done.

A screenshot of a 'New Shipping Address' pop-up window. The window has a title bar with a close button (X). The form contains several fields: 'Address Type' with a dropdown menu showing 'Ship From'; 'Company' with a text input and a small icon; 'Address' with a text input; 'City' with a text input; 'State' with a text input; and 'Zip Code' with a text input. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Update custom shipping address

In the shipping addresses list, find a custom shipping address you want to update and click the **Manage** button in the **Action** column for that row.

Custom Shipping Address			
		Search	 
Type	Added By	Address	Action
SHIP-TO	Morton, Greg	MCO2 - Amazon.com Services, Inc. 2600 N Normandy Blvd Deltona FL 32725	 
SHIP-TO	Weaver, Abigail	DET1-Amazon.com Services, Inc. 39000 Amrhein RD Livonia MI 48150-1043	 

You will see a pop-up box pre-populated with the custom shipping address from that row. Update the fields as needed and click the **Save** button when done.

Update Shipping Address

Address Type:

Ship To

Company:

MCO2 - Amazon.com Services, Inc.

Address:

2600 N Normandy Blvd

City:

Deltona

State:

FL

Zip Code:

32725

Cancel

Save

Delete custom shipping address

In the shipping addresses list, find a custom shipping address you want to delete and click the **Delete** button in the **Action** column for that row.

Custom Shipping Address			
		Search	 
Type	Added By	Address	Action
SHIP-TO	Morton, Greg	MCO2 - Amazon.com Services, Inc. 2600 N Normandy Blvd Deltona FL 32725	Delete Manage
SHIP-TO	Weaver, Abigail	DET1-Amazon.com Services, Inc. 39000 Amrhein RD Livonia MI 48150-1043	Delete Manage

A pop-up window will ask if you're sure that you want to delete the address. Click the **Confirm** button to proceed.

Delete



Are you sure you want to delete this address?

Cancel

Confirm