# 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 and import Vendor Central items.

## Add a Shipping Address

- To start adding a shipping address, click the "**Shipping Address**" menu in the sidebar.
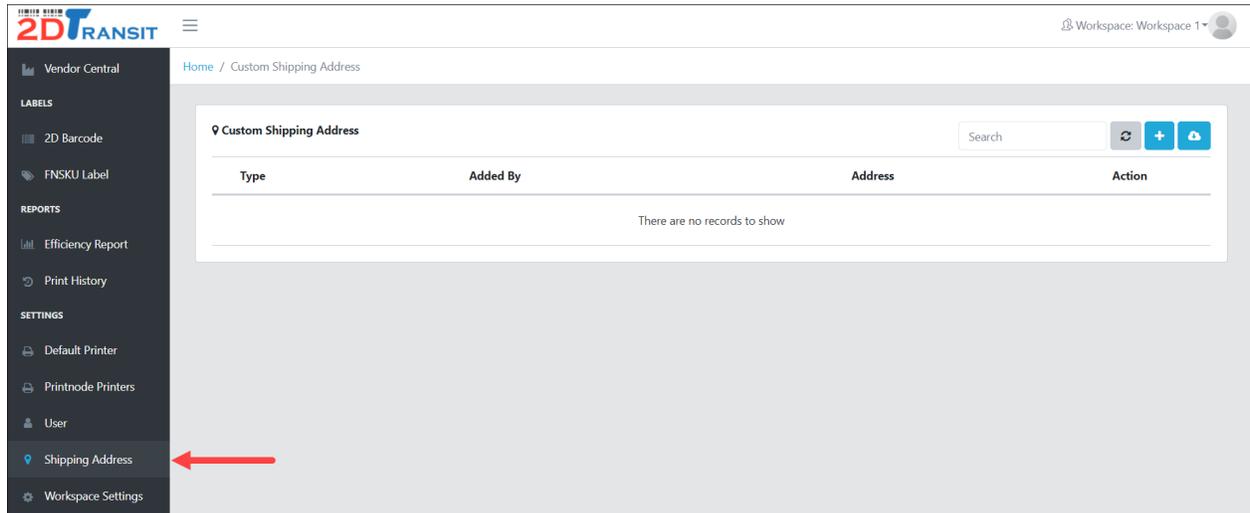


- Click the **+** button found in the upper-right portion of the page.
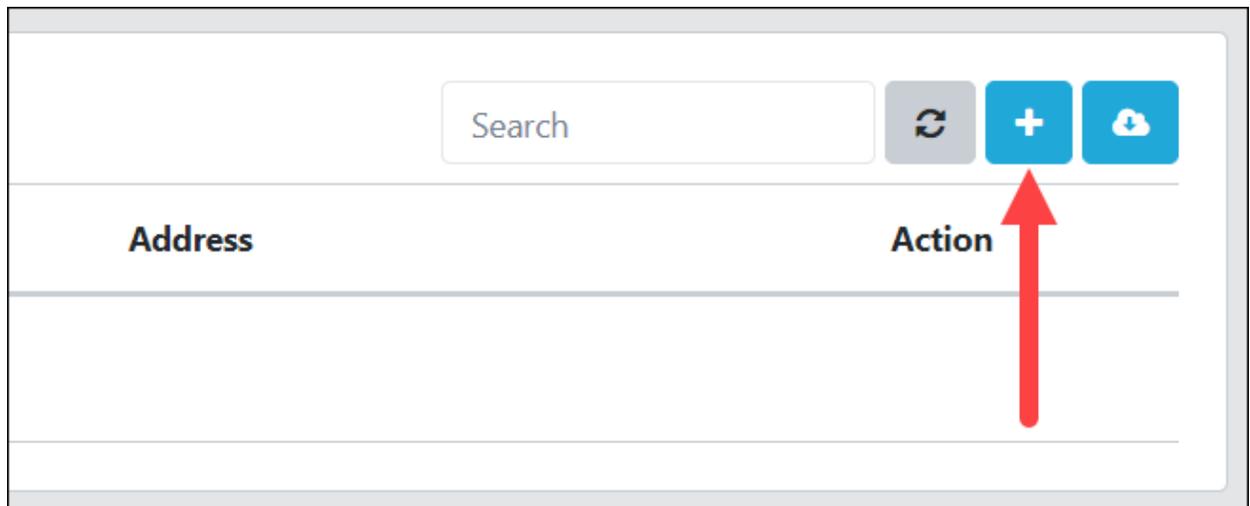


- In the pop-up window, all fields are required. Fill in the fields and click the **Save** button when done.
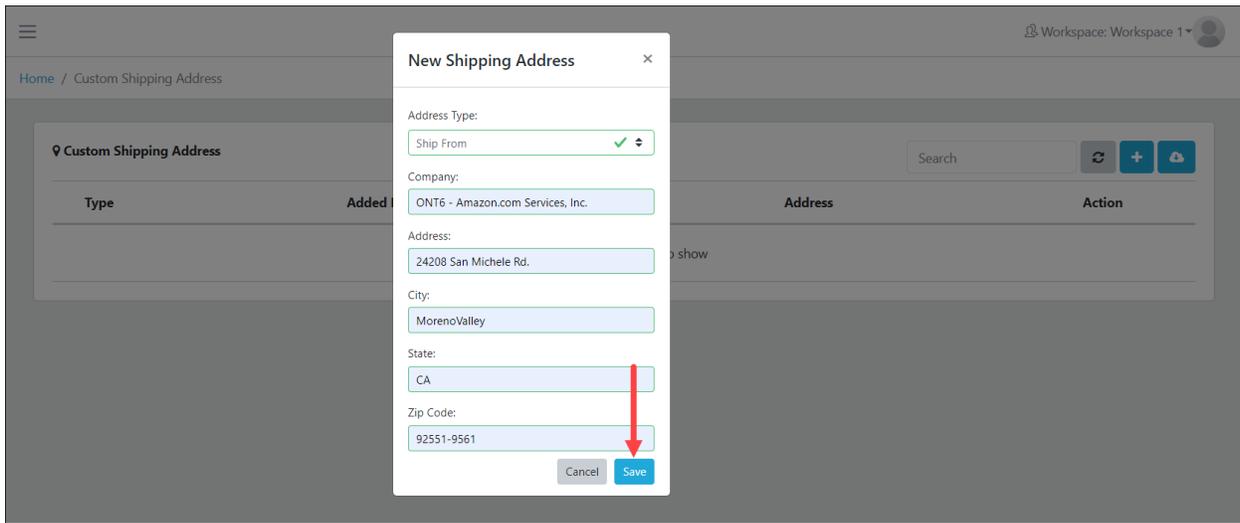
## Update a Shipping Address

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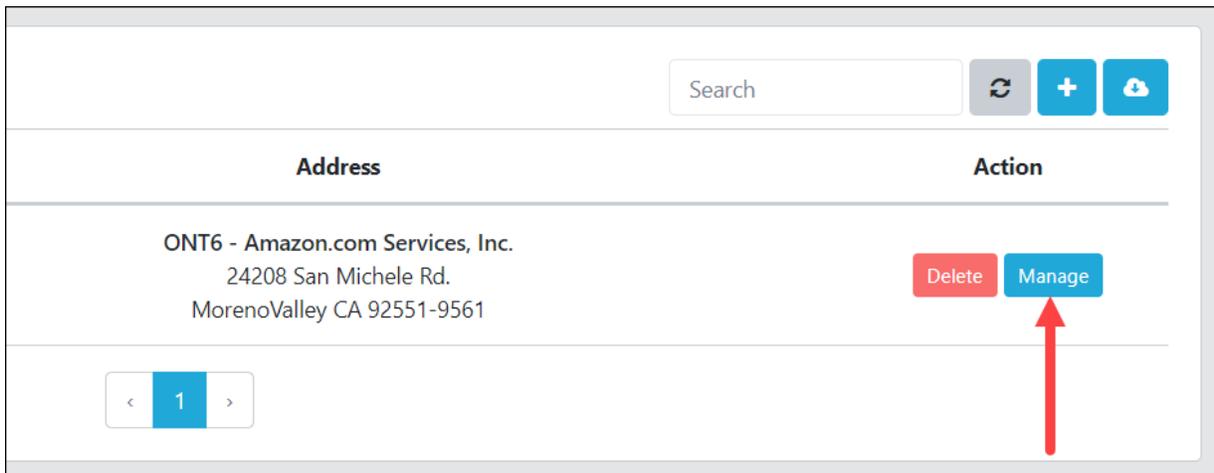


● You will see a pop-up box pre-populated with the custom shipping address from that row. Update the fields as needed and click the **Save** button when done.
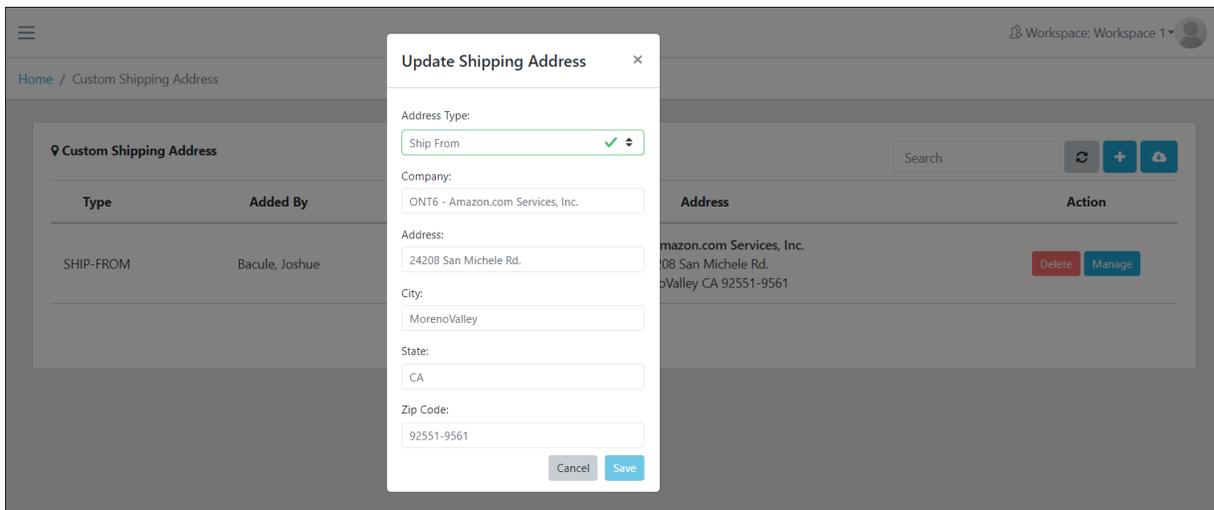
## Remove a Shipping Address

- 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.
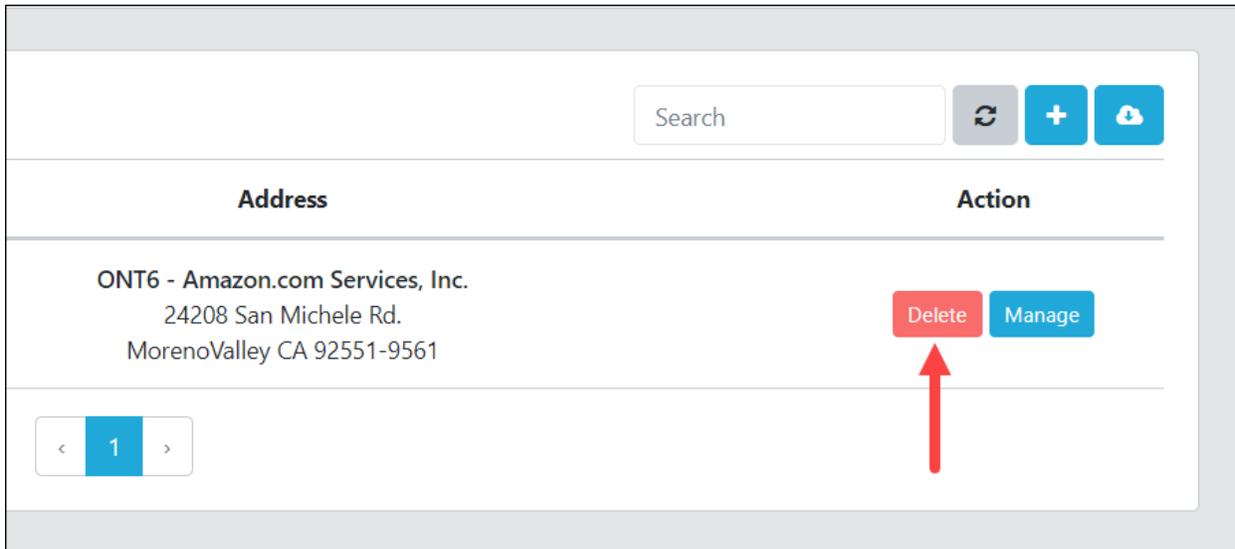


- A pop-up window will ask if you're sure that you want to delete the address. Click the **Confirm** button to proceed.
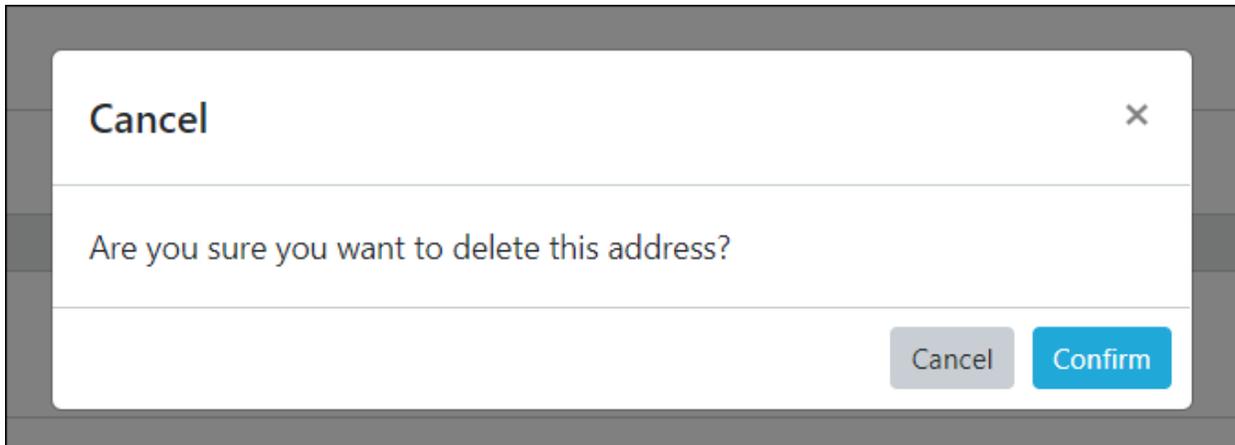
## Syncing Amazon Fulfillment Centers

A feature that allows you to sync Amazon Fulfillment Centers to the Shipping Address list.

- To start syncing, click the **Sync** button.
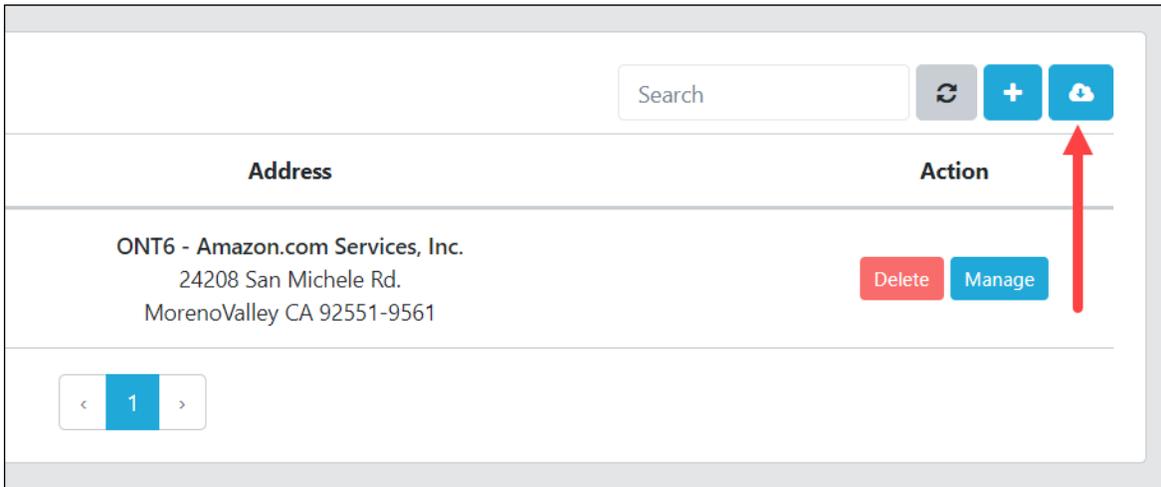


- A confirm window will pop-up. Just click the **"Yes, I understand & confirm!"** button to proceed.
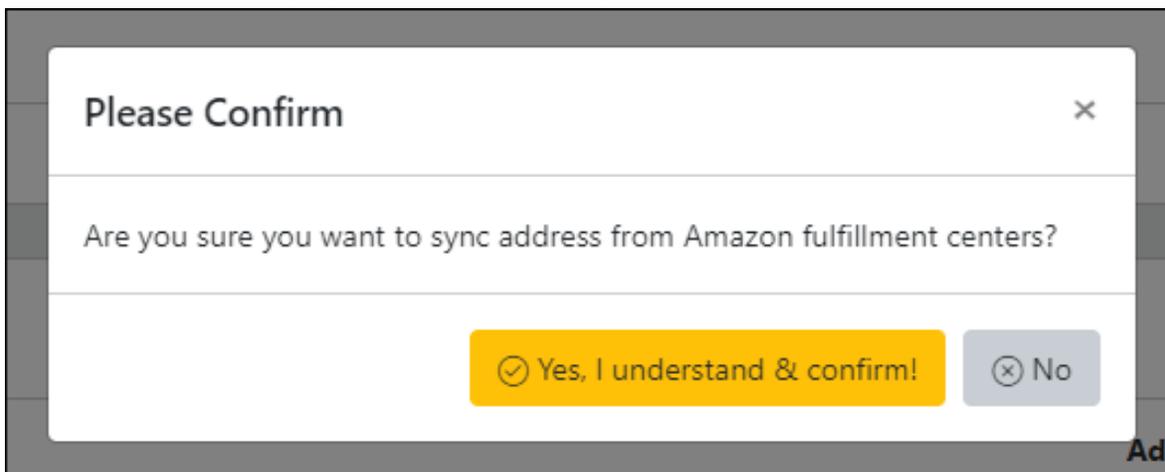


- It only takes a few seconds to complete the process. After it finished adding, you will now see the list of Amazon fulfillment centers in the table.