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.

	Ξ			
🖌 Vendor Central	Home / Custom Shipping Ad	dress		
LABELS				
2D Barcode	♥ Custom Shipping Add	dress	Search	2 + 4
🐃 FNSKU Label	Туре	Added By	Address	Action
REPORTS		There are	e no records to show	
Lefficiency Report				
の Print History				
SETTINGS				
🔒 Default Printer				
🔒 Printnode Printers				
🛎 User				
Shipping Address	←			
Workspace Settings				

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

	Search	2 + 4
Address		Action
		•

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

=				A Workspace: Workspace 1
Home / Custom Shipping Address		New Shipping Address ×		
		Address Type:		
♥ Custom Shipping Address		Ship From 🗸 🗢	2	Search
Туре	Added	ONT6 - Amazon.com Services, Inc.	Address	Action
		Address: 24208 San Michele Rd.	o show	
		City: MorenoValley		
		State:		
		Zip Code:		
		Cancel Save		

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.

	Search	2 + 4
Address		Action
ONT6 - Amazon.com Services, Inc. 24208 San Michele Rd. MorenoValley CA 92551-9561		Delete Manage
< 1 >		

• 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.

					Workspace: Workspace 1
Home / Custom Shipping Ac	ldress	Update Shipping Address ×			
♀ Custom Shipping Ad	dress	Address Type: Ship From 🗸 🕈 Company:		Search	2 + 0
Туре	Added By	ONT6 - Amazon.com Services, Inc.	Address		Action
SHIP-FROM	Bacule, Joshue	Address: 24208 San Michele Rd. City: MorenoValley State: CA Zip Code:	mazon.com Services, Inc. 08 San Michele Rd. oValley CA 92551-9561		Delete Manage
		92551-9561 Cancel Save			

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.

	Search	2 + 4
Address		Action
ONT6 - Amazon.com Services, Inc.		
24208 San Michele Rd.		Delete Manage
MorenoValley CA 92551-9561		
< 1 >		

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

Cancel		×	
Are you sure you want to delete this address?			
	Cancel	Confirm	j

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.

	Search	C + A
Address		Action
ONT6 - Amazon.com Services, Inc.		
24208 San Michele Rd.		Delete Manage
MorenoValley CA 92551-9561		

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

Please Confirm		×
Are you sure you want to syr	nc address from Amazon fulfillment center	s?
	⊘ Yes, I understand & confirm! ⊗	No
		Ac

• 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.

ustom Shipping A	ddress	Search	<i>c</i> + d
Туре	Added By	Address	Action
SHIP-TO	Bacule, Joshue	YVR2 - Amazon.com Services, Inc. 450 Dervent Pl Delta BC V3M 5Y9	Delete Manage
SHIP-TO	Bacule, Joshue	YVR3 - Amazon.com Services, Inc. 109 Braid Street New Westminster BC V3L5H4	Delete Manage
SHIP-TO	Bacule, Joshue	YYZ1 - Amazon.com Services, Inc. 6363 Millcreek Drive Mississauga ON L5N 1L8	Delete Manage
SHIP-TO	Bacule, Joshue	YYZ4 - Amazon.com Services, Inc. 8050 Heritage Road Brampton ON L6Y 0C9	Delete Manage
SHIP-TO	Bacule, Joshue	YYZ7 - Amazon.com Services, Inc. 12724 Coleraine Dr Bolton ON L7E 4L8	Delete Manage