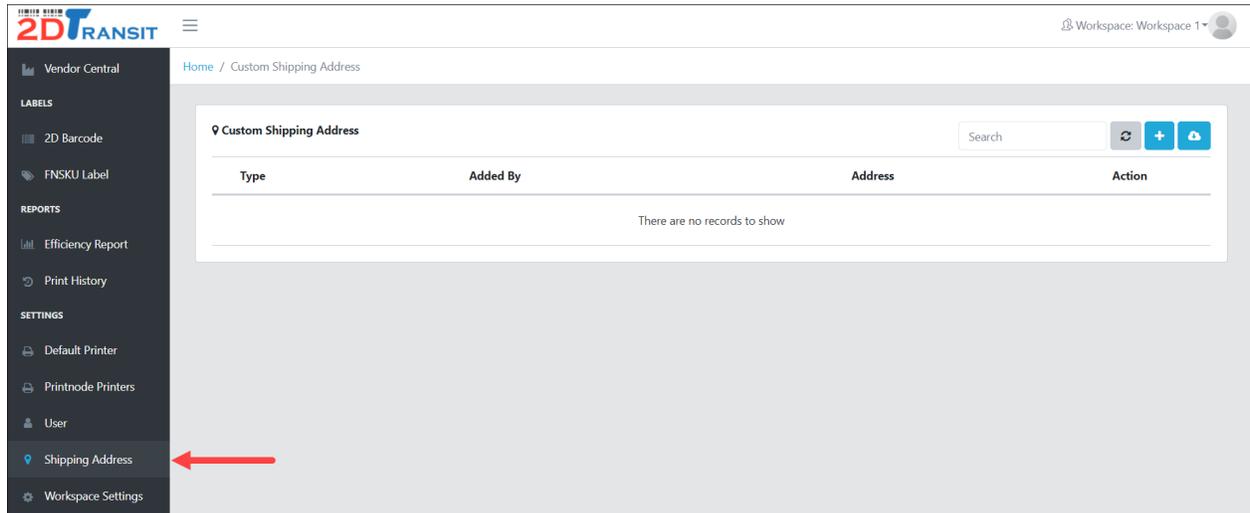


Custom Shipping Address

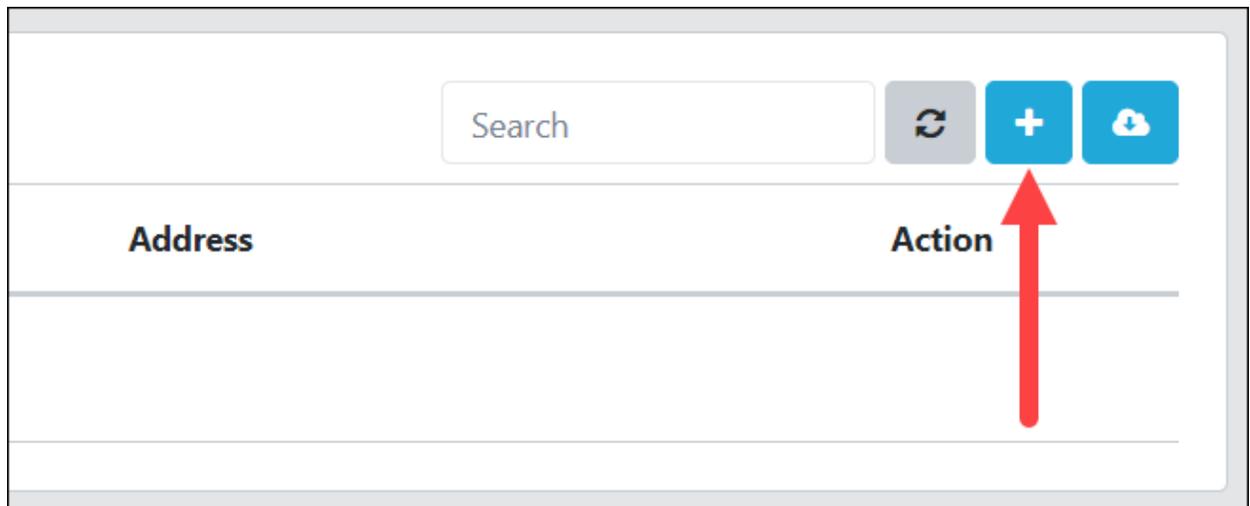
Learn how to save shipping addresses so you can quickly select them from a list rather than manually enter them every time you create a combined 2D label and import Vendor Central items.

Add a Shipping Address

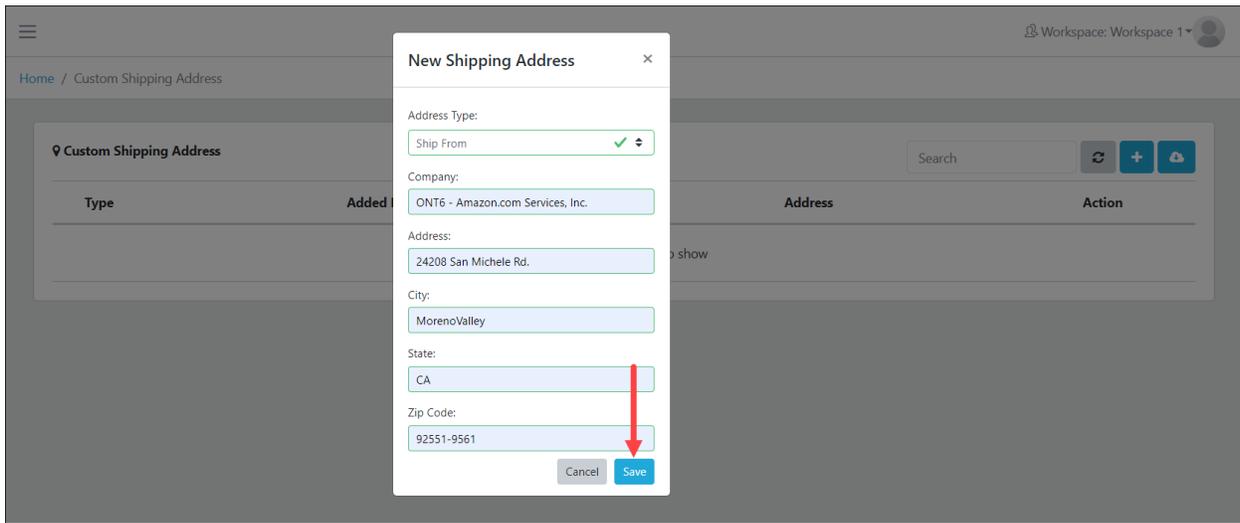
- To start adding a shipping address, click the **“Shipping Address”** menu in the sidebar.



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

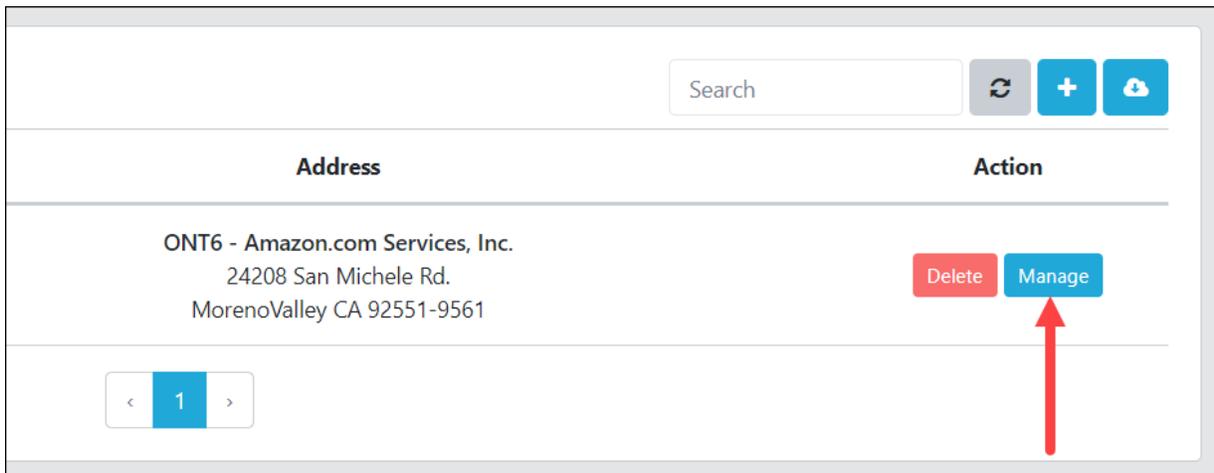


- In the pop-up window, all fields are required. Fill in the fields and click the **Save** button when done.

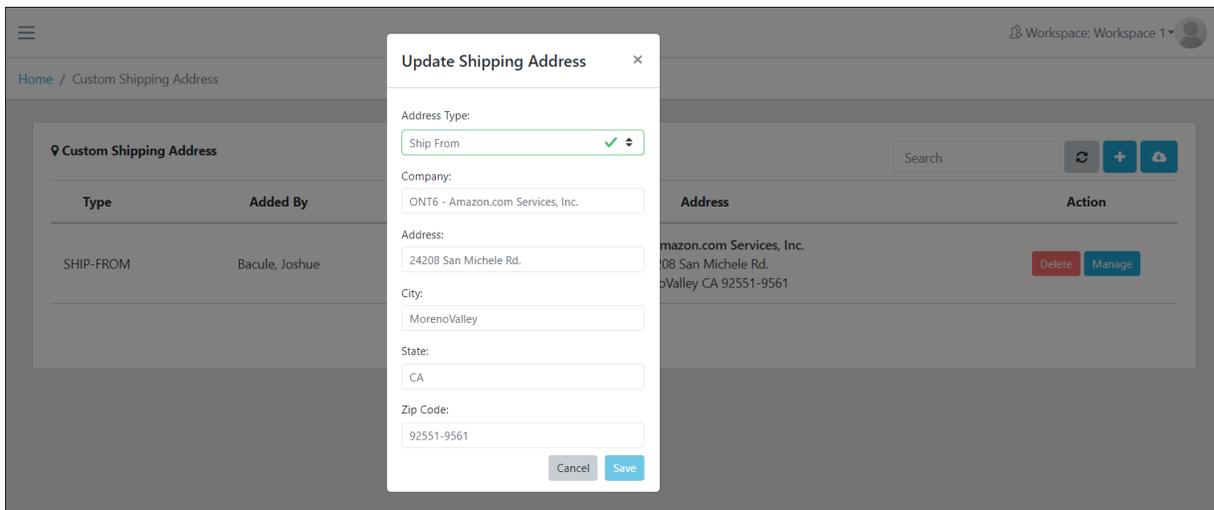


Update a Shipping Address

- 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.

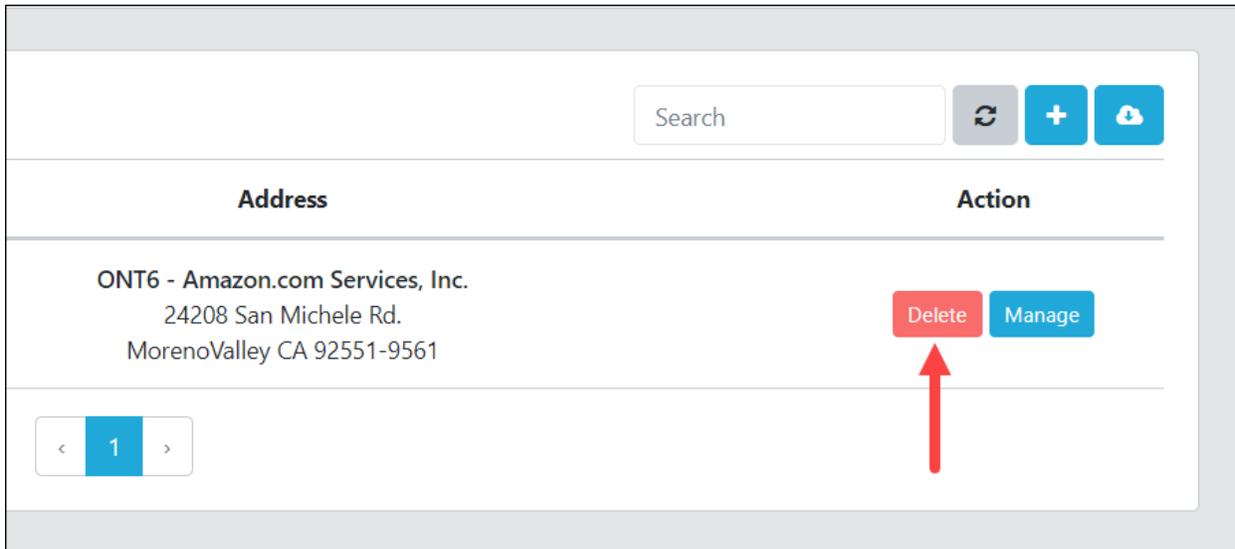


- You will see a pop-up box pre-populated with the custom shipping address from that row. Update the fields as needed and click the **Save** button when done.

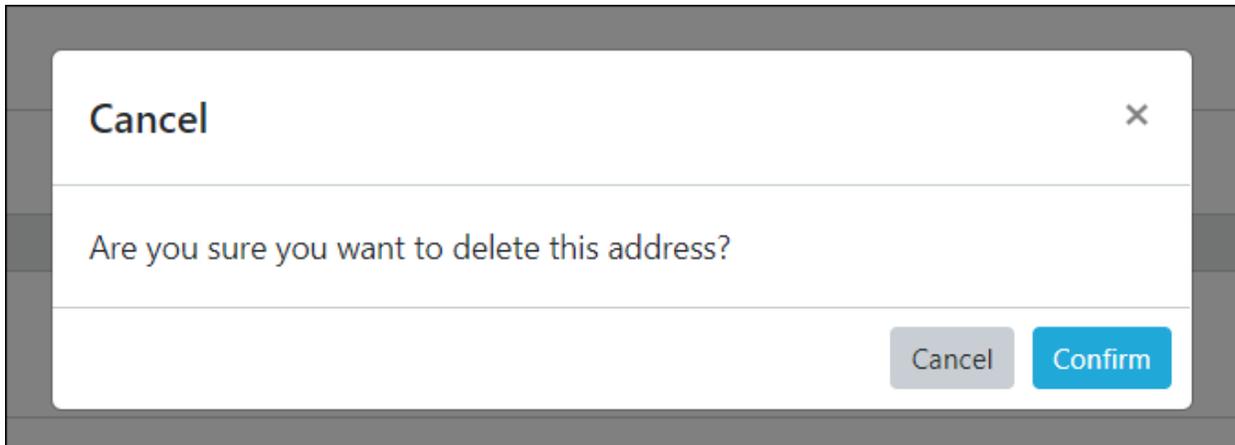


Remove a Shipping Address

- 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.



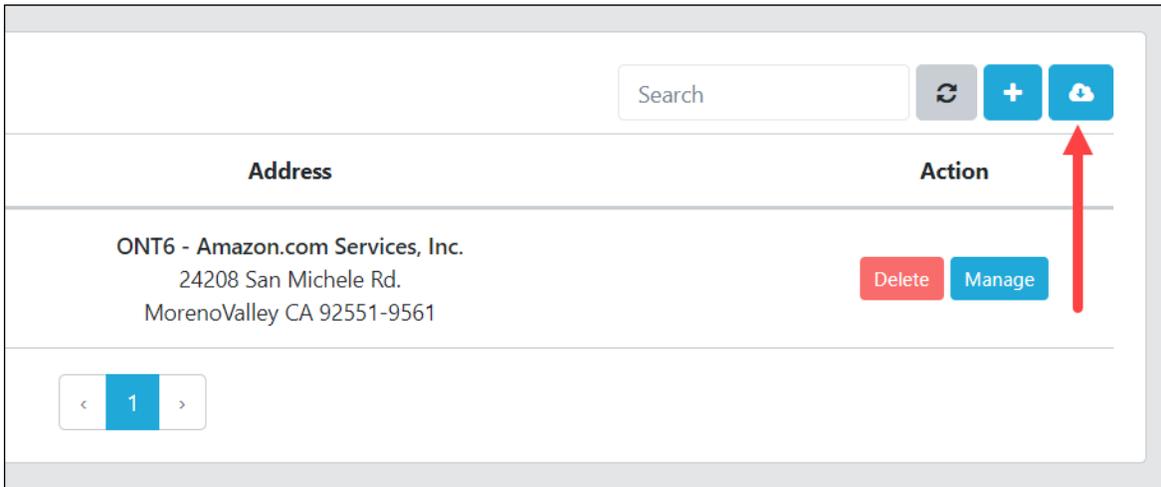
- A pop-up window will ask if you're sure that you want to delete the address. Click the **Confirm** button to proceed.



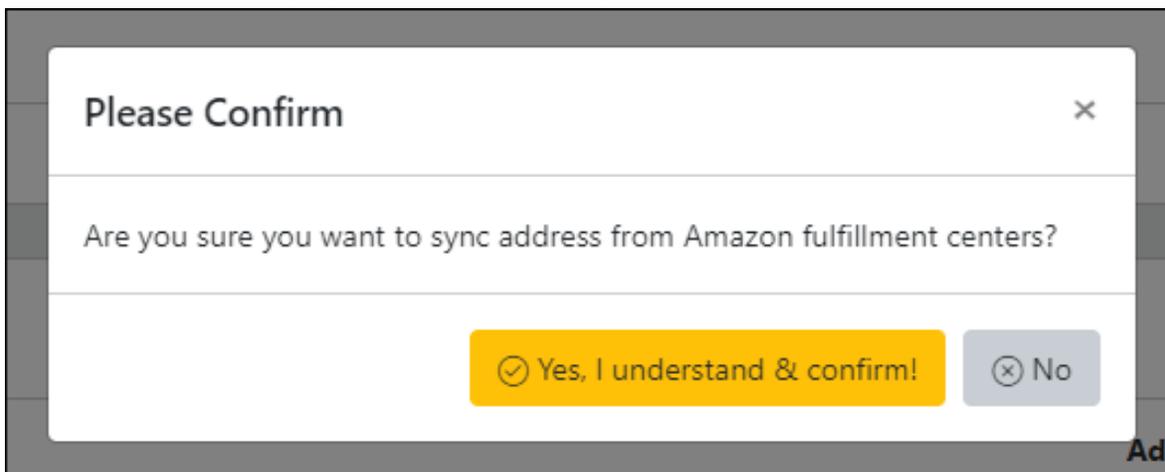
Syncing Amazon Fulfillment Centers

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.

The screenshot shows a table titled 'Custom Shipping Address' with a search bar, refresh icon, plus icon, and sync icon. The table has four columns: 'Type', 'Added By', 'Address', and 'Action'. The 'Action' column contains two buttons: 'Delete' (red) and 'Manage' (blue).

Type	Added By	Address	Action
SHIP-TO	Bacule, Joshue	YVR2 - Amazon.com Services, Inc. 450 Derwent 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