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How can I change the shipping address on an existing sales document?

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You can change the shipping address on a sales document from the Addresses tab (Sales Document Adrrs must be enabled in the Security Editor).

The screenshot shows a software interface with a tabbed menu at the top. The 'Addresses' tab is selected. The interface is divided into three main sections: 'Ship To Address', 'Other Information', and 'Bill To Address'.
- **Ship To Address:** Includes a dropdown for 'Address Code' (currently 'WAREHOUSE'), text fields for 'Ship To Name' (Aaron Fitz Electrical), 'Ship To Contact' (Bob Fitz), 'Address' (11403 4dSt. South), 'City' (Chicago), 'State' (IL), 'Zip' (60603-0776), and 'Country' (USA).
- **Other Information:** Includes text fields for 'Phone 1', 'Phone 2', 'Phone 3', and 'Fax' (all with '(312) 555-0102'), a dropdown for 'UPS Zone', and dropdowns for 'Tax Schedule' (USASTCITY-6*) and 'Tax Exempt 1' and 'Tax Exempt 2'.
- **Bill To Address:** Includes a dropdown for 'Address Code' (currently 'PRIMARY') and a text area showing a sample address: 'Bob Fitz, One Microsoft Way, Redmond, WA, 98052-6399, P:(425) 555-0101, F:(312) 555-0101'. Below this are dropdowns for 'Notification(s):', 'Shipping Email:', and 'Billing Email:'.
At the bottom left of the 'Ship To Address' section are two buttons: 'Add' and 'Update'.

Select a different Address Code from the drop-down under the Ship To Address section.

Similarly, you can change the billing address by selecting a different Address Code under the Bill To Address section.

You can also make changes to the address directly in the fields. Use the **Add** or **Update** buttons to make changes to the address that will carry over to the Customer Card (Update Button Enabled must be set to True in the Security Editor).