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

Megan De Freitas - 2024-11-22 - FAQ

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

The screenshot shows the 'Addresses' tab in the SalesPad interface. The 'Ship To Address' section includes fields for Address Code (WAREHOUSE), 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). The 'Other Information' section includes Phone 1, Phone 2, Phone 3, Fax, UPS Zone, Tax Schedule (USASTCITY-6*), Tax Exempt 1, Tax Exempt 2, and Tax Registration #. The 'Bill To Address' section includes Address Code (PRIMARY), a list of addresses (Bob Fitz, One Microsoft Way, Redmond, WA, 98052-6399, P:(425) 555-0101, F:(312) 555-0101), Notification(s), Shipping Email, and Billing Email. At the bottom are 'Add' and 'Update' buttons.

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).