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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 Addrs must be enabled in the Security Editor).

The screenshot shows the 'Addresses' tab in the SalesPad interface. It 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'), 'Ship To Name' (Aaron Fitz Electrical), 'Ship To Contact' (Bob Fitz), 'Address' (11403 4dSt. South), 'City' (Chicago), 'State' (IL), 'Zip' (60603-0776), and 'Country Code' (USA).
- **Other Information:** Includes 'Phone 1' and 'Phone 2' (both (312) 555-0102), 'Phone 3', 'Fax' ((312) 555-0102), 'UPS Zone', 'Tax Schedule' (USASTCITY-6*), 'Tax Exempt 1', 'Tax Exempt 2', and 'Tax Registration #'.
- **Bill To Address:** Includes a dropdown for 'Address Code' (currently 'PRIMARY'), a list of address details (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 left, there 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).