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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 fields for Address Code (set to '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).
- **Other Information:** Includes Phone 1 and 2 (both (312) 555-0102), Phone 3, Fax ((312) 555-0102), UPS Zone, Tax Schedule (USASTCITY-6*), Tax Exempt 1 and 2, and Tax Registration #.
- **Bill To Address:** Includes Address Code (set to 'PRIMARY') and a list of address details for Bob Fitz at One Microsoft Way, Redmond, WA, including phone and fax numbers.
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).