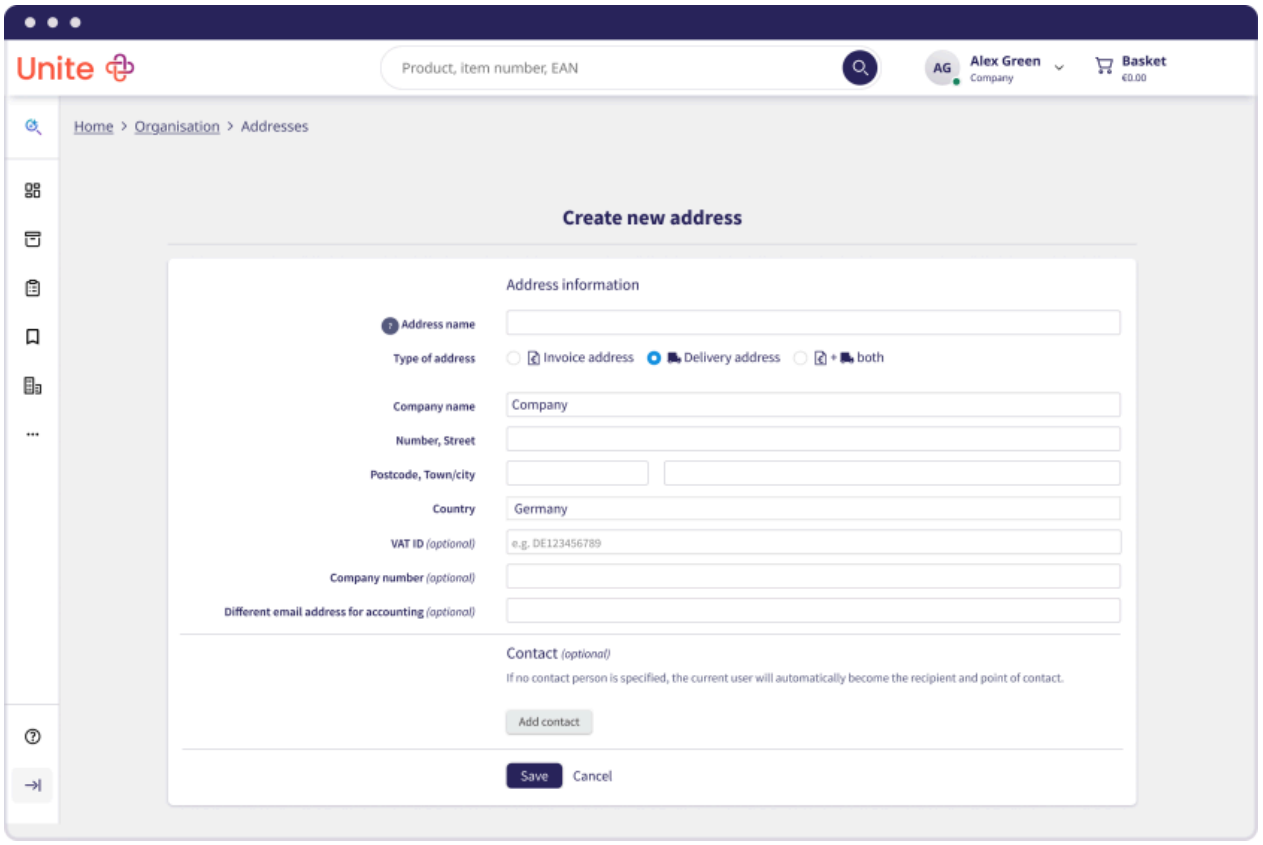
Value added. Value shared.

Address management

In this section you'll learn how to create invoice and delivery addresses, how to edit address information and contact data, how to delete an address, how to assign addresses and how to send invoices directly to your accounting department.

How to create a new invoice and delivery address

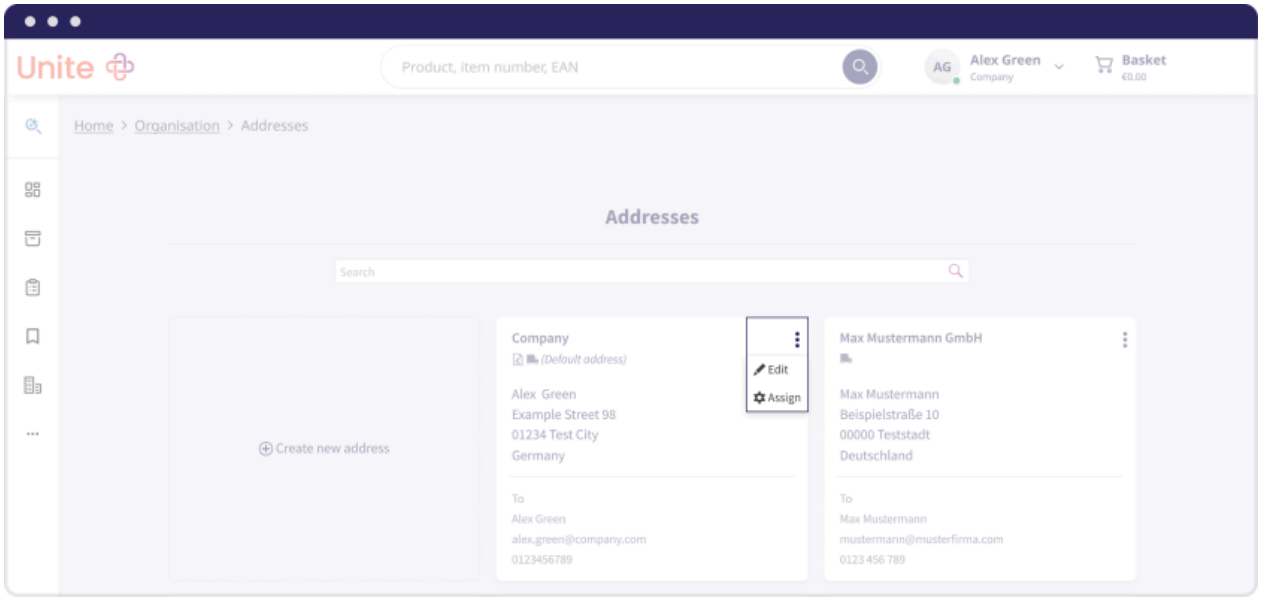
1. Go to 'Organisation' and then 'Addresses'.
2. Click on 'Create new address' and enter the address information.
3. Select the type of address: invoice address, delivery address or both.
4. Complete all the fields including the contact information of your preferred point of contact (if applicable) and click 'Save'.



5. When completing the ordering process, you can add a saved address to your order.
6. Select the saved address in the invoice address section or in the delivery address section or in both, depending on what you selected as the type of address. (Refer to point 3 above).

How to edit address information and contact data

In 'Addresses', click on the three dots next to the address you want to edit and select 'Edit'. Change or edit the address information and contact data as needed. Click 'Save' when you're done.



How to delete an address

Click on the three dots next to the address you want to delete and select ‘Delete’.

> **Note:** The default address, which is displayed first in your address section, can’t be deleted.

How to assign an address to a user

Click on the three dots next to the address you want to assign and select ‘Assign’. Select the users who are allowed to use the address and delete the users who aren’t allowed to use the address.

How to send invoices directly to your accounting department

You can specify a different email address for invoices and payment reminders per address. In ‘Addresses’, click on ‘Create new address’ or edit an existing address by clicking on the three dots next to the address and selecting ‘Edit’.

Under ‘Different email address for accounting’, fill in the email address of who the invoice should be sent to.

