

# Add Shipping Information To A Customer

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Go to **Customers** and select the customer to manage.

Like the billing address, you can have the ability to store multiple shipping addresses and also select a default shipping address for your customer.

To add a shipping address:

1. View the **Customer Information** and the **Shipping Addresses** section.
2. Select **New Shipping Address**.
3. Complete the shipping information. The **Shipping Information Table** below provides an overview of the fields requested.
4. Select **Save Changes**.

To identify the default shipping address:

1. View the **Customer Information** and the **Shipping Addresses** section.
2. Click on the radio button next to the shipping address you want to select as the default.
3. Select **Save Changes**.

**Note:** You cannot delete the default Billing or Shipping Addresses.

## Shipping Information Table

Field	Syntax	Required/Optional
Shipping First Name	32 AlphaNumeric	Required
Shipping Last Name	32 AlphaNumeric	Required
Address	32 AlphaNumeric	Optional
State	32 AlphaNumeric	Optional
Zip Code	16 AlphaNumeric	Optional
Country	More than 64 AlphaNumeric	Optional