InventoryCloud importing with Shipping and Billing addresses

Russ Hart - 2023-08-08 - in InventoryCloud

When Importing customers into InventoryCloud, the import sheet only has the ability to add one address per row of the file, and it defaults to Customer Billing if nothing is designated in the Address Type column.

If you need to add both addresses, you will need to copy the customer information to a second row. In the Address Type column, use the values "Billing" or "Shipping" to designate which address is which:

When importing, after selecting Form Name 4 Customer, add a check to the 'Only update existing records.' box:

If this box is not checked it will give an error that the customer number already exists.

Once the import has been completed you should see both address when you View/Edit the customer

Addresses

Customer Shipping

Address 1	**2800 N. 5th St**
Address 2	
Mail Stop	
City	**Plano**
State	**TX**
Postal Code	**75074**
Country	

Delete

Addresses

Customer Billing

Address 1	**2800 N. 5th St**
Address 2	
Mail Stop	

Tags
Cloud