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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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Customer Number	First Name	Last Name	Company Name	Department	Contact Email	Contact Phone	Cont	Cont	Busi	Busi	Busir	Bus	Cont	Address Type	Addre
2	T0001	John	Doe	My Company	IT	email@email.com									Shipping	1400 1
3	T0001	John	Doe	My Company	IT	email@email.com									Billing	1400 1
4	T0002	John	Doe	My Company	IT	myemail@email.com									Shipping	1402 1
5	T0002	John	Doe	My Company	IT	myemail@email.com									Billing	1402 1
6	T003	Jane	Doe	Your Company	HR	youremail@email.com									Shipping	2800 1
7	T003	Jane	Doe	Your Company	HR	youremail@email.com									Billing	2800 1
8																

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



Import Data

Import Details

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Import Settings

***Form Name** 4-Customer ▼

[Download CSV Templates Customer](#)

***Delimiter Name** Comma ▼

☒ First row contains columns headers.

☒ Only update existing records.

Select File to Import

SELECT FILES...

Drop files here to upload

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