

MANAGING YOUR ADDRESS LIST

Before you begin shopping, add, update or delete addresses on your list under **My Account > Shipping Information**.

Adding Addresses

Click **Add a New Address** to enter shipping addresses one at a time.

- OR -

Click **Import Address List** and follow the instructions to upload a list from your computer.

Updating Addresses

Changes to single addresses can be made under the *Shipping Information* section.

- OR -

Click **Export Current Address List** to download your existing list. Open the file, make necessary changes, and import your updated list.

Deleting Addresses

Locate the address you want to remove under the *Shipping Information* section and click **Delete**.

- OR -

Click **Export Current Address List** to download your existing list. Open the file, remove addresses you'd like to delete, and import your updated list.

Importing Your List

Format Your Address List

- Download our Address List Template and enter your shipping addresses into the spreadsheet.
 - If you'd like to use an existing address list, make sure the fields match the table below and that it is saved as an Excel file (.xlsx).
 - Please be aware of the maximum number of characters for each field.
- Save file to your computer and return to our website.
- *Note: We are able to ship to addresses in Canada, however, these addresses cannot be imported with your address list. For Canadian shipments, please call 1-800-242-2639 to speak with a Business Gifting Specialist.*

Address List Template Field

Maximum Characters

FIRST NAME	LAST NAME	COMPANY	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	PHONE (Optional)
10	19	30	30	24	24	2	10	10



Upload List & Check for Errors

- Under **My Account > Shipping Information**, click the button that says **Import Address List**.
- Click **Choose File** or **Browse** to upload address list file from your computer.
- Click **Check File for Any Errors**. Correct any errors in your file, reupload and check for errors again.

Errors can be caused by:

- Wrong file type (.xlsx)
 - Maximum characters exceeded
 - Missing column headers
 - Column headers that do not match our template
 - Canadian addresses in spreadsheet
- Repeat these steps until you receive a **No Errors Found** message.

Complete Import

- Decide if you would like to overwrite the current address list on your account.
 - Check **Yes** to delete all addresses in the existing list on your account and replace them with your new list.
 - Check **No** to add the new addresses to the end of the existing list on your account.
- Click the **Import** button to finish uploading. Your new addresses will appear under **My Account > Shipping Information**.

Exporting Your List

- Under **My Account > Shipping Information**, click the button that says **Export Current Address List** and download the file to your computer.
- Open your downloaded list and make any changes, additions or deletions.
 - Please be aware of the maximum number of characters for each field.
- Save file to your computer and return to our website. Under **My Account > Shipping Information**, click **Import Address List** and follow the steps to upload your updated list.



HAVE QUESTIONS OR NEED HELP?

Email us at Info@GardnersCandies.com or call us at 1-800-242-2639 to speak with a Business Gifting Specialist.