

Adding a Non-U.S. Postal Code to a Customer

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To add the postal code for a foreign address, you can either add or update a site or customer address.

When in the Edit Address window, go to the Country dropdown menu and select the country that needs to be added.

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Once the country is selected, the Edit Address window will change.

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To add the City, State, or Postal Code select the green plus sign next to the fields and type in the labels for each field.

In the below examples, Mexico is being used.

When the green plus sign next to Postal Code is selected, type in the postal code.

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Do the same for City. State is not a required field.

Also make sure Line 1 has information.

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Click Save to save the address. Once saved, it will look similar to the image below.

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