

Changing an Address

Last update: 4/16/2018

Addresses can be changes prior to shipment. Please note that addresses can be changed only if the order is on hold and not showing a status of “Sent to WMS.”

- Go to the [View Orders](#) page to search for the specific order you would like to change the address.
- Click the link of the order number (either your “Customer Order No.” or the “WineDirect Order Number”). Clicking either number will bring you to the order details page.
- Click on “Change the Address” button at the top of the upper right corner, to proceed with your request.

Williams Selyem - Order Number 86L-301180-477385

The summary of this order is provided below. Note that if the order is shipped in more than one package, the "actual ship date" and "actual delivery date" shown will be for the last package shipped. See below for more information.

General Order Information		Progress this Order		Edit this Order		Change the Address		Cancel this Order	
Order Number	86L-301180-477385	Ship-from Warehouse	Green Island FC	Order Received Date	3/13/2018 9:45:06 AM				
WineDirect Order Number	11464145	Order Status	Processing	Order Creation Date	3/13/2018 9:52:29 AM				
Batch Number	LWILLIAMS-SELYEM_COM3334	Detailed Status	Invalid Address	Requested Ship Date	3/16/2018				
Order Type	Club Order	Compliance Method	To Be Determined	Fulfillment Date					
Requested Packing Slip	Williams Selyem Default (SX2 Image)	Fulfillment Method	To Be Determined	SLA Date					
Notification E-mail Address	johngeorgemurray@gmail.com	Requested Service Level	UPSGROUND	Actual Ship Date					
Notification Phone Number	208-726-5161	Planned Service Level	To Be Determined						
Gift Message									
Shipping Instructions									

- A popup window will appear, and from here you will be able to make changes.

Please note that each line has a character limitation as outlined below:

Name: 30 characters (including spaces)

Company Name: 30 characters (including spaces)

Address Line 1: 30 characters (including spaces)

Address Line 2: 8 characters (including spaces)

Order Number 86L-301180-477385

Order 11464145 - Updating ShipTo Address

First, Middle, Last Name:	John	Murray
Company Name:	Ketchum Post Office	
Address Line 1:	151 4th St W	
Address Line 2:	PO Box 9170	
City, State, ZIP Code	Ketchum	Idaho 83340-7200

not allowed for alcohol shipments. Please make the necessary corrections to the address.

- You have the option to "Check" to verify the address through Experian/USPS database.
- Selecting "Save Changes" will apply the corrected/updated address to the order.
- A popup will appear confirming your request.

Order 6043011 - Updating ShipTo Address

First, Middle, Last Name:

Company Name:

Address Line 1:

Address Line 2:

City, State, ZIP Code:

Address Override Confirmation

The address for this order has not been verified against the address databases. Saving the address without verification could result in a failed delivery or the shipment being returned to WineDirect. It is recommended that you not proceed unless you are certain of the accuracy of the delivery address.

If you believe that the address is correct, check the box below if the address is a residential address.

☐ The ship-to address for this order is a residence

Click "OK" to override the address and update the order. Click "Cancel" to return to the address editing form.

- Checking the small box will confirm the order will be sent to a residential address
- Proceed with “OK” to save your changes, or “Cancel” to cancel your request.
- Once changes have been applied, a confirmation window will appear. Selecting the “Close” button will close the pop up.
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BEST PRACTICES:

- More information on our [address corrections page here!](#)
- Download USPS abbreviated city and states [HERE](#) ; used by UPS/FedEx.

Please email our [Client Service Team](#) or call 707-603-4011; if you have any questions or need additional information.