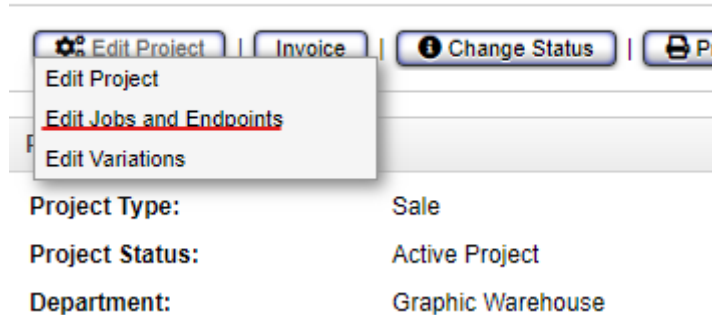


# Uploading Multiple Delivery Address to a Project

1. Go to the Project > Edit Jobs and Endpoints Screen

[Sales Dashboard](#) / [Browse Projects](#) / [Viewing Project - QUO:92851](#)



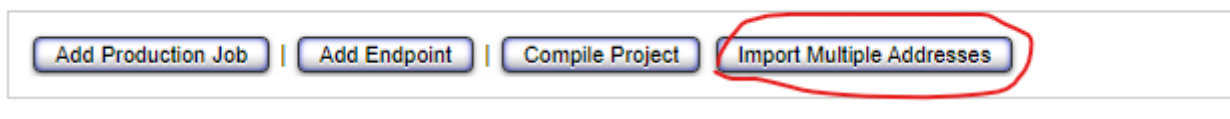
**Edit Project** | **Invoice** | **Change Status** | **Print**

- Edit Project
- Edit Jobs and Endpoints
- Edit Variations

**Project Type:** Sale  
**Project Status:** Active Project  
**Department:** Graphic Warehouse

2. Click Import Multiple Addresses

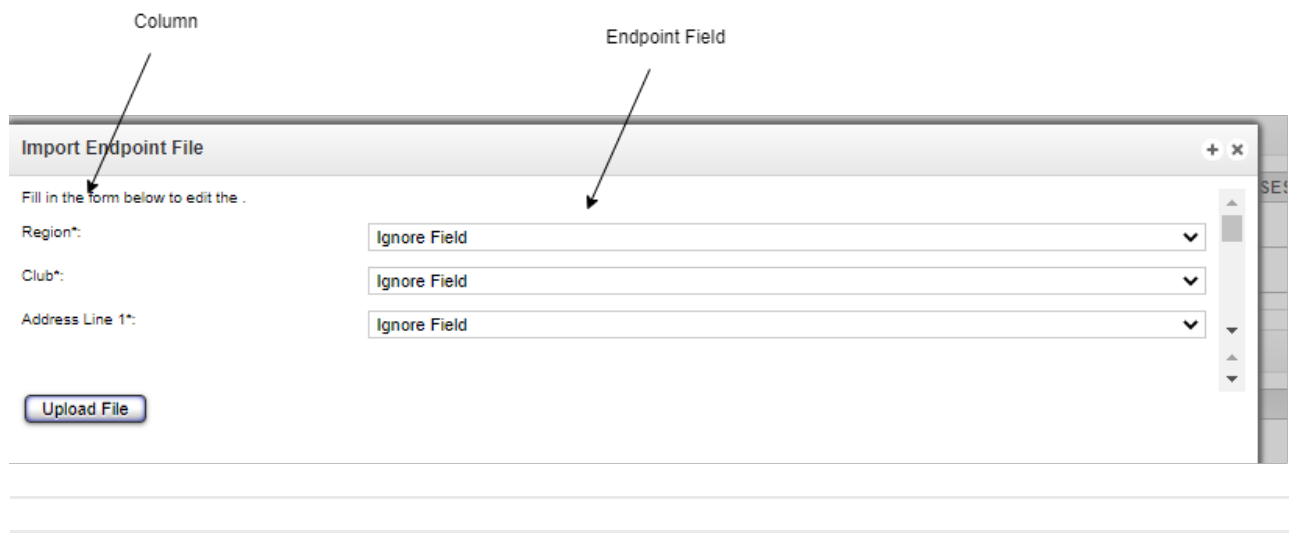
[Sales Dashboard](#) / [Browse Projects](#) / [Viewing Project -QUO:928513 - Banners & Roll Ups](#) / [Edit Project Jobs](#)



**Add Production Job** | **Add Endpoint** | **Compile Project** | **Import Multiple Addresses**

3. Upload an Excel Document with minimum the columns, FAO, Address, City, Postcode

4. Match the Columns to the Fields



**Import Endpoint File**

Fill in the form below to edit the .

**Region\*:** Ignore Field

**Club\*:** Ignore Field

**Address Line 1\*:** Ignore Field

**Upload File**

5. After matching fields click "Save"

Import Endpoint File

Column - 27\*: Ignore Field

Column - 28\*: Ignore Field

Column - 29\*: Ignore Field

Save

Upload File

Revision #1

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