



Address Management

Sublogin Documentation

Guide for Magento administrators, technical project owners, and implementation teams.

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Address Management

Sublogin can keep purchasing addresses under the main customer account while controlling which buyer may use each one. Choose one ownership model, then test billing and shipping separately.

Choose the parent-address mode

Open **Stores > Configuration > MageB2B > Sublogin > Address settings**.

Mode	Use it when
Disallow using customer addresses	Each sublogin must use an address created for that sublogin. Make sure this workflow is enabled before selecting the mode.
Allow to use all customer addresses	Every buyer may ship to every address on the parent account. This is the default.
Use custom address management	The main account must assign an approved subset of parent addresses to each sublogin.

Custom management works well for branches and warehouses. A buyer assigned to Düsseldorf can use that address without seeing every delivery location in the company account.

Decide who may create and reuse addresses

- **Enable add new address option for sublogins in checkout** lets a buyer add an address during checkout.
- **Use sublogin address as a customer** lets the parent customer select addresses created for sublogins.
- **Automatically add new customer address** assigns newly created parent addresses to restricted sublogin address books in custom mode.
- **Allow customer to delete an address used by sublogins** controls whether the parent can remove a still-assigned address.

Keep address creation and deletion restricted when delivery locations require internal approval.

Billing can follow a stricter rule

Bind sublogin to customer default billing address forces billing to the parent customer's default even when the buyer may choose another shipping address. This is useful when branches receive deliveries but all invoices go to the head office.

If **Set customer default address as sublogin default** is enabled, the parent defaults

are used only when the sublogin has no defaults of its own.

Assign addresses to a sublogin

1. Select **Use custom address management**.
2. Open the sublogin from the main customer's **My Sublogins** page or Magento Admin.
3. Select the approved parent addresses.
4. Save the sublogin.
5. Sign in as that buyer and confirm only the expected addresses are available.
6. Test one order with different shipping and billing choices if your policy allows it.

Troubleshoot an empty checkout address list

Check these in order:

1. Does the parent account have a valid address for the current website?
2. In custom mode, is that address assigned to the sublogin?
3. In disallow mode, does the sublogin have its own usable address?
4. Is adding a new checkout address enabled when no stored address exists?
5. Is billing bound to a missing parent default?

Do not loosen every address setting at once. Change one condition in staging and repeat the checkout step.

Related: [Configuration](#) and [Payment and Shipping Restrictions](#).