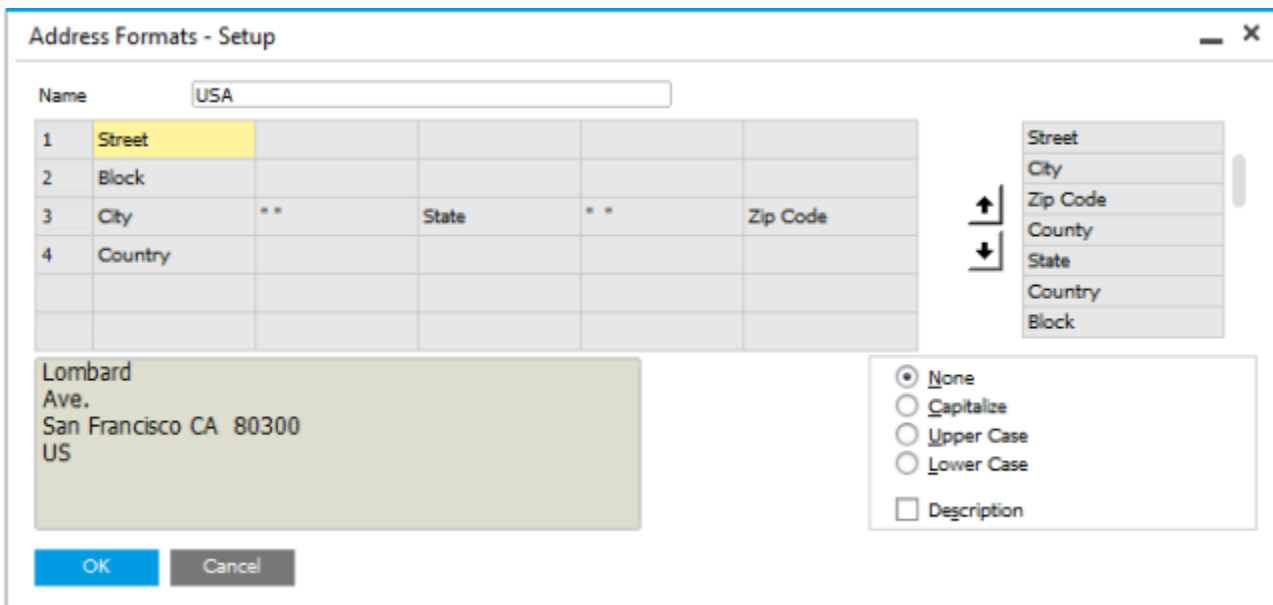


Formatting SAP Business One Addresses

Did you know? The way address details appear on documents can be adjusted to fit any location or need!

SAP Business One enables you to form the address layout and components as required for your business.

In the *Address Formats – Setup* window (*Administration -> Setup -> Business Partners*), you can create multiple address formats:



1	Street				
2	Block				
3	City	**	State	**	Zip Code
4	Country				

None
 Capitalize
 Upper Case
 Lower Case
 Description

Lombard Ave.
San Francisco CA 80300
US

Drag the required address components to the left, use the arrows to set the sequence of the components, assign the relevant formatting to the text using the radio buttons.

Review your address format in the text box on the left of the window.

Available in SAP Business One, version for SAP HANA and SAP Business One.