



## An Address is The Sum of Its Components

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37



2



13

When creating marketing documents the default addresses defined for the given business partner are populated automatically in the Ship To and Bill To fields in the Logistics tab. Most of the time this is a very efficient arrangement, and if needed, the user can choose a different address from the drop down menu. But, what if this is not enough? what if a more specific adjustment is required in the address of the given document? or there is a need to break down the address field for integration purposes?

For such cases, SAP Business One provides you the access to the various address components from within the document. Choose the browsing button next to the address you want to adjust, and in the Address Component window you can make the required changes.

**A/R Invoice**

Customer: C20000  
 Name: Maxi-Teq  
 Contact Person: Norm Thompson  
 Customer Ref. No.:  
 BP Currency: GBP

No.: Primary 379  
 Status: Open  
 Posting Date: 05.10.16  
 Due Date: 04.11.16  
 Document Date: 05.10.16

Contents | Logistics | Accounting | Attachments

Ship To: Hendon Way, London, Greater London NW2 7YT, UNITED KINGDOM  
 Ship to:  
 Bill To: Hendon Way, London, Greater London NW2 7YT, UNITED KINGDOM  
 Bill To:  
 Shipping Type: UPS Ground

Tracking No.:  
 Block Dunning Letters  
 BP Channel Name:  
 BP Channel Contact:

Sales Employee: Sales  
 Owner:  
 Payment Order Run  
 Remarks:

Address Component

Street / PO Box	Hendon Way
Street No.	
Building/Floor/Room	
Block	
City	London
Zip Code	NW2 7YT
County	Greater London
State	

OK Cancel

Add Cancel Copy From Copy To

The changes apply to the given document only and do not affect the address as defined in the business partner master data.

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

This tip and all the other tips are available on the [Tip of the week SCN page](#).

You can also visit the [Implementation Arena](#) for useful implementation tips.



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