



## Form the Address Format

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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:

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.



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