Editing an Address in SAP

- 1. Make sure you are in 'change' mode.
- 2. To edit an address click the 'blue pencil 'at the end of the address line to bring up the address fields.

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Object Property 881 0030 Change: General Data							
	AO Property	88100030	🛃 GM & SM Sutherland,SH1 Sprir	ng			
	General Data	Additional Data Partners	Measurements Assignments Alerts/	Milestones Overviews			
	Address				<u> </u>		
	Description	GM & SM Sutherland, SH	Spring Creek, Lifestyle				
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Details GM & SM Sutherland, SH1 Spr	30.9.13, Final i	nstructions issued for legalisation.					

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Search or enter application name or transaction code							
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👦 🖌 Architect. Object Property 88100030 Change: General Data							
E Change Address Architectural Object X							
Screet Address		tners M					
Street/House number	SH 1	2190					
Postal Code/City	Marlborough District						
Country	NZ New Zealand Region	WLG Wellington III And,SHI Spr					
SH/Routepoint SH 1							
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> Subordinate Objects							
> Overviews							

Populate **ALL** the fields in the following manner.

- Street/House Number Street name (tab to next box) house number
- **Postal Code/City** Postal code (tab to next box) City
- Country NZ
- Region e.g AKL, WLG
- SH/ Routepoint Enter the State Highway number as SH [then number]

Click 'green tick' to accept. The address line will then populate with this information.