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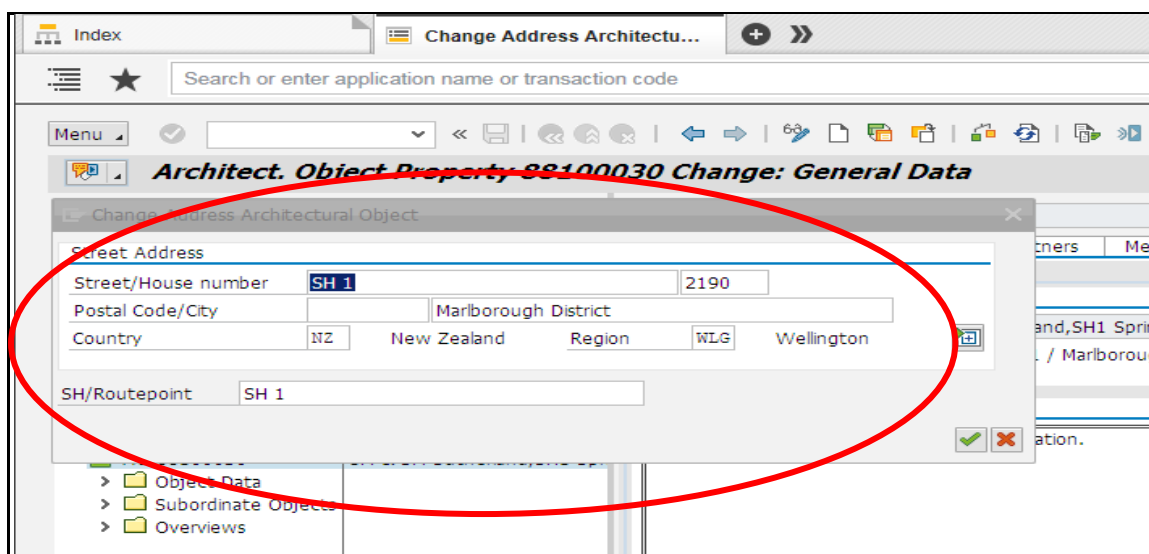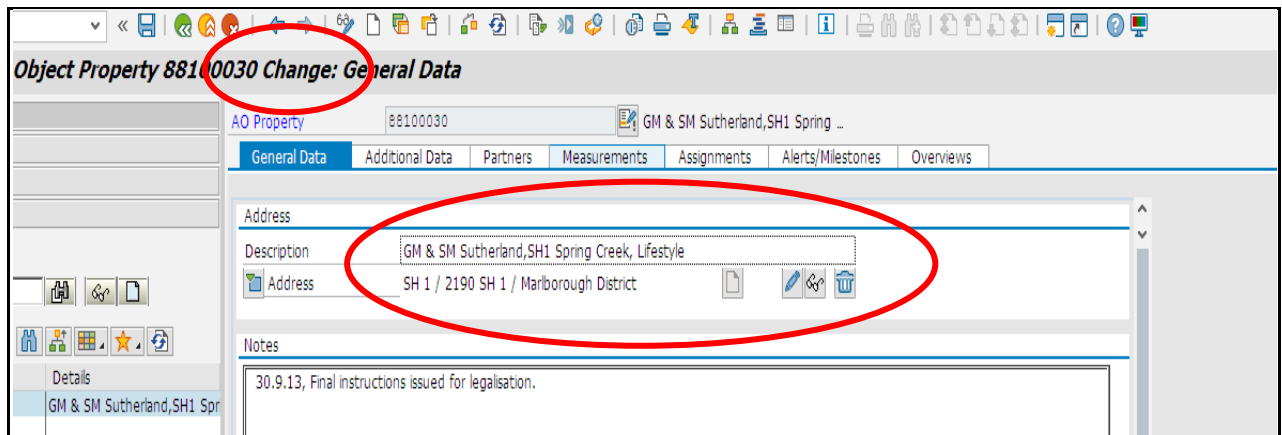
1. Make sure you are in 'change' mode.
2. To edit an address click the 'blue pencil 'at the end of the address line to bring up the address fields.

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.