

Experian for SAP User Guide for EDQ for SAP ERP (ECC6 & S/4HANA)



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1. Product Overview - Address Validation

Experian for SAP Address Validation for SAP ECC6 and S/4 HANA allows the user to capture or verify individual addresses through a single interface. In the case of address capture, users utilize SAP standard fields to enter search information. Instead of manually entering the complete address, the user enters a subset of the address fields before sending this information off to the search engine. A series of dialog Pop up's then guides the user through the corresponding lists of choices, narrowing the search down to return a verified, postal correct address.

The Address validation search engine ensures that even miss-typed address information can be found. For example, to capture a GBR address, all a user needs to enter is the postcode. From here, a list of the premise numbers is presented to the user to pick from. Different countries will require different address information to be supplied to get sensible numbers of choices. Address capture is available for all country datasets currently supported by EDQ.

Address validation for SAP is a SAP accredited address management solution for use within Business Address Services (BAS) in SAP S/4 HANA. The solution provides the ability to verify or capture a full, correct address for any of the EDQ supported country datasets as quickly as possible and with the minimum of interaction with the user.

The solution allows a user to enter an address into SAP S/4 HANA, which is then checked against the reference data for that country. If the address is correct, or can be matched to a final address, then the verified address will be returned to the screen in the configured format. If an address cannot be verified, the user can search for and select the correct final address.

2. Types of Addresses

2.1 Street & Post Box Addresses

Some SAP screens have more than one type of address incorporated into the screen. In this instance, when one of the addresses is altered, the Address Validation functionality will be invoked and will verify the addresses on screen.

Street Address	
Street/House number	
Postal Code/City	HA52EQ london
Country	GB United Kingdom Region
Time zone	GMTUK
	Company Reg No
SIC /	SIC Desc
PO Box Address	
PO Box	129
Postal Code	SW5 0Q5

3. Accepting Search String

When a user invokes the Experian Address Validation functionality in SAP, the address elements entered on the screen are passed through to the search engine. The address elements are passed through as delimited string as configured in the setup. Before these elements are passed through, it is possible to view the search string and edit the elements in the string. Please consult your systems administrator for information on activating or disabling this functionality.

	i		
ar Er Experian Ado	dress Validation - Pleas	e Accept/Modify Search	×
n E		V	
Fearnan Place,G	reenock,PA16 9LZ		
-			 × ×

4. Address Verification – The Address Proposal

Once an address match has been made, either through address verification or address capture, the new address will be returned to the user to confirm the changes.

The address details will be shown in a popup box, and only the elements that have changed between the old and new address will appear in this box. The popup box displays the SAP fields to be altered, the new address details to be accepted, and the old address elements to be changed. To accept the new address, click the *Accept Proposal* button. To cancel any changes and retain the current address, click the *Keep old address* button.

The *Cancel* button cancels out of the Address Validation functionality.

Address	Proposed address	Old address
House Number	28!	
Street	Fearnan Place	
Street 3		Fearnan Place
City	GREENOCK	Greenock
Region	RE	
Postal Code	PA16 9LZ	PA16 9LZ
		A.

4.1 Searching Techniques

This section describes the various techniques that can be used to perform a search Using Address Validation for SAP. It is recommended that all users read this section in order to gain an understanding of how best to use the Address Validation functionality.

4.1.1 Quick Search

This section describes the steps required to perform a typical address search. Please refer to later sections for information on specific search scenarios. In this example a user will be searching for an address in USA data. The final address to be returned is:

290 Bridge St VAIL CO 81657-4590

- 1. We assume that the only address information the user has is the street name and the state.
- 2. Enter the address information into an address screen.

Street Address		
Street/House number	Bridge street	
Postal Code/City		
Country	USA USA	Region CO Colorado
Time zone		ka 📃 📴
		Company Reg No

- 3. Press *Enter* or click on another screen tab to exit the current screen
- 4. The Address Validation application will perform the search and attempt to verify This address. As there is not enough information to verify this address, user Interaction will be required to resolve the final address. A picklist of all the streets that match the search criteria will be returned to the user.

The Matches box in the top right corner shows how many results were returned that match your search criteria.

Experian Address Validation - Street Address R		×
Enter selection	Matches 7	

5. Highlight the Bridge St, Vail CO entry and click Select.

Er Experian Address Validation - Street Address Proposal	×
Enter selection	Matches 7
Street address proposal	
+E Bridge St, Brighton CO 80601 +W Bridge St, Brighton CO 80601 +Bridge St, Canon City CO 81212	
+Bridge St, Delta CO 81416 +E Bridge St, Hotchkiss CO 81419 +W Bridge St, Hotchkiss CO 81419	
+Bridge St, Vail CO 81657	
Search on: Bridge street,CO	
Select Select Undo Keep	Old Address 🗐 🚺 🗙

Experian Address Validation - Street Address Proposal	×
Enter building number/name or organisation Matches 9	
Street address proposal	
+200 284 [even] 81657-4542	
+201 231 [odd] 81657-4501	
+233 299 [odd] 81657-4546	
Brandess-Cadmus, 281 81657-4572	
+286 298 [even] 81657-4545	
Christy Sports, 293 81657-4574	
+300 398 [even] 81657-4503	
+301 399 [odd] 81697-4502	
Timberline Properties, 286 Ste 1 81657-4586	
Bridge St, Vail CO 81657	
Select 🖾 Undo Keep Old Address 🗐 🚺 🎗	

6. Scroll down to premise number 290, highlight this entry and click **Select**.

🔄 Experian Address Validation - Street Address Proposal
Enter selection Matches 3
290
Street address proposal
:286 298 Bridge St, Vail CO [even] 81657-4545
+286 Bridge St, Vail CO 81657
+288 Bridge St, Vail CO 81657
286 298 Bridge St, Vail CO 81657-4545
Select Select Vindo Keep Old Address

7. You will now be presented with a picklist that displays the final addresses at premise 290. Highlight the 290 entry as the final address and click **Select**.

Experian Address Validation - Street Address Proposal	×
Enter selection	Matches 1
290	
Street address proposal	
290 Bridge St, Vail CO 81657-4545	
4	
286 298 Bridge St, Vail CO 81657-4545	t Undo Keep Old Address 🗐 🚺 🗶

8. Upon selecting this address, you will be prompted to verify that this is the address you wish to return to SAP. The dialog box will show the address you have selected and the current address you wish to overwrite. To retain the old address, click **Keep old address**, otherwise click **Accept Proposed** to accept the new address details.

House Number	200	
	290	
Street	Bridge St	Bridge street
City	Vail	
Region	CO	CO
Postal Code	81657-4545	
Country	US	US

9. The final address will be returned to your screen in the fields that you specified in your configuration.

Street Address			
Street/House number	Bridge St	290]
Postal Code/City	81657 Vai		
Country	USA City	Region CO	Colorado
Time zone	MST		

10. At any stage in the picklist, you can step back into the previous picklist screen by clicking the **Undo** button on the toolbar below the picklist.



4.1.2 Misspelled Addresses

Experian for SAP Address Validation for SAP S/4 HANA incorporates a fuzzy matching search engine so that misspelled or incorrect addresses may still be matched. For example, if you are not sure how to spell part of the address, or if the postcode is incomplete, Experian for Address Validation can still return the correct address data. The following example in AUS data shows how to search for an address for which you do not know the correct spelling, nor have the postcode.

- 1. Ensure you are using AUS data by selecting the correct country.
- 2. Type 2 layland road, firntree gully, vic into your address fields and press Enter.

Street Address			
Street 2	layland road		
Street/House number		2	
Postal Code/City	firntree gully		
Country	AU Australia Regi	on VIC	Victoria
Time zone	AUSVIC		

3. Address Validation returns the correct address of:

2 Leyland Rd FERNTREE GULLY VIC 3156

As you can see, the street name and locality were spelt incorrectly – it should be Leyland Road and Ferntree Gully– but the Address Validation application has retrieved the correct address anyway and found the correct postcode.

C	🖻 Experian Address Validat	ion - Street add	ress proposal		×
	Street address p	roposal			
	Address	Proposed addre	ess	Old address	
	House Number	2		2	
	Street	Leyland Rd			
	Street 2			layland road	
	City	FERNTREE GUL	LY	firntree gully	
	Region			VIC	
	Postal Code	3156			
			 Accept 	t proposed Keep Old Address	×

4.1.3 Wildcard Searching

When you search with Address Validation for SAP you can use wildcards to replace one or more missing letters in your address information. There are two wildcards available. You can use a combination of wildcards in your search.

• Question mark wildcard (?)

This wildcard replaces a single character in an address or postcode. For example: Lov?tt St, Manly Vale (AUS data) Hawthorn Ave, ?N21 ?HA (GBR data)

Asterisk wildcard (*)

This wildcard replaces any number of characters at the end of an address Element, except postcode. For example: Bridge *, Vail (USA data) rue de la Creuse, Vendin* (FRA data)

Use multiple wildcards sparingly. If too many wildcards are used in a search there is a risk of considerably extended searching time, and possibly no returned matches.

The example below shows how to search for an address in GBR data where part of the street name and a character from the postcode are unclear. You know that the street name begins with "Aldis", but not the street descriptor ("Drive", "Road", etc).

- 1. Type 23 Aldis*,s?170rz into your address fields and press Enter.
- The wildcards in this search string tell the Address Validation application to look for any street name beginning with "Aldis", in a postcode containing the above combination of characters. The first part of the postcode could therefore be SA17, SB17, SC17 and so on.

Street Address	
Street 2	Aldis*
Street/House number	23
Postal Code/City	s?170rz
Country	GB Australia Region Victoria
Time zone	

- 3. In this case, Address Validation for SAP only finds one match, but if there is more than one result returned; you would need to select the correct address by highlighting the address and clicking **Select**.
- 4. In this case the final address returned is:

Street Address	
Street 2	
Street/House number	Aldis Street 23
Postal Code/City	SW17 ORZ LONDON
Country	GB United Kingdom Region
Time zone	GMTUK Region

4.1.4 Keyword Searching

A user can also use the asterisk to look for certain key words. To do this, precede the first address element with the asterisk wildcard. For example, the search "*park, perth" returns all addresses in the city of Perth (in AUS data) with a first address element of "park".

In a keyword search, the asterisk can be anywhere in the address element. This type of search is especially useful if you are looking for a particular type of organisation or institution; for example, banks, colleges, hospitals etc. For example, the search "*university,melbourne" looks for any university in Melbourne.

4.1.5 Returning an Unrecognized Address

When you enter property information, you can return an unrecognised address by entering the premise number, followed by !. For example:

1. Enter Fearnan Place, Greenock, PA16 9LZ into your address screen, and press **Enter**.

Street Address	
Street 3	Fearnan Place
Street/House number	
Postal Code/City	PA16 9LZ Greenock
Country	GB United Kingdom Region Middlesex
Time zone	GMTUK

2. A picklist is returned, displaying the range of available premise numbers for the postcode.

	Erexperian Address Validation - Street Address Proposal	
	Enter building number/name or organisation Matches 2	
30	Street address proposal	
LC	+1 8	
	+10 16 [even]	I.
L		
L		I
L		
l		F
l		
I	Fearnan Place, GREENOCK, Renfrewshire PA16 9LZ	
		4
	Select 🖾 Undo Keep Old Address 🗐 🚺 🗙	

3. Type "28!" into the **Enter building number / name or organisation** box, to return an address not within the returned range.

🖻 Experian Address Validation - Street Address Proposal	×
Enter building number/name or organisation	Matches 2
28!	
Street address proposal	
+1 8	
+10 16 [even]	
	N
	-13
Fearnan Place, GREENOCK, Renfrewshire PA16 9LZ	
Select	Undo Keep Old Address 🗐 🚺 🗙

- 4. The picklist now displays the premise number that you have specified. Click **Select** to return this as your final address.
- 5. The address proposal box prompts you to confirm you would like to change the address details.

Address	Proposed address	Old address
House Number	28!	
Street	Fearnan Place	
Street 3		Fearnan Place
City	GREENOCK	Greenock
Region	RE	
Postal Code	PA16 9LZ	PA16 9LZ
		2

6. The address is returned to your screen with the premise number you have entered.