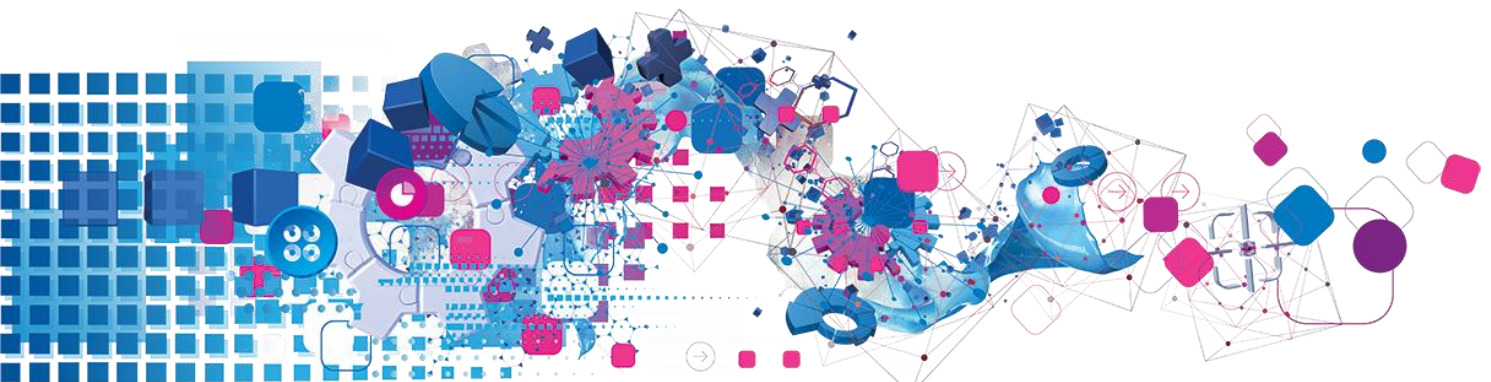# Experian for SAP

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

Contents

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.

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.
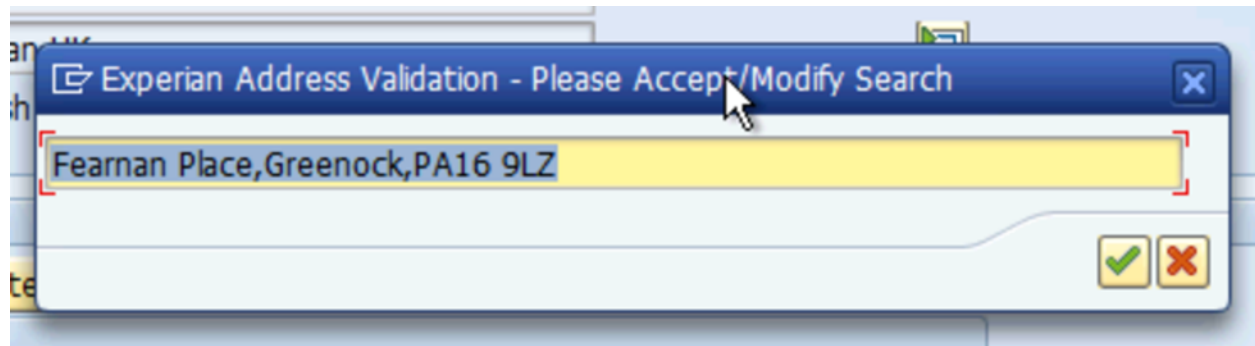

4. Address Verification – The Address Proposal

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.
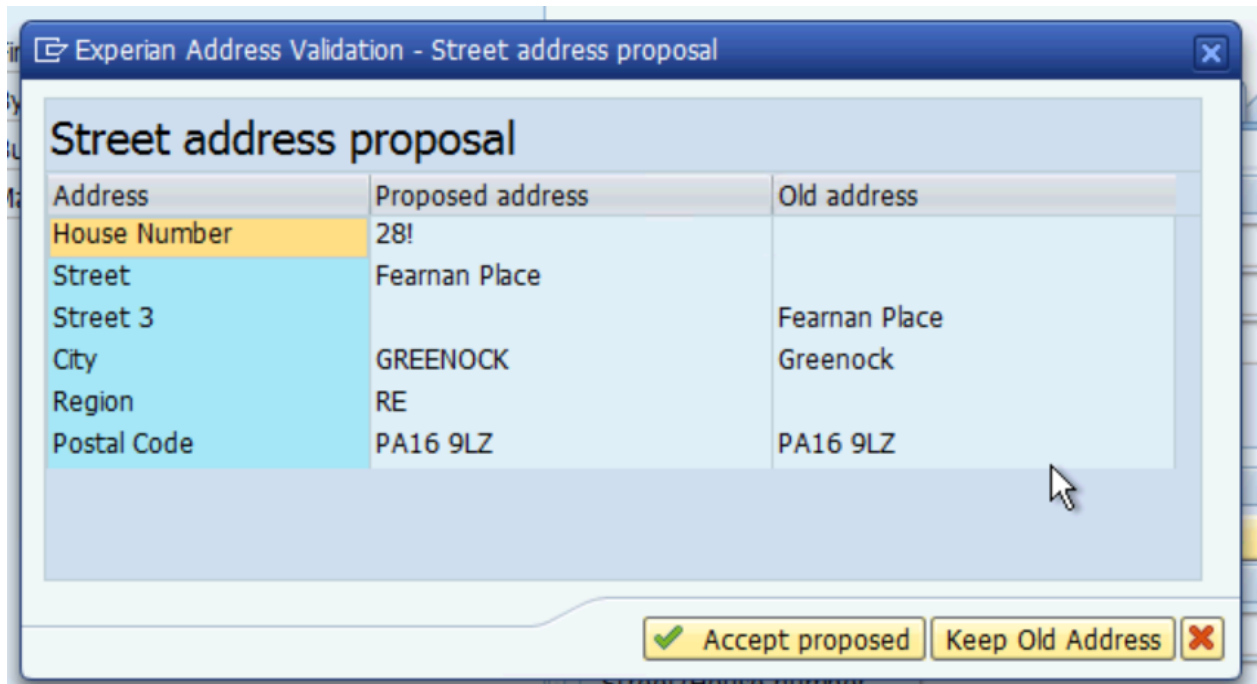
4.1 Searching Techniques

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	US	USA	Region	CO	Colorado
Time zone					
			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.

5. Highlight the **Bridge St, Vail CO** entry and click **Select.**
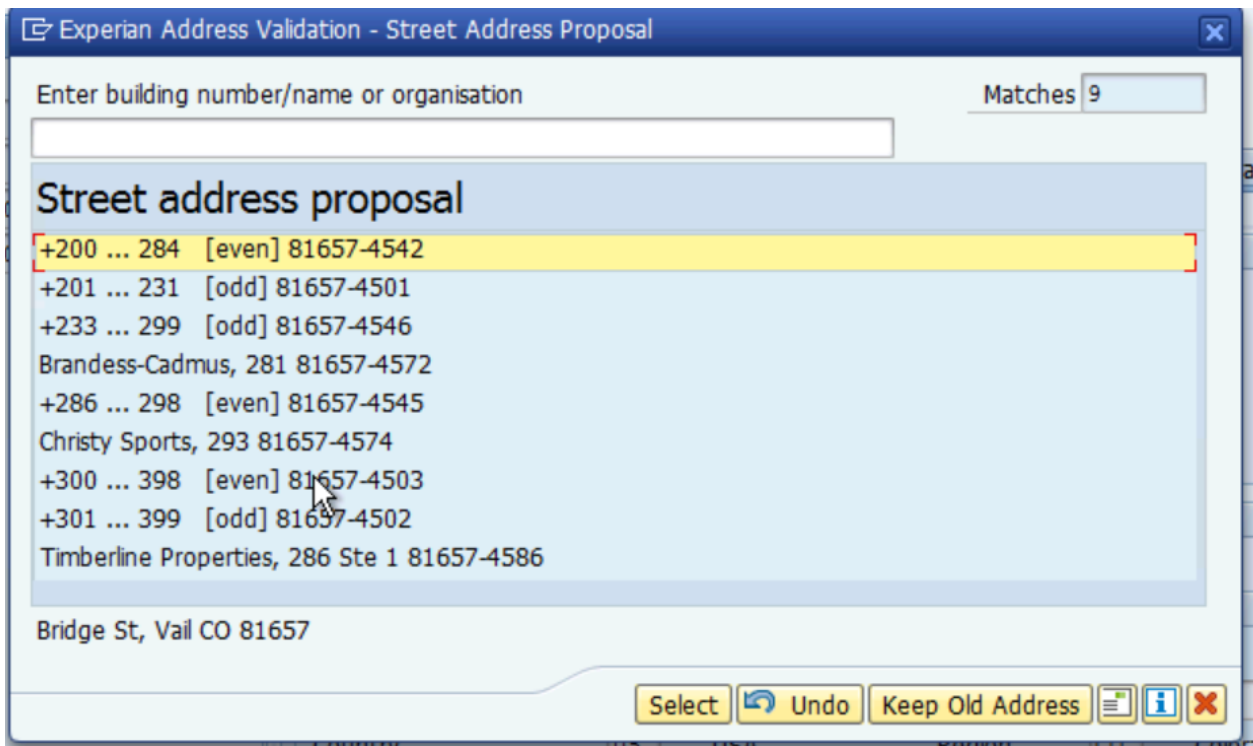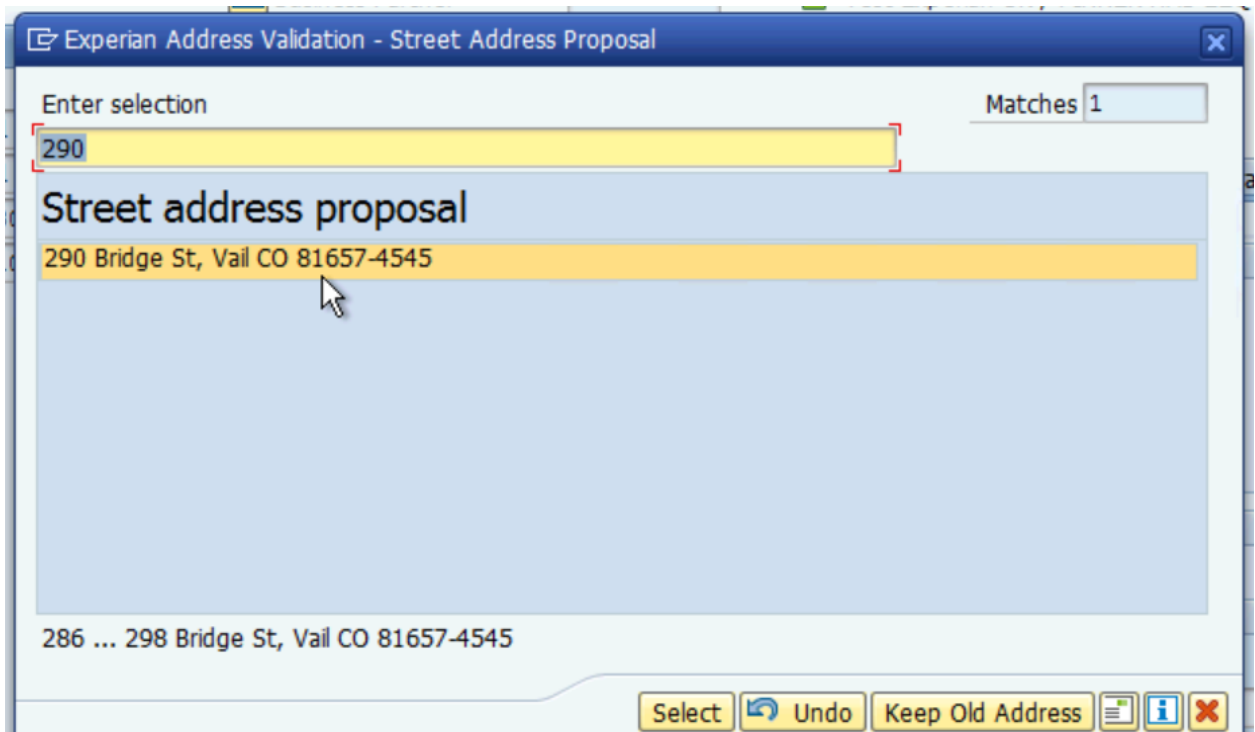
6. Scroll down to premise number 290, highlight this entry and click **Select**.
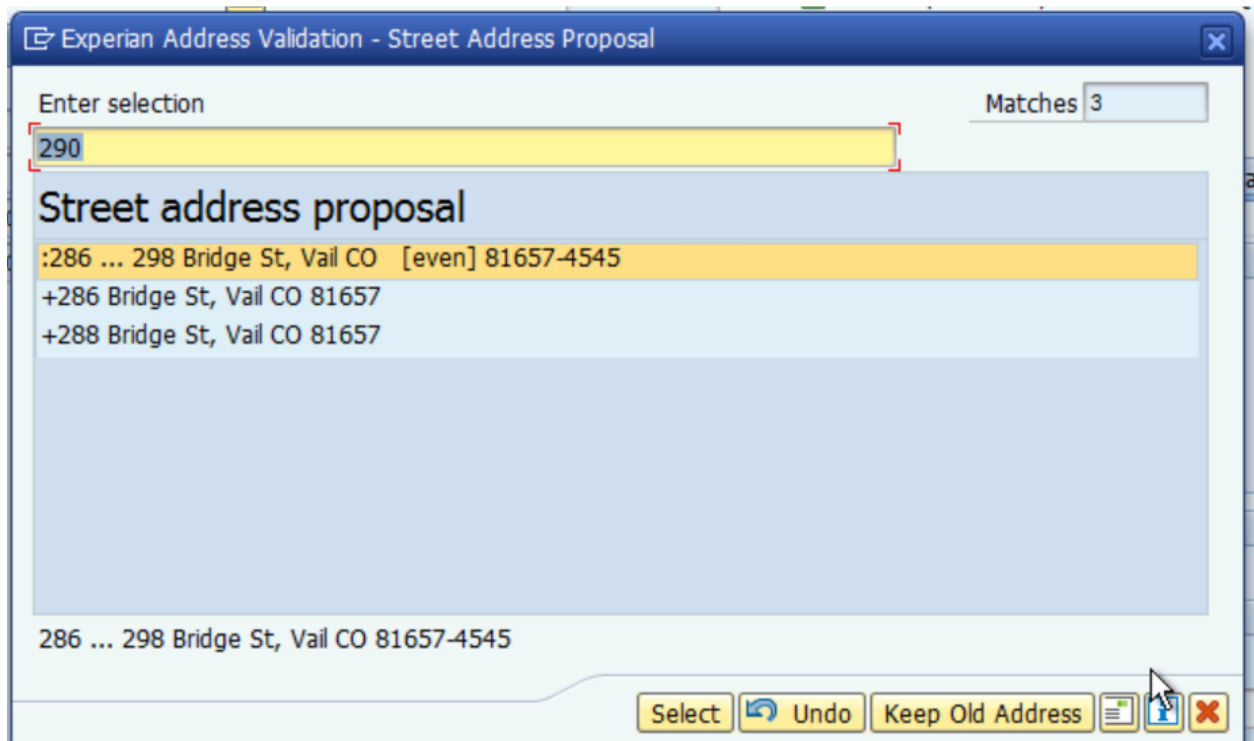
7. You will now be presented with a picklist that displays the final addresses at premise 290. Highlight the 290 entry as the final address and click **Select**.

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.
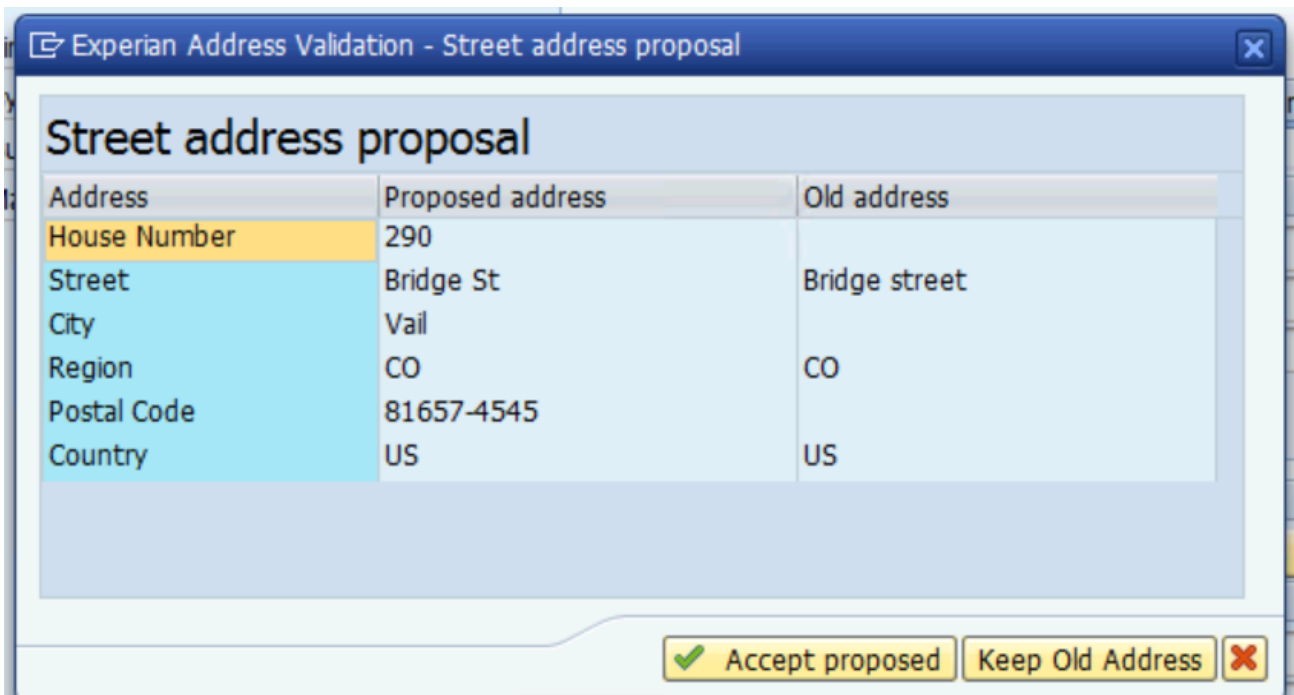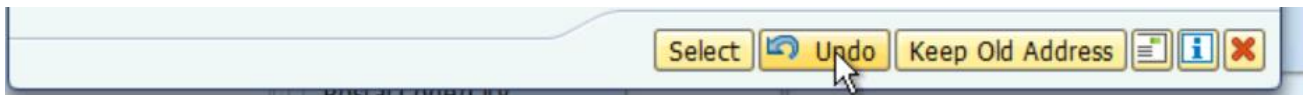

9. The final address will be returned to your screen in the fields that you specified in your configuration.

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**.

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.
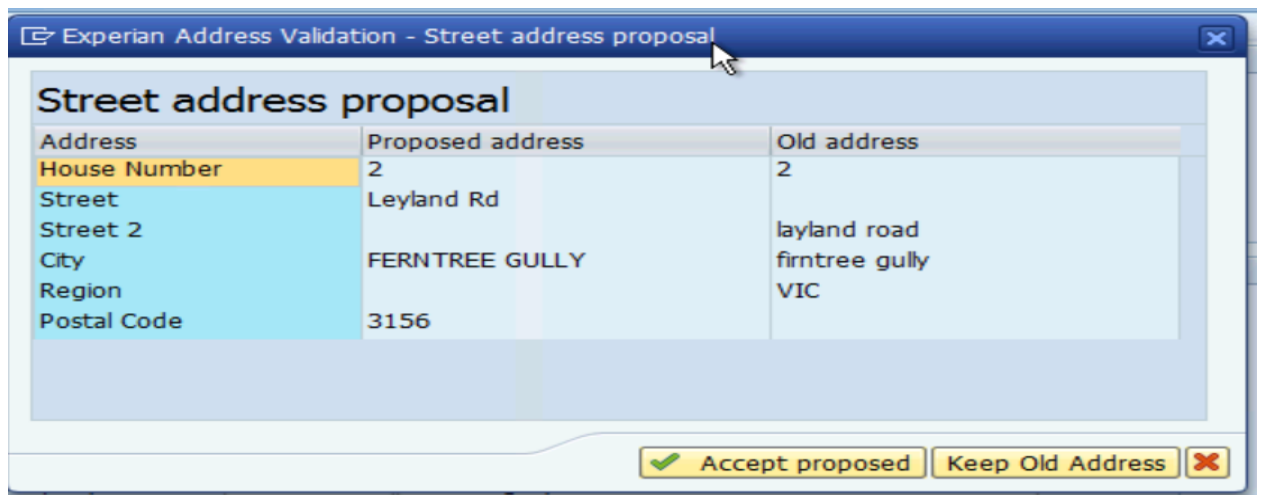
4.1.3 Wildcard Searching

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**.
2. 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 S**A**17, S**B**17, S**C**17 and so on.

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:

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**.

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

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

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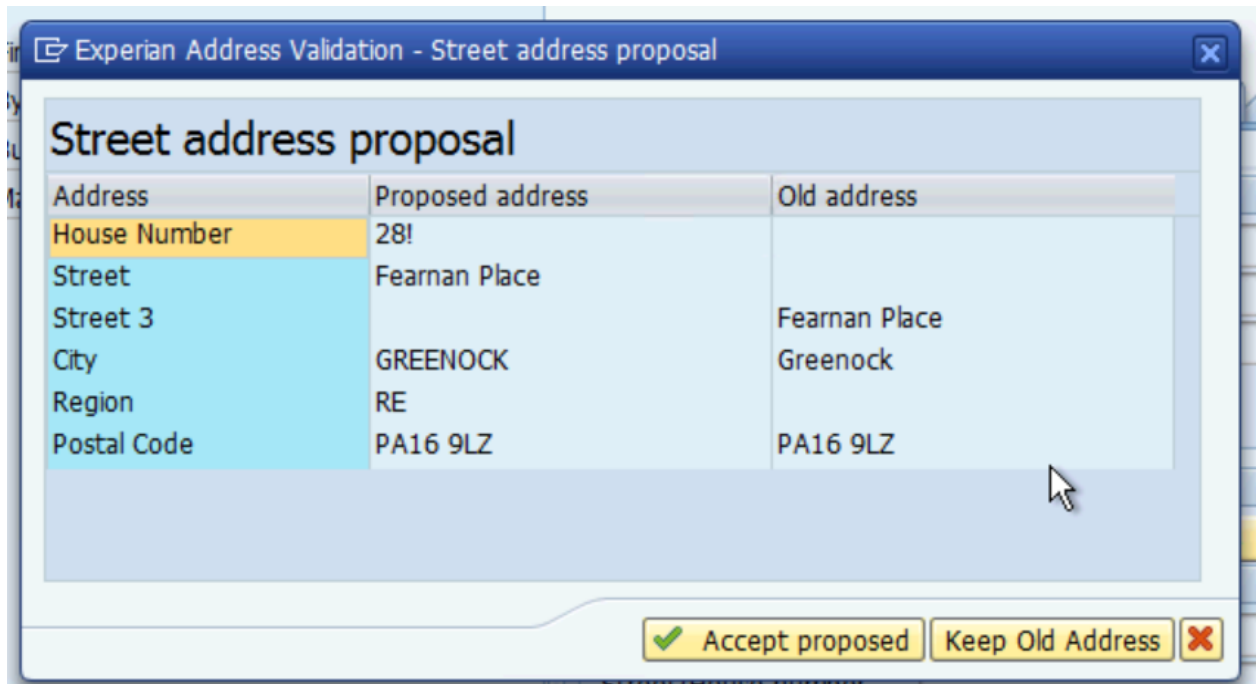
6. The address is returned to your screen with the premise number you have entered.