

Which address format is used to define a supplier address?

Supplier Addresses should be specified using the Postal Address Style Format.

Country specific address formats can be defined using the Manage Address Formats task. Address elements for a given supplier address are driven by the country and are derived from the address format defined for that country.

Follow the steps below to locate the country specific address format used for defining your supplier addresses:

1. Navigate to Setup and Maintenance Workarea.
2. Locate the Manage Address Formats task.
3. Address formats can be specific to a given country. Select the country of a given supplier address.
4. Select the Style as Postal Address and click on the Search button.

Manage Address Formats Done

Search Saved Search: All Address Formats

Code: Description:

Name: Style: Postal Address

Default Format for Style: Country: United States

Search Results

Actions View Format +

Name	Code	Style	Locale	Description
United States Postal Address Format	POSTAL_ADDR_US	Postal Address	United States	

5. Click on the link that appears under the Name column.
6. This will bring you to a page that displays the format used by supplier addresses defined for the country specified in the search and should map to the Address elements displayed on the Create or Edit Address page of a supplier for that country.

Address Style Format: United States Postal Address Format

Overview

Code: POSTAL_ADDR_US Description:
 Name: United States Postal Address Format Default Format for Style: —
 Address Style: Postal Address

Format

Format Layout Locale Assignment

Format Variation

1: Format Variation Layout

View ▾ Format ▾ + × Preview Layout

* Line	* Position	Prompt	* Address Element	Required	Uppercase
▶ 1	1	Address Line 1	Address line 1	—	—
▶ 2	1	Address Line 2	Address line 2	—	—
▶ 4	1	City	City	—	✓
▶ 4	2	State	State	—	✓
▶ 4	3	Postal Code	Postal code	—	✓
▶ 5	1	Country	Country	✓	✓

Tip: If no address format has been defined for a country, a default address format is available. You can use the following search criteria to locate that format.

Manage Address Formats

Search

Code Description
 Name Style ▾
 Default Format for Style ▾ Country

Search Results

Actions ▾ View ▾ Format ▾ + ✎

Name	Code	Style	Locale	Description
Default Postal Address Format	POSTAL_ADDR_DEF	Postal Address		