

## Tips Of The Week

### Address Field

1. Order and remittance addresses are established according to order forms, invoices or other documentation and are entered into KFS as UPPERCASE. Two (2) address lines are available, each limited to 45 characters. Common words are abbreviated rather than words crucial to recognizing the official order and remittance addresses.

Common words are uniformly abbreviated even if the full vendor address is within the 45 character limitation.

Refer to the attached listing of common word abbreviations for vendor addresses.

2. Commas, apostrophes, and periods are not used in the address field.

Address is:                      Reflected In Vendor File As:

P.O. Box 398                      PO BOX 398

3. The Post Office reads an address from bottom to top. Therefore, the lower lines will include the most important address information (i.e., PO Box, street address). Attention, in care of, suite number, room number, apartment number, Doing Business As (DBA), and other designations (schools, departments) will be reflected on the top address line.

4. City, state, country, and zip codes are separate fields.

a. Standard two-letter state abbreviations are used.

Address is:      Reflected In Vendor File As:

Hawaii .....HI

b. Standard two-letter foreign country abbreviations are used.

Address is:      Reflected In Vendor File As:

Canada .....CA

c. For US, 9-digit postal codes will be used whenever available, otherwise 5-digit postal codes will be used.