

Tips Of The Week

Vendor Name/Address Conventions

Vendor Field

1. Vendor/Payee names are established according to order forms, invoices or other documentation and are entered into KFS as UPPERCASE. Vendor name is limited to 45 characters. Common words are abbreviated rather than words crucial to recognizing the official business name.

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

Refer to the attached list of Common Abbreviations for vendor names and addresses.

Note: In some exceptional situations, when the vendor name is extremely long, additional word abbreviations may be required to meet the 45 character limitation.

Note: IRS limits 1099 and 1042 vendor names to 40 spaces.

2. If a vendor name begins with "a", "an", or "the", these words are omitted:

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
The Durham Print Shop	Vendor Name: DURHAM PRINT SHOP

3. If "a", "an", "the" are within a name that exceeds 45 characters, these words are omitted:

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
American Association of the Lab Animal Science.....	Vendor Name: AM ASSN OF LAB ANIMAL SCIENCE

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4. Commas, apostrophes, periods, and slashes are not used in the name field.

Vendor Name Is:
Al's Carpet Center Vendor Name: ALS CARPET CTR
A/1 Lock and Key Service Vendor Name: A1 LOCK AND KEY SRVC

Reflected In Vendor File As:

5. Hyphenated Names are entered as two units. A space is used in place of the hyphen.

Vendor Name Is:
Mary Case-Brown
Liliha X-Ray Service

Reflected In Vendor File As:
First Last Name: MARY CASE BROWN
Vendor Name: LILIHA X RAY SRVC

5. Hyphenated Names are entered as two units. A space is used in place of the hyphen.

Vendor Name Is:
Mary Case-Brown
Liliha X-Ray Service

Reflected In Vendor File As:
FirstLastName: MARY CASE BROWN
Vendor Name: LILIHA X RAY SRVC

6. Signs are used if it is accepted as part of the vendor's name.

Vendor Name Contains:
@
+
.....
.com

Reflected In Vendor File As:
Vendor Name: @ ONCE
Vendor Name: A + WELDING
Vendor Name: R & R #2
Vendor Name: CLICKSMART.COM INC

7. Ampersand "&" is used in place of "and":

Vendor Name Is:
American Telephone and Telegraph

Reflected In Vendor File As:
Vendor Name: AT & T



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8. Initials of the vendor are established if directed by the vendor's remittance invoice. Spaces are not used to separate initials.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
W Grainger	Vendor Name: WW GRAINGER

9. Vendor acronym name will be spelled out in the Vendor Table if available.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
ASCE	Vendor Name: AM SOC OF CIVIL ENGINEERS

Acronyms are added to the vendor file when the vendor is only using its acronym name and does not indicate what the acronym represents.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
ISCH.....	Vendor Name: ISCH

10. Prefixes such as De, Du, La, Los, Mac, Mc, San, Van, O, are included as part of the last name with no space separation.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
Michael Van Sickle	First Last Name: MICHAEL VANSICKLE
Paul Mc Adams	First Last Name: PAUL MCADAMS
Mary O'Hara	First Last Name: MARY OHARA

11. Mr., Mrs., Ms., Miss, Dr. or professional credentials are not reflected.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
Mrs. Jane Long	First Last Name: JANE LONG
Dr. Ryan Iwamoto	First Last Name: RYAN IWAMOTO
David Logan M D	First Last Name: DAVID LOGAN
Maryann Ishikane R N	First Last Name: MARYANN ISHIKANE

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Exception: Professional credentials are used if it is part of the corporate name.

Vendor Name Is:

Frank A. Farren M. D. Inc

Reflected In Vendor File As:

Vendor Name: FRANK A FARREN MD INC

12. Alias names may be established when a vendor is recognized under more than one name. Vendor search can be performed on either name to locate the record.

Vendor Name Is:

President Theodore Roosevelt High School

Reflected In Vendor File As:

Vendor Name: PRES THEODORE ROOSEVELT HI SCH

Vendor Name Is:

Roosevelt High School

Reflected In Alias File As:

ROOSEVELT PRESIDENT THEODORE

13. Alias names may also be established if a vendor name is extremely long and the abbreviated version appears difficult to recognize (need to abbreviate words not normally abbreviated). The alias name will be reflected using the list of common word abbreviations, then truncated at the 45 character limit.

Vendor Name Is:

National Federation of Community Broadcasters ...

Reflected In Vendor File As:

Vendor Name: NATL FED OF COMMU BRDCSTR

Reflected In Alias File As:

NATL FEDERATION OF COMMUNITY BROADCASTERS

Vendor Name Is:

National Federation of Community Broadcasters ...

Reflected In Vendor File As:

Vendor Name: NATL FED OF COMMU BRDCSTR

Reflected In Alias File As:

NATL FEDERATION OF COMMUNITY BROADCASTERS