

Vendoring February, 2004

VENDOR NAME

Attaching the correct vendor number to your document ensures the greatest accuracy in all reports and payment. The Vendor Name field provides a simple mechanism to look up the correct vendor number to attach to your document. Simply click on (list); a box will appear; type in your search criteria. A list will pop up of all of the vendors whose names begin with the letters you entered. Simply scroll down using the arrow keys until you find the correct vendor, be sure that name is highlighted and click on OK. (You may use the page up and page down keys to move more quickly.) All of the vendor address information automatically fills in for you.

If you wish to change any of the vendor information (per document only), press Shift-tab (Previous field) to move back to the field you wish to change or use the mouse.

If you did find the vendor but the address is not correct, select that vendor from the list by highlighting it and clicking on OK. Use previous field (shift-tab) or mouse to move back to the address fields and change them to the correct values.

If you have questions about how to vendor your document, contact:

Accounts Payable	Mail Desk	491-7113
Purchasing	Sue Butler	491-1522

VENDOR NAME GUIDELINES

******* GENERAL *******

No punctuation is used. EXCLUDED are apostrophes, ampersands, tildes, number sign, plus sign, at symbol, as well as standard punctuation marks.

The asterisk "*" is used in the name field ONLY as a sorting character; and does not appear on Purchase Orders or Checks.

******* NAME FIELD *******

AMPERSAND " & ", HYPHEN " - ", PERIOD " . ", COMMA " , ", OR SLASH " / ".
If a company name starts with initials and contains an ampersand, delete the ampersand and substitute a space:

INCORRECT

R & D Plumbing Supply
H & H Painting

CORRECT

R D PLUMBING SUPPLY
H H PAINTING

Substitute the word "AND" for all other ampersands:

INCORRECT

Lewan & Associates
Don & Bob's Shop

CORRECT

LEWAN AND ASSOC
DON AND BOBS SHOP

Delete hyphens, periods, commas or slashes, substituting a space:

INCORRECT

I. B. M.
Company Name, Inc.
Smith/Jones Paint
Betty-Jean's Plants

CORRECT

I B M
COMPANY NAME INC
SMITH JONES PAINT
BETTY JEANS PLANTS

VENDOR SORTING CAPABILITIES

The asterisk " * " is used ONLY as a sorting character to allow words such as "THE", an individual's first name, etc., to print on documents; while the system will search for the vendor under the correct (filing) name. No spaces precede or follow the sort character.

INCORRECT

The Book Company
A Stitch 'n Time
J. R. Brewer Tire
University of Utah
Dr. Fred Jones

CORRECT

THE*BOOK COMPANY
A*STITCH N TIME
J R*BREWER TIRE
UNIV OF*UTAH
DR FRED*JONES

INITIALS USED AS COMPANY NAMES

When a company is known by initials only, or initials are the first "Words" in the name, separate each initial by a space:

INCORRECT
I.B.M. Company
IEEE
AMF Bowling

CORRECT
I B M COMPANY
I E E E
A M F BOWLING

NAME FIELD - SPELLED OUT

Directions as names: Always spell out names that contain directions: Northern, South, Southwestern, etc.

CORRECT
NORTHERN COLO ALLERGY CLINIC
NORTHERN COLO PAPER
SOUTH COAST ELECTRONICS

NAMES THAT START WITH NUMERALS

When a vendor's name starts with a numeral, always spell out the numeral.

INCORRECT
3M Company
1st Mark Trading

CORRECT
THREE M COMPANY
FIRST MARK TRADING

NAMES THAT START WITH ALPHA'S BUT CONTAIN NUMERALS

When a numeral appears in the body of the vendor name, do not spell out the numeral.

INCORRECT
A-1 Rentals

CORRECT
A 1 RENTALS

NAME FIELD - UNIVERSITIES

Utilize the "sort" function to input universities so that "University" is not the search word:

INCORRECT
Univ of Calif at Davis

CORRECT
UNIV OF*CALIF AT DAVIS

**ABBREVIATIONS USED
IN NAME FIELDS
ABBRVIATE WHEN
FIRST WORD IN VENDORS NAME**

AMER	American
ASSOC	Associated
BIOCHEM	Biochemistry
INST	Institute
SOC	Society

**ALWAYS ABBREVIATE IN
VENDORS NAME**

AMER	American
ASSN	Association
BLDG	Building
CALIF	California
CO	Company
COLO	Colorado
CORP	Corporation
DEPT	Department
ENT	Enterprises
INC	Incorporated
INTL	International
MFG	Manufacturing
MGMT	Management
MTN	Mountain
NATL	National
ST	Saint
TECH	Technology
U S	United States
UNIV	University

**THE FOLLOWING ABBREVIATIONS CAN BE USED
IN THE VENDOR NAME FIELD**

ACCRED	Accreditation	IND	Industry
ADMIN	Administration	INFO	Information
ASSOC	Associated	INST	Institute
BIOCHEM	Biochemistry	LAB	Laboratory
CHEM	Chemistry	LTD	Limited
COLO	Colorado	MED	Medical
COMMUN	Communication	PHAR	Pharmacy
CONF	Conference	PROD	Product
CTR	Center	PUBL	Publishing
DEV	Development	RES	Research
DISTR	Distribution	SCH	School
DIV	Division	SCI	Science
EDUC	Education	SOC	Society
ELEC	Electric/Electrical	SUP	Supplies/Supply
ENGR	Engineer/ing	SVC	Service
ENV	Environmental	TELECOM	Telecommunication
EQUIP	Equipment	VET	Veterinary
GRP	Group	VOC	Vocational
HOSP	Hospital		
ILLUST	Illustration		