

Supplier and Customer Naming Conventions

When searching for suppliers or customers by name you MUST use these naming conventions.

Administration	ADMN	Education	EDUC	Manufacturing	MFG
Agriculture	AG	Employment	EMPL	Marketing	MKTG
American	AMER	Engineer(ing)	ENGR	Medical	MED
Associate(s)	ASSOC	Environment(al)	ENV	National	NATL
Association	ASSN	Equipment	EQUIP	Nutritional	NUTR
Biology(ical)	BIO	Executive	EXEC	Production	PROD
Building	BLDG	Extension	EXT	Professional	PRO
Center	CTR	Federal/Federated	FED	Psychiatry/Psychology	PSYCH
Chemistry(ical)	CHEM	Foundation	FNDTN	Publication/Publishing	PUB
Columbia	COL	General	GEN	Rehabilitation	REHAB
Commission	COMM	Government	GOVT	Saint Louis	STL
Company	CO	Hospital	HOSP	Science(s)	SCI
Cooperative	COOP	Incorporated	INC	Service(s)	SVC
Corporation	CORP	Information	INFO	Society	SOC
County	CTY	Institute	INST	System(s)	SYS
Department(al)	DEPT	International	INTL	Technical(ology)	TECH
Development(al)	DEV	Kansas City	KC	United States	US
Diagnostic	DIAG	Laboratory	LAB	University	UNIV
District	DIST	Library	LIB	Veterinary(ian)	VET
Division(al)	DIV	Limited	LTD		
Economic	ECON	Management	MGMT		

STATE ABBREVIATIONS

ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
COLORADO	CO	NEW MEXICO	NM
CONNECTICUT	CT	NEW YORK	NY
DELAWARE	DE	NORTH CAROLINA	NC
FLORIDA	FL	NORTH DAKOTA	ND
GEORGIA	GA	OHIO	OH
HAWAII	HI	OKLAHOMA	OK
IDAHO	ID	OREGON	OR
ILLINOIS	IL	PENNSYLVANIA	PA
INDIANA	IN	RHODE ISLAND	RI
IOWA	IA	SOUTH CAROLINA	SC
KANSAS	KS	SOUTH DAKOTA	SD
KENTUCKY	KY	TENNESSEE	TN
LOUISIANA	LA	TEXAS	TX
MAINE	ME	UTAH	UT
MARYLAND	MD	VERMONT	VT
MASSACHUSETTS	MA	VIRGINIA	VA
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

SUPPLIER NAMING RULES

- The names of individuals should be entered using the PeopleSoft standard: *Last Name,First Name*. A space should not be entered between the names.

If the middle name, or middle initial is known, the name or initial should be entered behind the first name. A space should be included between the first and middle name.

If only the initials are provided for the first and middle name, the initials should be entered together without a space.

Examples:

- A. SMITH,LAURA SUE
- B. SMITH,LAURA S
- C. SMITH,L SUE
- D. SMITH,LS

- The names of Petty Cash Custodians should be entered using the same format as individuals, but PC CUSTODIAN should be included after the first name.

Example:

- A. SMITH,LAURA PC CUSTODIAN

- Salutations should not be included in the names of individuals

Examples:

- A. MRS, MS, MISS, MR
- B. PHD, MD, DR

- Punctuation should not be included in the supplier name, except for the comma separating the first and last name of an individual.

Example:

- | | |
|---------------------------------|------------------|
| A. HAPPY SMILES, LLC | HAPPY SMILES LLC |
| B. WILLIAMS,KEVIN G. | WILLIAMS,KEVIN G |

- Spaces should not be entered between initials

Example:

- | | |
|----------------------------------|------------------|
| A. A B C DISTRIBUTING | ABC DISTRIBUTING |
| B. P O BOX | PO BOX |

- Acronyms should not be used
- Two-letter postal abbreviations should be used when U.S. State(s) are listed in the supplier Name

a) Example:

- | | |
|------------------------------------|----------------|
| A. MISSOURI LANDSCAPING | MO LANDSCAPING |
|------------------------------------|----------------|

- Cardinal Directions should be abbreviated

Example:

- | | |
|-------------------------|----|
| A. SOUTH | S |
| B. NORTHWEST | NW |