

VENDOR MAINTENANCE
Vendor Naming Conventions



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OVERVIEW

The purpose of this document is to set forth vendor naming standards and best practices for maintaining vendors on the Vendor file. Naming standards will be used to provide a guideline for consistency and accuracy in the naming conventions for new vendors. Improper or lax standards can cause significant degradation of the accuracy of information generated from the system, fines for improper tax reporting, and loss of control. The naming conventions discussed here make it easier for users to identify vendors they want to use for transactions and reduce the number of duplicate vendors.

Vendor - Windows Internet Explorer
https://pr-fs.dev.gafirst.usg.edu:8080/psp/FCON01/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.G
Certificate Error
Google

File Edit View Favorites Tools Help

Vendor

ORACLE

Home Worklist MultiChannel Console Add to Favorites Sign out

Menu

Search:

My Favorites
Customers
Partners
Products
Catalog Management
Pricing Configuration
Customer Returns
Items
Cost Accounting
Vendors
Vendor Information
Add/Update
Vendor
Review Vendors
Vendor User
Define Vendor User
Maintain
Approve
1099/Global Withholding
California EDD
Central Contractor Registry
Purchasing
eProcurement
Sourcing
Engineering
Manufacturing Definitions
Production Control
Configuration Modeler
Product Configurations
Quality
Demand Planning
Inventory Policy Planning
Supply Planning
Grants
Program Management
Project Costing
Proposal Management
Maintenance Management
Resource Management

Identifying Information Address Contacts Location Custom

SetID: 27000 Check for Duplicate

Vendor ID: NEXT

*Vendor Short Name:

*Vendor Name 1:

Vendor Name 2:

*Status: Approved *Classification: Federal

*Persistence: Regular HCM Class:

Withholding Open For Ordering Expand All Collapse All

Vendor Relationships

Corporate Vendor InterUnit Vendor

Corporate Vendor ID: InterUnit Vendor ID:

Create Bill-To Customer

Create Bill To Customer

Additional ID Numbers
Duplicate Invoice Settings
Government Classifications
Standard Industry Codes
Additional Reporting Elements

Expand All Collapse All

Save Notify Refresh Add Update/Display Include History Correct History

Internet 100%

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VENDOR SHORTNAME STANDARDS

The vendor shortname is entered into the system to uniquely identify a vendor for voucher and purchasing entries. Each vendor entered into the system will have its own vendor shortname which cannot be identical to another vendor shortname. The system utilizes a number extension to keep the shortname unique.

General Rules

1. Use ALL CAPS when entering the shortname.
2. Do not use any spaces.
3. Enter up to the first ten (10) characters of the name. If the vendor name has 10 or more characters, the shortname should have 10 characters.

Examples

<u>COMPANY/INDIVIDUAL</u>	<u>SHORTNAME</u>
ExxonMobile	EXXONMOBIL
Home Depot	HOMEDEPOT
Staples	STAPLES
Sterling Consulting	STERLINGCO
Thomas Chevrolet	THOMASCHEV

Businesses

1. When a company name has an **ampersand (&)**, do not include the ampersand in the shortname.

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
A & B Construction	ABCONSTRUC
Baker & Associates	BAKERASSOC
Broadways To & Go	BROADWAYST
August Red & Blue	AUGUSTREDB

2. When a company name uses **initials**, include the initials in the shortname.

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
L R W Corporation	LRWCORPORA
TG Enterprises	TGENTERPRI
P G&G Medical	PGGMEDICAL

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3. When a company name contains **punctuation** (see below), do not include the punctuation.

period [.]
colon [:]
semicolon [;]
comma [,]
question mark [?]
exclamation [!]
dash [-]
slashes [/ or \]

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
M-P Association	MPASSOCIAT
C/I Mitchell & Best	CIMITCHELL
Buy.com	BUYCOM

4. When a company name contains **numbers**, include the numbers.

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
WFXG Fox 54 TV	WFXGFOX54T
WGAC 780 AM	WGAC780AM
1st Source	1STSOURCE
Curtis 1000	CURTIS1000

5. When a company name contains a **special character** (see below), do not include the special character.

Special Characters [@ % * # \$]

Includes:

Apostraphe [']

Quotation ["]

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
Inn @ Ellis Square	INNELLISSQ
McDonald's	MCDONALDS
AAMCO #1221	AMMCO1221
Party City #21	PARTYCITY2

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6. When the **first word** of a company's name is **'The'** do not include it in the shortname.

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
The Citi Group	CITIGROUP
Just The Fax	JUSTTHEFAX
Pete's on the Hill	PETESONTHE
A World of Music	AWORLDOFMUS
The Supply Corp	SUPPLYCORP

7. When the **first words** of a city vendor is **'City of'** include it in the shortname.

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
City of Smyrna	CITYOFSMYR
City of Alpharetta	CITYOFALPH

8. When the **first word** of a vendor's name is **'University'**, use the abbreviation UNIV followed by the additional letters as the shortname.

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
University of Georgia	UNIVOFGEOR
University Press	UNIVPRESS
University Patrol	UNIVPATROL

9. If a company contains **"INC"** **"LLC"** or any other **professional acronym**, do not include it in the shortname.

Examples

<u>COMPANY</u>	<u>SHORTNAME</u>
Xerox Inc.	XEROX
Thomas LLC	THOMAS



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Individuals

These individual vendors pertain to 1099 vendors and employees. Banner student vendors are automatically loaded through a batch process.

1. Enter the **last name** first followed by the **first name** and **middle initial(s)** as the shortname.

Examples

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
John B. Smith	SMITHJOHNB
John Bradford Smith	SMITHJOHNB
Stan Henry Joe Lee	LEESTANHJ
Kimberly Anderson	ANDERSONKI
William Mathews	MATHEWSWIL
Oscar DeLaHoya	DELAHOYAOS

2. Do not use **parentheses**, **apostrophes**, or any other punctuation.

Examples

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Lisa O'Brien	OBRIENLISA

3. Do not use **degrees**, **military rank**, **professional title**, **Roman numerals** (I, II, III, etc), or **'Jr'** in the shortname.

Examples

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Dr. Mary Stone	STONEMARY
Mary Stone, MD	STONEMARY
Tom Weaver, Jr	WEAVERTOM
Gary Wan II	WANGARY

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4. If the vendor has **two last names** or uses a **hyphen** between the names, enter the first last name first followed by the second. Do not include the hyphen.

Examples

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Lisa Jenkins-Hopkins	JENKINSHOP
Holly Robinson Pete	ROBINSONPE

5. If the vendor has **two first names**, enter the last name first followed by first first name. The second first name should be treated like middle name and only use the initial.

Examples

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Mary Jane Smith	SMITHMARYJ
Bobbi Jo Barnes	BARNESBOBB

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VENDOR NAME 1 STANDARDS

The vendor name 1 is the vendor's name that also appears on checks unless and alternate name is used. Use the following rules when entering the name 1.

General Rules

1. Use upper and lower case letters for the vendor name 1.
2. Spaces are allowed.
3. Enter up to the first forty (40) characters of the name.

Examples

<u>COMPANY/INDIVIDUAL</u>	<u>NAME 1</u>
ExxonMobile	ExxonMobile
Home Depot	Home Depot
Staples	Staples
Sterling Consulting	Sterling Consulting
Thomas Chevrolet	Thomas Chevrolet

Businesses

There are no standard rules that apply for what not to include in a business name. All characters of the business name are acceptable.

Examples

<u>COMPANY/INDIVIDUAL</u>	<u>NAME 1</u>
A & B Construction	A & B Construction
L R W Corporation	L R W Corporation
Sterling Consulting	Sterling Consulting
Thomas Chevrolet	Thomas Chevrolet
Amazon.com	Amazon.com
AAMCO #1221	AAMCO #1221
The Citi Group	The Citi Group
Thomas LLC	Thomas LLC
University of Georgia Inn @ Ellis Square	University of Georgia Inn @ Ellis Square

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Individuals

1. Enter the name 1 using the format **last name,first name middle initial**.

Examples

<u>INDIVIDUAL</u>	<u>NAME 1</u>
John B. Smith	Smith,John B
John Bradford Smith	Smith,John B
Stan Henry Joe Lee	Lee,Stan H J
Kimberly Anderson	Anderson,Kimberly
William Mathews	Mathews,William
Oscar DeLaHoya	DeLaHoya,Oscar
Lisa Jenkins-Hopkins	Jenkins-Hopkins,Lisa
Mary Jane Smith	Smith,Mary J
Bobbi Jo Barnes	Barnes,Bobbi J

2. The use of **parentheses**, **apostrophes**, or any other punctuation is acceptable.

Examples

<u>INDIVIDUAL</u>	<u>NAME 1</u>
Lisa O'Brien	O'Brien,Lisa

3. Do not use **degrees**, **military rank**, or **professional titles** in the Name 1.

Examples

<u>INDIVIDUAL</u>	<u>NAME 1</u>
Dr. Mary Stone	Stone,Mary
Mary Stone, MD	Stone,Mary
Tom Weaver, Jr	Weaver,Tom Jr
Gary Wan II	Wan,Gary II

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LOCATION STANDARDS

The location is used to establish default processing rules for vendors which includes payables, purchasing, and 1099 rules. Each non Banner vendor will have a MAIN location with alternate locations established when necessary.

General Rules

1. The first location should always have a name of MAIN.

The screenshot displays the Oracle Vendor Maintenance interface. The 'Location' tab is selected, showing details for a vendor location. The 'Location' field is highlighted with a red box and contains the value 'MAIN'. The 'Description' field contains 'MAIN LOCATION'. The 'Effective Date' is '09/03/2004' and the 'Status' is 'Active'. The 'Options' section includes links for 'Payables', 'Procurement', 'Sales/Use Tax', and '1099'. The 'Additional ID Numbers', 'Comments', 'Internet Address', and 'VAT' sections are collapsed.

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2. Additional locations should be added if there is a need to have different processing rules.

Vendor - Windows Internet Explorer

http://folk.bor.usg.edu:9240/psp/F89DEV/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL?PORTALPARAM_PTCNAV=EP_VNDR_I

ORACLE

Menu

- ▼ Add/Update
 - ▼ Vendor
 - Review Vendors
 - Vendor User
 - Define Vendor User
 - ▶ Maintain
 - ▶ Approve
 - ▶ 1099/Global Withholding
 - ▶ California EDD
 - ▶ Central Contractor Registry
 - ▶ Purchasing
 - ▶ eProcurement
 - ▶ Sourcing
 - ▶ Engineering
 - ▶ Manufacturing Definitions
 - ▶ Production Control
 - ▶ Configuration Modeler
 - ▶ Product Configurations
 - ▶ Quality
 - ▶ Demand Planning
 - ▶ Inventory Policy Planning
 - ▶ Supply Planning
 - ▶ Grants
 - ▶ Program Management
 - ▶ Project Costing
 - ▶ Proposal Management
 - ▶ Maintenance Management
 - ▶ Resource Management
 - ▶ Lease Administration
 - ▶ Staffing
 - ▶ Travel and Expenses
 - ▶ Billing
 - ▶ Accounts Receivable
 - ▶ Accounts Payable
 - ▶ BOR Menus
 - ▶ eSettlements
 - ▶ Asset Management
 - ▶ IT Asset Management
 - ▶ Banking
 - ▶ Cash Management
 - ▶ Deal Management
 - ▶ Risk Management
 - ▶ Financial Gateway
 - ▶ Excise and Sales Tax/VAT
 - ▶ IND
 - ▶ Commitment Control
 - ▶ General Ledger
 - ▶ Allocations
 - ▶ Statistics

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: 27000

Vendor: 0000016629 Short Vendor Name: CAROLINASE-001 Name: Carolina Sewn Products Corp.

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 2 of 2 Last

*Location:	REMIT	<input type="checkbox"/> Default		
Description:	Remittance	RTV Fees		

Details Find | View All First 1 of 1 Last

*Effective Date: 09/05/2008

Status: Active

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [1099](#)

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

NOTE: You can only have one DEFAULT location if you establish multiple locations.