Vendor Naming Conventions



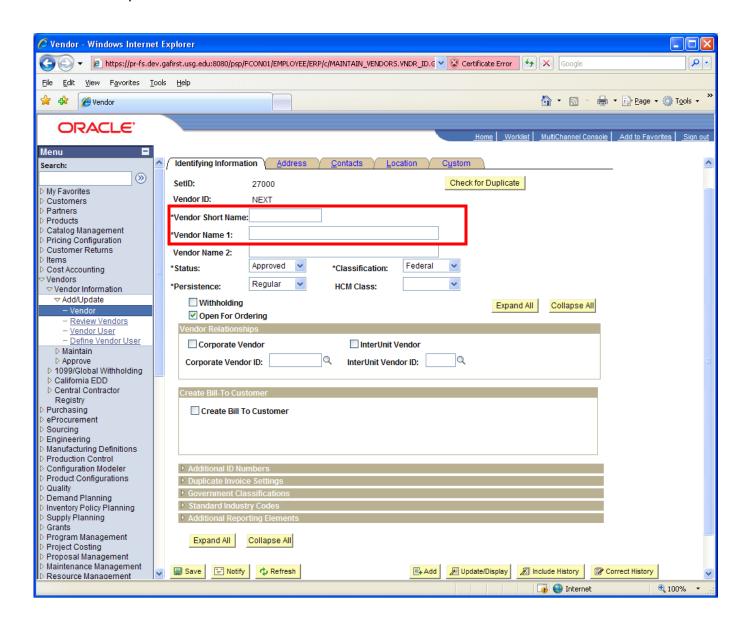
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Vendor Naming Conventions



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 Naming Conventions



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

COMPANY/INDIVIDUAL
ExxonMobileSHORTNAME
EXXONMOBILHome DepotHOMEDEPOTStaplesSTAPLESSterling ConsultingSTERLINGCOThomas ChevroletTHOMASCHEV

Businesses

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

Examples

COMPANY
A & B Construction
Baker & Associates
Broadways To & Go
August Red & Blue

SHORTNAME
ABCONSTRUC
BAKERASSOC
BROADWAYST
AUGUSTREDB

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

Examples

COMPANY
L R W Corporation
TG Enterprises
P G&G Medical

SHORTNAME
LRWCORPORA
TGENTERPRI
PGGMEDICAL

Vendor Naming Conventions



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

COMPANY	<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

COMPANY	<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

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

Vendor Naming Conventions



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

Examples

COMPANY
The Citi Group
Just The Fax
Pete's on the Hill
A World of Music
The Supply Corp

SHORTNAME
CITIGROUP
JUSTTHEFAX
PETESONTHE
AWORLDOFMUS
SUPPLYCORP

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

Examples

COMPANYSHORTNAMECity of SmyrnaCITYOFSMYRCity of AlpharettaCITYOFALPH

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

COMPANY
University of Georgia
University Press
University Patrol
UNIVOFGEOR
UNIVPRESS
UNIVPATROL

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

Examples

COMPANY
Xerox Inc.SHORTNAME
XEROX
THOMAS

Vendor Naming Conventions



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

INDIVIDUAL	SHORTNAME
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

INDIVIDUAL	SHORTNAME
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

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

Vendor Naming Conventions



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

INDIVIDUAL
Lisa Jenkins-Hopkins
Holly Robinson Pete
SHORTNAME
JENKINSHOP
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

INDIVIDUAL SHORTNAME
Mary Jane Smith SMITHMARYJ
Bobbi Jo Barnes BARNESBOBB

Vendor Naming Conventions



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

COMPANY/INDIVIDUAL NAME 1
ExxonMobile
Home Depot Home Depot
Staples Staples

Sterling Consulting
Thomas Chevrolet
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

COMPANY/INDIVIDUAL NAME 1

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

Vendor Naming Conventions



Individuals

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

Examples

INDIVIDUAL NAME 1 John B. Smith Smith, John B Smith.John B John Bradford Smith Stan Henry Joe Lee Lee,Stan H J Kimberly Anderson Anderson, Kimberly William Mathews Mathews, William Oscar DeLaHoya DeLaHoya,Oscar Jenkins-Hopkins,Lisa Lisa Jenkins-Hopkins 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

INDIVIDUAL NAME 1
Lisa O'Brien O'Brien,Lisa

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

Examples

INDIVIDUALNAME 1Dr. Mary StoneStone, MaryMary Stone, MDStone, MaryTom Weaver, JrWeaver, Tom JrGary Wan IIWan, Gary II

Vendor Naming Conventions

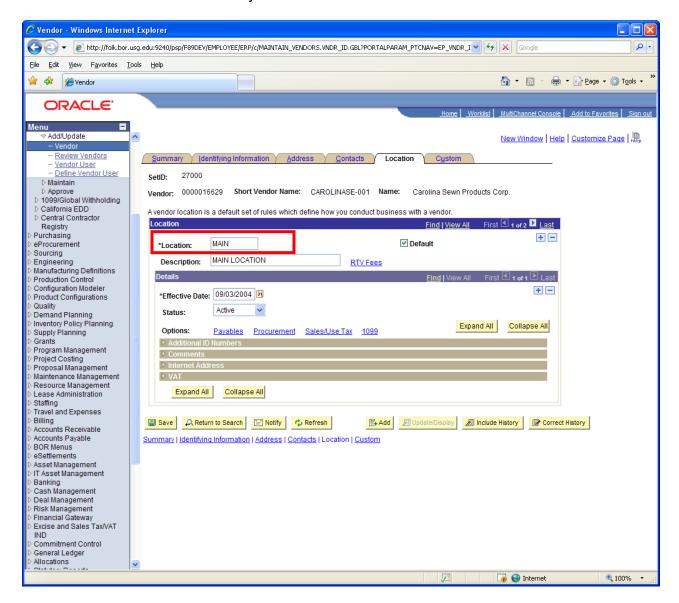


LOCATION STANDARDS

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

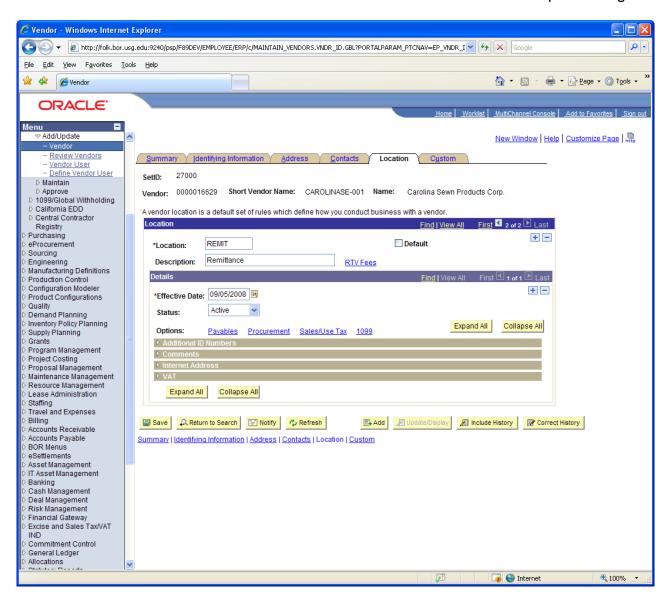
1. The first location should always have a name of MAIN.







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



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