

DATA ENTRY STANDARDS

SYNTAX RULES TO BE FOLLOWED FOR NEW SUPPLIER SET UP

General Rule: T E X T

STANDARD:	RULE:	EXAMPLE:
GENERAL FORMAT	All text entered into system will be: First Letter = Upper Case [capitalized] Add'l Letters = Lower Case	When I wish upon a star. It would be for a new car.
PROPER NAMES No Initials		John Smith
PROPER NAMES With Initials	No period between initials. A space between initials only.	OK – X Y Company NO – X.Y. Company
Required Fields	City, State and Zip Code MUST be entered for all US address book records. International records must be included in all applicable and related information.	

General Rule: A B B R E V I A T I O N S

STANDARD:	RULE:	EXAMPLE:
PROPER NAMES	No abbreviations in Proper Names allowed	OK – Thomas Hampton NO – Tom Hampton
ENTITY	This will be the name that the company typically operates by.	OK – Coca Cola, Inc NO – Coca Cola Incorporated
STREET ADDRESS	Abbreviate where appropriate. No periods.	OK – 123 Main St NO – 123 Main <u>Street</u> OK – 987 Rainbow Rd NO – 987 Rainbow <u>Road</u>
Symbols	"&" shall be used only in cases where it is part of the legal name	Johnson & Johnson

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Supplier Name

NOTE: Supplier Name field determines how the entries will sort when doing Name Search.

Below is a screenshot from your supplier portal.

The screenshot shows a web interface for a supplier profile. At the top, there are navigation tabs: Profile (highlighted), Addresses, Sites, Contacts, and Qualifications. Below the tabs is a section titled 'General' with a dropdown arrow. The 'Supplier' field is highlighted in yellow and contains the text 'City Of Avalon'. Other fields include 'Supplier Number' (10805), 'Alternate Name' (empty), 'Tax Organization Type' (Corporation), 'Supplier Type' (Government and Tax Authority), and 'Inactive Date' (m/d/yy). At the bottom, the 'Status' is listed as 'Active'.

STANDARD:	RULE:	EXAMPLE:
PROPER NAMES	Last Name, First Name	OK – Smith, John NO – John Smith
ENTITY The, A, An, etc.	Place 'the', 'a', 'an' at back of entity name	OK – Discovery Channel, The NO – The Discovery Channel
ENTITY Initials at start	Place initials in front of entity name	OK – C W Matthews, Inc NO – Matthews, Inc, C W

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REMIT NAME

NOTE: Remit Name should be no longer than 40 characters.

STANDARD:	RULE:	EXAMPLE:
PROPER NAMES	First Name Last Name	OK – John Smith, Jr NO – Smith John Jr
ENTITY The, A, An, etc.	Place 'the', 'a', 'an' as presented for mail delivery	OK – The Discovery Channel NO – Discovery Channel, The
ENTITY Initials at start	Place initials as presented for mail delivery	OK – C W Matthews, Inc NO – Matthews, Inc. C W

STATE

STANDARD:	RULE:	EXAMPLE:
STATE CODES 2 characters	User Defined Table for two (2) digit state codes. If entered in lowercase, system will automatically capitalize both letters.	ENTERED: md SYSTEM : MD

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PHONE NUMBERS

STANDARD:	RULE:	EXAMPLE:
PHONE NUMBERS Area Code Phone Number Phone Type	AREA CODE: no parentheses around 3 digit area code [i.e. 303] COUNTRY CODE: no parentheses around 2 digit number PHONE NUMBER: place dash '-' between phone number [i.e. 123-4567] International Numbers: place dash '-' between segments.	AREA CODE: OK: 303 NO: (303) COUNTRY CODE: OK: 44 NO: (44) PHONE NUMBER: OK: 123-4567 NO: 1234567 Intrn'l Phone Number: 81-422-34-5200

ZIP CODES

STANDARD:	RULE:	EXAMPLE:
ZIP CODE 12 characters	5 DIGIT ZIP CODE : enter five(5) digits 9 DIGIT ZIP CODE: enter five(5) digits PLUS a dash '-' followed by four(4) digits International postal code: Enter the international postal code using the format received from the customer or vendor	5 DIGIT ZIP CODE : OK : 12345 9 DIGIT ZIP CODE : OK: 12345-6789 NO: 123456789