

Vendor Naming Conventions

Are you about to enter a new vendor into PeopleSoft? Before you do, there are a few things you should know about naming conventions.

Vendor names should be entered exactly as the name appears on the vendor's letterhead or invoice. There should be no punctuation in a vendor's name except for hyphens.

Correct	Incorrect
John H Jones	John H. Jones
JJ Flooring	J J Flooring
Merriam-Webster Inc	Merriam-Webster, Inc.

Individuals names will be shown first name followed by middle and last names. If there is a "DBA" (doing business as) and a company name, then the individual's name must be placed in the "name1" field and the letters "DBA" and the company name will be placed in the "name2" field.

PeopleSoft uses Short Names to look up vendors alphabetically. The field is 10 characters long. When dealing with an individual's name, the last name should be placed in the shortname field followed by the first name if space allows.

Example:

David Justice	=	Justicedav
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Abbreviations should only be used as a last resort. If an abbreviation is necessary, the standard abbreviations below should be utilized as often as possible.

Word of Phrase	Abbreviation
Accounting	Acctg
Association	Assn
Board	Bd
Business	Bus
California	CA
All United States	Use 2 Letter Abbreviation
Center	Ctr
Corporation	Corp
National	Natl
San Diego	SD
Standard	Std