Supplier Naming Conventions and Best Practices
Supplier Maintenance

Georgia FIRST Marketplace

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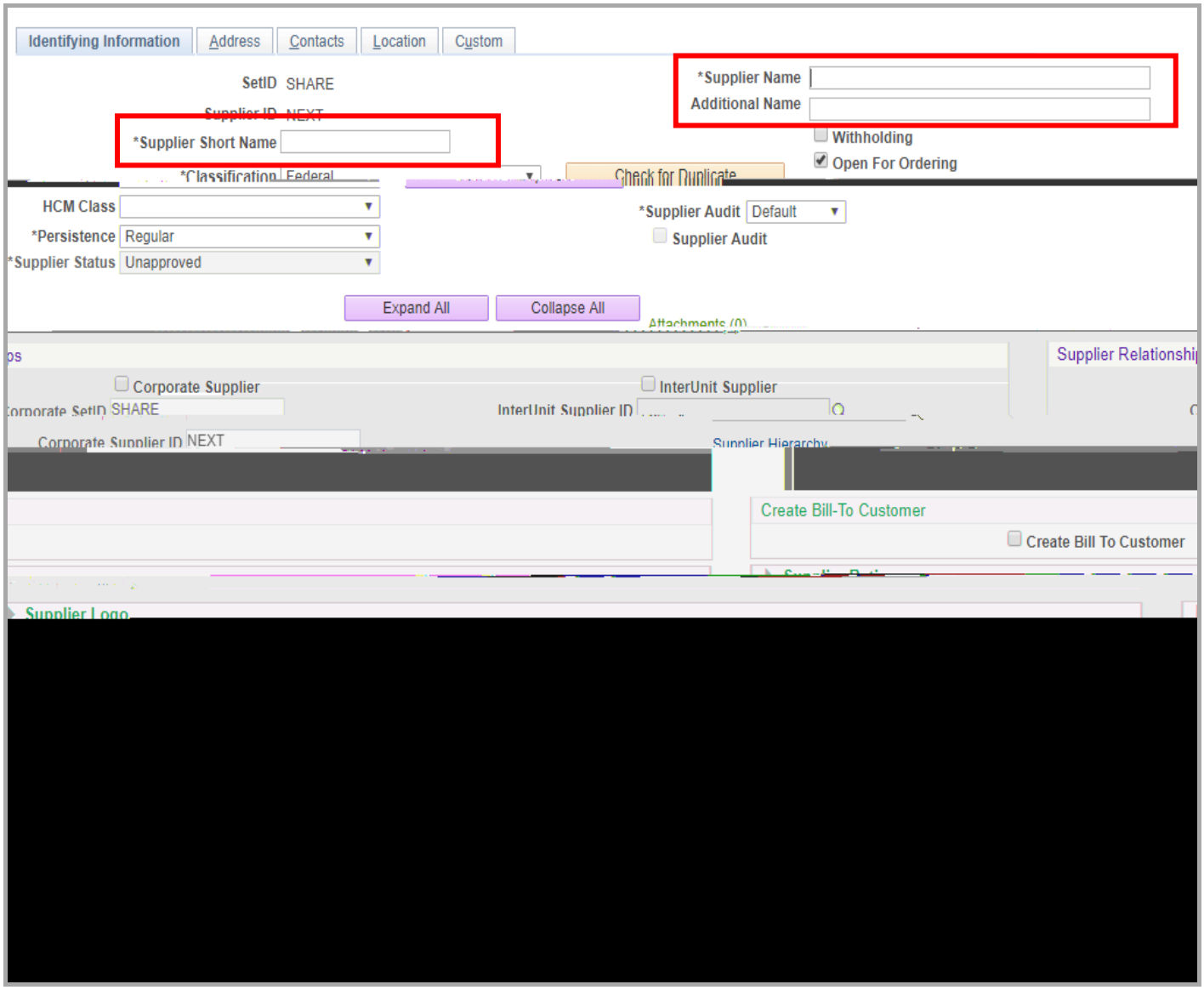
OVERVIEW

The purpose of this document is to set forth supplier naming standards and best practices for maintaining suppliers in the supplier file. Naming standards will be used to provide a guideline for consistency and accuracy in the naming conventions for new suppliers. 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 suppliers they want to use for transactions and reduce the number of duplicate suppliers.



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

Example s	
COMPANY	SHORT NAME
L R W Corporation	LRWCORPORA
TG Enterprises	TGENTERPRI
P G&G Medical	

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

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

Example s

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9. If a company name contains “**INC,**” “**LLC**” or any other **professional acronym**, do not include it in the short name.

Examples	
COMPANY	SHORT NAME
Xerox Inc.	XEROX
Thomas LLC	THOMAS

Individuals

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

1. Enter the **last name** first followed by the **first name** and **middle** **cpdTc -0 Tw (5.22 0.00 0.04 Tc -0.002 Tw -5.22**

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SUPPLIER NAME STANDARDS

The supplier name entered into the Supplier Name field is the name that is used on payments, unless an alternate payment name is specified for the supplier. Use the following rules when entering the supplier name.

General Rules

1. Upper and lower case letters may be used for the supplier name.
2. 'Doing Business As' name (dba) should not be entered into this field.
3. Spaces are allowed.
4. Enter up to the first forty (40) characters of the name.

Examples	
COMPANY/INDIVIDUAL	NAME
ExxonMobile	ExxonMobile
Home Depot	Home Depot
Staples	Staples
Sterling Consulting	Sterling Consulting
Thomas Chevrolet	Thomas Chevrolet

Businesses

1. A business name should be entered as it reads with the IRS.
2. There are no standard rules that apply for what should not be included in a business name. All characters of the business name are acceptable.

Examples	
COMPANY/INDIVIDUAL	NAME
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

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Individuals

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

Examples	
INDIVIDUAL	NAME

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PAYMENT ALTERNATE NAME STANDARDS

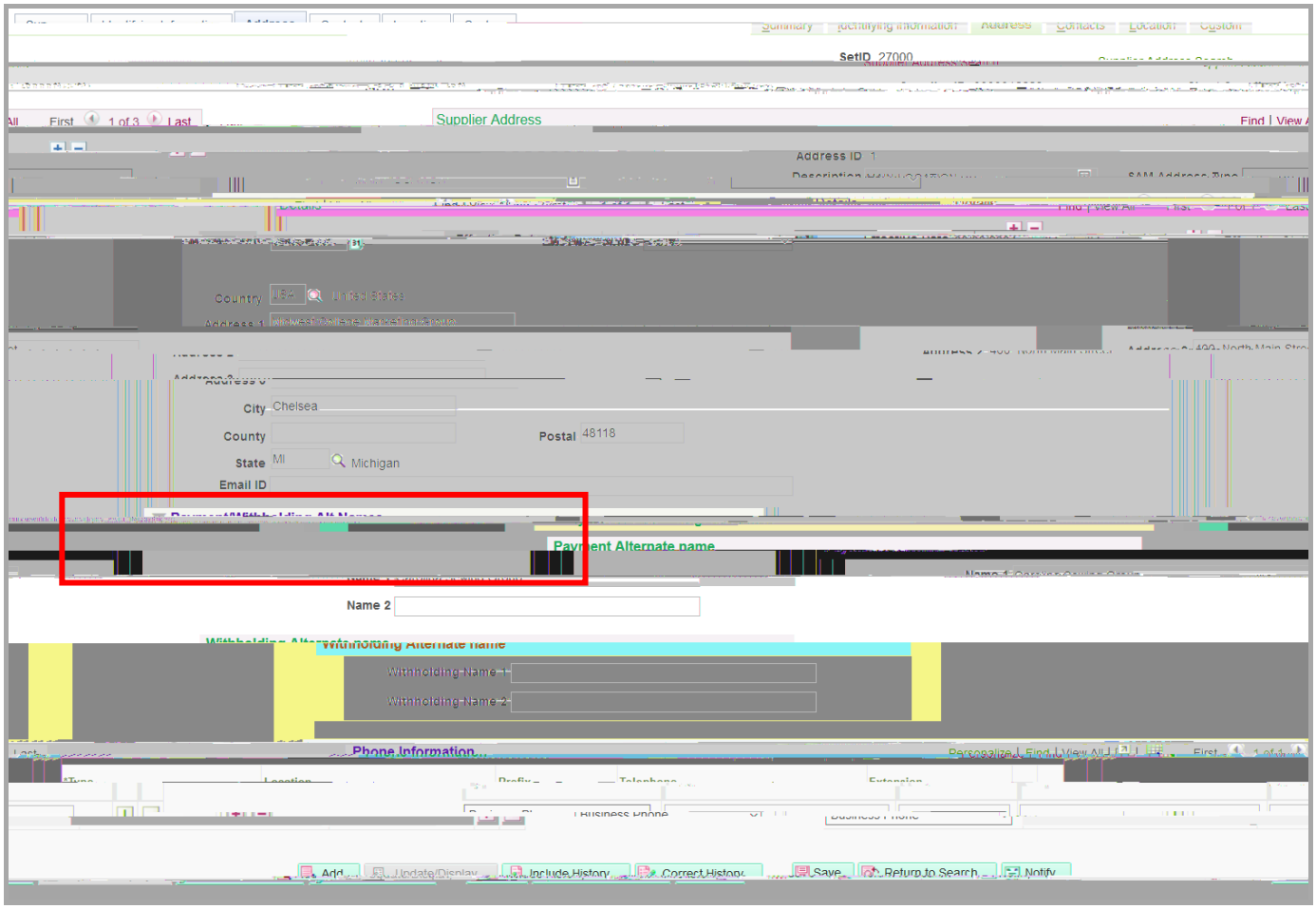
The Payment Alternate Name field, found on the Address tab, is used to specify an alternate name for the supplier which will be used for payment purposes. When the system generates a payment for the location that uses the address where the alternate name is defined, the alternate name will be listed as the Supplier Name on the payment. Use the following rules when entering the supplier name.

General Rules

1. Upper and lower case letters may be used.

2. Spaces are allowed.

3. This field allows up to 40 characters to be entered.



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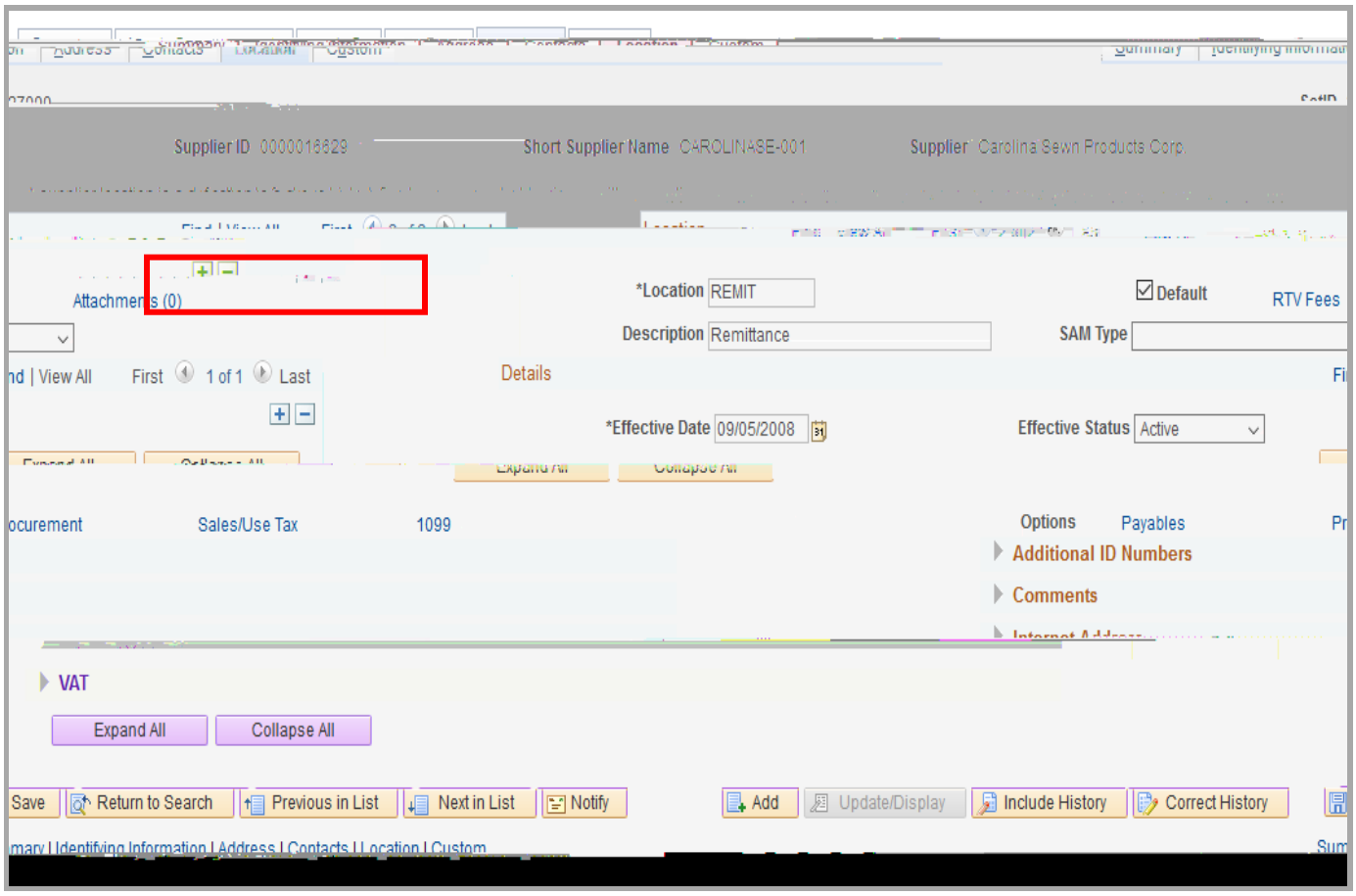
2. Additional locations should be added if there is a need to have different processing rules.



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

3. The location name ‘TRAVEL’ should not be used when adding Supplier Locations. This location is reserved for use by the Concur T&E interface that creates employee travel suppliers.

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