

LOOKING UP VENDORS IN BANNER

The most important thing to remember when looking up vendors in Banner is to use a unique part of the name. Why? Because there are so many abbreviations that we are required to use by the US Postal Service, that if you wanted to find the "US Postal Service" in Banner, you would find it is spelled "US Postal Serv". Likewise, you will not find words like "office" or "products" spelled out. "Bowers Office Products" is not listed in the database. But a query using just "Bowers%" (and the % sign as a wildcard) gives you "Bowers Ofc Prod".

Please refer to this list when searching for vendors.

Full Word	Abbr.	Full Word	Abbr.	Full Word	Abbr.
-A-		-E-		-N-	
Accounts	Accts	Economics	Econ	National	Natl
Accounting	Acctg	Education/al	Educ	-O-	
Administrat/e	Admin	Equipment	Eqpt	Office	Ofc
Advertising/ment	Adv	Exchange	Exch	-P-	
Agency/ies	Agcy	-F-		Products	Prod
America/an	Amer	Federal	Fed	Program	Prgm
Associated/es	Assoc	Furniture	Furn	Publisher/ing	Publ
Association	Assn	-G-		-R-	
-B-		General	Gen	Register/registration	Reg
Building	Bldg	Government/al	Gov	Resource	Res
Business	Bus	-H-		-S-	
-C-		Headquarters	Hdqtrs	School	Sch
Campus	Cmps	-I-		Science/scientific	Sci
Center	Ctr	Incorporated	Inc	Service	Serv
Central	Centrl	Information	Info	Society	Soc
Chemistry/chemical	Chem	Institute/tion	Inst	Statewide	Stwd
College	Colg	International	Intl	Station	Sta
Community	Comm	-J-		Supply	Supl
Company	Co	Journal	Jrnl	Systems	Syst
Conference	Conf	-L-		-T-	
Corporation	Corp	Laboratory/ies	Lab(s)	Techn/ical/ology	Tech
Council	Cncl	-M-			
-D-		Maintenance	Mntnc	-U-	
Department	Dept	Management	Mgmt	United States	US
Development	Dev	Manufacturer	Mfgr	University	Univ
Distribut/ion/ors	Dist	Manufacturing	Mfg		
District	Dist				

VENDOR NAMING STANDARDS FOR BANNER

Specific Rules and Examples

Initials:

Enter without punctuation (except hyphens when necessary) and without spaces.

BLF Printing Serv	not B.L.F. Printing Serv
	not B L F Printing Serv
JL Smith Co	not Smith, JL Co
	not Smith, J.L. Co
	not J.L. Smith Co
	not J L Smith Co

Commonly Used Acronyms:

For businesses using commonly known acronyms (such as IBM, ML&P), enter the acronym first, punctuation and without spaces. Next enter the company's full name immediately after the acronym (still on the first line). Bracket the full name in parenthesis to separate it from the acronym. (Again, no punctuation.)

IBM (Intl Bus Machines)	not I.B.M.
	not IBM
ML&P (Municipal Light & Power)	not M L & P

Numbers in a Name:

When the name contains a number(s), always use the numeric form, even if the vendor spells out the number, do not hyphenate.

3M	not Three M
1 Stop Travel	not One Stop Travel
49er Transportation	not Forty-Niner Transportation

Insignificant First Words:

When the first word of a vendor name is "The", "A", or "An", do not use it. The vendor name then is sorted by the first significant word.

Touch of Gold	not A Touch of Gold
Sharper Image	not The Sharper Image

"And" in a Name:

Replace the word "and" with "&" with a space on either side.

B & C Auto Supl	not B and C Auto Supl
	not B&C Auto Supl
Pay N Pak Home Ctr*	not Pay & Pak Home Ctr*

*This vendor spells its name with "N" instead of "and."

Symbols in a Name:

When a symbol appears in the name, enter it as the symbol with a space on either side.

3 % Solution Co	not 3% Solution Co
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Associations, etc.:

Do not change word order of association names. Never use the acronym unless the acronym is universally known to represent that company. (Be sure to query the name in both forms before creating!)

Examples are: AFL-CIO, NAACP. (See Webster's New World Dictionary, page 1684).

Assn of Licensed Builders	not	Licenses Builders Assn of
Amer Assn of Univ Professors	not	AAUP
Natl Inst of Health	not	NIH

Colleges and Universities:

The words "College" (abbreviated Colg) and "University" (abbreviated Univ) always come after the college/university's actual name, with no punctuation. Spell out the state name.

DO NOT abbreviate school names, i.e., UAF, UAA, etc.

Enter the department name on the first line of the address block. (This way multiple departments can use the same University vendor ID by adding sequences for different departments.)

Arizona Univ of	not	Dept of Special Educ Univ of Arizona
	but	Arizona Univ of (vendor name)
		Dept of Special Educ (1st line of address)
Colorado State Univ	not	CSU
California Los Angeles Univ of	not	UCLA
Alaska Anchorage Univ of	not	UAA

dba (doing business as):

When the vendor is an individual doing business as a company (determined by use of a 1099 for tax purposes), then TWO vendor IDs are created: One is created using the person's name, and another is created using the business name. Two IDs are created so that the DBA can be located using the query; if the requisitioner doesn't know the person's name, s/he will still be able to search using the business name, and then be directed to the correct name/ID number. The correct ID number will be the name that will go on the check, and is therefore the one that will receive the tax liability. (The Buyer should have this information.) The other ID will direct the user to the correct ID, for example, "See C12345".

ID 1: Susan Smith	not	Cookie Jar
	but	dba Cookie Jar (on 1st line of address)

ID 2: Cookie Jar (See C12345)