

## Locating Vendor (Supplier) Records

### Purpose

Use this quick reference when locating vendors (suppliers).

### Helpful Hints

Tips for locating vendors:

- Enter a partial value; less is more.
- Always use the List of Values button to search for a vendor.
- If you are not sure how the name will appear, use the qualifier “contains” instead of “starts with.”

### Procedure

1. Use this quick reference when locating vendors and reimbursees.

**Naming Conventions – please follow these rules when locating a vendor (supplier) in Web Voucher.**

Field	Entry Rules
SUPPLIER	<ol style="list-style-type: none"> <li>1. No punctuation</li> <li>2. 60 characters maximum</li> <li>3. Use standard abbreviations ONLY to avoid exceeding 60 characters (spell out abbreviations whenever possible)</li> <li>4. Do not use prefixes (e.g. “Dr.” or “Prof.”)</li> <li>5. Use name suffixes with punctuation (e.g. “Jr.”) ONLY when they are part of the legal name</li> </ol>

### Examples

How It Might Look on Letterhead	How the Web Voucher Record Will Be Created
John Savini, Jr. Builder, Inc.	JOHN SAVINI JR BUILDER INC
J. Turner Seafoods, Inc.	J TURNER SEAFOODS INC
K.S.M. Interiors, Inc.	K S M INTERIORS INC
PRAXAIR, INC.	PRAXAIR INC
J. Joy Associates, Inc.	J JOY ASSOCIATES INC



<b>How It Might Look on Letterhead</b>	<b>How the Web Voucher Record Will Be Created</b>
A.A.R.P	AMERICAN ASSOCIATION OF RETIRED PERSONS
Prof. John A. Smith, Jr.	JOHN A SMITH