

# VENDOR ENTRY

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## PROCEDURES FOR ADDING A VENDOR

Before adding a new vendor, **always search first** to verify that the vendor is not already set up. This eliminates the chances of creating duplicate vendors.

An IRS Form **W-9** is not required for Supplier (Business) vendors. An IRS Form **W-9 IS** required for vendors whose payments fall under the IRS 1099 Guidelines (see “REPORTING OF 1099 PAYMENTS”).

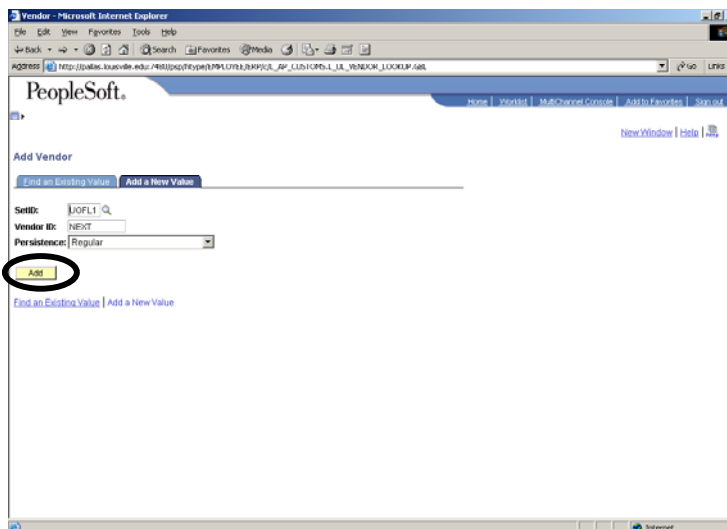
Please send the completed **W-9** form with the disbursement request or in the case of a PO-related vendor, please send the **W-9** via campus mail to the U of L Controller’s Office - attn: Vendor Approval, or fax to 852-8228.

**Please do not send W-9 forms to the Purchasing Department.**

### To add a new vendor

The following is a functional outline. You must follow many specific formatting rules and naming conventions to properly enter a new vendor’s information. Do not proceed unless you are aware of and understand these guidelines and naming conventions. Failure to follow these procedures causes unnecessary delays in approving the new vendor and designating the vendor as “Open for Ordering”.

- 1 *Navigate:* U of L Custom > UL AP Custom > Vendor > Add Vendor



- 2 If the SetID field is not populated, please enter “UOFL1”. Click the “Add” button. The next available **Vendor ID** will be assigned when you complete the data entry and save the new **Vendor**.

## Identifying Information Panel

You will see the Vendor ID panel.

**Vendor Short Name:** is a required field. Use the first ten characters of vendor name and type in all caps. Do not use any spaces or punctuation.

**Example:** The short names for these examples would be entered as follows:

- Johnson,Bob = JOHNSONBOB
- John H Smith Jr = SMITHJOHNH
- O'Connor's Sales and Svcs = OCONNORSSA

**Name 1:** Type the name using upper & lower case. If you are entering the name of an individual as a new vendor, it is important to follow the PeopleSoft naming convention:

**Example:** If you are entering Bob Johnson as a vendor, the name would be entered as *Johnson,Bob*. Note that there are no spaces between the last name, comma, and first name.

If you are entering a business name as a vendor, use standard abbreviations if known. DO NOT use any punctuation other than a hyphen (-), slash mark (/), or apostrophe (') if included in the vendor's name. DO NOT use the prefix "The."

**Example:** If you are entering O'Connor's Sales & Services as a new vendor, the name would be entered as *O'Connor's Sales & Svcs*

If an individual's name includes a generational suffix, the name should be entered as below.

**Example:** If you are entering John H Smith Jr as a new vendor, the name

would be entered as *Smith, John H Jr*

If the complete vendor name will not fit into the **Name 1** field, enter the remainder of the name in the **Address 1** field on the **Address** panel.

**Name 2:** Type an **Alias** vendor name, if the vendor has one, in upper & lower case. An alias name may include:

-Abbreviations or initials of a business or organization: (EX: AMA for American Medical Assn.)

**IMPORTANT NOTE:** Any information entered into the Name 2 field does not appear on a Purchase Order, Voucher, or Check. It is for search purposes only.

**Classification:** Indicates whether the vendor is an individual or business, and the business type. Click the arrow and select the classification that most accurately describes the vendor you are entering.

**Status Field:** All new vendors are automatically saved as 'Unapproved'. The Vendor Database Administrator in the Controller's Office will review and approve all new business vendors the next business day following entry. Individuals and/or 1099 vendors will be approved once all applicable paperwork has been received in the Controller's Office.

**Persistence Field:** determines how often the vendor can be used.

**Regular-**A Regular vendor will be available for use, and will stay in the system for a designated length of time. If it is not used in that time, it will be purged by the system.

**Permanent-** A Permanent vendor can never be purged from the system. *Do not use this setting for any vendor.*

**One-Time & Single Pay-** One-Time & Single Pay vendors will only be available for one use, and then will be purged from the system. *Do not use this setting for any vendor.*

## DEFINITIONS OF 1099 PAYMENTS:

The **University of Louisville** is required to report payments made during the calendar year, on Form 1099-MISC, to any person paid:

- at least \$10 in royalties
- at least \$600 in rents, services (including parts and materials), prizes and awards, other income payments, and medical and health care payments
- gross proceeds paid to an attorney regardless of amount

Exceptions:

- payments made to corporations (except medical and health care payments, or payments for legal services)
- Payments for merchandise, telegrams, telephone, freight, storage, etc.
- payments of rent to real estate agents
- payments to a tax-exempt organization, the United States, a state, the District of Columbia, or a foreign government
- scholarship or fellowship payments
- employee business expense reimbursements

## REPORTING REQUIREMENTS FOR 1099's

Request for 1099 reportable payment must include the following information:

- full name of payee
- permanent home address
- social security or tax identification number
- payment description

**Withholding Check Box** – If the vendor you are entering is classified as requiring a 1099 (**Individual, Attorney, Sole Proprietorship**), you will need to click the **Withholding** box.

**1099 Vendors:** Note: 1099 vendors will not be approved until the W-9 form is received in the Controller's Office.

**After completing the required fields on the Identifying Information panel, click on the tab marked ADDRESS.**

## Address Panel

## Entering Vendor Addresses

The effective date will default to the current system date.

Type the free form fields in upper & lower case.

In **Descr:** field type in what type of address it is, such as Order, Remit, Order & Remit.

**IMPORTANT: Use these descriptions only.**

**Country = USA.** If you are entering a vendor from a country other than the United States, you must click the drop-down arrow next to the **COUNTRY** field, and select the country of origin of the vendor you are entering. {Different countries will have different required fields.} If you need a country that is not in the table, contact the Vendor Database Administrator.

Next fill in the address fields as needed. Use look-up button next to the **STATE** field to select the proper state.

If the vendor uses a dba (doing business as) this must be entered in the **Address 1** line, and the street address would be entered on the **Address 2** line.

If the full name of the vendor will not fit in the **Name 1** field of the **Identifying Information** panel, add the rest of the vendor name in the **Address 1** field, and enter the street address on the **Address 2** line.

NOTE: The **County** field is not required for US addresses

\*If your vendor is an **Individual**, click on the “Payment/Withholding Alt Name” arrow. Enter the individual’s name as you want it to appear on the check. Please do not use this field for companies. If the vendor is flagged for withholding, enter the name in the “Withholding Name 1” field also.

**Example:** For vendor Johnson, Joe the Alternate Name will be Joe Johnson.

Type name in upper & lower case and use spaces here. Do not use punctuation (i.e. commas or periods, etc.) in this field.

**Phone Information:** For phone information, choose the type of phone number from the drop down box. Enter the area code in the “Prefix” field and the 7-digit number in the “Telephone” field.

To add multiple numbers, click on the “+” sign to insert a row.

NOTE: only 1 of each type of telephone number can be added to each address.

### Entering Multiple Addresses

If a vendor has more than one address, (remittance and order-from) click on the “+” sign under Vendor Address to insert a row. This will open a new address field. Use the same procedures as above to enter the multiple addresses.

Note: If the vendor will receive a payment subject to 1099 requirements, you must enter a withholding address. Type “Withholding” in the description field. If a payment withholding alternate name is used, it must be specified for all address records.

Vendor - Microsoft Internet Explorer  
 Address: http://palas.louisville.edu:7480/psp/f?type=EMPLLOYEE&P%00\_CUSTOMS\_L\_US\_VENDOR\_LOOKUP.GBL

PeopleSoft  
 Home | Worklist | Multichannel Crosscode | Add to Favorites | Sign out  
 New Window | Help | Customize Page

Vendor ID: UOFL1  
 Vendor: NEXT Short Vendor Name: Name: Joe Johnson

Vendor Address  
 Address ID: 2  
 Description: Withholding

Details  
 Effective Date: 10/11/2004  
 Status: Active  
 Country: USA United States  
 Address 1: 1234 Main St Postal Search  
 Address 2:  
 City: Louisville  
 County: Postab: 40292  
 State: KY Kentucky  
 Email ID:  
 Payment Withholding All Names

After completing the required fields on the Address panel, click on the tab marked **Vndr Location**.

## Location Panel

Vendor - Microsoft Internet Explorer  
 Address: http://palas.louisville.edu:7480/psp/f?type=EMPLLOYEE&P%00\_CUSTOMS\_L\_US\_VENDOR\_LOOKUP.GBL

PeopleSoft  
 Home | Worklist | Multichannel Crosscode | Add to Favorites | Sign out  
 New Window | Help | Customize Page

Vendor ID: UOFL1  
 Vendor: NEXT Short Vendor Name: Name: Joe Johnson

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location  
 \*Location: JOHNSONJOE Default  
 Description: 1234 Main St RTV Fees

Details  
 Effective Date: 10/11/2004  
 Status: Active  
 Options: Payables 1000 Expand All Collapse All  
 Comments  
 Internet Address  
 Expand All Collapse All

Save Dirty Refresh Add Update/Display Include History Connect History

Vendor ID | Address | Contacts | Vndr Location

## Entering Location

The **LOCATION** field on this panel is a required field. The **LOCATION** field should be entered with the same name you entered in the **VENDOR SHORT NAME** field on the Identifying Information panel (10 characters, all caps).

After you fill in the **LOCATION** field, tab out. In the “Description” field, enter the street address as in Address1 on the Address tab.

## Entering Multiple Locations

If the vendor you are entering has multiple addresses, a separate Location must be entered for each address. To enter a second Location, click on the “+” sign under “Location”. A new blank Location panel will open. For creating subsequent locations (after the initial location #1), enter the first nine characters of the Vendor Short Name and the number of the location in the “Location” field (for example, in this case enter JOHNSONJO2). Enter the **street address** in the “Description” field.

For 1099 vendors, click on the “1099” section. For “Entity”, choose “IRS”. For “Type”, enter “1099”. For “Jurisdiction”, choose “FED”. In the “Default Class” field, choose from the options by clicking on the look-up button. In the “1099 Reporting Information” section, choose the type of identification number from the look-up button and enter the social security or federal ID number in the “Taxpayer Identification Number” field. Do not use dashes or spaces in this field.

The screenshot shows the PeopleSoft Vendor Look-Up page in a Microsoft Internet Explorer browser. The page title is "Withholding Vendor Information". The "SetID" is UOFL1 and the "Location" is JOHNSONJOE. The "Vendor ID" is NEXT and the "Description" is blank. The "Short Vendor Name" is blank and the "Name 1" is blank. Below this is the "1099 Options" section, which includes a table for "1099 Information" and a table for "1099 Reporting Information".

| Entity | Type | Jurisdiction | Default Jurisdiction | Default Class | 1099 Status        |
|--------|------|--------------|----------------------|---------------|--------------------|
| IRS    | 1099 | FED          |                      | 07            | RPT Reporting Only |

| Entity | Address | IRB Type | Taxpayer Identification Number |
|--------|---------|----------|--------------------------------|
| IRS    | 1       | S        | 123991234                      |

At the bottom of the page, there are buttons for "OK", "Cancel", and "Refresh".

Although it is not a required page, you can then click on the “Contacts” page to enter any contact information you may have.

## Contacts Panel

Again, the **CONTACTS** page is not a required page. If you have a certain contact person for your vendor, you can enter them on this page. The free form fields are typed in upper & lower case.

**Description** – Type in a description of the contact person, such as Sales, Accounts Payable, President & CEO, etc.

**Type** – Click on drop down arrow and choose from list.

Type in **Contact Name** and **Title**.

Choose **Address** of contact person by clicking on the look-up button and choosing from list.

Enter phone numbers in the “Phone Information Section”. To add multiple numbers, click on the “+” sign. This will insert a new row.

NOTE: only 1 of each type of telephone number can be added to each Contact.

To add more contact persons, click on the “+” sign under “Vendor Contacts” to insert a row. Follow the instructions above.

## **Saving the Vendor**

You can now click the “Save” button. If all required fields are filled in, the vendor will automatically be issued a vendor number.

Vendor numbers will start with a 0 and will be 10 characters long. Ex: 0000000015

If you get an error message saying a Required Field is missing, you need to check each page to see what field is missing. The missing field is highlighted in red. You need to fill in required field and then you your vendor will save.

The Vendor Database Administrator (Controller’s Office) will be the only person that can approve, inactivate, and put a vendor on hold. The vendor is ready to be used when the status says Approved and the Open for Ordering box are checked.

## **Editing an Existing Vendor**

**Due to the Effective Date feature of PeopleSoft, departments cannot make any changes on the Address or Location panels of an existing vendor or change the Status of a vendor. Only the Vendor Database Administrator (Controller’s Office) can do this. You will need to send an email to Amanda Hornback to request these changes.**

**[amhorn01@louisville.edu](mailto:amhorn01@louisville.edu)**

**(Controller’s Office)**

# VENDOR DATA ENTRY APPENDICES

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## GENERAL GUIDELINES

### **DO's** 😊

**Do include a hyphen (-), slash marks (/), or apostrophes (') if included in the vendor's name.**

**Do abbreviate addresses and words as included in above rules or on approved abbreviations list.**

**Do use the standard postal abbreviations for all address fields. (See Postal Abbreviations list).**

**Do include a person's generation if listed as part of their name (such as: Jr, Sr, II, III, etc.)**

**Do include telephone and fax numbers, tax ID numbers, contact name, and if listed on backup information.**

**Do enter the FULL vendor name, which could include a department or division.**

**Do enter the PO Box after the street address, if both are given. The zip code should be for the PO Box.**

**Do spell out "North, South, East, West" when it is the actual street name or part of a city.**

**Do abbreviate "North, South, East, West" when part of a street directional.**

### **DON'Ts** ☹️

When entering a vendor that starts with 'United States', don't put extra spaces between initials (US, not U\_S, or U S)

Don't include periods (even after a person's middle initial, or on PO Box addresses) US not U.S.

Don't include commas (such as before the word "Inc", or within street addresses)

Don't use medical, educational, religious, judicial, or political titles in vendor names (such as: Mr., Mrs., Ph.D., Pres., Sntr, Atty., Your Holiness, Honorable, etc.)

Don't use any abbreviations not on the abbreviation list.

## NAMING CONVENTION WHEN ENTERING NEW VENDORS

### Government Entities

**Rule 1:** For any State Government or any other vendor with a state name as part of the vendor's name, use the Postal Service State abbreviation for the state wherever it falls within the vendor's name. Ignore all *State of's*, even if listed on invoice. Use all caps for the State and upper & lower case for the rest of the name.

**Examples:**

"North Carolina Transportation Department" would be entered into the system as: NC Transportation Dept

The "Center for Utah Businesses" would be entered as: Ctr For UT Businesses

The "Utah State Agency for Surplus Property" would be entered as: UT State Agency For Surplus Property

"State of Utah Licensing Office" would be entered as: UT State Licensing Office (*State of* ignored, replaced with UT State)

**Rule 2:** For all Federal Government Offices, enter the United States first as an abbreviation (all caps); continue with the remainder of the vendor name (upper & lower case). For any vendor where *United States* is part of the vendor name, abbreviate it as *US*. The word *Government* is not entered, unless it is part of the vendor name. If entered, abbreviate it as *Govt*.

Examples:

The "United States Postal Service" would be entered as: US Postal Service

The "US Government Printing Office" would be entered as: US Govt Printing Office\*

"Special Partners of the United States" would be entered as: Special Partners of the US

\*Note: It may be difficult to determine if the word *Government* should be included in the vendor's name. When in doubt, leave it in and abbreviate as *Govt*.

**Rules Note:** For other agencies or districts not specified above, set up using the vendor name printed on the supporting document.

### Universities

**Rule 3:** If the word *University* is part of the vendor name, abbreviate it as *Univ* (upper & lower case).

Examples:

"University of Utah" would be entered into the system as: Univ Of UT

"University of Chicago Press" would be entered as: Univ Of Chicago Press

**Rule 4:** If it is unclear whether an organization is part of the university or a separate entity, set up the vendor as a separate entity, not under the university name.

**Example:**

"United States Bureau of Mines" located at University of Nevada at Reno, would be entered as: US Bureau Of Mines (*Name 1*)

Univ Of NV Reno (*Address 1*)

**Rule 5:** If a university is located in more than one city, omit the word *at* from the vendor name and make appropriate abbreviations.

**Examples:**

"University of California at Berkeley" should be entered as:

Univ Of CA-Berkeley

"University of North Carolina at Chapel Hill" should be entered as:

Univ Of NC-Chapel Hill

## Organizations

**Rule 6:** For organizations commonly known by an acronym, and the full spelling is also known, set up under the full spelling, and add an alias for the acronym of the name. Type the full spelling in upper & lower case in Name 1 and type the acronym in all caps in Name 2. If only the acronym, or the full name, is known, set up using the information given on the backup.\*

**Examples:**

"UAAP" or "Utah Association of Academic Professionals," set up as UT Assn Of Academic Professionals, with an alias of UAAP, using appropriate abbreviations from approved list.

UCM where the full spelling is known, set up as Univ Conf Mgmt, with an alias of UCM, using appropriate abbreviations from approved list.

"NACUBO" where the full name is not available at the time of set-up, set up as: NACUBO (no alias created)

"Carpet Installers Association," where no acronym is known, set up as: Carpet Installers Assn, using appropriate abbreviations. (No alias created, and no assumed acronym of "CIA".)

**\*Note:** Do not assume an acronym exists, unless stated on the backup information, and be careful not to confuse a logo with an acronym. Organizations (usually with very long names) commonly use acronyms but commercial businesses are seldom listed and known under an acronym. A

commercial business may include the initials of its name as part of a logo for their letterhead, but may not do business using the initials.

**Rule 7:** For all organizations where local, state or regional chapters are used, include the organization's name first, then the chapter (upper & lower case). (Also See Rule 4.)

**Example:**

For "Utah Chapter of ICBO", set up as: ICBO-UT Chapter

*Note:* Some words that indicate an organizational structure are: Association, Chapter, Council, Consortium, Foundation, Group, Office, and Organization.

## Conferences

**Rule 8:** For all conferences, set up the vendor as payable to the conference name, unless stated (upper & lower case).

**Example:**

FRS Conference, set up as: FRS Conf, with the registrar's address shown on backup.

*Note:* Because conferences are often held at various locations that may change each year, this vendor number would remain active, but the address should be changed on both sides to reflect the current year's registrar, without adding a new vendor to the system.

**Rule 9:** Follow these guidelines for all Vendors

## Individuals

**Rule 10:** All individuals should be set up in the vendor file with the last name first, followed by a comma, then first name (upper & lower case) – no space between last name, comma, first name. This allows the system to query by last name

**Examples:**

"John Smith" would be entered as: Smith,John

"Terry Marie Garver Johnson" is entered as: Johnson,Terry Marie Garver

"Connie Lindstrom-Jones" is entered as: Lindstrom-Jones,Connie

"Stephanie A. Christensen" is entered as: Christensen,Stephanie A

"John H Smith III" is entered as: Smith,John H III

## Vendors with a dba (Doing Business As) Name

**Rule 11:** All individuals or companies doing business under another name should be set up under the individual's or parent company's name; with the dba (Doing Business As) name in Address 1 by the name they commonly do business under (upper & lower case). An alias is created for the name that is commonly known.

**Examples:**

"Kevin Lewis" doing business as "Performance Audio," is entered as:

(Name 1) Lewis, Kevin

(Address 1) dba Performance Audio

*It is important to enter the alias on the address 1 line of the address field.*

"SW Marketing Association Inc." doing business as "Knight Electronics," is entered as:

(Name 1) SW Marketing Assn Inc

(Address 1) dba Knight Electronics

"Telemedia, Inc." doing business as "Schoolcraft Publishing," is entered as:

(Name 1) Telemedia Inc

(Address 1) dba Schoolcraft Publ

**\*Note:** Many publishing companies fall in this category, as in example 3 above.

### Hotels

**Rule 12:** For all hotels, set up under main name of the hotel chain if it is listed elsewhere than at the beginning (upper & lower case). This allows the system to query by hotel chains.

**Examples:**

"Salt Lake Hilton" is entered as: Hilton-Salt Lake

"Atlanta Hilton & Towers" is entered as:

Hilton & Towers-Atlanta

## STANDARD ABBREVIATIONS LIST

(Mixed-case except for DBA and US)

|                               | <b>Abbreviation</b> |                               | <b>Abbreviation</b> |
|-------------------------------|---------------------|-------------------------------|---------------------|
| <b>America/American</b>       | Amer                | <b>Information</b>            | Info                |
| <b>Assistant</b>              | Asst                | <b>Institute</b>              | Inst                |
| <b>Associated, Associates</b> | Assoc               | <b>International</b>          | Intl                |
| <b>Association</b>            | Assn                | <b>Limited</b>                | Ltd                 |
| <b>Building</b>               | Bldg                | <b>Management</b>             | Mgmt                |
| <b>Center</b>                 | Ctr                 | <b>Manufacturing</b>          | Mfg                 |
| <b>Company</b>                | Co                  | <b>Mount</b>                  | Mt                  |
| <b>Conference</b>             | Conf                | <b>Mountain</b>               | Mtn                 |
| <b>Corporation</b>            | Corp                | <b>National</b>               | Natl                |
| <b>Department</b>             | Dept                | <b>Publishers, Publishing</b> | Publ                |
| <b>Division</b>               | Div                 | <b>Rehabilitation</b>         | Rehab               |
| <b>Doing Business As</b>      | DBA                 | <b>Service</b>                | Svc                 |
| <b>Education</b>              | Educ                | <b>Services</b>               | Svcs                |
| <b>Educational</b>            | Educl               | <b>United States</b>          | US                  |
| <b>Government</b>             | Govt                | <b>University</b>             | Univ                |
| <b>Incorporated</b>           | Inc                 | <b>Warehouse</b>              | Whse                |

## US POSTAL SERVICE GUIDELINES

### Standard Street-type Abbreviations

|                   |      |                 |      |
|-------------------|------|-----------------|------|
| <b>Alley</b>      | Aly  | <b>Fall</b>     | Fall |
| <b>Annex</b>      | Anx  | <b>Falls</b>    | Fls  |
| <b>Arcade</b>     | Arc  | <b>Ferry</b>    | Fry  |
| <b>Avenue</b>     | Ave  | <b>Field</b>    | Fld  |
| <b>Bayou</b>      | Byu  | <b>Fields</b>   | Flds |
| <b>Beach</b>      | Bch  | <b>Flats</b>    | Flt  |
| <b>Bend</b>       | Bnd  | <b>Ford</b>     | Frd  |
| <b>Bluff</b>      | Blf  | <b>Forest</b>   | Frst |
| <b>Bottom</b>     | Btm  | <b>Forge</b>    | Frg  |
| <b>Boulevard</b>  | Blvd | <b>Fork</b>     | Frk  |
| <b>Branch</b>     | Br   | <b>Forks</b>    | Frks |
| <b>Bridge</b>     | Brg  | <b>Fort</b>     | Ft   |
| <b>Brook</b>      | Brk  | <b>Freeway</b>  | Fwy  |
| <b>Burg</b>       | Bg   | <b>Gardens</b>  | Gdns |
| <b>Bypass</b>     | Byp  | <b>Gateway</b>  | Gtwy |
| <b>Camp</b>       | Cp   | <b>Glen</b>     | Gln  |
| <b>Canyon</b>     | Cyn  | <b>Green</b>    | Grn  |
| <b>Cape</b>       | Cpe  | <b>Grove</b>    | Grv  |
| <b>Causeway</b>   | Cswy | <b>Harbor</b>   | Hbr  |
| <b>Center</b>     | Ctr  | <b>Haven</b>    | Hvn  |
| <b>Circle</b>     | Cir  | <b>Heights</b>  | Hts  |
| <b>Cliffs</b>     | Clfs | <b>Highway</b>  | Hwy  |
| <b>Club</b>       | Clb  | <b>Hill</b>     | HI   |
| <b>Corner</b>     | Cor  | <b>Hills</b>    | Hls  |
| <b>Corners</b>    | Cors | <b>Hollow</b>   | Holw |
| <b>Course</b>     | Crse | <b>Inlet</b>    | Inlt |
| <b>Court</b>      | Ct   | <b>Island</b>   | Is   |
| <b>Courts</b>     | Cts  | <b>Islands</b>  | Iss  |
| <b>Cove</b>       | Cv   | <b>Isle</b>     | Isle |
| <b>Creek</b>      | Crk  | <b>Junction</b> | Jct  |
| <b>Crescent</b>   | Cres | <b>Key</b>      | Ky   |
| <b>Crossing</b>   | Xing | <b>Knolls</b>   | Knls |
| <b>Dale</b>       | DI   | <b>Lake</b>     | Lk   |
| <b>Dam</b>        | Dm   | <b>Lakes</b>    | Lks  |
| <b>Divide</b>     | Dv   | <b>Landing</b>  | Lndg |
| <b>Drive</b>      | Dr   | <b>Lane</b>     | Ln   |
| <b>Estates</b>    | Est  | <b>Light</b>    | Lgt  |
| <b>Expressway</b> | Expy | <b>Loaf</b>     | Lf   |
| <b>Extension</b>  | Ext  | <b>Locks</b>    | Lcks |

|                 |      |                  |      |
|-----------------|------|------------------|------|
| <b>Lodge</b>    | Ldg  | <b>Stravenue</b> | Stra |
| <b>Loop</b>     | Loop | <b>Stream</b>    | Strm |
| <b>Mall</b>     | Mall | <b>Street</b>    | St   |
| <b>Manor</b>    | Mnr  | <b>Summit</b>    | Smt  |
| <b>Meadows</b>  | Mdws | <b>Terrace</b>   | Ter  |
| <b>Mill</b>     | MI   | <b>Trace</b>     | Trce |
| <b>Mills</b>    | Mls  | <b>Track</b>     | Trak |
| <b>Mission</b>  | Msn  | <b>Trail</b>     | Trl  |
| <b>Mount</b>    | Mt   | <b>Trailer</b>   | Trlr |
| <b>Mountain</b> | Mtn  | <b>Tunnel</b>    | Tunl |
| <b>Neck</b>     | Nck  | <b>Turnpike</b>  | Tpke |
| <b>Orchard</b>  | Orch | <b>Union</b>     | Un   |
| <b>Oval</b>     | Oval | <b>Valley</b>    | Vly  |
| <b>Park</b>     | Park | <b>Viaduct</b>   | Via  |
| <b>Parkway</b>  | Pky  | <b>View</b>      | Vw   |
| <b>Pass</b>     | Pass | <b>Village</b>   | Vlg  |
| <b>Path</b>     | Path | <b>Ville</b>     | VI   |
| <b>Pike</b>     | Pike | <b>Vista</b>     | Vis  |
| <b>Pines</b>    | Pnes | <b>Walk</b>      | Walk |
| <b>Place</b>    | Pl   | <b>Way</b>       | Way  |
| <b>Plain</b>    | Pln  | <b>Wells</b>     | Wls  |
| <b>Plains</b>   | Plns |                  |      |
| <b>Plaza</b>    | Plz  |                  |      |
| <b>Point</b>    | Pt   |                  |      |
| <b>Port</b>     | Prt  |                  |      |
| <b>Prairie</b>  | Pr   |                  |      |
| <b>Radial</b>   | Radl |                  |      |
| <b>Ranch</b>    | Rnch |                  |      |
| <b>Rapids</b>   | Rpds |                  |      |
| <b>Rest</b>     | Rst  |                  |      |
| <b>Ridge</b>    | Rdg  |                  |      |
| <b>River</b>    | Riv  |                  |      |
| <b>Road</b>     | Rd   |                  |      |
| <b>Row</b>      | Row  |                  |      |
| <b>Run</b>      | Run  |                  |      |
| <b>Shoal</b>    | Shl  |                  |      |
| <b>Shoals</b>   | Shls |                  |      |
| <b>Shore</b>    | Shr  |                  |      |
| <b>Shores</b>   | Shrs |                  |      |
| <b>Spring</b>   | Spg  |                  |      |
| <b>Springs</b>  | Spgs |                  |      |
| <b>Spur</b>     | Spur |                  |      |
| <b>Square</b>   | Sq   |                  |      |
| <b>Station</b>  | Sta  |                  |      |

## Directional Abbreviations

| <b>Directional</b> | <b>Abbreviation</b> |
|--------------------|---------------------|
|--------------------|---------------------|

|           |    |
|-----------|----|
| North     | N  |
| East      | E  |
| South     | S  |
| West      | W  |
| Northeast | NE |
| Southeast | SE |
| Northwest | NW |
| Southwest | SW |

## Secondary Address Unit Indicators

| <b>Secondary Address<br/>Unit Indicators</b> | <b>Abbreviation</b> |
|--|---------------------|
|--|---------------------|

|            |      |
|------------|------|
| Apartment  | APT  |
| Building   | BLDG |
| Floor      | FL   |
| Suite      | STE  |
| Room       | RM   |
| Department | DEPT |

## State names and Abbreviations

| <b>Abbr.</b> | <b>Name</b>                    | <b>Abbr.</b> | <b>Name</b>               |
|--------------|--------------------------------|--------------|---------------------------|
| AL           | Alabama                        | NV           | Nevada                    |
| AK           | Alaska                         | NH           | New Hampshire             |
| AS           | American Samoa                 | NJ           | New Jersey                |
| AZ           | Arizona                        | NM           | New Mexico                |
| AR           | Arkansas                       | NY           | New York                  |
| CA           | California                     | NC           | North Carolina            |
| CO           | Colorado                       | ND           | North Dakota              |
| CT           | Connecticut                    | MP           | Northern Mariana Islands  |
| DE           | Delaware                       | OH           | Ohio                      |
| DC           | District of Columbia           | OK           | Oklahoma                  |
| FM           | Federated States of Micronesia | OR           | Oregon                    |
| FL           | Florida                        | PA           | Pennsylvania              |
| GA           | Georgia                        | PR           | Puerto Rico               |
| GU           | Guam                           | RI           | Rhode Island              |
| HI           | Hawaii                         | SC           | South Carolina            |
| ID           | Idaho                          | SD           | South Dakota              |
| IL           | Illinois                       | TN           | Tennessee                 |
| IN           | Indiana                        | TX           | Texas                     |
| IA           | Iowa                           | UT           | Utah                      |
| KS           | Kansas                         | VT           | Vermont                   |
| KY           | Kentucky                       | VA           | Virginia                  |
| LA           | Louisiana                      | VI           | Virgin Islands, U.S.      |
| ME           | Maine                          | WA           | Washington                |
| MH           | Marshall Islands               | WV           | West Virginia             |
| MD           | Maryland                       | WI           | Wisconsin                 |
| MA           | Massachusetts                  | WY           | Wyoming                   |
| MI           | Michigan                       | AA           | Armed Forces the Americas |
| MN           | Minnesota                      | AE           | Armed Forces Europe       |
| MS           | Mississippi                    | AP           | Armed Forces Pacific      |
| MO           | Missouri                       |              |                           |
| MT           | Montana                        |              |                           |
| NE           | Nebraska                       |              |                           |