

**GENERAL ADDRESS AND NAME ENTRY RULES:**

- All person records must have a prefix unless indicated otherwise. The default prefix for a female is "Ms'.
- Do not use punctuation or spaces between initials in a vendor's name (*e.g., OW Duplicating, IBM, USAF Recruiting Office, etc.*).
- There are no periods in record names or addresses, including middle initials.
- Watch for automatic capitalization and case rules, because these may affect entries. To bypass the rules, a user must enter "=" before typing information in a field.
- To ensure the correct capitalization of initials, before the vendor name type "=" (*e.g., =UPS*).
- If a vendor's registered name begins with numbers (*e.g., 84 Lumber, 82 Queen, etc.*), use numerals when entering the name. However, enter the spelled-out numbers in "**Other Names**" (*e.g., Eighty-Four Lumber, Eighty-Two Queen, etc.*).
- Use the "**Other Names**" field to enter any nicknames or other names that might be used to look up the record.
- Vendors with registered names that begin with the article "**The**", "**A**", or "**An**" should be entered at the beginning the name. Datatel will ignore the article and sort on the next word.
- Abbreviated state names follow [USPS abbreviations](#) for use in company names or addresses (*e.g., SC Aquarium, NC State University, etc.*).
- Name and Address information will be entered in the following order:
  - Name
  - Apartment/Suite (if applicable)
  - Street or PO Box
  - City State Zip
- Do not populate the "**Country**" field, or it will appear on correspondence.
- Address history will be saved in all change-of-address cases except COR (correction), unless there is a justifiable reason for keeping the history on a correction.
- Refer to USPS abbreviations at [http://www.usps.com/ncsc/lookups/usps\\_abbreviations.html](http://www.usps.com/ncsc/lookups/usps_abbreviations.html).
- All person records must have a SSN, birth date, and ethnic/gender, if known.

**VENDOR/PERSON NAME AND/OR ADDRESS ABBREVIATIONS:****USPS ADDRESS ABBREVIATIONS**

[http://www.usps.com/ncsc/lookups/usps\\_abbreviations.html](http://www.usps.com/ncsc/lookups/usps_abbreviations.html)

<b>AMER</b> American	<b>DEPT</b> Department	<b>N CHAS</b> North Charleston
<b>APT</b> Apartment	<b>DR</b> Doctor or Drive	<b>PROD</b> Production
<b>ASSOC</b> Associated, Associates, Association	<b>EDUC</b> Education	<b>PROF</b> Professional
<b>BLVD</b> Boulevard	<b>INC</b> Incorporated	<b>PUB</b> Publishers, Publishing
<b>CTR</b> Center	<b>INST</b> Institute, Institutional	<b>ST</b> Saint or Street
<b>CHAS</b> Charleston	<b>INATL</b> International	<b>STE</b> Suite
<b>COLL</b> College	<b>MGMT</b> Management	<b>SOC</b> Society
<b>CO</b> Company	<b>MFG</b> Manufacturing	<b>SC</b> South Carolina
<b>COMM</b> Commission, Community	<b>MT</b> Mount	<b>TEC</b> Technical, Technology
<b>CONF</b> Conference	<b>MTN</b> Mountain	<b>US</b> United States
<b>CORP</b> Corporation	<b>NATL</b> National	<b>UNIV</b> University
<b>CNTY</b> County	<b>NC</b> North Carolina	<b>VOC</b> Vocational