

Supplier naming convention

Suppliers setup within UFS will use the format as indicated on the supplier's formal documentation. In conjunction with this approach, the following protocols will be adopted for suppliers:

The use of UPPER CASE is mandatory. This approach ensures that a more reliable result is returned when using any of the system's search functionality.

- **Initials** – these should be entered in capitals e.g. R SMITH
- **Common abbreviations:**

ASSOC	ASSOCIATION
CO	COMPANY
CORP	CORPORATION
DEPT	DEPARTMENT
INC	INCORPORATED
LTD	LIMITED
PLC	PUBLIC LIMITED COMPANY

- **Punctuation marks** (wherever possible, please use the following):
 - & for AND
 - () e.g. (UK)
- The following Punctuation marks **SHOULD NOT** be used:
 - . Full Stop
 - / Back Slash
 - “ Speech Marks
 - : Colon
 - ; Semi Colon

- **Customer contact names**

For customer related correspondence, the default salutation is *Dear Sir/Madam*. This default is overridden by any contact name shown against the customer. Standard functionality the first name followed by the surname of the contact. Contact name details should be entered onto the system using the exact format one would expect to appear in the salutation e.g. *Debra Turner*, using the correct case as indicated.

- **Individual naming**

The conventions for individuals should be the same as suppliers. In addition, the following protocols should be applied.

Salutations:

PROF, DR, MR, MS, MISS (or any other Title) **may be used.**

Enter last name, (,) title, full first name and initials, e.g.: SMITH, MR ROBERT M

The use of the comma after the last name will enable the output documentation to reformat the name so that the title and forenames appear before the surname e.g. MR ROBERT M SMITH.

The suffix will be determined as follows:

- **Employees** – every employee entered into UFS as a supplier will have a unique code against their name consisting of a payroll identifier, and their URN. Their site name will always be 'HOME' no other supplier type may use this site name.
- **Student** – every student set-up as a supplier will have a unique code (student number) shown against their name.
- **Other** – specific suffix codes will be determined based upon departmental requirements (e.g. The Isaac Newton Institute will provide their MEM code to identify their delegates).