

Vendor Shortname Standards/Procedures & Instructions

- Vendor short name for a business should be the first 10 characters of the name, if available.
- Proper names should be entered using the first 5 characters of last name followed by first 5 characters of the first name (Example: HENDERSON,JIMMY Short name: HENDEJIMMY) If the first name contains less than 5 characters and a middle name or initial is included you should use those to fill in the 5 characters (Example: ADAMS,J L Short Name ADAMSJL or TOWNSEND,GLEN THOMAS Short Name TOWNSGLENT).
- System will display an alphabetic listing of vendors by short name.
- Vendors should be entered in all CAPS.
- No punctuation in short name.

Short Name Exempt Words/Symbols

Associates
Company
Limited
Partnership
Incorporated
Enterprise
the, of

Dr., Mr., Mrs., Ms.

Symbols (all exempt with the exception of the ampersand &)

Words that should be abbreviated

Center – CTR
Department – DEPT
International – INTL
Southwestern – SW
Southeastern – SE
Northwestern – NW
Northeastern – NE
Regional – REG

Administration/Administrative – ADMIN
and - &

Laboratory – LAB
Government – GOVT
Manufacturing – MFG
Service(s) – SVC

Use 2 characters for each State – GA, SC, NC, FL

Junior – JR
Senior – SR

Vendor Shortname Standards

NAME	SHORT NAME	CHARACTERS
A + COMPUTER	A+COMPUTER	10
A + IMAGING SYSTEMS, INC.	A+IMAGINGS	10
A & A BUSINESS MACHINES, INC.	A&ABUSINES	10
A + G'S CLEANING SERVICE	A&GSCLEANI	10
A -1 CARPET	A-1CARPET	9
A -1 SAFE & LOCK COMPANY, INC.	A-1SAFE&LO	10
AAA BROKERS & ASSOCIATION OF SOUTH CAROLINA	AAABROKERS	10
AAACE	AAACE	5
AAA BUILDERS & REMOLDERS	AAABUILDER	10
AACC	AACC	4
A ACME COMPANY INC.	AACME	5
AA CLASSIC FENCING	AACLASSICF	10
ABBOTT LABORATORIES, HOSPITAL	ABBOTTLABH	10
ABBOTT LABORATORIES, PHARMACEUTICAL	ABBOTTLABP	10
ABC ADVISORS, INC.	ABCADVISOR	10
ABCA FUNDING	ABCAFUNDIN	10
ACADEMIC LC	ACADEMICLC	10
ACE HOME & GARDEN	ACEHOME&GA	10
AC ELECTRIC	ACELECTRIC	10
ACME LOCK & KEY, INC.	ACMELOCK&K	10
ACTION PRODUCTS	ACTIONPROD	10
ADAMS, J.L.	ADAMSJL	7
THE ADAMS COMPANY	ADAMS	5
ADDCO, INC	ADDCO	5
ADMINISTRATIVE SERVICE OF GEORGIA	ADMINSVCGA	10
ADMORE ATLANTA	ADMOREATLA	10
INTERNATIONAL SALES & MARKETING	INTLSALES&	10
SOUTHEASTERN REGIONAL VISION FOR EDUCATION, IN	SEREGIONAL	10
3M HEALTH INFORMATION SYSTEMS	3MHEALTHIN	10
3M MAGNETIC AUDIO/VIDEO PRODUCTIONS	3MMAGNETIC	10
3 RD WAVE TECHNOLOGIES	3RDWAVETEC	10
3 T GLASS COMPANY	3TGLASS	7
3M	3M	2
3M COMPANY	3M	2
21 ST CENTURY CONSULTING	21STCENTUR	10
24 CARROT PRESS	24CARROTPR	10
2500 AD SOFTWARE, INC.	2500ADSOFT	10
3COM CORPORATION	3COM	4
20 20 COMPUTERIZED DESIGN	2020COMPUT	10
20 TH CENTURY PLASTICS, INC.	20THCENTUR	10
TOWNSEND,GLEN THOMAS	TOWNSGLEN	10
JIMMY HENDERSON	HENDEJIMMY	10