



Vendor Name Conventions

Never use the word The in a Vendor Name i.e. FRENCH MARKET GRILLE

Not THE FRENCH MARKET GRILLE

For peoples names use Last,First with no space i.e. SNELLINGS,CHRIS

Middle initials should be used when available to distinguish between employees SMITH,JOHN M
SMITH, JOHN C

Titles should not be used i.e. Mr., Dr., Mrs...

Abbreviations should be used where ever the name appears i.e. ASSOC OF BUS COOPERATIVES

Abbreviations

ACADEMY – ACAD
ACCREDITATION – ACCRED
ADMINISTRATION – ADM
ADVANCE – ADV
ADVERTISE – ADVER
AMERICAN – AMER
ASSISTANT – ASST
ASSOCIATION – ASSOC
ASSURANCE – ASSUR
AUTHORITY – AUTH
AVENUE – AVE
BOARD – BRD
BOULEVARD – BLVD
BROTHERS – BROS
BUILDING – BLDG
BUSINESS – BUS
CENTER – CTR
CIRCLE – CIR
CITY – CTY
CLINICAL – CLIN
COLLEGE – COLL
COMMERCIAL – COM
COMMISSION – COMM
COMMUNICATION – COMMUN
COMPANY – CO
CONFERENCE – CONF
CONSTRUCTION – CONSTR
CONTINENTAL – CONTL
CONTINUING – CONT
CONTROL – CTRL
CORPORATION – CORP
COUNTY – CO
COURT – CT
DENTAL – DENT
DEVELOPMENT – DEV
DIRECTOR – DIR

DISTRIBUTE – DISTRIB
DISTRICT – DIST
DIVISION – DIV
EAST - E
EDUCATION – ED
ELECTRIC – ELEC
EMERGENCY – EMER
EMPLOY – EMP
ENGINEER – ENG
ENVIRONMENT – ENV
EQUIPMENT – EQUIP
EXECUTIVE – EXEC
FAMILY – FAM
FOUNDATION – FOUND
FURNITURE – FURN
GOVERNMENT – GOVT
GROUP – GRP
HEALTH – HLTH
HEIGHTS – HGTS
HIGHWAY – HWY
HOSPITAL – HOSP
ILLUSTRATE – ILLUS
INCORPORATED – INC
INDUSTRY – IND
INFORMATION – INFO
INSTITUTION – INST
INSTRUCT – INSTR
INSURANCE – INS
INTERNATIONAL – INTNL
JOURNAL – JRNL
LABORATORY – LAB
LIMITED – LTD
MACHINE – MACH
MANAGEMENT – MGMT
MANUFACTURING – MFG
MEDICAL – MED
MOUNT – MT

MOUNTAIN – MTN
NATIONAL – NAT
NORTH – N
OCCUPATION – OCCU
OFFICE – OFF
PEDIATRIC – PED
PHARMACY – PHAR
PRACTICE – PRAC
PRODUCT – PROD
PROFESSIONAL – PROF
PUBLISHING – PUB
PURCHASE – PURCH
REGION – REG
REGISTER – REGIS
RESEARCH – RES
ROAD – RD
SAINT – ST
SCHOOL – SCH
SCIENTIFIC – SCIEN
SERVICE – SVC
SOCIETY – SOC
SOUTH – S
SPECIALIST – SPEC
STREET – ST
SUITE – STE
SUPERIOR – SUP
SUPPLY – SUPP
SURGICAL – SURG
SYSTEM – SYS
UNITED STATES – U S
UNIVERSITY – UNIV
WELFARE – WEL
WEST -W
WHOLESALE – WHSL