

**APPENDIX B**  
**UNIVERSITY OF CENTRAL OKLAHOMA**  
**PROCEDURE FOR ASSIGNING AN IDENTIFICATION NUMBER**  
**FOR BUSINESS CONCERNS AND ORGANIZATIONS**

1. Only capital letters or numbers will be used:

Example: Zellerbach Paper Company or 3M Company  
Input as: ZELPAP or 3MCOM

2. Do not use spaces, hyphens, periods, etc. in vendor number:

Example: U-Haul International or ABC-CLIO, Inc.  
Input as: UHAINT or ABCCLI

3. If two or more words are in vendor name, use up to the first 3 alphanumeric characters of the first two words in the vendor name:

Example: Sigma Chemical Company  
Input as: SIGCHE

4. If vendor number is just one word, use up to first 6 alphanumeric characters:

Example: Departures or Inmac  
Input as: DEPART or INMAC

5. If two different vendors have the same vendor characters; use numerical sequence to identify each succeeding vendor:

Example: Michie Company or Micron Computer  
Input as: MICCOM or MICCOM1

6. If vendor name is separated by a hyphen or a slash; treat it as two separate names:

Example: Perkin-Elmer Corporation  
Input as: PERELM

7. If only two characters in the first name; use only those two characters:

Example: US Welding Inc  
Input as: USWEL

**APPENDIX B**  
**UNIVERSITY OF CENTRAL OKLAHOMA**  
**PROCEDURE FOR ASSIGNING AN IDENTIFICATION NUMBER**  
**FOR BUSINESS CONCERNS AND ORGANIZATIONS**

8. Initials and Abbreviations - vendors who use initials and abbreviations as their official corporate name will be input in the same manner:

Example:	ABC Office Equipment	or	IBM
Input as:	ABCOFF	or	IBM

9. In order to cut down on duplicate vendor numbers; any time a company name exists with the following as part of its name, drop for vendor number purposes only:

and	of
by	the
for	

Example:	Films for the Humanities	or	Rain for Rent Inc
Input as:	FILHUM	or	RAIREN

10. If these names appear in the second or subsequent names of the vendors, drop for vendor number purposes only:

academy	institute
association	international
department	school

Example:	Electronic School Supply	or	Koch International Corp
Input as:	ELESUP	or	KOCCOR

11. On a vendor which is a university; input the name of the university first:

Example:	University of Washington	or	University of Iowa
Input as:	WASUNI	or	IOWUNI