Vendor Abbreviation Search Guide

Before submitting a request to 'add' or 'change' a vendor, search the Financials System using the following guide for more effective search results:

- Refer to standard abbreviations and name conventions that are used in the Financials System (see below)
- Utilize the 'wildcard' search feature:
 - Wildcard = '%'.
 - Select a key word or partial name from the full vendor name and embed the term between % symbols (i.e., for Holiday Inn you would enter %holiday%).

Naming Conventions Type	Format Description	Example	
Todividuala	Enter Last Name,(no space)First Name	SMITH,JOHN	
Individuals	Do not use titles (prefix or suffix)	Mr., Ms., DVM, DDS, PhD	
Hotel/Motels & Franchises	Use embedded search techniques	%HOLIDAY% for Holiday Inn	
Universities/Colleges	Enter abbreviated text	UNIV OF FLORIDA	
Governmental Agencies	State of/City of or Treasurer State of Follow with Division/Office on Address Line 1	STATE OF OHIO	
	Counties: Franklin County, Pickaway County, etc., Followed by Department Name on Address Line 1	CITY OF COLUMBUS TREASURER STATE OF OHIO	
Initials preceding vendor names	Include with no spaces between the initials	AB BRUTUS	
Vendor name is Acronym	Use full name	FEDEX = FEDERAL EXPRESS	
"The" (Preceding Name)	Remove all	Exceptions: The Limited	
Punctuation	Do not use periods, commas, '&', hyphens	Instead of searching for "Merck & Co" search for %Merck%	

Abbreviations for Standard Terms					
ACAD = Academy	AMER = America	ASSOC = Associates			
ASSN = Association	CO = Company	DEPT = Department			
FNDTN - Foundation	INC = Incorporated	INST = Institute			
INTL = International	LTD = Limited	MGMT = Management			
MFG = Manufacturing	NATL = National	SOC = Society			
US = United States	UNIV = University	UNLTD = Unlimited			

For more business word abbreviations go to http://pe.usps.gov/text/pub28/28apg.htm for a full list from the United State Postal Service.

USPS OFFICAL ABBREVIATIONS					
State/Possession		State/Possession		Military "State"	
ALABAMA	AL	NEBRASKA	NE	Armed Forces Africa	AE
ALASKA	AK	NEVADA	NV	Armed Forces Americas (except Canada)	AA
AMERICAN SAMOA	AS	NEW HAMPSHIRE	NH	Armed Forces Canada	AE
ARIZONA	AZ	NEW JERSEY	NJ	Armed Forces Europe	AE
ARKANSAS	AR	NEW MEXICO	NM	Armed Forces Middle East	AE
CALIFORNIA	CA	NEW YORK	NY	Armed Forces Pacific	AP
COLORADO	СО	NORTH CAROLINA	NC	SECONDARY UNITS	
CONNECTICUT	CT	NORTH DAKOTA	ND	APARTMENT	APT
DELAWARE	DE	NORTHERN MARIANA ISLANDS	MP	BASEMENT	BSMT *
DISTRICT OF COLUMBIA	DC	OHIO	ОН	BUILDING	BLDG
EDERATED STATES OF MICRONESIA	FM	OKLAHOMA	OK	DEPARTMENT	DEPT
FLORIDA	FL	OREGON	OR	FLOOR	FL
GEORGIA	GA	PALAU	PW	FRONT	FRNT *
GUAM GU	GU	PENNSYLVANIA	PA	HANGAR	HNGR
HAWAII	HI	PUERTO RICO	PR	LOBBY	LBBY *
DAHO	ID	RHODE ISLAND	RI	LOT	LOT
LLINOIS	IL	SOUTH CAROLINA	SC	LOWER	LOWR *
NDIANA	IN	SOUTH DAKOTA	SD	OFFICE	OFC *
OWA	IA	TENNESSEE	TN	PENTHOUSE	PH *
KANSAS	KS	TEXAS	TX	PIER	PIER
KENTUCKY	KY	UTAH	UT	REAR	REAR *
OUISIANA	LA	VERMONT	VT	ROOM	RM
MAINE	ME	VIRGIN ISLANDS	VI	SIDE	SIDE *
MARSHALL ISLANDS	МН	VIRGINIA	VA	SLIP	SLIP
MARYLAND	MD	WASHINGTON	WA	SPACE	SPC
/ASSACHUSETTS	MA	WEST VIRGINIA	WV	STOP	STOP
1ICHIGAN	MI	WISCONSIN	WI	SUITE	STE
/INNESOTA	MN	WYOMING	WY	TRAILER	TRLR
MISSISSIPPI	MS			UNIT	UNIT
/ISSOURI	МО			UPPER	UPPR *
MONTANA	MT			* Does not require secondary range number to follow	

STREET SUFFIXES		STREET SUFFIXES		STREET SUFFIXES	
ALLEY	ALY	COURT	CT	FORKS	FRKS
ANNEX	ANX	COURTS	CTS	FORT	FT
ARCADE	ARC	COVE	CV	FREEWAY	FWY
AVENUE	AVE	COVES	CVS	GARDEN	GDN
BAYOO	BYU	CREEK	CRK	GARDENS	GDNS
BEACH	ВСН	CRESCENT	CRES	GATEWAY	GTWY
BEND	BND	CREST	CRST	GLEN	GLN
BLUFF	BLF	CROSSING	XING	GLENS	GLNS
BLUFFS	BLFS	CROSSROAD	XRD	GREEN	GRN
воттом	BTM	CURVE	CURV	GREENS	GRNS
BOULEVARD	BLVD	DALE	DL	GROVE	GRV
BRANCH	BR	DAM	DM	GROVES	GRVS
BRIDGE	BRG	DIVIDE	DV	HARBOR	HBR
BROOK	BRK	DRIVE	DR	HARBORS	HBRS
BROOKS	BRKS	DRIVES	DRS	HAVEN	HVN
BURG	BG	ESTATE	EST	HEIGHTS	HTS
BURGS	BGS	ESTATES	ESTS	HIGHWAY	HWY
BYPASS	BYP	EXPRESSWAY	EXPY	HILL	HL
CAMP	СР	EXTENSION	EXT	HILLS	HLS
CANYON	CYN	EXTENSIONS	EXTS	HOLLOW	HOLW
CAPE	CPE	FALL	FALL	INLET	INLT
CAUSEWAY	CSWY	FALLS	FLS	ISLAND	IS
CENTER	CTR	FERRY	FRY	ISLANDS	ISS
CENTERS	CTRS	FIELD	FLD	ISLE	ISLE
CIRCLE	CIR	FIELDS	FLDS	JUNCTION	JCT
CIRCLES	CIRS	FLAT	FLT	JUNCTIONS	JCTS
CLIFF	CLF	FLATS	FLTS	KEY	KY
CLIFFS	CLFS	FORD	FRD	KEYS	KYS
CLUB	CLB	FORDS	FRDS	KNOLL	KNL
COMMON	CMN	FOREST	FRST	KNOLLS	KNLS
CORNER	COR	FORGE	FRG	LAKE	LK
CORNERS	CORS	FORGES	FRGS	LAKES	LKS
COURSE	CRSE	FORK	FRK	LAND	LAND

STREET SUFFIXES		STREET SUFFIXES		STREET SUFFIXES	
LANDING	LNDG	PIKE	PIKE	SPRINGS	SPGS
LANE	LN	PINE	PNE	SPUR	SPUR
LIGHT	LGT	PINES	PNES	SPURS	SPUR
LIGHTS	LGTS	PLACE	PL	STRAVENUE	STRA
LOAF	LF	PLAIN	PLN	STREAM	STRM
LOCK	LCK	PLAINS	PLNS	STREET	ST
LOCKS	LCKS	PLAZA	PLZ	STREETS	STS
LODGE	LDG	POINT	PT	SQUARE	SQ
LOOP	LOOP	POINTS	PTS	SQUARES	SQS
MALL	MALL	PORT	PRT	STATION	STA
MANOR	MNR	PORTS	PRTS	SUMMIT	SMT
MANORS	MNRS	PRAIRIE	PR	TERRACE	TER
MEADOW	MDW	RADIAL	RADL	THROUGHWAY	TRWY
MEADOWS	MDWS	RAMP	RAMP	TRACE	TRCE
MEWS	MEWS	RANCH	RNCH	TRACK	TRAK
MILL	ML	RAPID	RPD	TRAFFICWAY	TRFY
MILLS	MLS	RAPIDS	RPDS	TRAIL	TRL
MISSION	MSN	REST	RST	TUNNEL	TUNL
MOTORWAY	MTWY	RIDGE	RDG	TURNPIKE	TPKE
MOUNT	MT	RIDGES	RDGS	UNDERPASS	UPAS
MOUNTAIN	MTN	RIVER	RIV	UNION	UN
MOUNTAINS	MNTNS	ROAD	RD	UNIONS	UNS
NECK	NCK	ROADS	RDS	VALLEY	VLY
ORCHARD	ORCH	ROUTE	RTE	VALLEYS	VLYS
OVAL	OVAL	ROW	ROW	VIADUCT	VIA
OVERPASS	OPAS	RUE	RUE	VIEW	VW
PARK	PARK	RUN	RUN	VIEWS	VWS
PARKS	PARK	SHOAL	SHL	VILLAGE	VLG
PARKWAY	PKWY	SHOALS	SHLS	VILLAGES	VLGS
PARKWAYS	PKWY	SHORE	SHR	VILLE	VL
PASS	PASS	SHORES	SHRS	VISTA	VIS
PASSAGE	PSGE	SKYWAY	SKWY	WALK	WALK
PATH	PATH	SPRING	SPG	WALKS	WALK

STREET SUFFIXES	
WALL	WALL
WAY	WAY
WAYS	WAYS
WELL	WL
WELLS	WLS
https://www.usps.com/ship/official-abbreviations.htm	