

**City of Oakland  
Suppliers Naming Conventions**

**I. Companies, Businesses, Corporations, Government Entities, Organizations - *Always refer to the W-9 form on file for proper legal name***

Names should be entered in **ALL CAPS**. Do NOT use any special characters such as: -, /, #, &, etc. in the name **unless they are part of the legal name**.

- a. Hyphenated Company Names Remove the hyphen or slash with no spaces  
e.g.: AAA-1 or RE/MAX  
enter: **AAA1 or REMAX**
- b. Company Names beginning with “The” or “A” Enter as it shows  
e.g.: The Garden Center  
enter: **THE GARDEN CENTER**
- c. Company Names beginning with Numerals Spell out the numerals,  
**unless the numbers are part of the legal name**  
e.g.: 1<sup>st</sup> Bank  
enter: **FIRST BANK**
- d. Company Names beginning with a City or State Spell out the City or State Name, do not abbreviate  
e.g.: City of Oakland Storage  
enter: **CITY OF OAKLAND STORAGE**  
e.g.: State of TX Storage  
enter: **STATE OF TEXAS STORAGE**
- e. Company Names with multiple initials  
**Spell out the abbreviation unless it is the legal name.**  
e.g.: PG&E  
enter: **PACIFIC GAS AND ELECTRIC COMPANY**
- f. Company Names beginning with Number Sign “#” Spell out the number, do not use the Number Sign “#”  
e.g.: #1 Automotive  
enter: **NUMBER ONE AUTOMOTIVE**
- g. Company Names beginning with other Symbols such as quotation marks  
Do not use the symbol, begin with the word  
e.g.: “Best Nail in Town”  
enter: **BEST NAIL IN TOWN**
- h. Company Names beginning with United States Government ABBREVIATE  
United States with NO blank space between the letters and NO periods after the letters  
e.g.: United States Government  
enter: **US GOVERNMENT**

## Suppliers Address Convention

- i. Company Names beginning with a Person's Name Enter as written  
e.g.: Wayne Scott Architecture Elements  
enter: **WAYNE SCOTT ARCHITECTURAL ELEMENTS**
  
- j. Company Names containing only a person's name Full name followed by CPA or MD without comma in between  
e.g.: Carol Burnt, CPA  
enter: **CAROL BURNT CPA**
  
- k. Doing Business As – DBA  
Enter the DBA name in the SITE field following the naming standards-No colon after DBA  
  
e.g: DBA: Eshu Housekeeping  
enter: **DBA ESHU HOUSEKEEPING**
  
- l. Company Names containing Inc. ,Co., or Corp. - Do NOT put a comma between the company name following the naming standards  
  
Do NOT put a period after Inc, Co, or Corp  
e.g.: Elite Textile, Inc  
enter: **ELITE TEXTILE INC**
  
- m. Company Names containing special characters DO NOT enter the special character  
e.g.: City of Oakland Storage & Transfer  
enter: **CITY OF OAKLAND STORAGE AND TRANSFER**  
  
e.g.: David's Pawn Shop  
enter: **DAVIDS PAWN SHOP**  
  
e.g.: Tom's #1 Pizza  
enter: **TOMS NUMBER ONE PIZZA**

## II. Individuals' Names

Names should be entered in ALL CAPS

**Enter First Name, Middle Initial and Last Name**

- a. Hyphenated Last Names  
Remove the hyphen and add a space where the hyphen was  
Leave a space between First Name and Middle Initial  
e.g.: Ramona J. Stanley-Brown  
enter: **RAMONA J STANLEY BROWN**

## Suppliers Address Convention

- b. Last Names beginning with Mc or Mac  
No space between Mc or Mac and the next word  
e.g.: Mc Donald, Ronald  
enter: **RONALD MCDONALD**
- c. Apostrophes in Last Names  
Delete the apostrophe and DO NOT leave a space  
e.g.: O'Brien  
enter: **OBRIEN**
- d. Salutation  
The salutation must be ALL CAPS and with NO period. Salutation should be abbreviated.  
e.g.: Mister  
enter: **MR**  
e.g.: Doctor  
enter: **DR**
- e. Suffixes  
Enter the suffix after the last name without a comma Suffixes must be abbreviated.  
e.g.: John Smith, Senior  
enter: **JOHN SMITH SR**

Addresses should be in **ALL CAPS**. There can be **NO PUNCTUATION** (periods, comma, apostrophes, pound signs, etc.) in the address. Whenever possible, **EVERYTHING is spelled out**. Examples include words such as boulevard, suite, north, south, etc. Boulevard may be abbreviated as BLVD if necessary to fit into the address line.

Enter the address information in the following sequence:

- a. Enter all address information:

**Address Number**

e.g.: 1234

enter: **1234**

e.g.: 124 ½

enter: **124 ½**

Note: Fractions are the only instance in which a special character “/” is utilized

## Suppliers Address Convention

### Street Name

Note that numbered streets in some cities may either be spelled out or numeric. Check the zip code directory.

e.g.: First

enter: **FIRST**

e.g.: 13<sup>th</sup>

enter: **13<sup>th</sup>**

### Address Unit

Do NOT use #

e.g.: #101

enter: **101**

e.g.: Suite 10

enter: **SUITE 10**

### b. Address Other

Contains other address information such as: recipient information, PO Box, department, or additional mail shop information.

e.g.: Attention: Marketing Dept.

enter: **ATTENTION MARKETING DEPT**

e.g.: building 5

enter: **BUILDING 5**

e.g.: P.O. Box 5

enter: **P O BOX 5**

e.g.: Rural Route #5

enter: **RR 5**

### c. City – Do NOT abbreviate

e.g.: New York City

enter: **NEW YORK CITY**

### d. State – USE 2 character Post Office Abbreviation

e.g.: Colorado

enter: **CO**

### e. Zip Code – Use “zip + 4” zip code when known. Otherwise use the 5 digit zip code.

### f. Do not input the Country, e.g. United States