

# TIPS & TECHNIQUES



A SFMS Desk Manual

R\*STARS: PROF.8

Revised: 05/11/2017

## ADPICS VENDOR PROFILES – SYSTEM DESCRIPTION AND FUNCTIONS

### SIGNIFICANCE, PURPOSES, & FUNCTIONS OF ADPICS & R\*STARS VENDOR RECORDS

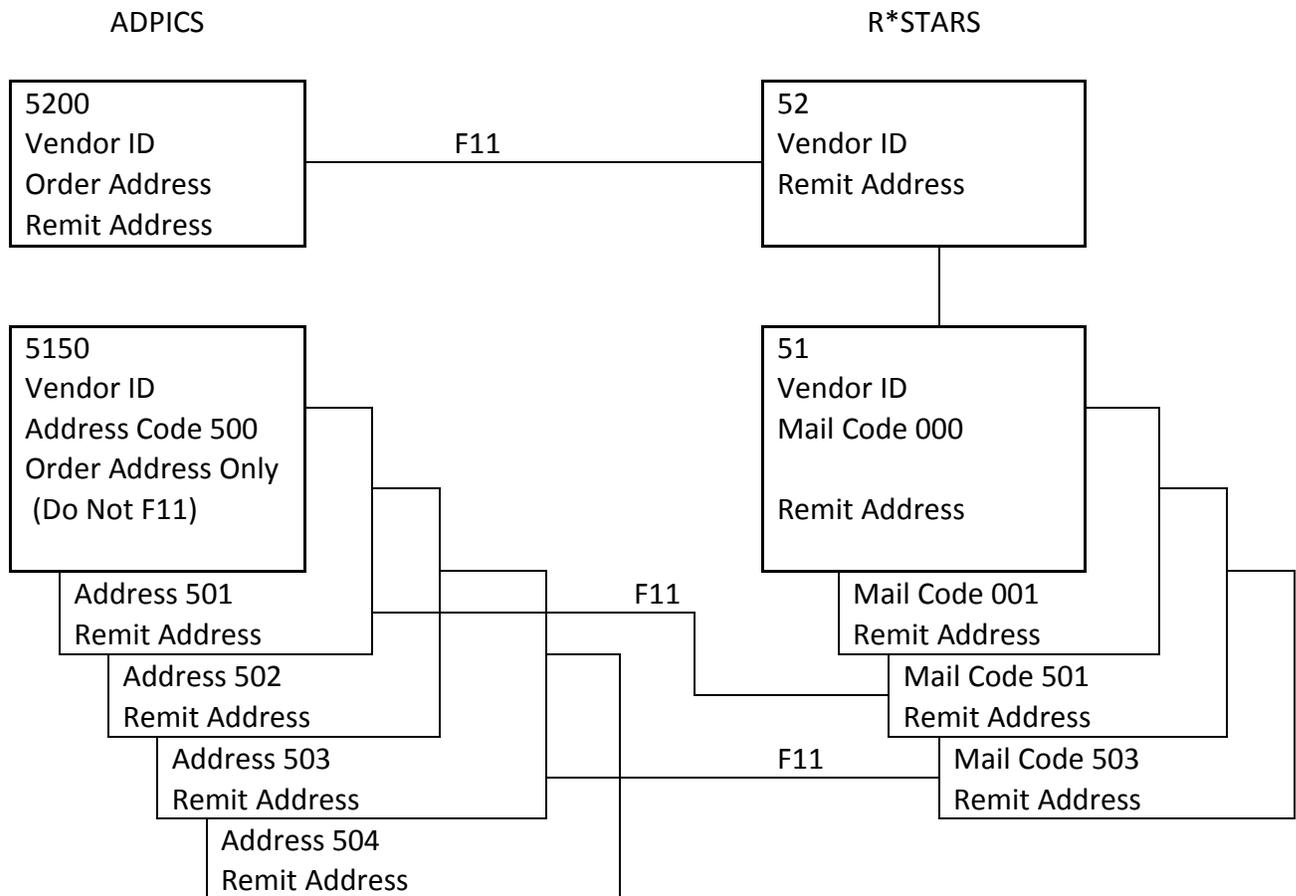
The purpose of SFMS Central Vendor Maintenance is to ensure that all active vendor records in the system are valid, correct, and as complete as possible. The procedures described on the following pages are intended to avoid the introduction of erroneous records. From time to time conflicting information may be received including different tax identification numbers for the same vendor. When this occurs, it is the responsibility of the paying agency to contact their vendor to determine and obtain the correct information. If the tax identification number or vendor legal name has changed, a new Form W-9 is required. In the case of different tax identification numbers, the records for invalid numbers will be retained in the R\*STARS vendor table in an INACTIVE status with a message referring users to the correct vendor number. ADPICS vendor table records for invalid numbers will be marked for deletion and a message will be added to the REASON FOR DELETION field.

The following descriptions reflect the nature of each type of SFMA ADPICS vendor records.

- **5200 – Vendor Table Maintenance** – This is the primary ADPICS record for the vendor. It should correspond to the R\*STARS **52 – Systemwide Vendor Profile** record. If this record is successfully saved from ADPICS to R\*STARS the remittance address will be copied to R\*STARS.
- **5150 – Vendor Address Table Maintenance** – This is an alternate order or remittance address for the vendor (number and name) identified in the corresponding **5200** record. Remittance addresses should also be saved from ADPICS to R\*STARS. Order addresses should not be saved from ADPICS to R\*STARS.

**The next page shows the relationship between ADPICS and R\*STARS vendor screens.**

## ADPICS / R\*STARS SCREEN RELATIONSHIPS



### ADDING NEW VENDORS (5200 SCREEN)

Agency personnel may enter **5200** profile record and, if desired, the vendor profile can be interfaced to R\*STARS **52** profile by pressing the <F11> key. Both the <F10> - SAVE and <F11> - ADD TO R\*STARS key will create a new vendor record. Only SFMS Central staff can update a vendor record after pressing <F10> or <F11>.

If the vendor number already exists in R\*STARS, error message "VENDOR ALREADY EXISTS" will display. **Always perform an alphabetic search on the vendor name on the 1200 – Vendor Table Inquiry screen prior to adding a new vendor.**

There are two addresses on the ADPICS **5200** profile. Only the REMIT address will interface to R\*STARS. The Remit Address is the valid address for payments. The Order Address is for order information, i.e. POs, only. If the Order address is not different from the Remit address, you may enter the same address in both fields.

## CHANGING VENDORS

Only SFMS Central staff can update or change existing vendor record information on the **5200** profile. Both vendor records that have not been interfaced to R\*STARS and vendor records that have been interfaced to R\*STARS can be updated by SFMS Central staff only.

- New vendor records interfaced to R\*STARS by 9:00 am will be processed by 12:00 pm.
- Vendor records interfaced to R\*STARS by 2:00 pm will be processed by 5:00 pm.
- The STATUS CODE on the **5200** profile will update to 'A' (active) after the vendor profile has been activated on R\*STARS.

Changes to the payment address on the **5200** profile should be emailed or faxed to SFMS Central. Do not email vendor change information if the vendor number contains a social security number. The preferred method of updating the order address is to add a mail code on the **5150** profile. Contact SFMS Central Vendor desk to request an update to an existing vendor payment or order address.

SFMS Vendor desk email	Vendor SFMS 1 * DAS SCD (SFMS.1.Vendor@oregon.gov)
SFMS Vendor desk fax	503-378-8940 (preferred)
SFMS Vendor desk	503-373-0256

## DELETING VENDORS

Vendor records on the **5200** profile cannot be deleted. If a vendor number becomes invalid, contact SFMS Vendor Desk. A message will be added to the DELETE REASON field and the vendor DELETE (Y/N) code will be updated to 'Y'.

## STATUS CODE

The Status Code field on the **5200** profile will reflect the vendor status on R\*STARS. When a vendor is added to ADPICS the status code will be blank. After the vendor profile has been interfaced to R\*STARS, the status code will update to the status on R\*STARS with the next successful inquiry.

Blank	-	vendor has not been interfaced to R*STARS
P	-	vendor has been interfaced to R*STARS but is still in 'partial' status
A	-	vendor is active in R*STARS
I	-	vendor is inactive in R*STARS

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## 5200 PROFILE INPUT

Always perform an alphabetic search on the vendor name on the **1200** screen prior to adding a new vendor

VENDOR #	"1" and the FEIN or SSN or OR# (except for foreign vendors)
VENDOR NAME	No periods or commas. No spaces between initials or acronyms (i.e. J. C. Adams = JC Adams) Individuals = First name, then last name
SEARCH NAMES	See the instructions below concerning search names.
ORDER ADDRESS	Use "%" for "in care of" rather than "C/O" No periods or commas. Use standard abbreviations. Must be a valid mailing address. PO BOX (if present) must be below any street address Fill in city, state, zip code, and country (if not USA).
REMIT ADDRESS	Use "%" for "in care of" rather than "C/O" No periods or commas. Use standard abbreviations. Must be a valid mailing address. PO BOX (if present) must be below any street address Fill in city, state, zip code, and country (if not USA).
CONTACT	Vendor contact name if known.
TELEPHONE	Vendor contact phone #. Enter zeros if actual number is unknown. This is a required field.
FAX	Vendor FAX number if known.
AGY/CONTACT/PHONE	Enter your agency number, your name, and your work phone number. SFMS Central Staff will update this information to reflect the last agency person to request an update to the vendor profile.
UPDATED BY	This field will reflect the SFMS Central Staff person who processed the last update or change to the vendor record.

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STATUS CODE            The status code will reflect the vendor status on the **52** profile in R\*STARS

PRESS F10 TO SAVE RECORD.

PRESS F11 TO SAVE RECORD TO R\*STARS.

### ADDING VENDOR MAIL CODES (5150 SCREEN)

Agencies may enter new order or payment addresses on the **5150** profile and, if desired, the payment address can be interfaced to R\*STARS **51** profile by pressing the F11 key. If the vendor mail code already exists in R\*STARS, error message "VENDOR ALREADY EXISTS, UPDATE NOT ALLOWED" will display.

- Verify the information in R\*STARS (**51** profile) for the vendor mail code.
- If they are different, change the ADPICS address to match R\*STARS and add a new mail code for the new address that you need.

Agencies cannot process changes to the order address on the **5200** profile. Only SFMS Central staff can update an existing **5200** profile. The preferred method to create an order address that is different from the **5200** profile is to add the order address as a mail code on the **5150** profile. A purchase order can be generated with the mail code address and the payment issued to the **5200** profile payment address.

Only new vendor payment addresses should be interfaced to R\*STARS. **Do not** interface vendor order address mail codes.

- Vendor records interfaced to R\*STARS by 9:00 am will be processed by 12:00 pm.
- Vendor records interfaced to R\*STARS by 2:00 pm will be processed by 5:00 pm.
- The STATUS CODE on the **5150** profile will update to 'A' (active) after the vendor profile has been activated on R\*STARS.

### CHANGING VENDOR ORDER OR PAYMENT ADDRESSES

To process a vendor change on the **5150** profile, type your changes into the appropriate fields and press F10. You will get the message "RECORD ALREADY EXISTS ON FILE, PRESS F10 TO REPLACE", ***STOP***. Do not press F10, unless you are deliberately changing an existing mail code. If you press F10 twice to save the record and receive a message indicating that the mail code was replaced, then you have overwritten an existing mail code address in ADPICS. If the mail code is overridden by mistake, look up the corresponding record in R\*STARS (**51** profile) and change the ADPICS mail code back to its original form. Then add your address with a new mail code.

Agencies may process changes to existing vendor information on the **5150** profile. Vendor change information cannot be interfaced to R\*STARS. Contact SFMS Central Vendor desk if you process an update to a vendor payment address. Request an update to the corresponding R\*STARS vendor record.

- SFMS Vendor desk email      Vendor SFMS 1 \* DAS SCD (if vendor number is not SSN)
- SFMS Vendor desk fax        503-378-8940 (preferred)
- SFMS Vendor desk            503-373-0256

## DELETING VENDOR ORDER OR PAYMENT ADDRESSES

Agency may delete vendor records from the **5150** profile. Press the F3 key to delete a vendor mail code. This will delete the mail code in ADPICS only. **\*\*WARNING\*\*** There is no 'undo' for this action. The vendor information will be deleted by pressing F3 once only.

## 5150 PROFILE INPUT

Always perform an alphabetic search on the vendor name on the **1200** screen prior to adding a new vendor name

VENDOR #	"1" and the FEIN or SSN or OR# (except for foreign vendors)
ADDRESS CODE	Remember to change the address code to the next consecutive unused number when adding a new address code record.
VENDOR NAME	No periods or commas. No spaces between initials or acronyms (i.e. J. C. Adams = JC Adams) Individuals = First name, then last name
SEARCH NAMES	See the instructions below concerning search names.
ADDRESS	Use "%" for "in care of" rather than "C/O" No periods or commas. Use standard abbreviations. Must be a valid mailing address. PO BOX (if present) must be below any street address Fill in city, state and zip code.
CONTACT	Vendor contact name if known.
TELEPHONE	Vendor contact phone #. Enter zeros if actual number is unknown.

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FAX	Vendor FAX number if known.
AGY/CONTACT/PHONE	Enter your agency number, your name, and your work phone number. Update this information for each change entered.
UPDATED	This field will reflect date of the last update or change to the vendor profile.
UPDATED BY	This field will reflect the SFMS Central Staff person or agency person who processed the last update or change to the vendor record.

Note that the R\*STARS vendor status does not exist for ADPICS mail codes.

PRESS F10 TO SAVE RECORD.

PRESS F11 TO SAVE RECORD TO R\*STARS.

## FOREIGN VENDOR ADDRESSES

### VENDOR NUMBER

Foreign vendor numbers begin with a "2", followed by any numbers you wish to create. Because foreign vendor numbers are not specific to the vendor, always do an alpha search on R\*STARS and ADPICS before adding the vendor. When assigning a new foreign vendor number, check R\*STARS' 52 profile for the next consecutive number for your agency. Even if the foreign vendor has a U.S. issued tax identification number, the vendor number must begin with a '2'. The standard foreign vendor number is '2' followed by your agency number, incrementing the remainder of the number by one. i.e. 2107000001.

Foreign vendors must return a Form W-8 before activation. SFMS will determine which Form W-8 is appropriate. If the Form W-8 is returned with a valid U.S. tax identification number, the vendor number will be updated with the FEIN on Form W-8. The vendor will remain in inactive status. Each subsequent payment to the vendor will be required to be evaluated for tax and reporting liabilities before the vendor is activated for payment.

### ENTERING THE ADDRESS

Enter the order and remit addresses

For Canadian addresses

Enter the city in the CITY field

Enter the province identifier in the ST field

Enter the first three characters of the postal code in the first portion of the ZIP field. Enter the second 3 characters of the postal code in the second portion of the ZIP field.

Canadian zip codes are “alpha/numeric/alpha numeric/alpha/numeric”.

For non Canadian addresses

Enter city, province and zip code information as the last line in the address fields.

Enter the country name in the CITY field

Enter ‘XX’ in the ST field

Enter ‘XXXXX’ in the ZIP field.

For ALL foreign vendors, enter the 3-character Country Code into the CTRY field. Country Codes can be found on screen 5875.

### Samples:

#### CANADA

CITY: VICTORIA                      ST: BC ZIP: V8V 3K3 CTRY: CAN

#### ENGLAND

CITY: ENGLAND                      ST: XX ZIP: XXXXX CTRY: UK

## ADPICS VENDOR ALPHABETICAL VENDOR SEARCH (1200 SCREEN)

Link to the **1200** screen (F9).

- Locate the VENDOR NAME: field and type the vendor name or the beginning characters of the vendor name to be found.
- Clear any extraneous characters from the remainder of the field.
- You must have at least 3 characters entered to perform a search.
- Press **ENTER** to activate the search.
  - The system will display vendor profiles (**5200**) and address codes (**5150**) that have the string of characters requested in any of the search name fields.
  - Vendor numbers from the **5200** profile will not have a mail code in the ADDR CODE field.
  - Vendor numbers from the **5150** profile will have the associated mail code in the ADDR CODE field.
- Type an ‘S’ on the requested line in the ‘S’ (select) field. Press F2 to recall the requested vendor and mail code on the **5200** or **5150** profile.
- Use the F8 key to display the next page or the F7 key for the previous page if necessary.

When searching for a vendor on ADPICS where there are many addresses, i.e. Best Western, search for the standard search name. The standard search name is made up of the first five digits of the vendor name, a space and the zip code, i.e. Best 97303. "Best" is a 4-digit word, so there are 2 spaces between the 't' and '9'. Widening the search to Best 97, for example would find all vendors that begin with the word 'Best' in Oregon. It is helpful to experiment with different levels of search names. If your search is too detailed, you may miss some records. If it is too wide, you may get too many records. For example, Best 97302, does not include Best Western Inn at Mill Creek in Salem (too limited), but Best 973 would, if it was in ADPICS.

The **1200** screen lists the vendor by the search name, not the vendor name itself. Inquiring on Best 97, for example would list the following vendors BEST 97031 , BEST 97035 , BEST 97124 , BEST 97138-6042, BEST 97141, BEST 97141-2315, etc.. Vendor are listed alpha before numeric, therefore BEST WESTERN PONDEROSA-SISTER will be listed before BEST 97739.

Vendors on the **5200** profile that are 'marked for deletion' (i.e. inactivated) will not appear on the **1200** screen. If you know a vendor was in ADPICS but can't find it, type in the vendor number on the **5200** profile, and press enter to see if the record was marked for deletion. The vendor status is included on the **1200** screen for vendor records that also exist on the **52** profile in R\*STARS.

## SEARCH NAMES

Search names or alternate vendor names are provided for cross reference purposes to facilitate finding a vendor by alphabetic search when the exact name entered in the system may not be known. In both R\*STARS and ADPICS the vendor name is automatically inserted as the first search name.

In ADPICS the **5200** and **5150** profiles each contain user enterable second, third, and fourth alternate name fields and may be reached by pressing the <Tab> key. The first alternate name field is protected and defaults to the vendor name. The positions of the search fields on each screen are shown below.

## 5200 profile

```

PCHL5200 V4.1                ADVANCED PURCHASING/INVENTORY    04/23/2015    3:03 PM
LINK TO:                      VENDOR TABLE MAINTENANCE

VENDOR: 1937013880    NAME: SALBASGEON INC
ALT.NAMES      : SALBASGEON INC
                  SALBA 97467
                  BEST WESTERN SALBASGEON I
                  BEST 97467
NOTES      : N
UPDATED: 08/25/08
DELETE (Y/N): N

ALT.VENDOR ID:                VENDOR STATUS:
ORDER ADDRESS : 1400 HIGHWAY AVE 101

                  CITY: REEDSPORT                ST: OR ZIP: 97467        CTRY:
REMIT ADDRESS : BEST WESTERN SALBASGEON INN
                  1400 HWY AVE 101

                  CITY: REEDSPORT                ST: OR ZIP: 97467        CTRY:
CONTACT      :
TELEPHONE   : 541 271 4831    EXT          FAX : 541 271 4831    EXPEDITOR CODE :
AGY         : 000    CONTACT: BECK, GENEVA        PHONE: 503 000 0000
DELETE REASON :
UPDATED BY   : SMR1628-SYNC FROM R*STARS                R*STARS STATUS: A
F1-HELP     F3-DELETE          F5-NEXT                F6-VIEW COMMODITY
F9-LINK     F10-SAVE           F11-ADD TO R*STARS    ENTER-INQUIRE    CL-EXIT
INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE

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## 5150 profile

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PCHL5150 V4.1                ADVANCED PURCHASING/INVENTORY    04/23/2015    4:13 PM
LINK TO:                      VENDOR ADDRESS TABLE MAINTENANCE

VENDOR ID      : 1937013880    SALBASGEON INC
ADDRESS CODE   : 500
VENDOR NAME    : SALBASGEON INC
SEARCH NAMES   : SALBASGEON INC

ADDRESS        : 1400 HIGHWAY AVE 101

                  CITY: REEDSPORT                ST: OR ZIP: 97467        CTRY:

CONTACT      :
PHONE        : 541 271 4831    EXT:                FAX : 541 271 4831
AGY         : CONTACT :                PHONE:
UPDATED     : 11/03/14
UPDATED BY  : BECK, GENEVA

F1-HELP     F3-DELETE          F5-NEXT                F9-LINK
F10-SAVE    F11-ADD TO R&STARS    ENTER-INQUIRE        CL-EXIT
NEXT RECORD DISPLAYED, READY FOR UPDATE

```

Always add search names using the following conventions on both the **5200** and **5150** profiles. This will facilitate searching and finding the correct vendor and mail code on the **1200** screen. Avoid entering search names that will not be used to facilitate searching for a vendor number on an alphabetic search.

The following conventions have been adopted for creating search names and alternate vendor names:

**PERSONS** - In the fourth search name field, enter the following format required by the IRS for 1099 electronic reporting.

{LASTNAME} [comma] {FIRSTNAME} [comma] {MIDDLE NAME OR INITIAL}

Both commas are required even if no middle name or initial is used, no spaces or other punctuation marks are permitted. The last name must have at least 1 and not more than 13 characters, the first name may have up to 10 characters, the middle name up to 7.

**ORGANIZATIONS** - The second search name field will contain the first five characters of the organization name (including spaces), a space, and the zip code (i.e., for Pitney Bowes, Pitne xxxx) . The third and fourth search name fields may include another name or set of initials which may facilitate finding the vendor on any alphabetic search (i.e., IBM for International Business Machines, UPS for United Parcel Service, etc.).

**SOLE PROPRIETORSHIPS** - These entities are a sort of cross between persons and organizations. Because the proprietor is the person responsible for paying taxes, the vendor name and the last search name are entered as for a PERSON. The business name is entered in the second search name field as for an organization. The business name is also entered in the third search name field and as the first line in the address field.

**PARTNERSHIPS** - Enter the business name in the second search name field as for an organization. In addition two partner's names (if known) are entered in the third and fourth search name fields as for a PERSON.

**GOVERNMENT AGENCIES and POLITICAL SUBDIVISIONS** - There are a number of special codes pertaining to these entities that are entered in place of certain search names. For further details see the instructions on the next page for entering these special records.

**LIENS, LEVIES, GARNISHMENTS, AND ASSESSMENTS** - Mail codes for payees receiving monies diverted by these orders must also contain a search name for the vendor named on the related **52** profile. See PROF.4 for more information.

**POST OFFICES and POSTMASTERS** - Enter US PO, space, zip code in the fourth search name field.

**OREGON UNIVERSITY SYSTEM** – Enter the university acronym in a search field. If possible, include the department in a search field.

#### SEARCH NAMES / ALTERNATE VENDOR NAMES FOR OREGON STATE GOVERNMENT AGENCIES AND POLITICAL SUBDIVISIONS

Oregon state government agencies and political subdivisions are generally entered only in R\*STARS, although certain entities (i.e. water districts) are also entered in ADPICS to facilitate routine payments such as utility bills. Certain conventions have been adopted with respect to vendor names and search names in these records to assure consistency of format and completeness of information.

**POLITICAL SUBDIVISIONS** - Political subdivisions are counties, cities, and special districts that either have taxing authority or receive tax distributions from the state. Vendor names for counties and cities will begin with "COUNTY OF" or "CITY OF" respectively on the **52** profile record and the 001 mail code **51** profile record. Vendor names for all Oregon school districts will begin with the name of the related county (i.e. "MARION CO SCH DIST 24J") in the **52** profile record and the 000 mail code **51** profile record. Additional **51** profile mail codes may contain other appropriate vendor names and addresses.

Each political subdivision is assigned a political subdivision (PSD) number. This number, with the prefix "PSD", will become the second search name (the first enterable search name) in every record for that vendor (i.e., for Marion County School District 24J, "PSD240340"). Each PSD number is composed of three pairs of digits. The first pair indicates the county in which the subdivision is found (i.e. "24xxxx" is in Marion County). The second pair indicates what type of subdivision is represented (i.e. "xx03xx" is a school district). The final pair of digits is a sequence number to differentiate similar subdivisions in the same county.

Contact SFMS Vendor desk for the correct political subdivision number (PSD) to be included when adding a new political subdivision vendor. A list of the types of political subdivisions has been included.

Cities and counties have special codes on the 001 mail code **51** profile record. The prefix "CCC" plus the assigned city/county code will be entered in the third search name field (i.e., for Salem, "CCC2470"). The prefix "OLCC" plus the assigned Oregon Liquor Control Commission numbers will be entered in the fourth search name field (i.e., for Woodburn, "OLCC2473").

Many political subdivisions also participate in the Local Government Investment Pool. These vendors will have their account numbers entered with the prefix "LGIP" in the LICENSE field of the 001 mail code **51** profile record (i.e., for Marion County, "LGIP04007") and the value 0.0 in the TAX RATE field.

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**OREGON STATE GOVERNMENT AGENCIES** - Oregon state government agencies are assigned numbers for identification in interagency transactions. Vendor records for state agencies will include the appropriate agency number with the prefix "AGY" in the fourth search name field (i.e., for DAS, "AGY107"). Records for agencies whose status has changed will contain the obsolete agency number with the prefix "OBAGY" in the fourth search name field (i.e., for Department of General Services, "OBAGY125").

## FOREIGN VENDOR ADDRESSES

Foreign vendor numbers begin with a "2", followed by your agency number and any numbers you wish to create. Because foreign vendor numbers are not specific to the vendor, always do an alpha search on R\*STARS before adding the vendor. When assigning a new foreign vendor number, check R\*STARS' **52** profile for the next consecutive number for your agency. Since the vendor number is neither a Federal Employer Identification Number nor a Social Security Number, the FEI/SSN field in the R\*STARS **52** profile record will contain an "O" indicating an 'other' number type.

Entering the Address:

1. Enter the city, province and postal or zip code below the address.
2. Enter the country in the CITY field.
3. Enter "XX" in the ST field.
4. Enter "X"'s into the first part of the ZIP CODE field.
5. Type the country name into the COUNTRY field. Because this field will not print on the warrants, the country name is also typed in the city field.

Foreign vendors must return a form W-8 before activation. SFMS will determine which W-8 form is appropriate. If the W-8 form is returned with a valid U.S. tax identification number, the vendor profile will not have an end date. If the vendor does not have a valid U.S. tax identification number, an end-date will be added to the vendor **52** profile. All foreign vendors remain in inactive status until a payment is ready to be issued. Each payment to the vendor will be required to be evaluated for tax withholding and reporting before the vendor is activated for payment. Foreign vendors remain active through one nightly batch cycle only. Foreign vendors are inactivated the first business day following an activation request.

## NAME CONTROL

The following instructions from IRS define the name control function. The purpose of this field is to enable automated verification of taxpayer identification numbers.

*If determinable, enter the first four (4) characters of the surname of the person whose TIN is being reported in positions 15-23 of the "B" Record; otherwise, enter blanks. This is usually the payee. If the name that corresponds to the TIN is not included in the first or second payee name line and the correct name control is not provided, a backup withholding notice may be generated for the record. Surnames of less than four (4) characters should be left justified, filling the unused positions with blanks. Special characters and imbedded blanks should be removed. In the case of a business, other than a sole proprietorship, use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name, unless there are only two words in the name. A dash (-) and an ampersand (&) are the only acceptable special characters. Surname prefixes are considered part of the surname, e.g., for Van Elm, the name control would be VANE. When two last names are shown for an individual, derive the name control from the first last name.*

## EMPLOYEES' OFFICE ADDRESSES

Employee office addresses on mail code 000 may have a return to agency PDT value (begins with an "R"). This will allow warrants issued to employees to be returned to the initiating agency for distribution.

## LIENS, LEVIES, GARNISHMENTS, AND ASSESSMENTS

Mail codes 410-499 are reserved for mail codes resulting from compliance with one of these court orders. They will be input only with the approval of the SFMS Operations vendor staff and must contain the agency number and the name and telephone number of the individual entering the record. Records entered without this information will be deleted.

See PROF.4 for more information at

[http://www.oregon.gov/DAS/Financial/AcctgSys/Documents/desk\\_manual/prof4.pdf](http://www.oregon.gov/DAS/Financial/AcctgSys/Documents/desk_manual/prof4.pdf).

## STANDARD ABBREVIATIONS

### STATE (POSTAL – 2 LETTER)

Alabama .....	AL	Montana .....	MT
Alaska .....	AK	Nebraska.....	NE
Arizona .....	AZ	Nevada.....	NV
Arkansas .....	AR	New Hampshire .....	NH
California .....	CA	New Jersey.....	NJ
Colorado.....	CO	New Mexico.....	NM
Connecticut.....	CT	New York .....	NY
Delaware .....	DE	North Carolina .....	NC
Florida .....	FL	North Dakota .....	ND
Georgia.....	GA	Ohio .....	OH
Hawaii .....	HI	Oklahoma .....	OK
Idaho .....	ID	Oregon.....	OR
Illinois.....	IL	Pennsylvania.....	PA
Indiana .....	IN	Rhode Island .....	RI
Iowa.....	IA	South Carolina .....	SC
Kansas .....	KS	South Dakota .....	SD
Kentucky.....	KY	Tennessee.....	TN
Louisiana .....	LA	Texas.....	TX
Maine .....	ME	Utah .....	UT
Maryland.....	MD	Vermont.....	VT
Massachusetts .....	MA	Virginia.....	VA
Michigan.....	MI	Washington .....	WA
Minnesota.....	MN	West Virginia .....	WV
Mississippi.....	MS	Wisconsin .....	WI
Missouri.....	MO	Wyoming .....	WY

### CANADIAN PROVINCES (2 LETTER)

Alberta.....	AB	Nova Scotia .....	NS
British Columbia.....	BC	Ontario.....	ON
Manitoba.....	MB	Prince Edward Island .....	PE
New Brunswick.....	NB	Quebec .....	PQ
Newfoundland .....	NF	Saskatchewan .....	SK
Northwest Territories .....	NT	Yukon Territory.....	YT

**US POSSESSIONS (2 LETTER)**

American Samoa .....	AS	N Mariana Islands .....	MP
District of Columbia .....	DC	Palau .....	PW
Fed States Micronesia .....	FM	Puerto Rico .....	PR
Guam .....	GU	Virgin Islands .....	VI
Marshall Islands .....	MH		

**MILITARY (POSTAL - 2 LETTER)**

Zip Code 340 .....	AA	Zip Codes 962-966 .....	AP
Zip Codes 090-098 .....	AE		

**SECONDARY ADDRESS INDICATOR**

Apartment .....	APT	Post Office Box .....	PO BOX
Box (not Post Office) .....	BOX	Rural Free Delivery .....	RR
Building .....	BLDG	Room .....	RM
Department .....	DEPT	Route .....	RR
Floor .....	FL	Rural Route .....	RR
Hospital .....	HOSP	Star Route (Highway Contract Route) .....	HC
Institute .....	INST	Suite .....	STE
Post Office (not box) .....	PO		

**STREET INDICATORS**

Alley .....	ALY	Circle .....	CIR
Annex .....	ANX	Cliffs .....	CLFS
Avenue .....	AVE	Corner .....	COR
Beach .....	BCH	Corners .....	CORS
Bend .....	BND	Course .....	CRSE
Bluff .....	BLF	Court .....	CT
Boulevard .....	BLVD	Cove .....	CV
Branch .....	BR	Creek .....	CRK
Bridge .....	BRG	Drive .....	DR
Brook .....	BRK	Estates .....	EST
Bypass .....	BYP	Expressway .....	EXPY
Camp .....	CP	Extension .....	EXT
Canyon .....	CYN	Ferry .....	FRY
Center .....	CTR	Field .....	FLD

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Flats.....	FLT	Place .....	PL
Fork .....	FRK	Plain .....	PLN
Fort.....	FT	Plains.....	PLNS
Freeway.....	FWY	Plaza.....	PLZ
Gardens .....	GDNS	Point .....	PT
Gateway .....	GTWY	Port .....	PRT
Grove.....	GRV	Ranch .....	RNCH
Harbor .....	HBR	Rapids .....	RPDS
Haven .....	HVN	Ridge.....	RDG
Heights .....	HTS	River.....	RIV
Highway.....	HWY	Road.....	RD
Inlet .....	INLT	Row .....	ROW
Island.....	IS	Rural .....	R
Isle .....	ISLE	Shoal .....	SHL
Junction.....	JCT	Shoals.....	SHLS
Knolls.....	KNLS	Shore.....	SHR
Lake .....	LK	Shores .....	SHRS
Lakes.....	LKS	Spring.....	SPG
Landing.....	LNDG	Springs.....	SPGS
Lane.....	LN	Square.....	SQ
Locks.....	LCKS	Station .....	STA
Lodge.....	LDG	Stream .....	STRM
Loop.....	LOOP	Street .....	ST
Mall .....	MALL	Summit .....	SMT
Manor.....	MNR	Terrace.....	TER
Meadows.....	MDWS	Track .....	TRAK
Mount .....	MT	Trail.....	TRL
Mountain.....	MTN	Tunnel.....	TUNL
Orchard .....	ORCH	Turnpike.....	TPKE
Oval .....	OVAL	Union .....	UN
Palms.....	PLMS	Valley .....	VLY
Park .....	PARK	View .....	VW
Parkway.....	PKY	Village .....	VLG
Pass .....	PASS	Vista.....	VIS
Path.....	PATH	Walk.....	WALK
Pines.....	PNES	Way.....	WAY

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**POLITICAL SUB-DIVISION TYPE CODES**

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|--|---|
| 02 Counties                                    | 22 Diking District                                |
| 03 .School District                            | 23 Mass Transit                                   |
| 04 .Community College                          | 24 Vector Control                                 |
| 05 .Cities                                     | 25 Road District                                  |
| 06 .Water Districts                            | 26 County Service                                 |
| 07 .Fire Districts (RFPD)                      | 27 Public Housing                                 |
| 08 .PUD (Public Utility District)              | 28 Urban Renewal                                  |
| 09 .Sanitary District                          | 29 Metro Service District                         |
| 10 .Street Lighting District                   | 30 Water Improvement                              |
| 11 .Park and Recreation District               | 33 Hospital Facility                              |
| 12 .Cemetery District                          | 34 Livestock                                      |
| 13 .Port District                              | 35 Council of Governments (COG)                   |
| 14 .Hospital District                          | 37 Translator District                            |
| 15 .Irrigation District                        | 40 Library District                               |
| 16 .Water Control District                     | 41 Endowment Care                                 |
| 17 .Drainage District                          | 42 Tribal Government                              |
| 19 Insecticide and Herbicide                   | 45 Utility Boards                                 |
| 20 SWCD (Soil and Water Conservation District) | MS Miscellaneous Local Government within Counties |
| 21 Air Pollution Authorities                   |   |