VENDOR SETUP REQUEST FORMAT

Below is the correct way to submit new vendor requests or corrections to an existing vendor using BruinBuy. The first example is a U.S. address and the second one is a foreign address.

Correct Payee Name:  Last Name, (space) First Name
No titles, periods, or acronyms allowed.
The legal name of the individual or company is required

Example: Smith, Robert

Address Field:  Abbreviate Street Suffixes
No punctuation allowed.
Examples:  Street to ST
          Apartment to APT#

Follow the U.S. Postal Code abbreviations. See some examples below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Abbreviation</th>
<th>Description</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment</td>
<td>APT</td>
<td>Park</td>
<td>PK</td>
</tr>
<tr>
<td>Avenue</td>
<td>AVE</td>
<td>Parkway</td>
<td>PKWY</td>
</tr>
<tr>
<td>Boulevard</td>
<td>BLVD</td>
<td>Road</td>
<td>RD</td>
</tr>
<tr>
<td>Court</td>
<td>CT</td>
<td>Street</td>
<td>ST</td>
</tr>
<tr>
<td>Drive</td>
<td>DR</td>
<td>Suite</td>
<td>STE</td>
</tr>
<tr>
<td>Highway</td>
<td>HWY</td>
<td>Terrace</td>
<td>TER</td>
</tr>
<tr>
<td>Lane</td>
<td>LN</td>
<td>Unit</td>
<td>UT</td>
</tr>
<tr>
<td>Place</td>
<td>PL</td>
<td>Way</td>
<td>WY</td>
</tr>
</tbody>
</table>

Direction Abbreviations:
North – N   South – S   East – E   West – W

U.S. Address
A U.S. address does not need a Country code – leave this field blank.
Example is a vendor Doing Business As (DBA) using their Social Security Number for reporting.

PAYEE NAME:  BRUIN, JASPER
ADDRESS:  DBA JASPER ELECTRONICS
ADDRESS:  45 CASPER BLVD STE 415
CITY:  CASPER
ST:  WY
ZIP CODE:  80125
COUNTRY CODE:  [Leave Blank]

Foreign Address:
A Foreign address does not require the State or Zip code – leave these fields blank. Postal codes may be entered before or after the city name. Example: 759009 Paris or Madrid 15982.

You may use tax id 00-0000000/E (Employer ID) if work is not done in United States. Please indicate where work is done on the business contact field. Leave income reportable and income reportable tax code as blank for companies.

PAYEE NAME:  JOHN WILEY UK LTD
ADDRESS:  25 BRUSSELLS
CITY:  LONDON 1T5 6k2
ST:  [Leave Blank]
ZIP CODE:  [Leave Blank]
COUNTRY CODE:  GBR

If there are any specific questions, please email Accounts Payable at ap@finance.ucla.edu or call the Customer Service at extension 40197.