

Tips for HTML Address Book Entry

Overview

This work instruction contains helpful tips for entering HTML address book requests into the NIS Address Book.

This work instruction shows the process for:

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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Steps

Entering Phone Numbers

Requestor Information	
* Name:	TODD SHIELD
* Agency Name:	Dept of Adm Services
* Phone Number:	- 1-0604
* Email Address:	tshield@notes.state.ne.us

Address Information	
* Alpha Name:	FISHING ADVENTURES
Mailing Name:	FISHING ADVENTURES
* Address Line 1:	5878 MAIN ST
Address Line 2:	
Address Line 3:	
Address Line 4:	
* City:	LINCOLN
* State:	Nebraska
* Zip:	68506-5326
* Country:	Select...
Phone Number:	402 - 758-5245
Fax Number:	
Contact Name:	BILL SMITH
* Entity Type:	Non-corporate
Tax ID or SSN:	475853541 <small>Please mail W-9 form to State Accounting</small>

1. It is extremely important to add the phone number and a contact name to the Address Book request. This saves the person processing the request a lot of time if questions should arise.

Entering Name Separation

The screenshot shows the 'Address Information' form with the following fields filled out:

- Alpha Name: MONTANA JOSEPH
- Mailing Name: JOSEPH MONTANA
- Address Line 1: 14785 TOUCHDOWN LN
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: SAN FRANCISCO
- State: California
- Zip: 90587-0111
- Country: Select...
- Phone Number: 505 - 555-1212
- Fax Number: (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 50B161616 *Please mail W-9 form to State Accounting*

1. The above request has no comma separating the last name and first name in the Alpha name field. (MONTANA JOSEPH).

The screenshot shows the 'Address Information' form with the following fields filled out:

- Alpha Name: MONTANA, JOSEPH
- Mailing Name: JOSEPH MONTANA
- Address Line 1: 14785 TOUCHDOWN LN
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: SAN FRANCISCO
- State: California
- Zip: 90587-0111
- Country: Select...
- Phone Number: 505 - 555-1212
- Fax Number: (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 50B161616 *Please mail W-9 form to State Accounting*

2. The image above illustrates how the request should be entered and how it will appear in the system. The last name and first name are separated by a comma (MONTANA, JOESEPH).

 Remember to insert a space between the comma and the first name. Not entering a space will cause difficulties when trying to query on a name in the Address Book.

Entering Alpha Names with a Hyphen

The screenshot shows a web form titled "Requester Information" and "Address Information". The "Alpha Name" field contains the text "JONES-SMITH, CONNIE". Other fields include Agency Name (Select...), Phone Number, Email Address, Mailing Name (CONNIE JONES-SMITH), Address Line 1 (555 HYPHEN ST), City (MALCOM), State (Nebraska), Zip (68423-0111), Country (Select...), Phone Number (402 - 555-2222), Fax Number, Contact Name, Entity Type (Person), and Tax ID or SSN (507626262).

1. The above request has a hyphen in the Alpha name field. (JONES-SMITH, CONNIE) This is not allowed in the Alpha Name field in the Address Book. The hyphen will be replaced with a space.

 Only a comma is allowed in the Alpha name to separate the last name and first name.

The screenshot shows the same "Address Information" form, but the "Alpha Name" field now contains the text "JONES SMITH, CONNIE". The hyphen has been replaced by a space. All other fields remain the same as in the previous screenshot.

2. The image above illustrates how the request should be entered and how it will appear in the system. The Alpha Name field will read "JONES SMITH, CONNIE."

 Note the hyphen is gone and a space was added in its place.

Entering Punctuation in the Alpha Name

The screenshot shows the 'Address Information' form with the following fields and values:

- Alpha Name: UMPIRE CO., INC.
- Mailing Name: UMPIRE CO., INC.
- Address Line 1: 123 MAIN ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: LINCOLN
- State: Nebraska
- Zip: 68506-0329
- Country: Select...
- Phone Number: 402 - 489-6565
- Fax Number: (empty) - (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 478952155 *Please mail W-9 form to State Accounting*

1. The request shown above contains punctuation in the Alpha name field. (UMPIRE CO., INC.) Punctuation is not allowed in the Alpha name field.

 However, the Mailing Name field may include any necessary punctuation.

The screenshot shows the 'Address Information' form with the following fields and values:

- Alpha Name: UMPIRE CO INC
- Mailing Name: UMPIRE CO., INC.
- Address Line 1: 123 MAIN ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: LINCOLN
- State: Nebraska
- Zip: 68506-0329
- Country: Select...
- Phone Number: 402 - 489-6565
- Fax Number: (empty) - (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 478952155 *Please mail W-9 form to State Accounting*

2. The image above illustrates how the request should be entered and how it will appear in the system. The Alpha Name field will read "UMPIRE CO INC".

 Note the punctuation may still remain in the Mailing Name field. (UMPIRE CO., INC.)

Enter Two People in the Alpha Name Field

The screenshot shows the 'Address Information' form with the following fields filled out:

- Alpha Name: THOMPSON, ROBERT & SALLY
- Mailing Name: ROBERT & SALLY THOMPSON
- Address Line 1: 897 SOUTH ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: LINCOLN
- State: Nebraska
- Zip: 68521-0001
- Country: Select...
- Phone Number: 402 - 438-4432
- Fax Number: (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 505551549 *Please mail W-9 form to State Accounting*

1. The request shown above contains two people in the Alpha name field, (THOMPSON, ROBERT & SALLY) and a Social Security Number in the Tax ID or SSN field.

 Only the owner of the Social Security Number is allowed in the Alpha Name field. However, both names may be entered in the Mailing Name field.

The screenshot shows the 'Address Information' form with the following fields filled out:

- Alpha Name: THOMPSON, ROBERT
- Mailing Name: ROBERT & SALLY THOMPSON
- Address Line 1: 897 SOUTH ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: LINCOLN
- State: Nebraska
- Zip: 68521-0001
- Country: Select...
- Phone Number: 402 - 438-4432
- Fax Number: (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 505551549 *Please mail W-9 form to State Accounting*

2. The image above illustrates how the request should be entered and how it will appear in the system. Note that only one name appears in the Alpha Name field (THOMPSON, ROBERT).

 Note that both names remain in the Mailing Name field (ROBERT & SALLY THOMPSON).

Entering Physical Address and PO Box

Address Information

* Alpha Name: GONZALES, ROBERTO

Mailing Name: ROBERTO GONZALES

* Address Line 1: PO BOX 555

Address Line 2: 1542 A ST

Address Line 3:

Address Line 4:

* City: LINCOLN

* State: Nebraska

* Zip: 68521-0001

* Country: Select...

Phone Number: 402 - 438-4432

Fax Number:

Contact Name:

* Entity Type: Person

Tax ID or SSN: 505551549 Please mail W-9 form to State Accounting

1. The address lines in the request illustrated above are not correct. If both a physical address and a PO Box need to be entered in the Address Lines, the PO Box is entered on the bottom (higher numbered Address Line field).

Address Information

* Alpha Name: GONZALES, ROBERTO

Mailing Name: ROBERTO GONZALES

* Address Line 1: 1542 A ST

Address Line 2: PO BOX 555

Address Line 3:

Address Line 4:

* City: LINCOLN

* State: Nebraska

* Zip: 68521-0001

* Country: Select...

Phone Number: 402 - 438-4432

Fax Number:

Contact Name:

* Entity Type: Person

Tax ID or SSN: 505551549 Please mail W-9 form to State Accounting

2. The image above illustrates how the request should be entered and how it will appear in the system. The PO Box has been entered in the higher numbered Address Line field. ("1542 A Street" has been entered in Address Line 1, and "PO Box 555" has been entered in Address Line 2.)

-  If no PO Box is available and the mailing address includes a suite # or an apartment #, the address must all be entered on one line.
(Ex. 1542 A Street #5.)
-  This will be the case with any request, whether it is a business or an individual.

Entering RR and PO Box

Address Information	
* Alpha Name:	SMITH, JOSEPH
Mailing Name:	JOSHEPH R. SMITH JR.
* Address Line 1:	RR 1 PO BOX 5
Address Line 2:	
Address Line 3:	
Address Line 4:	
* City:	ASHLAND
* State:	Nebraska
* Zip:	65841-0124
* Country:	Select...
Phone Number:	402 - 333-5555
Fax Number:	
Contact Name:	
* Entity Type:	Person
Tax ID or SSN:	527462388 <i>Please mail W-9 form to State Accounting</i>

1. The request illustrated above has both a PO Box and a RR address entered incorrectly. Both a PO Box and a RR address should not need to be entered in the Address Lines.

 Mail for a PO Box is delivered to the post office. A RR is for a rural customer who receives mail at their house in the country.

Address Information	
* Alpha Name:	SMITH, JOSEPH
Mailing Name:	JOSHEPH R. SMITH JR.
* Address Line 1:	PO BOX 5
Address Line 2:	
Address Line 3:	
Address Line 4:	
* City:	ASHLAND
* State:	Nebraska
* Zip:	65814-0124
* Country:	Select...
Phone Number:	402 - 333-5555
Fax Number:	
Contact Name:	
* Entity Type:	Person
Tax ID or SSN:	527462388 <i>Please mail W-9 form to State Accounting</i>

OR

Address Information	
* Alpha Name:	SMITH, JOSEPH
Mailing Name:	JOSHEPH R. SMITH JR.
* Address Line 1:	RR 1 BOX 5
Address Line 2:	
Address Line 3:	
Address Line 4:	
* City:	ASHLAND
* State:	Nebraska
* Zip:	65814-0124
* Country:	Select...
Phone Number:	402 - 333-5555
Fax Number:	
Contact Name:	
* Entity Type:	Person
Tax ID or SSN:	527462388 <i>Please mail W-9 form to State Accounting</i>

2. The images above illustrate how the request should be entered and how it will appear in the system. The PO Box OR the RR address has been entered in the Address Line field.

 This will be the case with any request, whether it is a business or an individual.

Entering Businesses with a Social Security Number

The screenshot shows the 'Address Information' form with the following data entered:

- Alpha Name: SMITH, TIM
- Mailing Name: TIM SMITH
- Address Line 1: SMITH CONSTRUCTION
- Address Line 2: 123 MAIN ST
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: LINCOLN
- State: Nebraska
- Zip: 68505-0236
- Country: Select...
- Phone Number: 402 - 421-9999
- Fax Number: (empty)
- Contact Name: TIM SMITH
- Entity Type: Person
- Tax ID or SSN: 508555555 Please mail W-9 form to State Accounting

1. The request illustrated above is for a business that is run by a Social Security Number. The above request has been entered incorrectly. The name of the business should be entered in the Alpha Name field, while the name of the person who owns the SSN should be entered in the Mailing Name field.

 Address line 1 will be "DBA business name" and Address line 2 will be the address of the business.

The screenshot shows the 'Address Information' form with the following data entered:

- Alpha Name: SMITH CONSTRUCTION
- Mailing Name: TIM SMITH
- Address Line 1: DBA SMITH CONSTRUCTION
- Address Line 2: 123 MAIN ST
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: LINCOLN
- State: Nebraska
- Zip: 68505-0236
- Country: Select...
- Phone Number: 402 - 421-9999
- Fax Number: (empty)
- Contact Name: TIM SMITH
- Entity Type: Person
- Tax ID or SSN: 508555555 Please mail W-9 form to State Accounting

2. The image above illustrates how the request should be entered and how it will appear in the system.

- Alpha Name - Name of the business
- Mailing Name - Name of the person who owns the SSN
- Address Line 1 - doing business as (DBA) "business name" (DBA SMITH CONSTRUCTION)
- Address Line 2 - Address of the business

- ✎ This process can also be used for businesses that are LLC and non-corporate.

Entering .com Businesses

The screenshot shows the 'Address Information' form with the following fields and values:

- Alpha Name: ebay.com
- Mailing Name: ebay.com
- Address Line 1: 545 S 14TH ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: MILWAUKEE
- State: Wisconsin
- Zip: 95142-0162
- Country: Select...
- Phone Number: 999 - 535-5555
- Fax Number: (empty)
- Contact Name: JOHN DOE
- Entity Type: Corporate
- Tax ID or SSN: (empty) *Please mail W-9 form to State Accounting*

1. The above request has a period in the Alpha name field. (ebay.com) This is not allowed in the Alpha Name field in the Address Book. The period (.) will be replaced with a space.

- ✎ The Mailing Name field may contain necessary punctuation.
- ✎ Only a comma is allowed in the Alpha name to separate the last name and first name.

The screenshot shows the 'Address Information' form with the following fields and values:

- Alpha Name: ebay com
- Mailing Name: ebay.com
- Address Line 1: 545 S 14TH ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: MILWAUKEE
- State: Wisconsin
- Zip: 95142-0162
- Country: Select...
- Phone Number: 999 - 535-5555
- Fax Number: (empty)
- Contact Name: JOHN DOE
- Entity Type: Corporate
- Tax ID or SSN: (empty) *Please mail W-9 form to State Accounting*

2. The image above illustrates how the request should be entered and how it will appear in the system. The Alpha Name field will read "ebay com".

- ✎ This will be the case with any request, whether it is a business or an individual.
- ✎ Note the period is gone and a space was added in its place.

Entering Businesses with "The" in the Name

The screenshot shows the 'Address Information' form with the following fields and values:

- Alpha Name: THE MONEY COMPANY
- Mailing Name: THE MONEY COMANY
- Address Line 1: 555 BROAD ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: NEW YORK
- State: New York
- Zip: 10101-0001
- Country: Select...
- Phone Number: 999 - 555-1212
- Fax Number: (empty) - (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 478952155 *Please mail W-9 form to State Accounting*

1. The above request is for a business name starting with "The." (THE MONEY COMPANY) This is not allowed in the Alpha Name field in the Address Book. The word "The" will be removed from the Alpha Name field.

 The Mailing Name field may contain the word, "The".

The screenshot shows the 'Address Information' form with the following fields and values:

- Alpha Name: MONEY COMPANY
- Mailing Name: THE MONEY COMANY
- Address Line 1: 555 BROAD ST
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: NEW YORK
- State: New York
- Zip: 10101-0001
- Country: Select...
- Phone Number: 999 - 555-1212
- Fax Number: (empty) - (empty)
- Contact Name: (empty)
- Entity Type: Person
- Tax ID or SSN: 478952155 *Please mail W-9 form to State Accounting*

2. The image above illustrates how the request should be entered and how it will appear in the system. The Alpha Name field will read "MONEY COMPANY".

 Note that the Mailing name field can contain the word "The" (THE MONEY COMPANY).