

VM3COP20.052

### Filling in any Opera address

When you are creating a new account on opera or editing an existing one you need to make sure the address, company name and other details are set out in a specific order.

The top line and the only line searchable has to have the company name or if there is no company name then use the name of the person ordering. It has to be in a way that you and others can find the account easily in the future. So if John Smith from Medical Stuff Ltd is wanting an account with us, use the company name. Never use the department in this line.

Also do not abbreviate, unless you run out of space. So if there is space put Hospital and not Hosp.

When you do not have much space use your judgement and make sure the most important parts are present. For example Sheffield Childrens Hospitals NHS Foundation Trust is not going to fit, so use Sheffield Childrens Hosp NHS.

We also try to avoid apostrophes and comma as they interfere with Intrastats and a lot of information from Opera is taken in to intrastats.

The the rest of the address should be as follows

Department and or person

Number if there is one and then Street name. All addresses need to have a street on them.

Add any other parts of the address and finally there needs to be a Town. This has to be present on all addresses.

After this in the last box of the address is were the postcode goes. UPS will not process shipments without a postcode.

If it is not a UK order the country has to be added.

So all addresses need the Company or Person, a Street name, Town and Postcode, export ones must have a Country.