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## Variable-length Fields in Vendor Records

The following table describes the [variable-length fields](#) found in vendor [records](#). Both the short label and default long label (if one exists) are shown.

### NOTE

The variable-length fields listed in this section are the standard fields. Your organization's setup may vary.

Vendor Record Fields					
Field	Description	Field Group Tag or Default MARC Tag	Data in Field Entered by	Limits	Examples
<b>ACCTNUM</b> or <b>Account No.</b>	Vendor's account number.	l	organization	Maximum 19 characters	<b>1123-456-789</b>
<b>ADDRESS1</b>	The full vendor name and address to which orders are sent. <b>ADDRESS1</b> prints on purchase orders and claim letters. See also <b>VEN ADDR</b> in the <a href="#">checkin</a> and <a href="#">order</a> records. See <a href="#">How Sierra Stores Address Fields</a> for more information on address fields.	a	organization	Maximum of 200 characters in up to five lines. Only the first 28 characters of each line print on purchase orders and claim letters.	<b>aBison Press\$Orders\$299 4th Av NW\$Calgary, AB T21 7K4\$Canada</b>
<b>ADDRESS2</b>	A secondary address to which vendor payments are sent.	b	organization	Maximum of 200 characters in up to five lines.	<b>bBison Press\$Payments\$299 4th Av NW\$Calgary, AB T21 7K4\$Canada</b>
<b>ALTCODE</b> or <b>Alternate Code</b>	A code used by the library's parent agency to identify the vendor. The parent agency is the city,	d	organization	Maximum 11 characters.	<b>dbisonbooks</b>

	university, etc., of whose budget the library's is a subset. Used in statistical reports.				
<b>CONTACT</b>	Vendor contact information.	k	organization	Maximum 49 characters.	<b>kbuffer joe</b>
<b>EMAIL</b>	Email address for vendor. The vendor's email address must appear in <a href="#">NOTE3</a> for electronic ordering.	e	organization	Maximum 99 characters.	<b>eorders@baker_taylor.com</b>
<b>FAX</b>	Fax number for vendor.	f	organization	Maximum 49 characters.	<b>f555-794-9218</b>
<b>FTP INFO</b>	FTP connection information for the vendor's website. This information is used to <a href="#">retrieve files via FTP</a> during the electronic invoicing process. This field stores the IP address, login, and password.	g	organization	Up to 10,000 characters	<b>ftp.baker_taylor.com\$1a2b3c\$456def7</b>
<b>NOTE1</b>	Free text note.  <b>NOTE1</b> is printed on <a href="#">Invoice Registers</a> . Organizations often use it as a place to put their account number with the vendor, or the institution accounting office's vendor code.	n	organization	Maximum 99 characters	<b>n1825b</b>
<b>NOTE2</b>	Free text note.  The EDI code is required in the <a href="#">NOTE2</a> field for electronic serials claiming.	m	organization	Maximum 99 characters	<b>m\$0064=1691234</b>

	<p>Data following a dollar sign ('\$') in the <b>NOTE2</b> field are used in <a href="#">BISAC ordering</a>:</p> <p><b>BISAC:</b></p> <p>NOTE2 \$0064= &lt;Vendor SAN&gt;</p> <p>(For BISAC ordering, the Vendor SAN can be entered in either NOTE2 or NOTE3.)</p> <p>To use either type of <a href="#">electronic ordering</a>, you must include this information in the appropriate NOTE field(s).</p>				
<p><b>NOTE3</b></p>	<p>Free text note.</p> <p>Data following a dollar sign ('\$') in the <b>NOTE3</b> field are used in <a href="#">BISAC or EDIFACT ordering</a>:</p> <p><b>BISAC:</b></p> <p>NOTE3 \$EMAIL= &lt;Vendor email address&gt; or NOTE3 \$EMAIL= &lt;Vendor email address&gt;\$0064= &lt;Vendor SAN&gt;</p> <p><b>EDIFACT:</b></p> <p>NOTE3 \$VENDSAN= &lt;Vendor SAN&gt;</p> <p>To use either type of <a href="#">electronic ordering</a>, you</p>	<p>o</p>	<p>organization</p>	<p>Maximum 99 characters</p>	<p><b>o\$EMAILorders@vendorx.com</b></p>

	must include this information in the appropriate NOTE field(s).				
<b>PHONE NUM</b> or <b>Telephone</b>	Vendor's telephone number	p	organization	Maximum 49 characters	<b>p555-743-4395</b>
<b>SPECIAL</b>	Library-defined.	z	organization	Maximum 99 characters	N/A
<b>URL</b>	The Web site for this vendor.	y	organization	Maximum 10,000 characters	<b>yhttp://www.vendor.com</b>
<b>VENCODE</b> or <b>Vendor Code</b>	A code that uniquely identifies this vendor. Used in the <b>VENDOR</b> fixed-length field in order records.	c	organization	Maximum 5 characters	<b>cbison</b>
<b>VENNAME</b> or <b>Vendor Name</b>	Vendor Name.	t	organization	Maximum 49 characters	<b>tBison Press</b>
<b>VENDOR INFO</b>	Field used by the system to identify vendor records.	+	system	N/A	N/A

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