

**D&B International Business Locator** is the largest single source for U.S. and international business records and provides one-click access to over 28 million public and private companies in over 200 countries. Searchers can find a company by entering a company's name, location, telephone number or the D&B D-U-N-S number. Once a business has been located, key data including full address, SIC/line of business, size (sales and employees), names of principals, and identification of headquarters, domestic parent and global parent are given.

Computer commands, field names and mouse actions are in *Italics*.  
Text that you must type is within single quote marks ('').

**To access D&B International Business Locator:**

Go to: **RCPL Web site** (<http://www.myrcl.com>)

Click: **Research Tools**

Click: **Business and Investments**

Click: **Dun and Bradstreet International Business Locator**

Click: **Inside the Library OR Home Access**

Click: **Start**

★ To begin a new search after each question, click the *Revise/New Search* or *New Company Lookup* button at the bottom of database screen.

**1. What is the world headquarters address for France Telecom?**

- ☐ Type 'france telecom' in the *Company Name* box.
- ☐ Since in this case it is reasonable to assume that the headquarters will be in France, select *France* from the drop down menu at the *Country* box, and this will help to refine the search.
- ☐ Place the radio button beside *Yes* for the *Exclude Branches?* option.
- ☐ Click the *Start Search* button. This will generate a long list of results.
- ☐ Scroll down the alphabetical list displayed until arriving at the item identified as the headquarters for *France Telecom* (not extensions of that name such as France Telecom Capital Development) and set the radio button next to it.
- ☐ Click the *Get Summary* button at the bottom of the screen.
- ☐ A complete business profile will appear including addresses, telephone numbers, D-U-N-S number, company officers, sales figures, etc.

Note: If this search is conducted by leaving the *Country* box set at *No Selection*, the list which appears will have the North America (subsidiary) headquarters of *France Telecom* at the very top (even though out of alphabetical order). This can be selected and clicked, and at the bottom of the profile three more options will appear: *Global Ultimate*, *Domestic Ultimate*, and *Headquarters Parent*. By selecting *Global Ultimate*, the world headquarters will be displayed.

**2. Does France Telecom maintain offices in the U.S., and if so, which one is headquarters?**

- ☐ Type 'france telecom' in the *Company Name* box.
- ☐ Select *USA* from the drop down menu at the *Country* box, and set the radio button beside *Yes* for the *Exclude Branches?* option.
- ☐ Click the *Start Search* button at the bottom of the screen.
- ☐ A list of all *Telecom France* offices in the United States will appear. Two are identified as Headquarters, one for North America and one for the U.S. Set the radio button next to either and click *Set Summary* for greater detail.

**3. I've lost touch with a friend who works for a British company. All I can remember of the company's name is 'Postwatch' (one word). Is this enough to locate the correct one?**

- ☐ In the *Company Name* box, type 'postwatch'.
- ☐ Select *UK* from the *Country* box drop down menu, and leave the radio button set at *No* for the *Exclude Branches?* option.
- ☐ Click the *Start Search* button. On the list displayed are two items identified as headquarters. Placing the radio button next to either and clicking *Get Summary* will reveal that both companies claim 'postwatch' as a tradestyle.

Note: If the *Country* box is left at *No Selection*, the same two listings will appear.

**4. Is the *Outback Steakhouse* chain of restaurants really Australian?**

- ☐ In the *Company Name* box, type 'outback steakhouse', being careful to spell 'steakhouse' as one word (and not two) since that is the correct name.
- ☐ Set the radio button at *Yes* for the *Exclude Branches?* option.
- ☐ Click the *Start Search* button.
- ☐ A long list of entries will appear, only one of which is identified as *Headquarters* for *Outback Steakhouse*. Set the radio button next to it, and then click the *Get Summary* at the bottom of the screen.
- ☐ When the *Summary* appears, scroll to very bottom of the screen where three additional options appear: *Global Ultimate*, *Domestic Ultimate*, and *Headquarters Parent*.
- ☐ Place the radio button at *Global Ultimate*
- ☐ Click the *Get Summary* button.

Note: The Global Summary profile which appears gives Kangaroo Holdings, Inc. of Tampa, Florida as the ultimate address for *Outback Steakhouse*.

**5. I have a company's D-U-N-S number, 05-157-6783, but no other information.**

- ☐ Enter the number, either with or without the dashes, in the ***D-U-N-S Number*** box and click the *Start Search* button.
- ☐ *Life Insurance Company of Alabama* is designated by that number.

**6. I need a list of businesses in Cassatt, South Carolina, a very small town.**

- ☐ Type 'casatt' in the *City/Town* box, and select *South Carolina* from the drop down menu at the *State/Province* box.
- ☐ Click the *Start Search* button. An alphabetical list will be generated.

**7. D&B International Business Locator calls some locations a Branch and others a Division. What's the difference?**

- ☐ At the very bottom of each page is a link for *Glossary*. Clicking that will bring up a page defining these and all other terms used.