

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 and Learning**

Click: **Research Tools**

Click: **Business and Investments (or View All Databases Alphabetically)**

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 E-Commerce*) and set the radio button next to it.
- ☐ Click either of the two *Get Summary* buttons.
- ☐ 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 resulting list will be longer, but *Telecom France* will appear alphabetically and be identified as Headquarters.

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 for the U.S, one for *France Telecom USA, LLC* and the other for *France Telecom, Inc.* Set the radio button next to either and click *Get 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 'Whitechapel' (one word). Is this enough to locate the correct one?

- ☐ In the *Company Name* box, type 'whitechapel'.
- ☐ 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 all companies whose names include the word 'whitechapel'. Note: If the *Country* box is left at *No Selection*, the same 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 how the restaurant styles itself.
- ☐ Set the radio button at *Yes* for the *Exclude Branches?* option.
- ☐ Click the *Start Search* button.
- ☐ A long list of entries will appear, but only one including 'Outback Steakhouse' as its tradestyle name, *OSI Restaurant Partners, LLC* of Tampa, Florida, is identified as a *Headquarters* location. Set the radio button next to it, and then click *Get Summary*.
- ☐ 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* and click *Get Summary*.
- ☐ 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 'cassatt' 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.