VENDOR INFORMATION

ENTERING
INTERNATIONAL TELEPHONE/FAX NUMBERS

Example: the telephone number you’re given looks like this:

+44 (0) 117 929 7481

It should be entered as follows:

- **PREFIX**: 011  Always (this designates the call is originating from the United States)

- **TELEPHONE**: This will be a 12 or 13 Digit Number Depending on the Country Code, which may be either 2 or 3 digits. Do not include leading + signs or (0)’s

  First 2-3 digits = Country Code (in this case 44 is the code for United Kingdom) (see website below for link to country codes)

  Remaining 10 digits = Telephone #: 117-929-7481 (do not use dashes when entering the number; the system will automatically format it when Saved)

Website for looking up Country Codes: [www.countrycallingcodes.com](http://www.countrycallingcodes.com)

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