




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:

Phone Information				Customize Find View All 		First	1 of 1	Last
*Type	Prefix	Telephone	Extension					
Business	011	441179297481		 				

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