



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

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Information Management Division

## Organisation data quality standards in OMS

### Data quality principles



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# 1. General principles

This document is to be used as guidance by the OMS Data Stewards when mastering Organisation data in OMS. In addition, OMS users can also find this data quality standard guidance useful when requesting additions and/or updates of organisations/locations in the OMS dictionary.

## 1.1. Characters allowed in OMS

OMS will raise an issue if the user enters characters that do not belong in the below character range. Click [here](#) for more information.

- Basic Latin
- Latin-1
- Latin Extended A
- Latin Extended B

OMS will manage organisation and location address data in multiple languages provided the information is transcribed following the above character sets. EMA will store also organisation and location address data in Cyrillic and Greek characters. However, OMS Data Stewards will not validate this information.

OMS can transliterate non-Roman characters (Cyrillic and Greek) into Latin characters and it can do it based on phonetic similarity. This transliteration can at times produce unacceptable results for the business. Therefore, the OMS Data Stewards should monitor it to avoid deterioration of data quality.

## 1.2. History of data changes

- History of changes to the organisation and location data is stored as different versions.
- Every update to the organisation and location data will create a new version of the record.
- The history of organisation and location data is kept from the moment they become a master record (golden record) for the first time – Active record. Changes to data prior to the record being mastered for the first time will not be present in the history.

## 1.3. Relationship between Organisation and Location

- An Active organisation can exist if it links to, at least, an Active location.
- An Active location must always be linked to an Active organisation.
- A location represents a physical address used by a given organisation.
- An Active location can only be linked to only one Active organisation at a time. Same address data can be present in different organisations. These locations will have separate location IDs.
- Deactivating an organisation will deactivate all Active locations linked to the organisation.
- The country of the first location under an organisation defines the country of that organisation. All locations linked to an organisation must belong to the same country.
- There cannot be two identical organisation names associated to a country – duplicates.

- There cannot be multiple locations with the same physical address, and all linked to the same organisation – duplicates.

## 2. Organisations

### 2.1. Definitions and key concepts

An **Organisation** is the **legal/business entity that comprises name and country**. It is usual that global organisations have different legal entities between countries (e.g. for *Company A* we would have *Company A Limited* in UK and *Company A Inc.* in USA) but even if an organisation has the same name in multiple countries, for the purpose of OMS it is a separate organisation in each country.

Combinations of Name & Country must be **unique**.

Organisations are validated, where possible, against public information in the National Trade registries. Where such information is not public other reference sources such as DUNS or GS1 may be used.

Organisation name are standardised according to the OMS data quality standards described in this document.

Internal corporate structures (e.g. Departments, Divisions, Factories, Units...) and Personal Names cannot be considered as organisations in OMS, unless they are registered as a legal entity in the National business registry.

### 2.2. Business Rules

#### 2.2.1. Organisation names

- Organisation name will follow title case standardisation unless National business registry website displays the organisation name in case sensitive format (applicable only for EEA countries). This rule is only applicable to organisation name and the legal entity type will continue to follow the OMS data quality standards. (Annex I – Standard legal entity types and location details per country)
- Symbols should be avoided unless they are an integral part of the registered name (i.e. adding grammar rules to the organisation name): inverted commas (‘, ’, “, ”), forward/backward slashes (/, \), colon/semicolon (:, ;), logos, trademark, hyphen (-), ampersand (&), etc.

*Examples:*

- In Latvia and Lithuania Business Registries, the Organisation name can be found with the Inverted Commas. However, these symbols are not considered part of the legal name registered in the Chamber of Commerce e.g. “Olainfarm” AS vs Olainfarm AS;*
- In France the inverted commas are part of the name following French grammar rules e.g. Laboratoire De L'Arolac or Centre D'Etudes Biologiques Et Pharmaceutiques;*
- Johnson & Johnson Limited, Bausch & Lomb U.K. Limited are examples where ampersand is part of the registered name, according to the UK Companies House;*

- d. *Battle, Hayward & Bower Limited is an example where the ampersand is not part of the registered name as it is found as Battle, Hayward And Bower Limited in the UK Companies House.*
- Legal entity types may or may not be part of the organisation name, the rules applied may differ by country. Follow the guidance provided in Annex I.
- Organisation names can be stored in multiple languages. When available, English name will be the preferred name:
  - Alternative names have 'language' defined. Language can be repeated to show different variations of names business deem necessary to be stored. Alternative names will be added to OMS upon user's request or if they are present in any of the source systems;
  - Unlike for addresses, OMS tool does not validate or suggest any changes for organisation name. Standardisation of organisation names/alternative names will be performed manually by OMS Data Stewards.

*Examples:*

- a. *When there are records captured only with the English name (E.g. Beres Pharmaceuticals Ltd. or Beres Gyogyszergyar Zrt.) or in the original language (E.g. Béres Gyógyszergyár Zrt.), the English name or the original language is considered the preferred name.*
- b. *When there are records captured with the English name (Beres Pharmaceuticals Ltd. or Beres Gyogyszergyar Zrt.) and in the national language (Béres Gyógyszergyár Zrt.), the English name is the preferred name and Béres Gyógyszergyár Zrt. is stored as translation, with the corresponding language code.*
- Acronym correctness is not validated by OMS Data Stewards. However, this attribute is available and present in the change request and thus can be provided by the requestor.
- Certain regulatory procedures can have the trading-as companies name e.g. *Martindale Pharmaceutical Limited Trading as Martindale Pharma*. In OMS, the non-trading name will be stored as the preferred organisation name and the version with the trading name will be stored as an Alternative name, in the same language as the preferred name e.g. *Martindale Pharmaceutical Limited* as preferred name and *Martindale Pharmaceutical Limited Trading As Martindale Pharma* as English Translation name.
- Often organisation names describe the name of the division/units of a legal entity. A corporate division, also known as a business division, is a discrete part of a company that may operate under the same name and legal responsibility or as a separate corporate and legal entity under another business name. Corporations often separate divisions along product or service lines. When the division name is deemed to belong to the same legal entity, this organisation should be deemed as a duplicate. In this case, the division name could be stored as an Alternative name.
- Cities or any other localities names (e.g. Village, County, Town...) cannot be considered as part of the organisation name in OMS, unless they are registered in the national business registry as part of the organisation name on the same section.

*Examples:*

- a. *User suggests creation: Pfizer Cork Limited. Cork is an Irish city name and the organisation name it is registered in the Irish Business registry as Pfizer Cork Limited. Therefore, the organisation name can be stated in OMS as requested;*

- b. *User suggests creation: AbbVie Limited Dublin. The organisation name is registered in the Irish Business registry as AbbVie Limited. The city name cannot be accepted in OMS as part of the organisation name.*

### 2.2.2. Legal entity types in organisation names

- There should be no comma between the name and the legal entity type.
- Legal entity types should be at the end of the organisation name.
- Legal entity acronyms don't necessarily have to follow a generic text casing. This can vary between countries.
- There should be no spaces between the letters and/or dots within the legal entity acronym.
- Legal entity types may or may not be part of the organisation name, the rules applied may differ by country. Follow the guidance provided in Annex I.

### 2.2.3. Organisation categorisation

- An organisation can be categorised by 'type' or by 'size'.
- The category by **type** may be prepopulated when data is loaded from some sources or provided in change request. There are maximum 2 levels available. Change request submitters can only submit level 1.
- Each Organisation can only be classified by one type of level 1 value: Educational Institution, Health care, Industry, regulatory Authority. OMS Data Stewards will proceed to apply a 2<sup>nd</sup> level type when applicable.<sup>1</sup>
- The category by **size** values related to SME organisations and they are loaded from SME database. These cannot be edited via change request.
- Each Organisation can only be classified by one size: micro, small, medium, not applicable.

### 2.2.4. Organisation mappings

- Organisation mapping refers to the IDs linked to organisations (this data cannot be edited via change request.). Example IDs:
  - OMS ID i.e. ORG-1XXXXXXXXX – ID generated automatically by the system;
  - ECD organisation ID – source ID;
  - SME number e.g. EMA/SME/XXX/XX/XX – source ID.
- DUNS and GS1 identification numbers can be created/updated via change request.

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<sup>1</sup> The OMS organisation categories are described in detail in the document called 'D - OMS Controlled Vocabularies' which is available on the OMS web site - section 'view documents' <http://spor.ema.europa.eu/omswi/#/viewDocuments>

### **2.2.5. Deletion vs Deactivation**

Nothing is deleted from the OMS Dictionary. If certain record is no longer valid, the status must be set to Inactive.

Please note that OMS platform captures the operational legal entities in a business perspective. Therefore, is not possible to deactivate an organisation if the company is still operating as a legal entity. An organisation can only be deactivated from OMS when it has ceased to exist as a legal entity. An organisation will not be deactivated if its no longer acting as a MAH or manufacture.



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## 2.2.6. Organisation Summary overview

Name of the field	Definition	Rules	DQ attributes	Examples
Organisation	Official organisation's name from a business perspective	<p><b>Mandatory field</b> English when official translation available/Original Language without local accent</p> <p>No accents in the preferred English name (E.g. 'ö' becomes oe)</p> <p>Original language with accent only if it is the only record available in the system</p> <p>Only Latin Character Set</p> <p>capitalisation as per National Business Registry (Applicable only for EEA countries)</p> <p>No symbols unless part of the registered name</p> <p>Legal Entity as per Annex I (Country-specific)</p> <p>No own abbreviations (e.g. <u>Pharmaceuticals</u> Limited, not <u>Pharma</u> Limited)</p> <p>No dots or commas e.g. separating organisation name from legal entity type</p> <p>No Internal corporate structures (e.g. Departments, Divisions, Factories...) and Personal Names</p> <p>No Department/Unit/Building as a separate entity (legal perspective-umbrella of the main big Organisation)</p>	<p>Completeness – must be complete, full name to be recorded</p> <p>Accuracy – correct spelling; no typos; name reflects reality</p> <p>Consistency - no conflicting information between name, translation and sources</p> <p>Conformity - standardization rules to be applied</p> <p>Uniqueness – within the same Country no records with the same Organisation names, no duplicates</p> <p>Integrity – OMS ORG-XXX for Active record</p>	<p>Preferred name: Beres Pharmaceuticals Ltd. or Beres Gyogyszergyar Zrt. (when available) Translation: Béres Gyógyszergyár Zrt.</p> <p>Preferred name: Alkaloida Vegyeszeti Gyar Zrt. Translation: Alkaloida Vegyészeti Gyár Zrt</p>

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Name of the field	Definition	Rules	DQ attributes	Examples
Organisation Alternative name	Official organisation's name in its original local language	<b>Optional Field</b> Original Language with local accent, when available  No Department/Unit/ Building as a separate entity (legal perspective-umbrella of the main big Organisation)	Completeness – must be complete; full name to be translated  Accuracy – Correct spelling; No typos; presence of accent when available  Consistency - No conflicting information between Organisation name and translation  Conformity - Standardization format rules to be applied: Tittle Case  Uniqueness – No duplicate translations  Integrity – Presence of Language code and translation	Preferred name: Beres Pharmaceuticals Ltd. Hungarian Translation: Béres Gyógyszergyár Zrt.  Preferred name: Austrian Agency for Health and Food Safety Limited German Translation: Österreichische Agentur für Gesundheit und Ernährungssicherheit GmbH
Acronym	Organisation acronym or initials	<b>Optional field</b> English  Latin Character Set  UPPER CASE  No dots or commas	Consistency – No conflicting information between Acronym preferred and Name  Conformity - No conflicting information between Organisation name and Acronym  Uniqueness – No duplicate Acronyms	GSK - Glaxosmithkline MSD – Merck Sharp & Dome AGES - Austrian Agency for Health and Food Safety Limited IPSEN CHC - Ipsen Consumer Healthcare S.r.l.
Organisation Category	Defines the area of business where the organisation is active	<b>Mandatory field</b> 2 values levels (when applicable) (for specifications see the document called 'D - OMS Controlled Vocabularies') <sup>2</sup>	Accuracy – Correct Category type  Completeness – must be complete with level 1 and level 2  Consistency - No conflicting information between Organisation and Category and between the 2 values Category  Conformity: No conflicting information between both levels of category. An organisation cannot be classified as: Level 1: Industry Level 2: Hospital/Clinic/other health Care facility  Uniqueness - No duplicate categories	Level 1: Industry Level 2: Pharmaceutical Industry  Level 1: Health Care Level 2: Hospital/Clinic/other health Care facility

<sup>2</sup> The OMS organisation categories are described in detail in the document called 'D - OMS Controlled Vocabularies' which is available on the OMS web site - section 'view documents' <http://spor.ema.europa.eu/omswi/#/viewDocuments>

Name of the field	Definition	Rules	DQ attributes	Examples
			Integrity- Categories and subcategories listed in 'D - OMS Controlled Vocabularies' document	
Organisation Identifiers	<p>Unique Identification number</p> <p>Identifier is created sequentially by the system</p>	<p><b>Mandatory</b> ORG-ID is uniquely linked to the Organisation</p> <p>In case of merges of Active records, both ORG-IDs are kept. The oldest Org-ID is the main ID – lowest in value. After any merge both IDs can be used to search the organisation</p> <p>DUNS and GS1 identification numbers (captured at location level) can be created/updated via change request</p>	Uniqueness - within the system no duplicate identifier	ORG-1XXXXXXXX

## 3. Locations

### 3.1. Definitions and key concepts

Each location represents a distinct physical address.

Location data is validated and standardised by the OMS address verification tool (AddressDoctor).

**AddressDoctor** have reference files for more than 240 countries and territories around the globe, this way, the location data is formatted according to local postal standards. This tool is used as validation service, standardise and/or enrich address data in English and in local languages.

- A location represents a physical address for a given organisation and such physical address is unique for that organisation.
- The same address data can be present on other locations/organisations, these locations will have individual location IDs assigned to each of them.

*Example: Two different organisations 'Company A Vaccines Limited' (ORG-10XXXXXXX1) and 'Company A OTC Limited' (ORG-10XXXXXXX2) can be in the same physical address Street 23. However, the same location has assigned a different LOC-ID since they are related to a different organisation:*

- ORG 1: Company A Vaccines Limited - ORG-10XXXXXXX1 > Location: Street 23 - LOC-10XXXXXXX7
- ORG 2: Company A OTC Limited - ORG-10XXXXXXX2 > Location: Street 23 - LOC-10XXXXXXX8
- A location address represents the physical location. Although, additional addresses can be generated linked to the same location, business will only manage a single physical address per location.

*Example: existing physical address Street 23, 1234, City 1, Country can be added to OMS; existing postal address PO Box 6789, City 2, Country can be added to OMS; mixture of both cannot be added to OMS Street 23, **6789**, City 1, Country.*

### 3.2. Business Rules

#### 3.2.1. Location data

- Address data will be in Title Case except for Post code and PO Box. Some exceptions can happen following national postal rules, such as for Italian region names, which are represented as short names in capital casing e.g. 2-letter abbreviation of the province's capital's name. In addition, for the US addresses, the State is represented all in capital by a 2-letter abbreviation as State in OMS (e.g. VA for Virginia).
- Address line 1 and country are mandatory data attributes for a location to be created. When there is no address line information such as when there is only the PO Box, City and country, PO Box

information is populated on Address line 1. In these cases, the GPS coordinates will not be generated - AddressDoctor will not recognise such locations.

- Floor numbers can be maintained in OMS, as long as we maintain the uniqueness in the two-dimensional geographic coordinates (latitude and longitude). We will not be able to create multiple addresses (LOC IDs) to capture different floor number of the same physical place, they need to be maintained under the same record.
- Internal corporate structures (e.g. Departments, Divisions, Factories, Manufacturing Units...) and Personal Names cannot be considered as location details in OMS, unless they are available in the National postal service.
- OMS also manage addresses without street, also known by PO Box - uniquely addressable lockable box located on the premises of a post office station. PO Box addresses can be added to an existing OMS organisation. PO Box address cannot be used as location details to create an organisation in OMS.
- Addresses with multiple doors numbers will be maintained as per information provided by the National postal service.
- AddressDoctor suggestions can be overwritten by the data steward, when the current version of the location data is wrongly represented e.g. in case the data provided by AddressDoctor is not in alignment with information available in the National postal service.
- Geo coordinates (Longitude and Latitude) are generated by National Postal Service (AddressDoctor) and not manually input into the system. There is no mechanism to edit these coordinates manually. The format to represent the coordinates is numerical. For some countries such as Cyprus, the Geo coordinates are not generated since the Geo Coordinates service provider for Cyprus does not provide them.
- If Location address is not in EN when Location created via change request, National Postal Service (AddressDoctor) will transform the main address into EN characters and generate the address in the non-EN characters as localised address. Please refer to Address localised generation for further information.
- Irish addresses in OMS may be enriched with Postal code when this information is available in the National postal service.
- German address of Large volume receiver: German national postal service has a concept of address of Large volume receiver (similar to PO Box addresses). OMS Data Stewards can create any locations that can be validated against the [German National Postal service](#); when validating a LVR address using the organisation name, if the address is not available we will not be able to create the location in OMS. Locations with Large volume receiver information should be captured as follows:
  1. Address line 1 field must be populated with "-"
  2. Postal code field must be populated with postal code number
  3. City must be populated
  4. Country must be populated - Germany
- Swedish postal code address: Swedish national postal service has a concept of postal code address (similar to PO Box addresses). OMS Data Stewards can create any locations that can be validated

against the [Swedish National Postal service](#); when validating a Swedish postal code address using the organisation name, if the address is not available we will not be able to create the location in OMS. Locations with postal code only information should be captured as follows:

1. Address line 1 field must be populated with "-"
2. Postal code field must be populated with postal code number
3. City must be populated
4. Country must be populated – Sweden

### **3.2.2. Location identifiers**

As for Organisation mappings data, location identifiers should not be edited by OMS Data Stewards in principle. The only exceptions could be for DUNS and GS1 (GLN) numbers, when existing number may need to be updated or deleted following an update change request.

Identifiers available in OMS:

- OMS Location ID e.g. LOC-1XXXXXXXX
- xEVMPD code e.g. ORGXXXX (alphanumeric)
- EV registration profiles
- ECD dn (identifier)
- SAP number
- EudraGMDP reference number e.g. XXXXX (numeric)
- DUNS number e.g. XX-XXX-XXXX (numeric)
- GS1 number e.g. X-XX-XXXXX-XXXXX-X (numeric)

EV registration profiles, ECD dn (identifier) and SAP number IDs are not available externally. They were part of the initial data load and help us daily to integrate OMS with internal EMA systems.

### **3.2.3. Address localised generation**

Address localised is automatically generated as the main Location address is verified by the AddressDoctor. For each physical address recorded against a location, AddressDoctor generates localised addresses in other languages, which exist in the address reference files for that country, as provided by the main postal service of that country or jurisdiction.

The generated address localised must represent the same physical location as the English (main) address. Address localised 'country' should always be the same as for the location address.

If AddressDoctor is ignored when verifying the main address whilst there is a localised address, the changes in main address must be manually reflected in the address localised.

If the address generated does not have non EN characters correct, this is because the relevant postal services provide the address data in the represented format.

Each address localised will need to have the language associated to it. There can be multiple address localised addresses created but they should be related to different languages. AddressDoctor will only generate those which are present in the reference address files.

Although OMS support the Latin Extended Character set, some postal services may provide the address with letters without the diacritical marks. For example, without accents (acute, grave, etc.), circumflex, umlauts, etc. When this is the case, the letter with the diacritical mark may be transcribed, e.g. 'ü' to 'ue' as the agreed standard.

In countries such as Belgium or Switzerland, there can be more than one localised address. This is automatically created by AddressDoctor and it can only be overwritten by the OMS Data Stewards in case wrong data is represented.

For Bulgaria, the localised address is represented in Cyrillic and for Greece and Cyprus, it is in Greek with Greek characters. Latin transcriptions of addresses in Bulgarian and Greek will be recognised and transcribed into Cyrillic and Greek characters, if available in AddressDoctor files.



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### 3.2.4. Location Summary Overview

Name of the field	Definition	Rules	DQ attributes	Examples
Post Office Box	Mailing address	<b>Optional field – only where applicable</b> English Latin Character Set  UPPERCASE/Title Case/Numbers  No dots or commas	Completeness - must be complete  Accuracy - correct spelling; no typos; details reflect reality  Consistency - no conflicting information within address information, between records of the same organisation and country  Conformity - standardized format  Uniqueness - within the same organisation no duplicate addresses	P. O. Box 283 (not P.O. Box 283 or PO BOX 283)
Address Line 1	Suite number/ apartment/ floor/ building, place/ street name and number/ block/ plot/ industrial park	<b>Mandatory</b> English/Original Language (no accents) Latin Character Set  Title Case  Do not create own abbreviations, unless used by National postal service  No symbols unless enriched by National postal service (E.g. dots, commas, slash and hyphens)  PO Box is captured in Address Line 1 when there is no address information	Completeness - must be complete  Accuracy - correct spelling; no typos; details reflect reality  Consistency - no conflicting information within address information, between records of the same organisation and country  Conformity - standardized format used by National postal service  Uniqueness - within the same organisation no duplicate addresses	Lichtstrasse 35  Ul. Spółdzielcza 25A  Otto-Reuter-Strasse 3
Address Line 2	Street name and number/ block/ plot/ place/ suburb/ locality/ municipality/ industrial park	<b>Optional field – only where applicable</b> English/Original Language (no accents) Latin Character Set	Completeness – must be complete  Accuracy - correct spelling; no typos; details reflect reality	Canary Wharf  Manhattan

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Name of the field	Definition	Rules	DQ attributes	Examples
		<p>Title Case</p> <p>Do not create own abbreviations, unless used by National postal service</p> <p>No symbols unless enriched by National postal service (E.g. dots, commas, slash and hyphens)</p> <p>PO Box can be captured in Address Line 2 when there is address information</p>	<p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p> <p>Uniqueness - within the same organisation no duplicate addresses</p>	<p>Alfama</p> <p>Dablice</p>
Address Line 3	Street name and number/ block/ plot/ place/ sub locality/ suburb/ municipality/ industrial park	<p><b>Optional field – only where applicable</b></p> <p>English/Original Language (no accent)</p> <p>Latin Character Set</p> <p>Title Case</p> <p>Do not create own abbreviations, unless used by National postal service</p> <p>No symbols unless enriched by National postal service (E.g. dots, commas, slash and hyphens)</p> <p>PO Box can be captured in Address Line 3 when there is address information</p>	<p>Completeness - must be complete</p> <p>Accuracy - correct spelling; no typos; details reflect reality</p> <p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p> <p>Uniqueness - within the same organisation no duplicate addresses</p>	<p>Rathfarnham</p> <p>Somersham</p>
Address Line 4	Sub locality/ suburb/ municipality/ industrial park	<p><b>Optional field – only where applicable</b></p> <p>English/Original Language (no accent)</p> <p>Latin Character Set</p> <p>Title Case</p> <p>Do not create own abbreviations, unless used by National postal service</p> <p>No symbols unless enriched by National postal service (E.g. dots, commas, slash and hyphens)</p> <p>PO Box can be captured in Address Line 3 when there is address information</p>	<p>Completeness - must be complete</p> <p>Accuracy - correct spelling; no typos; details reflect reality</p> <p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p> <p>Uniqueness - within the same organisation no duplicate addresses</p>	<p>Courbevoie</p> <p>Caddstown Industrial Park</p>
City	Name of the city or town	<p><b>Mandatory</b></p> <p>English, when recognised by National postal service</p> <p>Latin Character Set</p> <p>Title Case</p>	<p>Completeness - must be complete</p> <p>Accuracy - correct spelling; no typos; details reflect reality</p>	<p>Lisbon, not Lisboa</p> <p>Prague, not Praha</p> <p>Warsaw, not Warszawa</p>



Name of the field	Definition	Rules	DQ attributes	Examples
		<p>Do not create own abbreviations, unless used by National postal service</p> <p>No symbols unless enriched by National postal service (E.g. dots, commas, slash and hyphens)</p>	<p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p>	
State/County	Province/ state/ county	<p><b>Optional field– only where applicable</b> English, when recognised by National postal service Latin Character Set</p> <p>Title Case or UPPERCASE when enriched by National postal service</p> <p>Do not create own abbreviations, unless used by National postal service</p> <p>No symbols unless enriched by National postal service (E.g. dots, commas, slash and hyphens)</p>	<p>Completeness - must be complete</p> <p>Accuracy - correct spelling; no typos; details reflect reality</p> <p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p>	<p>Thuringia</p> <p>Oberoesterreich</p> <p>MA for Massachusetts</p> <p>Co. Dublin</p> <p><b>Puerto Rico</b> addresses with <u>US</u> as country</p>
Postal code		<p><b>Optional field– only where applicable</b> Latin Character Set</p> <p>UPPERCASE/Numbers</p> <p>No spaces unless used by National postal service</p> <p>Hyphen allowed when used by National postal service</p>	<p>Completeness - must be complete</p> <p>Accuracy - correct spelling; no typos; details reflect reality</p> <p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p>	<p>LL13 9UF (UK)</p> <p>20126 (IT)</p> <p>2765-264 (US)</p>
Country	name of the country	<p><b>Mandatory</b> Select from standardised list</p> <p>Note: Puerto Rico addresses use <b>US</b> as country</p>	<p>Completeness - must be complete</p> <p>Accuracy - correct spelling; no typos; details reflect reality</p> <p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p>	<p>Netherlands</p> <p>Puerto Rico addresses use <b>US</b> as country</p>
Geographic coordinates	Coordinates with which a location on Earth is numerically recorded with latitude and longitude	<b>Optional field– only where applicable</b>	Conformity - standardized format used by National postal service	

Name of the field	Definition	Rules	DQ attributes	Examples
			Uniqueness - within the same organisation no duplicate addresses	
Address in local language	<p>Address in original language with accent</p> <p>Record will only be generated to non-English speaker countries and when record is provided by the National postal service</p>	<p><b>Optional field – only where applicable</b></p> <p>Original language with accent and symbols</p> <p>Latin and Not Latin Character where applicable</p> <p>Title Case</p>	<p>Completeness - must be complete</p> <p>Accuracy - correct spelling; no typos; details reflect reality</p> <p>Consistency - no conflicting information within address information, between records of the same organisation and country</p> <p>Conformity - standardized format used by National postal service</p> <p>Uniqueness - within the same organisation no duplicate addresses</p>	Ekonomivägen 5, Askim, Västra Götalands Län, Sverige
Location Identifiers	<p>Unique Identification number</p> <p>Identifier is created sequentially by the system</p>	<p><b>Mandatory</b></p> <p>LOC-ID is uniquely linked to the Location</p> <p>In case of merges of Active records, both LOC-IDs are kept. The oldest (lowest in value) LOC-ID is the main ID</p> <p>DUNS and GS1 identification numbers (captured at location level) can be created/updated via change request</p>	Uniqueness - within the system no duplicate identifier	LOC-1XXXXXXX

## 4. Communication details

### 4.1. Definitions and key concepts

Communication data available in OMS has not been migrated from any system due to Personal data protection rules and the need for consent. All contact details have been collected through Change Requests. Upon submission of the change request, the user will only be able to proceed after acknowledging that all communication details provided will be public.

Contact information maintenance is the responsibility of the industry. We advise the use of functional emails and telephone numbers.

There is no validation process to verify the veracity of communication details submitted.

### 4.2. Business Rules

#### 4.2.1. Email format

- The email address will only be stored for a Location (not for an organisation).
- Only one email address will be stored per location.
- Email is not mandatory to master a location.

The same validation regex as HTML5.

```
/^[a-zA-Z0-9.!#$%&'*/+=?^_`{|}~-]+@[a-zA-Z0-9](?:[a-zA-Z0-9-]{0,253}[a-zA-Z0-9])?(?:\.[a-zA-Z0-9](?:[a-zA-Z0-9-]{0,253}[a-zA-Z0-9])?)*$/
```

This means that these characters are allowed before the '@' sign:

a-z A-Z 0-9 . ! # \$ % & ' \* + / = ? ^ \_ ` { | } ~ -

After the '@' sign:

a-z A-Z 0-9

#### 4.2.2. Telephone number format

- The telephone number will only be stored for a Location (not for an organisation).
- Only one telephone number will be stored per location.
- Telephone number is not mandatory to master a location.
- Country code is preceded by '+' (not 00).
- Only numerical values are accepted (no symbols except the initial '+').
- The maximum number of characters is 15 after the country code.

- Extension number is stored separately, if necessary.
- For telephone numbers starting with a '0' as part of the main number, keep it as part of the main number. For national calls, this digit will be needed. For international calls, the '0' as the first digit of the number should be ignored.

### 4.2.3. Summary Overview

Name of the field	Definition	Rules	DQ attributes	Examples
Location email	Functional email addresses	<b>Optional field</b> General emails, not personal email addresses	NA	info@domain.com regulatory@domain.com
Location phone	Functional telephone number	<b>Optional field</b> General telephone number, not personal telephone number	NA	

## 5. Other References

Title		Link
F - OMS Web User Manual	How to search, view, export data and request a new/updated data in OMS web Portal	<a href="https://spor.ema.europa.eu/omswi/#/view/Documents">https://spor.ema.europa.eu/omswi/#/view/Documents</a>
E - OMS Change Requests	Rules and Supporting documentation required by change request type	<a href="https://spor.ema.europa.eu/omswi/#/view/Documents">https://spor.ema.europa.eu/omswi/#/view/Documents</a>
D - OMS Controlled Vocabularies	Controlled vocabularies used in OMS	<a href="https://spor.ema.europa.eu/omswi/#/view/Documents">https://spor.ema.europa.eu/omswi/#/view/Documents</a>
RMS lists supporting OMS implementation	Details used on OMS Party category, OMS Party Category Type, OMS Request Reason, OMS Request Rejection Reason, etc.	<a href="http://spor.ema.europa.eu/rmswi/#/lists">http://spor.ema.europa.eu/rmswi/#/lists</a>
AdressDoctor verification levels per country	Tool used internally populated with National postal information to help us validate and standardise location data	<a href="https://www.informatica.com/products/data-quality/data-as-a-service/address-verification/interactive-country-map.html">https://www.informatica.com/products/data-quality/data-as-a-service/address-verification/interactive-country-map.html</a>
EEIG Regulation		<a href="http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=URISERV%3AI26015">http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=URISERV%3AI26015</a>
Universal Postal Union – Member Countries		<a href="http://www.upu.int/en/the-upu/member-countries.html">http://www.upu.int/en/the-upu/member-countries.html</a>

## 6. Annex I – Standard legal entity types and location details per country

Organisation details			Location details
Country	Reference	Legal Entity naming in organisation names (in EN and National languages)	Mailing address structure
EU	<a href="#">European Justice Business Registers</a>	Provides links to EEA national business register websites (when available).	
AT	Austrian Business Register	<p>Ges.m.b.H., mbH but only if word before this abbreviation includes the string "gesellschaft" like in "Entwicklungsgesellschaft mbH", GmbH, AG, EWIV, e.U., KG, OG, Ltd.</p> <p>Austrian commercial register "Firmenbuchdatenbank" does not provide free access, however information is published at the website of the following private data provider: <a href="https://www.kompany.at">https://www.kompany.at</a>.</p>	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/autEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/autEn.pdf</a></p> <p>County/ Region included/enriched</p> <p>If county is the same as the locality, the county is not shown</p> <p>Latin character set</p> <p>Localised address in German</p>
BE	<a href="#">Belgian Business register</a>	<p>B.V., N.V., S.A., GEIE, B.V.B.A., S.C.A., C.V., C.V.A., C.V.B.A., S.P.R.L., S.C.R.L., Comm. VA</p> <p>Organisation name in the register has no legal entity type as preferred name. Translation names can contain the legal entity type.</p> <p>To include both N.V. &amp; S.A., create a translation as 'English' with organisation name starting with N.V. and end the name with S.A. Leave the preferred name without the entity type, except to organisations that have the legal entity type as part of the name represented in the national registry.</p>	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/belEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/belEn.pdf</a></p> <p>County/ Region included/enriched</p> <p>If county is the same as the locality, the county is not shown</p> <p>Latin character set</p> <p>Localised address in French, Dutch, German</p>

Organisation details			Location details
BG	<a href="#">Ministry of Justice Registry Agency</a>	<p>EOOD (ЕООД), АД (АД), ООД, Ltd., Inc., Plc.</p> <p>Change the website language to English, tick on the radio button to search a legal entity and the check box to include the history, enter the company name.</p>	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/bgrEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/bgrEn.pdf</a></p> <p>County/ Region included/enriched.</p> <p>If county is the same as the locality, the county is not shown.</p> <p>Latin character set</p> <p>Cyrillic character set</p> <p>Localised address in Bulgarian</p>
CH	<a href="#">Swiss Business Register</a>	d.o.o., AG, S.A., S.a.r.l., GmbH, Ltd.	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/cheEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/cheEn.pdf</a></p> <p>County/ Region represents the canton.</p> <p>If county is the same as the locality, the county is not shown.</p> <p>Latin character set</p> <p>Localised address in German, French, Italia</p>
CY	<a href="#">Cypriot Registrar of Companies</a>	Limited, Co. Limited,	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/cypEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/cypEn.pdf</a></p> <p>If county is the same as the locality, the county is not shown.</p> <p>Latin character set</p> <p>Greek character set</p> <p>Localised address in Greek</p>
CZ	Czech Business Register <a href="#">EN</a> / <a href="#">CZ</a>	<p>a.s., k.s., s.r.o. = spol. s r.o., v.o.s., EHVS, z.s.</p> <p>Basic search – landing page: enter company name and click “hledat”.</p> <p>Advanced search – click on the magnifying glass with title “rozšířené vyhledávání”: enter the company name in ‘Název subjektu’ and select ‘Vyhledat’.</p>	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/czeEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/czeEn.pdf</a></p> <p>If county is the same as the locality, the county is not shown.</p> <p>Latin character set</p> <p>Localised address in Czech</p>
DE	<a href="#">German company register</a>	AG, GmbH, mbH (but only if word before this abbreviation includes the string “gesellschaft” like in “Entwicklungsgesellschaft mbH”), KG, AöR, GmbH & Co.	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/deuEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/deuEn.pdf</a></p> <p>County/Region not applicable. State is recorded instead.</p>

Organisation details			Location details
		EWIV, SE, KGaA, eG, e.K., GmbH & Co. KGaA, GmbH & Co. KG, UG (haftungsbeschränkt), OHG, e.V., e.Kfr, e.Kfm.	Latin character set Localised address in German
DK	<a href="#">Danish Company Register</a>	A/S, I/S, K/S, ApS, EØFG, IVS, A.M.B.A., S.M.B.A., P/S	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/dnkEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/dnkEn.pdf</a> If county is the same as the locality, the county is not shown. Latin character set Localised address in Danish
EE	<a href="#">Estonian Business Register</a>	OÜ, EMHG, AS, Ltd.  After the company name i.e. <i>Name AS</i>	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/estEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/estEn.pdf</a> Localised address in Estonian
EL	<a href="#">Greek Business Registry</a>	S.A., M.E.P.E., A.E., L.P., Ltd., E.E., E.P.E., O.E., P.C., I.K.E.  L.P. = Limited Partnership Enter the name of the company at the field: 'Επωνυμία' (the middle one at the first line)	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/grcEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/grcEn.pdf</a> Latin character set Greek character set Localised address in Greek
ES	<a href="#">Spanish Business Registry</a>	S.L., S.A., AEIE, S.L.U. S.A.U., S. Com. p. A., S.C., S.Coop.	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/espEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/espEn.pdf</a> County/ Region included/enriched If county is the same as the locality, the county is not shown Latin character set Localised address in Spanish
FI	<a href="#">Finland Business Information</a>	Oy, Ltd., ETEY, Ab,	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/finEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/finEn.pdf</a> Localised address in Finnish
FR	<a href="#">Trade and Companies Register</a>	S.A., S.A.S., S.A.S.U., S.R.L., S.A.R.L., GEIE,	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/fraEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/fraEn.pdf</a>

Organisation details			Location details
		Organisation name in the register has no legal entity type as preferred name. Translation names can contain the legal entity type. Except to organisations that have the legal entity type as part of the name represented in the national registry.	County/Region Representing the Department. This is not shown. Latin character set Localised address in French
HR	<a href="#">Croatian court register</a>	d.o.o., d.d., EGE, Inc.	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/hrvEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/hrvEn.pdf</a> Latin character set Localised address in Croatian
HU	<a href="#">Hungarian Business Register</a>	Kft., Ltd., Zrt., Nyrt., Plc., Rt., Bt.  <a href="http://www.cfe-eutax.org/taxation/general-rules/hungary">http://www.cfe-eutax.org/taxation/general-rules/hungary</a>	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/hunEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/hunEn.pdf</a> Latin character set Localised address in Hungarian
IC	<a href="#">Iceland Directorate of Internal Revenue</a> / <a href="#">Icelandic Trade Directory</a>	ehf.,  Enter the name in 'nafn' and then 'leita' to search.	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/islEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/islEn.pdf</a> Latin character set Localised address in Icelandic
IE	<a href="#">Irish companies registration office</a>	Limited, Public, EEIG, Unlimited, Unlimited Company, Corp, Designated Activity Company	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/irlEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/irlEn.pdf</a> Latin character set Localised address in n/a
IT	<a href="#">Italian Chamber of Commerce</a>	S.r.l., S.p.A., GEIE, S.a.s., S.c.a.r.l., S.n.c., S.a.p.a.	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/itaEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/itaEn.pdf</a> County/ Region Included as an abbreviation. All in capital case. If county is the same as the locality, the county is not shown. Latin character set Localised address in Italian
LI	<a href="#">Liechtenstein Commercial Register</a>	AG, GmbH,	



Organisation details			Location details
LT	<a href="#">State Enterprise Centre of Registers</a>	SIA, AB, EEIG, UAB ( <i>at the end of the name</i> ), MB	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf</a> Latin character set Localised address in Lithuanian
LU	<a href="#">Luxembourg Business Register</a>	S.à.r.l., GEIE,	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf</a> Latin character set Localised address in German, French
LV	<a href="#">The Register of Enterprises of the Republic of Latvia</a>	SIA, AS, In the search form, in the dropdown list, select the second option" Uzņēmumu / organizāciju"	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf</a> Latin character set Localised address in Latvian
MT	<a href="#">Malta Business Registry</a>	Limited, Co. Limited	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf</a> Latin character set Localised address in Maltese
NL	<a href="#">Dutch business register</a>	B.V., N.V., EESV, U.A. C.V.,	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf</a> Latin character set Localised address in Dutch
NO	<a href="#">Norwegian Business Register</a>	B.V., ASA, AS, Ltd., KS, NUF, HF, AB  To search for information on historical corporate actions click at "Kunngjøringer" (announcements) at the bottom of your result page and search for e.g. "fisjon" "Overdragende foretak" - acquired company; "Overtakende foretak" - the acquiring company; "Foretaksnavn" - name change etc.	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/ltuEn.pdf</a> Latin character set Localised address in Norwegian

Organisation details			Location details
PL	<a href="#">Polish Court Register</a>	<p>S.A.; Sp. z o.o.; Sp. j.; Sp. z o.o. S.K.; Sp. z o.o. S.K.A., EUIG, s.c., S.K.A., Ltd.</p> <p>Tick the 'Przedsiębiorcy' box to indicate register type (enterprises), insert company name in the 'nazwa' field, insert captcha code, click at 'szukaj' to search</p>	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/polEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/polEn.pdf</a></p> <p>Latin character set</p> <p>Localised address in Polish</p>
PT	<a href="#">Portuguese Justice ministry</a>	S.A., Lda., AEIE, Unipessoal Lda., Ltd., Sucursal Em Portugal, I.P., C.R.L.	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/prtEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/prtEn.pdf</a></p> <p>Latin character set</p> <p>Localised address in Portuguese</p>
RO	<a href="#">Romanian Business Register</a>	<p>S.A., S.R.L., GEIE, S.N.C., S.C.S.</p> <p>(Register and log in / Go to - "Recom online" and select "Furnizare informatii"/ Leave "Oricare"(any) checked/ Press "Firma" / In "Denumire" (Name) select "Contine" (contain) /Press "Cauta firme" (find companies))</p>	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/rouEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/rouEn.pdf</a></p> <p>Latin character set</p> <p>Localised address in Romanian</p>
SE	<a href="#">Swedish Companies Registration Office</a>	AB, AB (publ), EEIG, Filial	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/sweEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/sweEn.pdf</a></p> <p>Latin character set</p> <p>Localised address in Sweden</p>
SI	<a href="#">Slovenian Business Register</a>	d.o.o., EGIZ, d.d.	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/svnEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/svnEn.pdf</a></p> <p>Latin character set</p> <p>Localised address in Slovenian</p>
SK	<a href="#">Slovakian Business Register</a>	a.s., k.s., s.r.o. = spol. s r.o., v.o.s., EZHZ,	<p><a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/svkEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUn/it/svkEn.pdf</a></p> <p>Latin character set</p> <p>Localised address in Slovakian</p>

Organisation details			Location details
UK	<a href="#">Companies House</a>	Limited, Public, EEIG, LLP	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/gbrEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/gbrEn.pdf</a> Latin character set Localised address n/a
<b>Outside EEA</b>			
AUS	<a href="#">Australian Business Register</a>	Limited, Pty Limited,	
BR	<a href="#">Brazil</a>	Ltda., S.A.	
CA	<a href="#">Canada's Business Registries</a>	Inc. <a href="#">Corporations Canada</a>	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/canEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/canEn.pdf</a>
CN	China	Co. Ltd., Ltd., Corp.	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/chnEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/chnEn.pdf</a>
ID	<a href="#">Indonesian Company Directory</a>	PT,	
IL	<a href="#">Israeli Corporation Authority</a>	Ltd.  Consult the Dun and Bradstreet website to confirm the Organization exists as a legal entity ( <a href="https://www.dbisrael.co.il">https://www.dbisrael.co.il</a> )	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/isrEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/isrEn.pdf</a>
IN	<a href="#">Ministry of Corporate Affairs</a>	Private Limited, Limited, Limited Liability Partnership	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/indEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/indEn.pdf</a>
JPN	<a href="#">Japan Exchange Group</a>	Inc, Co. Ltd., Corp.	
KR	South Korea	Co. Ltd., Inc., Corp.,	
RUS	Russian Companies Directory	LLC	
US	<a href="#">US Securities and exchange commission</a> /	LLC, LC, Ltd., PLLC, LP, LLP, LLLP, Inc., Corp., Co. Inc., Co., PC	<a href="http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/usaEn.pdf">http://www.upu.int/fileadmin/documentsFiles/activities/addressingUnit/usaEn.pdf</a>

Organisation details			Location details
	<a href="#">FDA</a>	Consult the Dun and Bradstreet website to confirm the Organization exists as a legal entity ( <a href="https://www.dnb.com/duns-number.html">https://www.dnb.com/duns-number.html</a> )	
TR	<a href="http://www.ticaretsicil.gov.tr/english/index.php">http://www.ticaretsicil.gov.tr/english/index.php</a>	A.S.	
ZA	South Africa	(Pty) Ltd.	

## 7. Annex II - Business scenarios vs. Business rules on OMS IDs

Business scenario ID	Business scenario	Business scenario - Examples	New Org_ID (Yes/No)	New Org_ID Version <sup>3</sup> (Yes/No)	New Loc_ID (Yes/No)	New Loc_ID Version <sup>3</sup> (Yes/No)	Comments
BS001	Change of Organisation name	Pfizer Limited -> Pfizer UK Limited	No	Yes	No	No	If legal entity changes in business sense (according to GS1) the ID would change.
BS002	Change of Organisation address (physical)	Physical move from one physical location to another with a different legal address. 23 Peter Street -> 10 Harley road	No	No	Yes	No	
BS003	Change of Organisation address (Administrative)	Authorities change the street name. 23 Peter Street --> 23 Roman Street Authorities change the municipality name. London --> Londonium	No	No	No	Yes	
BS004	Change of Organisation contact/communication related details	Change of email address or phone number	No	No	No	Yes	One Email address and one telephone number will be stored for address Locations.
BS005	Take over of a company but both companies still exist legally with same name and physical address. If name(s) changes following this take over, we apply scenario 1.	Glaxo Plc. now owns Biogen Pharma	No	No	No	No	
BS006	When a physical address changes as a consequence of the merger or split	An organisational unit (location) becomes a new legal entity with different name. Organisation A-address 'x' merges with Organisation B-address 'y', resulting with Organisation A-address 'y'.	No for both A and B	No for A / Yes for B	No for both 'x' and 'y'	Yes for 'y' and Yes for 'x'	Location_ID 'y' is moved to the surviving organisation. Web services to include the time_stamps which can be used for system to system querying based on IDs and time stamps. Requirements document and API UC on search need to be updated. Web service design should also meet this requirement.

<sup>3</sup> Versions are recorded as time stamps i.e. Active Start date & Active End date.

Business scenario ID	Business scenario	Business scenario - Examples	New Org_ID (Yes/No)	New Org_ID Version <sup>3</sup> (Yes/No)	New Loc_ID (Yes/No)	New Loc_ID Version <sup>3</sup> (Yes/No)	Comments
BS007	When a physical address changes as a consequence of the merger	An organisational unit (location) becomes a new legal entity with different name. Organisation A has 2 locations 'x' and 'y'. Location 'y' becomes a different legal entity with a new name. Organisation B created with location 'y'.	No for A / Yes for B	No for both A and B	No for both 'x' and 'y'	Yes for 'y' and No for 'x'	A new organisation is created and Location_ID 'y' is moved to be under this new organisation.
BS008	Different legal entities operating at the same location	Same building different floors	Yes	n/a	Yes	n/a	
BS009	A new/changed function(s) of an organisation		No	No	No	No	Functions/roles of organisations are not stored in Organisation data
BS010	A new/changed relationship between organisations		No	No	No	No	Hierarchical relationship management will not be implemented in this project. This service is dependent on other 3rd party organisation services which will provide information about relationships between HQs & Affiliates and horizontally between organisations.
BS011	A new/changed relationship between organisation and individual acting as contact		No	No	No	No	Contacts can be associated on the organisation level or location level. The approach taken is to link contacts on the location level. When new 'individuals' are linked to an existing location, this has no impact on the version of the location. The same happens when the 'individual' is de-linked to the existing location. The changes to relationship between parties (organisation/individual) are traceable through party association 'time stamps'.
BS012	Change of floor within the same building for the same legal entity	15 Greenwich Road. Floor 5 --> 15 Greenwich Road. Floor 7.	No	No	No	No	
BS013	Different legal entities functioning at the same location even the same floor		Yes	n/a	Yes	No	Since organisation name is also a component of issuing ID, this is not a problem.

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BS014	A legal entity moves from one building to the another under the same site/complex/campus/park owned by the same legal entity	HQ offices of the legal entity moves from one building to another.	No	No	Yes	No	
BS015	Correction of previous data entries such as typos - treated as administrative changes.	A typo on organisation name or street name for instance.	No	Yes	No	Yes	