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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 names 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.

Hospitals, academia and public entities even though not available in the national business registry, can be added to OMS dictionary following validation from an official website. In addition, German organisations with legal entity GbR can also be registered in OMS, as long as the legal name of the organisation is present (with a legal entity GbR) in an official website or if the organisation appears in the business registry.

For any clinical trial <u>sponsors</u>, **not registered in a National Business registry,** OMS created a specific Change Request process designed to support onboarding to CTIS. Any organisation to be successfully added to the OMS Dictionary must be created using the OMS change request functionality with attached CT registration Headed letter[1] populated with all mandatory information.

1. **Sponsor** organisations will be created in the OMS Dictionary without any name validation process. OMS will be able to maintain sponsors records ACTIVE as long as we are able to verify that its being used as a sponsor in a current CTIS application. Such verification will be performed during our periodic re-validation to ensure that organisations that have remained unchanged for over 2 years are still valid. Any sponsor registered based on the CT registration Headed letter will be Deactivate if not used in CTIS as a sponsor or contact cannot be established after 3 consecutive attempts via the email provided upon registration.

2. Clinical trial **sites** which were <u>TEMPORARILY</u> created in the OMS Dictionary has been deactivated since we now have the new CTIS functionality, which allows Clinical trial sites to

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[1] Template is available in SPOR portal under the <u>documents</u> section, as *J - CT registration Headed letter template*

register directly in CTIS. Only register sites that can be validated by National business registries will remain ACTIVE in the OMS Dictionary.

OMS has also implemented an Ad Hoc process to provide support for individuals who are not required to be registered in the national Business Registry. Under this process, OMS will temporarily register individuals based on legal justifications:

1. entrepreneurs assuming a MAH (Marketing Authorization Holder) role in EV.

2. entrepreneurs who require EudraGMDP certification.

3. Entrepreneurs with an active role in UPD.

Currently, OMS provide support to entrepreneurs who are publicly listed in official databases where individual information is publicly accessible.

Please consult "Annex II" for further information on the sources currently used.

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:

  a. *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;

  b. *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;

  c. 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.*

  e. *Main organisation names will be maintained using English character set. Any accents symbols used in the local language will not be captured as main organisation name. E.g.* Kornétás Kft. vs Kornetas Kft*. Organisation name with local characters can be captured under alternative names.*

  f. *Hyphen (-) will only be captured in the main organisation name when we have an hyphenated word. Any other hyphens found in organisation name will be captured under alternative names only. E.g. Sanofi - Synthelabo S.p.A. not being a hyphenated word will*

be captured under alternative names and main organisation name will be Sanofi Synthelabo S.p.A.

- 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:

  o 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;

  o 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.

  o Branch or department names for the organisation can be added under alternative names in OMS upon user's request.

  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

- The use of Unipersonal legal entity for Spanish organisations in OMS is allowed, as long as users submit a change request to update the organisation name along with a proof of registry issued by Spanish business registry where the unipersonal status is available.

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 2nd level type when applicable.[2]

- 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:

  o OMS ID i.e. ORG-1XXXXXXX – ID generated automatically by the system;

  o ECD organisation ID – source ID;

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[2] 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

- o SME number e.g. EMA/SME/XXX/XX/XX – source ID.
- DUNS and GS1 identification numbers can be created/updated via change request.

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.

2.2.6. Organisation Summary overview

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

Name of the field	Definition	Rules	DQ attributes	Examples
Organisation Alternative name	Official organisation's name in its original local language	**Optional Field** 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	**Optional field** 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	**Mandatory field** 2 values levels (when applicable) (for specifications see the document called 'D - OMS Controlled Vocabularies')[3]	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

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[3] 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	Unique Identification number Identifier is created sequentially by the system	**Mandatory** ORG-ID is uniquely linked to the Organisation 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 DUNS and GS1 identification numbers (captured at location level) can be created/updated via change request	Uniqueness - within the system no duplicate identifier	ORG-1XXXXXXXX

3. Locations

3.1. muDefinitions 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-10XXXXXX1) and* 'Company A OTC Limited' *(ORG-10XXXXXX2) 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-10XXXXXX1 > Location:* Street 23 - *LOC-10XXXXXX7*

  - *ORG 2:* Company A OTC Limited - *ORG-10XXXXXX2 > Location:* Street 23 - *LOC-10XXXXXX8*

- 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, city 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.

- Some Irish addresses are present with only city, county and postcode information at [Irish National Postal Service](). In such cases, street name and number information is not available. Since, address line 1 is mandatory filed and each address detail should be maintained in the right field, so, OMS Data Stewards will be creating these locations by populating Address line 1 field with "-"

- 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:

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

ple 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.

3.2.4. Location Summary Overview

Name of the field	Definition	Rules	DQ attributes	Examples
Post Office Box	Mailing address	**Optional field– only where applicable** 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	**Mandatory** 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. Spoldzielcza 25A Otto-Reuter-Strasse 3
Address Line 2	Street name and number/ block/ plot/ place/ suburb/ locality/ municipality/ industrial park	**Optional field– only where applicable** English/Original Language (no accents) Latin Character Set Title Case	Completeness – must be complete Accuracy - correct spelling; no typos; details reflect reality	Canary Wharf Manhattan Alfama

Name of the field	Definition	Rules	DQ attributes	Examples
		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 can be captured in Address Line 2 when there is address information	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	Dablice
Address Line 3	Street name and number/ block/ plot/ place/ sub locality/ suburb/ municipality/ industrial park	**Optional field– only where applicable** English/Original Language (no accent) 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 can be captured in Address Line 3 when there is 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	Rathfarnham Somersham
Address Line 4	Sub locality/ suburb/ municipality/ industrial park	**Optional field– only where applicable** English/Original Language (no accent) 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 can be captured in Address Line 3 when there is 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	Courbevoie Caddsdown Industrial Park
City	Name of the city or town	**Mandatory** English, when recognised by National postal service Latin Character Set Title Case	Completeness - must be complete Accuracy - correct spelling; no typos; details reflect reality	Lisbon, not Lisboa Prague, not Praha Warsaw, not Warszawa

Name of the field	Definition	Rules	DQ attributes	Examples
		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) | Consistency - no conflicting information within address information, between records of the same organisation and country

Conformity - standardized format used by National postal service | |
| State/County | Province/ state/ county | **Optional field– only where applicable**
English, when recognised by National postal service
Latin Character Set

Title Case or UPPERCASE when enriched by National postal service

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) | 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 | Thuringia

Oberoesterreich

MA for Massachusetts

Co. Dublin

Puerto Rico addresses with <u>US</u> as country |
| Postal code | | **Optional field– only where applicable**
Latin Character Set

UPPERCASE/Numbers

No spaces unless used by National postal service

Hyphen allowed when used by National postal service | 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 | LL13 9UF (UK)

20126 (IT)

2765-264 (US) |
| Country | name of the country | **Mandatory**
Select from standardised list

Note: Puerto Rico addresses use **US** as country | 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 | Netherlands

Puerto Rico addresses use **US** as country |
| Geographic coordinates | Coordinates with which a location on Earth is numerically recorded with latitude and longitude | **Optional field– only where applicable** | 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	Address in original language with accent Record will only be generated to non-English speaker countries and when record is provided by the National postal service	**Optional field– only where applicable** Original language with accent and symbols Latin and Not Latin Character where applicable Title Case	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	Ekonomivägen 5, Askim, Västra Götalands Län, Sverige
Location Identifiers	Unique Identification number Identifier is created sequentially by the system	**Mandatory** LOC-ID is uniquely linked to the Location In case of merges of Active records, both LOC-IDs are kept. The oldest (lowest in value) LOC-ID is the main ID DUNS and GS1 identification numbers (captured at location level) can be created/updated via change request	Uniqueness - within the system no duplicate identifier	LOC-1XXXXXXXX

3.3. Communication details

3.3.1. 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 though 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.

3.3.2. Business Rules

3.3.2.1. 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

3.3.2.2. 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.

3.3.2.3. Summary Overview

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

4. 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	https://spor.ema.europa.eu/omswi/#/viewDocuments
E - OMS Change Requests	Rules and Supporting documentation required by change request type	https://spor.ema.europa.eu/omswi/#/viewDocuments
D - OMS Controlled Vocabularies	Controlled vocabularies used in OMS	https://spor.ema.europa.eu/omswi/#/viewDocuments
RMS lists supporting OMS implementation	Details used on OMS Party category, OMS Party Category Type, OMS Request Reason, OMS Request Rejection Reason, etc.	http://spor.ema.europa.eu/rmswi/#/lists
AdressDoctor verification levels per country	Tool used internally populated with National postal information to help us validate and standardise location data	https://www.informatica.com/products/data-quality/data-as-a-service/address-verification/interactive-country-map.html
EEIG Regulation		http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=URISERV%3Al26015
Universal Postal Union – Member Countries		http://www.upu.int/en/the-upu/member-countries.html

5. 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	European Justice Business Registers	Provides links to EEA national business register websites (when available).	
AT	Austrian Business Register	Ges.m.b.H., mbH but only if word before this abbreviation includes the string "gesellschaft" like in "Entwicklungsgesellschaft mbH", GmbH, GmbH & Co. KG, AG, EWIV, e.U., KG, OG, Ltd. Austrian commercial register "Firmenbuchdatenbank" does not provide free access, however information is published at the website of the following private data provider: https://www.kompany.at.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/autEn.pdf County/ Region included/enriched If county is the same as the locality, the county is not shown Latin character set Localised address in German
BE	Belgian Business register	Applicable to organisation name and alternative name B.V. = S.R.L., N.V. = S.A., GEIE = EESV, C.V. = S.C., V.Z.W. = A.S.B.L., S.N.C. = V.O.F., Comm. V. = S.C.S., C.V.A., S.E., S.C.E. Applicable to alternative names BV = SRL, NV = SA, GEIE = EESV, CV = SC, VZW = ASBL, SNC = VOF, Comm V = SCS, CVA, SE, SCE	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/belEn.pdf County/ Region included/enriched If county is the same as the locality, the county is not shown Latin character set Localised address in French, Dutch, German

		Organisation details	Location details
		Organization name (name) in the register (KBO) has no legal entity type as preferred name. Therefore, the name within OMS will not include the legal entity type. Translation names (alternative names) can contain the legal entity type. To include both NV & SA, create a translation as 'English' with organization name starting with NV and end the name with SA or put NV/SA as suffix. 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.	
BG	Ministry of Justice Registry Agency	EOOD (ЕООД), AD (АД), OOD, Ltd., Inc., Plc. 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.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/bgrEn.pdf County/ Region included/enriched If county is the same as the locality, the county is not shown Latin character set Cyrillic character set Localised address in Bulgarian
CH	Swiss Business Register	d.o.o., AG, S.A., SARL, GmbH, Ltd.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/cheEn.pdf County/ Region represents the canton If county is the same as the locality, the county is not shown Latin character set Localised address in German, French, Italia

	Organisation details		Location details
CY	Cypriot Registrar of Companies	Limited, Co. Limited,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/cypEn.pdf If county is the same as the locality, the county is not shown Latin character set Greek character set Localised address in Greek
CZ	Czech Business Register	a.s., k.s., s.r.o. = spol. s r.o., v.o.s., EHZS, z.s. Basic search – landing page: enter company name and click "hledat". Advanced search – click on the magnifying glass with title "rozšířené vyhledávání": enter the company name in 'Název subjektu' and select 'Vyhledat'. Alternative link**:** https://www.justice.cz/	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/czeEn.pdf If county is the same as the locality, the county is not shown Latin character set Localised address in Czech
DE	German company register	AG, GmbH, gGmbH, mbH (but only if word before this abbreviation includes the string "gesellschaft" like in "Entwicklungsgesellschaft mbH"), KG, AöR, GmbH & Co. EWIV, SE, KGaA, eG, e.K., GmbH & Co. KGaA, GmbH & Co. KG, UG (haftungsbeschraenkt), OHG, e.V., e.Kfr, e.Kfm.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/deuEn.pdf County/Region not applicable State is recorded instead Latin character set Localised address in German
DK	Danish Company Register	A/S, I/S, K/S, ApS, EØFG, IVS, A.M.B.A., S.M.B.A., P/S	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/dnkEn.pdf If county is the same as the locality, the county is not shown Latin character set Localised address in Danish

	Organisation details		Location details
EE	Estonian Business Register	OÜ, EMHG, AS, Ltd. After the company name i.e. *Name AS*	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/estEn.pdf Localised address in Estonian
EL	Greek Business Registry	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)	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/grcEn.pdf Latin character set Greek character set Localised address in Greek
ES	Spanish Business Registry	S.L., S.A., AEIE, S.L.U. S.A.U., S. Com. p. A., S.C., S.Coop.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/espEn.pdf 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	Finland Business Information	Oy, Ltd., ETEY, Ab,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/finEn.pdf Localised address in Finnish
FR	Trade and Companies Register	S.A., S.A.S., S.A.S.U., S.R.L., S.A.R.L., GEIE, 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.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/fraEn.pdf County/Region Representing the Department This is not shown Latin character set Localised address in French
HR	Croatian court register	d.o.o., d.d., EGE, Inc.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/hrvEn.pdf

		Organisation details		Location details
				Latin character set
				Localised address in Croatian
HU		Hungarian Business Register	Kft., Ltd., Zrt., Nyrt., Plc., Rt., Bt. http://www.cfe-eutax.org/taxation/general-rules/hungary	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/hunEn.pdf Latin character set Localised address in Hungarian
IC		Iceland Directorate of Internal Revenue / Icelandic Trade Directory	ehf., Enter the name in 'nafn' and then 'leita' to search.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/islEn.pdf Latin character set Localised address in Icelandic
IE		Irish companies registration office	Limited, Public, EEIG, Unlimited, Unlimited Company, Corp, Designated Activity Company	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/irlEn.pdf Latin character set Localised address in n/a
IT		Italian Chamber of Commerce	S.r.l., S.p.A., GEIE, S.a.s., S.c.a.r.l., S.n.c., S.a.p.a.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/itaEn.pdf 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		Liechtenstein Commercial Register	AG, GmbH,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/lieEn.pdf
LT		State Enterprise Centre of Registers	SIA, AB, EEIG, UAB (at the end of the name), MB	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/ltuEn.pdf Latin character set Localised address in Lithuanian
LU		Luxembourg Business Register	S.à.r.l., GEIE,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/luxEn.pdf

	Organisation details		Location details
			Latin character set Localised address in German, French
LV	[The Register of Enterprises of the Republic of Latvia](#)	SIA, AS, In the search form, in the dropdown list, select the second option" Uzņēmumu / organizāciju"	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/lvaEn.pdf Latin character set Localised address in Latvian
MT	[Malta Business Registry](#)	Limited, Co. Limited	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/mltEn.pdf Latin character set Localised address in Maltese
NL	[Dutch business register](#)	B.V., N.V., EESV, U.A. C.V.,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/nldEn.pdf Latin character set Localised address in Dutch
NO	[Norwegian Business Register](#)	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.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/norEn.pdf Latin character set Localised address in Norwegian
PL	[Polish Court Register](#)	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. Tick the 'Przedsiebiorcy' box to indicate register type (enterprises), insert company	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/polEn.pdf Latin character set Localised address in Polish

	Organisation details		Location details
		name in the 'nazwa' field, insert captcha code, click at 'szukaj' to search	
PT	Portuguese Justice ministry	S.A., Lda., AEIE, Unipessoal Lda., Ltd., Sucursal Em Portugal, I.P., C.R.L.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/prtEn.pdf Latin character set Localised address in Portuguese
RO	Romanian Business Register	S.A., S.R.L., GEIE, S.N.C., S.C.S. (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))	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/rouEn.pdf Latin character set Localised address in Romanian
SE	Swedish Companies Registration Office	AB, AB (publ), EEIG, Filial	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/sweEn.pdf Latin character set Localised address in Sweden
SI	Slovenian Business Register	d.o.o., EGIZ, d.d.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/svnEn.pdf Latin character set Localised address in Slovenian
SK	Slovakian Business Register	a.s., k.s., s.r.o. = spol. s r.o., v.o.s., EZHZ,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/svkEn.pdf Latin character set Localised address in Slovakian
UK	Companies House	Limited, Public, EEIG, LLP	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/gbrEn.pdf Latin character set

	Organisation details		Location details
			Localised address n/a
	Outside EEA		
AUS	Australian Business Register	Limited, Pty Limited,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/ausEn.pdf
BR	Brazil	Ltda., S.A.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/braEn.pdf
CA	Canada's Business Registries	Inc. Corporations Canada	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/canEn.pdf
CN	China	Co. Ltd., Ltd., Corp. https://www.gsxt.gov.cn/index.html	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/chnEn.pdf
ID	Indonesian Company Directory	PT,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/idnEn.pdf
IL	Israeli Corporation Authority	Ltd. Consult the Dun and Bradstreet website to confirm the Organization exists as a legal entity (https://www.dbisrael.co.il)	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/isrEn.pdf
IN	Ministry of Corporate Affairs Indian State Business Registry for Registration of Partnership Firms. Telangana: Scroll below to find "THIRD PARTY VERIFICATION OF FIRM" and fill in details. (Required - Firm Registration No, Registration Year, and Registration District)	Private Limited, Limited, Limited Liability Partnership	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/indEn.pdf

	Organisation details		Location details
	Gujrat: Select ROF, then Firm and search with Firm name		
JPN	Japan Exchange Group	Inc., Co. Ltd., Corp.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/jpnEn.pdf
KR	South Korea	Co. Ltd., Inc., Corp.,	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/korEn.pdf
LK	Sri Lanka		
RUS	Russian Companies Directory	LLC Russian commercial register "https://russianpartner.biz/" does not provide free access, however information is published at the website of the following data provider: https://egrul.nalog.ru/index.html	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/rusEn.pdf
SG	Singapore	Pte. Ltd., Ltd.	
US	US Securities and exchange commission US state business Registries Arizona: https://ecorp.azcc.gov/EntitySearch/Index California: https://bizfileonline.sos.ca.gov/search/business Colorado: https://www.sos.state.co.us/biz, Delaware: https://icis.corp.delaware.gov/Ecorp/EntitySearch/NameSearch.aspx Florida: http://dos.myflorida.com/sunbiz/search/	LLC, LC, Ltd., PLLC, LP, LLP, LLLP, Inc., Corp., Co. Inc., Co., PC	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/usaEn.pdf

Organisation details		Location details
Georgia: https://ecorp.sos.ga.gov/BusinessSearch		
Illinois: https://www.elections.il.gov/businessregistration/berepsearchbybusiness.aspx		
Indiana: https://bsd.sos.in.gov/publicbusinesssearch		
Iowa: https://sos.iowa.gov/search/business/search.aspx		
Maryland: https://egov.maryland.gov/BusinessExpress/EntitySearch		
Massachusetts: http://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx		
Michigan: https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx		
Minnesota: https://mblsportal.sos.state.mn.us/Business/Search		
Missouri: https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0		
New Jersey: https://www.njportal.com/dor/businessnamesearch/		
New York:https://apps.dos.ny.gov/publicInquiry/#search		
North Carolina: https://www.sosc.gov/search/index/corp		

	Organisation details		Location details
	North Dakota: https://firststop.sos.nd.gov/search/business		
	Ohio: https://businesssearch.ohiosos.gov/		
	Oklahoma: https://www.sos.ok.gov/corp/corpInquiryFind.aspx		
	Oregon: https://sos.oregon.gov/business/pages/find.aspx		
	Tennessee: https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx		
	Utah: https://secure.utah.gov/bes/index.html		
	Washington: https://www.sos.wa.gov/corporations-charities		
	Kentucky: https://web.sos.ky.gov/BusSearchNProfile/search.aspx		
	Puerto Rico: https://rceweb.estado.pr.gov/en/search		
	Nevada: https://esos.nv.gov/EntitySearch/OnlineEntitySearch		
TR	http://www.ticaretsicil.gov.tr/english/index.php	A.S.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/turEn.pdf
ZA	South Africa	(Pty) Ltd.	https://www.upu.int/UPU/media/upu/PostalEntitiesFiles/addressingUnit/zafEn.pdf

6. Annex II – Database of Entrepreneurs

Country	Reference
PL	[Poland Database of entrepreneurs](#)

7. Annex III - 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[3] (Yes/No)	New Loc_ID (Yes/No)	New Loc_ID Version[4] (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.

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[4] 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[3] (Yes/No)	New Loc_ID (Yes/No)	New Loc_ID Version[4] (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.

Business scenario ID	Business scenario	Business scenario - Examples	New Org_ID (Yes/No)	New Org_ID Version[3] (Yes/No)	New Loc_ID (Yes/No)	New Loc_ID Version[4] (Yes/No)	Comments
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	