

A.2 RECIPIENT'S ADDRESS

On all reports, which will be sent by post or fax, the recipient's address will be displayed on the left side. The data on the partner or the library member will be used.

For the *partner*, the *mailing address* will be displayed. It includes the data on contacts, which is used when preparing reports within a certain module.

The mailing address consists of the following data in the order listed below:

- **Official name of the partner.** If the name is longer than 8 centimetres, it will be spread out over more than one line, but no more than four lines. The attribute values under "Name" and "Second name" within the **Partner** class will be displayed. Each attribute value can take up no more than two lines.
- **Name of the contact department or the contact person**, if specified for the partner. It takes up one line. The attribute value under "Name" within the **Contact department** class, or the attribute values under "Title", "Name", "Surname", "Professional title" and "Department" within the **Contact person** class will be displayed.
- **Street and number**, entered in the data on contacts or the data on the partner's head office. The attribute value under "Street and No." within the **Contact department** class, **Contact person** class or **Partner** class will be displayed. In the case of P.O. box holders, the abbreviation *P.O. Box* will be displayed automatically instead of the street and number, followed by the attribute value under "P.O. Box" within the **Contact department** class or **Contact person** class. The data on the street and number or the P.O. box takes up one line.
- **Postcode and city**, entered in the data on contacts or the data on the partner's head office. They take up one line. The attribute values under "Postcode" and "City" within the **Contact department** class, **Contact person** class or **Partner** class will be displayed. If the recipient is based abroad, the two-letter country code for international addressing of consignments, followed by the sign "-" will be displayed in front of the post code. The international abbreviation will be used instead of the three-letter country code, entered as a part of the data on contacts or the data on the partner's head office.
- **Country name** from the ISO country code list, if the recipient is based abroad. It takes up one line.

In the case of orders, order cancellations and claims, the fax number, entered in the data on contacts or the data on the partner's head office, will be included in the address, and displayed below the data, visible through the envelope window.

In the case of delivery notes and invoices, special requirements must be met and all the required data must be included (e.g. the shipping address, billing

address and the taxable entity), the data about the superior partner will be displayed along with the data on contacts and the data on the partner's head office.

For the *library member*, the address is displayed as the recipient address, for which the use for the selected record is also specified.



Example:

On the label with the member's address, the mailing address is displayed, for which the value *label with address* is specified under "Use". On the confirmation on material return, which can be printed for the member when the material on interlibrary loan is returned, the mailing address is displayed, for which the value *return of material (ILL)* is specified under "Use".

If the use is not specified for any of the addresses for the selected report, the following order will be taken into account: permanent address, temporary address, work address, guardian/guarantor's address, guardian/guarantor's address and permanent address, guardian/guarantor's temporary address, address abroad.

In all reports, which will be sent by mail, the body of the message for the partner will include a part of the *mailing address* and the complete sender's address (i.e. mailing address and head office).