

Customer Identification File (CIF) Batch Upload

CSV File Layout – Effective 1/22/2013

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Location Adds

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|----------|----------------|------|--|-------------------|
| A | 1 | N | Location Request - must contain an "L" | Yes |
| B | 1 | A | Maintenance Code - must contain an "A" | Yes |
| C | 2 | A | MRC/Transaction Type - valid codes are "NC", "NX", "BO", "CL", "CT", "ER", "DS", "IS", "MS", "CM", "NE", "OB", "PI", "PV", "CA", "RD", "DB", "DM", "RE", "DO", "SA", "SC", "SD", or "SR" | Yes |
| D | 9 | AN | CIF ID - must be blank | No |
| E | 90 | AN | Preferred Customer Name | Yes |
| F | 1 | A | Apply CIF name standards to the Preferred Customer Name – valid values are "Y", "N" or blank | No |
| G | 35 | AN | Physical Address Line 1 | Yes |
| H | 35 | AN | Physical Address Line 2 | No |
| I | 35 | AN | Physical Address Line 3 | No |
| J | 9 | AN | Physical Address Zip Code/Postal Code - minimum of 5 maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) | Yes |
| K | 30 | A | Physical Address City Name | Yes |
| L | 2 | A | Physical Address State/Province Abbreviation | Yes |
| M | 25 | A | Physical Address County Name (Note: This value is only required if US is the Physical Address Country Name) | Yes |
| N | 2 | A | Physical Address Country Name/Abbreviation – valid values are "US", "CA", or "MX" | Yes |
| O | 1 | A | Apply CIF address standards to the Physical Address – valid values are "Y", "N", or blank | No |
| P | 35 | AN | Mailing Address Line 1 | No |
| Q | 35 | AN | Mailing Address Line 2 | No |
| R | 35 | AN | Mailing Address Line 3 | No |
| S | 9 | AN | Mailing Address Zip Code/Postal Code - minimum of 5, maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) | No |
| T | 30 | A | Mailing Address City Name | No |
| U | 2 | A | Mailing Address State/Province Abbreviation | No |

Type is defined as follows:

- ❖ A - "Alphabetic".
- ❖ AN - "Alphanumeric".
- ❖ N - "Numeric".

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|--------|----------------|------|---|-------------------|
| V | 25 | A | Mailing Address County Name | No |
| W | 2 | A | Mailing Address Country Name/Abbreviation – valid values are “US”, “CA”, or “MX” | No |
| X | 1 | A | Apply CIF address standards to the Mailing Address – valid values are “Y”, “N”, or blank | No |
| Y | 25 | N | Telephone Number - minimum of 10, maximum of 25 numeric characters | Yes |
| Z | 30 | AN | User Return Key | No |
| AA | 60 | AN | Comments (for internal use only) | No |
| AB | 70 | A | Requestor Company Name | Yes |
| AC | 2 | A | HQ indicator Code - valid values are “BR”, “HQ”, “SL”, or blank | No |
| AD | 9 | AN | Immediate Parent CIF ID | No |
| AE | 1 | A | Business Status – valid values are “B”, “D”, “E”, “L”, “M”, “O”, “T”, or “V” | No |
| AF | 9 | AN | Business Merge CIF ID | No |
| AG | 1 | A | Temporary Alpha Flag – valid values are “Y”, “N”, or blank | No |
| AH | 1 | A | D&B Status Flag – valid values are “P”, “R”, or “U” | No |
| AI | 50 | AN | SPI Comments | No |
| AJ | 2 | A | Tax ID Qualifier/Code – valid values are “RO”, “TJ”, or blank | No |
| AK | 50 | N | Tax ID Number | No |
| AL | 10 | N | Effective Date of Change (Add) - 10 characters, valid date formats are “MM-DD-YYYY” or “MM/DD/YYYY” | No |

Type is defined as follows:

- ❖ A – “Alphabetic”.
- ❖ AN – “Alphanumeric”.
- ❖ N – “Numeric”.

Location Changes

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|----------|----------------|------|--|-------------------|
| A | 1 | N | Location Request - must contain an "L" | Yes |
| B | 1 | A | Maintenance Code - must contain an "C" | Yes |
| C | 2 | A | MRC/Transaction Type - valid codes are "NC", "NX", "BO", "CL", "CT", "ER", "DS", "IS", "MS", "CM", "NE", "OB", "PI", "PV", "CA", "RD", "DB", "DM", "RE", "DO", "SA", "SC", "SD", or "SR" | Yes |
| D | 9 | AN | CIF ID | Yes |
| E | 90 | AN | Preferred Customer Name | Yes |
| F | 1 | A | Apply CIF name standards to the Preferred Customer Name – valid values are "Y", "N" or blank | No |
| G | 35 | AN | Physical Address Line 1 | Yes |
| H | 35 | AN | Physical Address Line 2 | No |
| I | 35 | AN | Physical Address Line 3 | No |
| J | 9 | AN | Physical Address Zip Code/Postal Code - minimum of 5 maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) | Yes |
| K | 30 | A | Physical Address City Name | Yes |
| L | 2 | A | Physical Address State/Province Abbreviation | Yes |
| M | 25 | A | Physical Address County Name (Note: This value is only required if US is the Physical Address Country Name) | Yes |
| N | 2 | A | Physical Address Country Name/Abbreviation – valid values are "US", "CA", or "MX" | Yes |
| O | 1 | A | Apply CIF address standards to the Physical Address – valid values are "Y", "N", or blank | No |
| P | 35 | AN | Mailing Address Line 1 | No |
| Q | 35 | AN | Mailing Address Line 2 | No |
| R | 35 | AN | Mailing Address Line 3 | No |
| S | 9 | AN | Mailing Address Zip Code/Postal Code - minimum of 5, maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) | No |
| T | 30 | A | Mailing Address City Name | No |
| U | 2 | A | Mailing Address State/Province Abbreviation | No |
| V | 25 | A | Mailing Address County Name | No |
| W | 2 | A | Mailing Address Country Name/Abbreviation – valid values are "US", "CA", or "MX" | No |
| X | 1 | A | Apply CIF address standards to the Mailing Address – valid values are "Y", "N", or blank | No |
| Y | 25 | N | Telephone Number - minimum of 10, maximum of 25 numeric characters | Yes |
| Z | 30 | AN | User Return Key | No |

Type is defined as follows:

- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|-----------|----------------|------|--|-------------------|
| AA | 60 | AN | Comments (for internal use only) | No |
| AB | 70 | A | Requestor Company Name | Yes |
| AC | 2 | A | HQ indicator Code - valid values are "BR", "HQ", "SL", or blank | No |
| AD | 9 | AN | Immediate Parent CIF ID | No |
| AE | 1 | A | Business Status – valid values are "B", "D", "E", "L", "M", "O", "T", or "V" | No |
| AF | 9 | AN | Business Merge CIF ID | No |
| AG | 1 | A | Temporary Alpha Flag – valid values are "Y", "N", or blank | No |
| AH | 1 | A | D&B Status Flag – valid values are "P", "R", or "U" | No |
| AI | 50 | AN | SPI Comments | No |
| AJ | 2 | A | Tax ID Qualifier/Code – valid values are "RO", "TJ", or blank | No |
| AK | 50 | N | Tax ID Number | No |
| AL | 10 | N | Effective Date of Change (Change) - 10 characters, valid date formats are "MM-DD-YYYY" or "MM/DD/YYYY" | No |

Type is defined as follows:

- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

Location Delete/Expires

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|-----------|----------------|------|---|-------------------|
| A | 1 | N | Location Request - must contain an "L" | Yes |
| B | 1 | A | Maintenance Code - must contain an "D" | Yes |
| C | 2 | A | MRC/Transaction Type - valid codes are "BO", "CM", "ER", or "OB" | Yes |
| D | 9 | AN | CIF ID | Yes |
| E | 90 | AN | Preferred Customer Name | Yes |
| F | 1 | A | Apply CIF name standards to the Preferred Customer Name – valid values are "Y", "N" or blank | No |
| G | 35 | AN | Physical Address Line 1 | Yes |
| H | 35 | AN | Physical Address Line 2 | No |
| I | 35 | AN | Physical Address Line 3 | No |
| J | 9 | AN | Physical Address Zip Code/Postal Code - minimum of 5 maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) | Yes |
| K | 30 | A | Physical Address City Name | Yes |
| L | 2 | A | Physical Address State/Province Abbreviation | Yes |
| M | 25 | A | Physical Address County Name (Note: This value is only required if US is the Physical Address Country Name) | Yes |
| N | 2 | A | Physical Address Country Name/Abbreviation – valid values are "US", "CA", or "MX" | Yes |
| O | 1 | A | Apply CIF address standards to the Physical Address – valid values are "Y", "N", or blank | No |
| P | 35 | AN | Mailing Address Line 1 | No |
| Q | 35 | AN | Mailing Address Line 2 | No |
| R | 35 | AN | Mailing Address Line 3 | No |
| S | 9 | AN | Mailing Address Zip Code/Postal Code - minimum of 5, maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) | No |
| T | 30 | A | Mailing Address City Name | No |
| U | 2 | A | Mailing Address State/Province Abbreviation | No |
| V | 25 | A | Mailing Address County Name | No |
| W | 2 | A | Mailing Address Country Name/Abbreviation – valid values are "US", "CA", or "MX" | No |
| X | 1 | A | Apply CIF address standards to the Mailing Address – valid values are "Y", "N", or blank | No |
| Y | 25 | N | Telephone Number - minimum of 10, maximum of 25 numeric characters | Yes |
| Z | 30 | AN | User Return Key | No |
| AA | 60 | AN | Comments (for internal use only) | No |
| AB | 70 | A | Requestor Company Name | Yes |

Type is defined as follows:

- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|-----------|----------------|------|--|-------------------|
| AC | 2 | A | HQ indicator Code - valid values are "BR", "HQ", "SL", or blank | No |
| AD | 9 | AN | Immediate Parent CIF ID | No |
| AE | 1 | A | Business Status – valid values are "B", "C", "E", or "O" (Note: For expires, the Business Status code value should correspond to Transaction Type) | No |
| AF | 9 | AN | Business Merge CIF ID [Note: This value is only required if Transaction Type field (column C) is populated with the values of "BO", "CM", or "ER"] | Yes |
| AG | 1 | A | Temporary Alpha Flag – valid values are "Y", "N", or blank | No |
| AH | 1 | A | D&B Status Flag – valid values are "P", "R", or "U" | No |
| AI | 50 | AN | SPI Comments | No |
| AJ | 2 | A | Tax ID Qualifier/Code – valid values are "RO", "TJ", or blank | No |
| AK | 50 | N | Tax ID Number | No |
| AL | 10 | N | Effective Date of Change (Delete/Expire) - 10 characters, valid date formats are "MM-DD-YYYY" or "MM/DD/YYYY" | No |

Type is defined as follows:

- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

Sub-Location Adds

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|----------|----------------|------|---|-------------------|
| A | 1 | A | Sub-Location Request - must contain an "S" | Yes |
| B | 9 | N | CIF ID | Yes |
| C | 4 | N | Sub-Location ID – must be next numerical ID | Yes |
| D | 1 | A | Maintenance Code – valid value is "A" | Yes |
| E | 2 | A | Sub-Location Type – valid values are "BT", "DA", "DB" or "TR" | Yes |
| F | 90 | AN | Doing Business As (DBA) Name – [Note: This value is only required if Sub-Location Type field (column E) is populated with the value of "DB"] | Yes |
| G | 30 | A | Sub-Location City Name - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| H | 2 | A | Sub-Location State/Province Abbreviation – [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| I | 2 | A | Sub-Location Country Name/Abbreviation – valid values are "US", "CA", or "MX" [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| J | 25 | A | Sub-Location County Name - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| K | 9 | AN | Sub-Location Zip Code/Postal Code - minimum of 5, maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| L | 50 | AN | SPI Comments | No |
| M | 30 | AN | User Return Key | No |
| N | 1 | AN | Internal Use Only – must be blank | Yes |
| O | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| P | 1 | AN | Internal Use Only – must be blank | No |
| Q | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only used on an as needed basis if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | No |
| R | 1 | AN | Internal Use Only – must be blank | No |

Type is defined as follows:

- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|--------|----------------|------|--|-------------------|
| S | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only used on an as needed basis if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | No |
| T | 10 | N | Effective Date of Change (Add) - 10 characters, valid date formats are "MM-DD-YYYY" or "MM/DD/YYYY" | No |

Type is defined as follows:

- ❖ A - "Alphabetic".
- ❖ AN - "Alphanumeric".
- ❖ N - "Numeric".

Sub-Location Changes

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|----------|----------------|------|---|-------------------|
| A | 1 | A | Sub-Location Request - must contain an "S" | Yes |
| B | 9 | N | CIF ID | Yes |
| C | 4 | N | Sub-Location ID | Yes |
| D | 1 | A | Maintenance Code – valid value is "C" | Yes |
| E | 2 | A | Sub-Location Type – valid values are "BT", "DA", "DB" or "TR" | Yes |
| F | 90 | AN | Doing Business As (DBA) Name – [Note: This value is only required if Sub-Location Type field (column E) is populated with the value of "DB"] | Yes |
| G | 30 | A | Sub-Location City Name - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| H | 2 | A | Sub-Location State/Province Abbreviation – [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| I | 2 | A | Sub-Location Country Name/Abbreviation – valid values are "US", "CA", or "MX" [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| J | 25 | A | Sub-Location County Name - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| K | 9 | AN | Sub-Location Zip Code/Postal Code - minimum of 5, maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| L | 50 | AN | SPI Comments | No |
| M | 30 | AN | User Return Key | No |
| N | 1 | AN | Internal Use Only – must be blank | Yes |
| O | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| P | 1 | AN | Internal Use Only – must be blank | No |
| Q | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only used on an as needed basis if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | No |
| R | 1 | AN | Internal Use Only – must be blank | No |

Type is defined as follows:

- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|--------|----------------|------|---|-------------------|
| S | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only used on an as needed basis if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | No |
| T | 10 | N | Effective Date of Change (Change) - 10 characters, valid date formats are "MM-DD-YYYY" or "MM/DD/YYYY" | No |

Type is defined as follows:

- ❖ A - "Alphabetic".
- ❖ AN - "Alphanumeric".
- ❖ N - "Numeric".

Sub-Location Expires

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|----------|----------------|------|---|-------------------|
| A | 1 | A | Sub-Location Request - must contain an "S" | Yes |
| B | 9 | N | CIF ID | Yes |
| C | 4 | N | Sub-Location ID | Yes |
| D | 1 | A | Maintenance Code – valid value is "D" | Yes |
| E | 2 | A | Sub-Location Type – valid values are "BT", "DA", "DB" or "TR" | Yes |
| F | 90 | AN | Doing Business As (DBA) Name – [Note: This value is only required if Sub-Location Type field (column E) is populated with the value of "DB"] | Yes |
| G | 30 | A | Sub-Location City Name - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| H | 2 | A | Sub-Location State/Province Abbreviation – [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| I | 2 | A | Sub-Location Country Name/Abbreviation – valid values are "US", "CA", or "MX" [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| J | 25 | A | Sub-Location County Name - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| K | 9 | AN | Sub-Location Zip Code/Postal Code - minimum of 5, maximum of 9 alphanumeric characters (Canadian Postal Codes contain alphanumeric characters) [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| L | 50 | AN | SPI Comments | No |
| M | 30 | AN | User Return Key | No |
| N | 1 | AN | Internal Use Only – must be blank | Yes |
| O | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only required if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | Yes |
| P | 1 | AN | Internal Use Only – must be blank | No |
| Q | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only used on an as needed basis if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | No |
| R | 1 | AN | Internal Use Only – must be blank | No |

Type is defined as follows:

- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

| Column | Maximum Length | Type | Description | Required (Yes/No) |
|--------|----------------|------|---|-------------------|
| S | 90 | AN | Sub-Location Address Line 1 - [Note: This value is only used on an as needed basis if Sub-Location Type field (column E) is populated with the values of "BT" or "DA"] | No |
| T | 10 | N | Effective Date of Change (Expires) - 10 characters, valid date formats are "MM-DD-YYYY" or "MM/DD/YYYY" | No |

Type is defined as follows:

- ❖ A - "Alphabetic".
- ❖ AN - "Alphanumeric".
- ❖ N - "Numeric".