

CUSTOMER IDENTIFICATION FILE (CIF)

(v7010) File Layout effective 09/01/14

Field Element Number	R EDI E 7010 Q Segment	Field Element	Field Format	Field Starting Position	Field Ending Position	Field Length
Customer						
1	PLA01	Maintenance Code	A/N	1	2	2
2	DTM02	Effective Date	A/N	3	10	8
3	DTM02	Expiration Date	A/N	11	18	8
4	DTM02	Last Maintained Date	A/N	19	26	8
5	N103	Customer ID Qualifier	A/N	27	28	2
6	N104	Customer ID Code	A/N	29	37	9
7	N104	Customer Location Suffix	A/N	38	41	4
8	N102	Customer Name 1	A/N	42	76	35
9	N201	Customer Name 2	A/N	77	111	35
10	N202	Customer Name 3	A/N	112	131	20
11	N301	Physical Address Line 1	A/N	132	166	35
12	N302	Physical Address Line 2	A/N	167	201	35
13	N301	Physical Address Line 3	A/N	202	236	35
14	N401	Physical City Name	A/N	237	266	30
15	N406	Physical County Name	A/N	267	291	25
16	N402	Physical State/Province	A/N	292	293	2
17	N403	Physical Postal Code	A/N	294	304	11
18	N404	Physical Country Code	A/N	305	306	2
19	N301	Mailing Address Line 1	A/N	307	341	35
20	N302	Mailing Address Line 2	A/N	342	376	35
21	N301	Mailing Address Line 3	A/N	377	411	35
22	N401	Mailing City	A/N	412	441	30
23	N402	Mailing State/Province	A/N	442	443	2
24	N403	Mailing Postal Code	A/N	444	454	11
25	N404	Mailing Country Code	A/N	455	456	2
26	PER04	Phone Number	A/N	457	481	25
27	ER102	Immediate Parent	A/N	482	490	9
28	ER105	Ultimate Parent	A/N	491	499	9
29	N902	Data Source	A/N	500	501	2
30		Business Status	A/N	502	503	2
31	N104	Merge ID	A/N	504	512	9
32	ER107	HQ Indicator	A/N	513	514	2
33	PLA05	Maintenance Reason Code	A/N	515	516	2
34	ERI02	Domestic Parent	A/N	517	525	9
35	N901	Tax ID Qualifier	A/N	526	527	2
36	N902	Tax ID	A/N	528	577	50
37		Filler	A/N	578	600	23

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Field Element Number	R EDI E 7010 Q Segment	Field Element	Field Format	Field Starting Position	Field Ending Position	Field Length
<u>Sub location</u>						
38	PLA01	Maintenance Code	A/N	1	2	2
39	DTM02	Effective Date	A/N	3	10	8
40	DTM02	Expiration Date	A/N	11	18	8
41	DTM02	Last Maintained Date	A/N	19	26	8
42	N104	Customer ID Location Code	A/N	27	35	9
43	LCD01	Customer ID Location Suffix	A/N	36	39	4
44	PLA05	Maintenance Reason Code	A/N	40	41	2
45	LCD02	Entity Identifier Code	A/N	42	43	2
46	LCD05	Sub-location – Type 1	A/N	44	45	2
47	LCD06	Sub-location – Value 1	A/N	46	80	35
48	N201	Sub-location – Name 1	A/N	81	115	35
49	N202	Sub-location – Name 1	A/N	116	135	20
50	LCD05	Sub-location – Type 2	A/N	136	137	2
51	LCD06	Sub-location – Value 2	A/N	138	172	35
52	N201	Sub-location – Name 2	A/N	173	207	35
53	N202	Sub-location – Name 2	A/N	208	227	20
54	LCD05	Sub-location – Type 3	A/N	228	229	2
55	LCD06	Sub-location – Value 3	A/N	230	264	35
56	N201	Sub-location – Name 3	A/N	265	299	35
57	N202	Sub-location – Name 3	A/N	300	319	20
58	LCD05	Sub-location – Type 4	A/N	320	321	2
59	LCD06	Sub-location – Value 4	A/N	322	356	35
60	N201	Sub-location – Name 4	A/N	357	391	35
61	N202	Sub-location – Name 4	A/N	392	411	20
62	LCD05	Sub-location – Type 5	A/N	412	413	2
63	LCD06	Sub-location – Value 5	A/N	414	448	35
64	N201	Sub-location – Name 5	A/N	449	483	35
65	N202	Sub-location – Name 5	A/N	484	503	20
66	N401	Sub-location City	A/N	504	533	30
67	N402	Sub location State/Province Code	A/N	534	535	2
68	N404	Sub location Country Code	A/N	536	537	2
69	N403	Sub location Postal Code	A/N	538	548	11
70		Filler	A/N	549	600	52

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There are three components to the CIF file: Customer, Sub-location, and Synonym. The following list describes the proper coding and interpretation for each of these components.

EDI NOTE: Records in these files represent a transaction type which is a maintenance response (BTP05 = "14") only. There will only ever be one record for each 13 position CIF ID code in each file as inquiries, maintenance requests, and "before images" do not appear in the file.

Customer

The Customer File stores the primary name and address information for the customer. Every record in this file has a unique 9 position Customer ID Code.

1. Maintenance Code 2 positions alpha/numeric

The Maintenance Code indicates the type maintenance that affected the record. Valid entries include:

- 1 Add -- new primary location
- 2 Change/Update -- change primary location
- 3 Delete -- delete primary location
- 4 Verify (This code is only valid for EDI Inquiry Requests / Responses and EDI Maintenance Requests / Responses, and is NOT valid for file distribution.)
- RX Replace Location (This code is only valid for EDI Inquiry Requests / Responses and EDI Maintenance Requests / Responses, and is NOT valid for file distribution.)

2. Effective Date 8 positions alpha/numeric

The calendar date (CCYYMMDD) of which the data in the record is active. Refer to *General Date Guidelines for use in the Industry Reference Files* for a more detailed description of Effective Date.

3. Expiration Date 8 positions alpha/numeric

The calendar date (CCYYMMDD) of which the data in the record is inactive. Refer to *General Date Guidelines for use in the Industry Reference Files* for a more detailed description of Expiration Date.

4. Last Maintained Date 8 positions alpha/numeric

The calendar date (CCYYMMDD) of which the data in the record was last maintained. Refer to *General Date Guidelines for use in the Industry Reference Files* for a more detailed description of Last Maintained Date.

5. Customer ID Qualifier 2 positions alpha/numeric

The Customer ID Qualifier indicates the source of the code structure for the customer record. Allowable values include:

- C5 CIF File Number

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6. Customer ID Code 9 positions alpha/numeric

Every physical location in the CIF has a unique 13 position CIF ID, the components being the Customer ID Code (9 positions) and the Customer Location Suffix (4 positions).

(EDI Note: both the Customer ID Code and the Customer Location Suffix are transmitted via EDI within the N104 segment. The Customer ID Code comprises the first 9 positions, while the Customer Location Suffix comprises positions 10 through 13.)

The Customer ID Location Code is the DUNS number of the primary location of the customer. In the Customer table, since records only identify primary locations, the Customer Location Suffix, data element 7, will always be "0000".

7. Customer Location Suffix.....4 positions alpha/numeric

The Customer Location Suffix is unique to the Location within the primary location, and is randomly assigned by the CIF file maintainers. Together with the Customer ID Location Code, these 13 positions uniquely codify the Location. When defining a primary location, this value will always be "0000".

(EDI Note: both the Customer ID Code and the Customer Location Suffix are transmitted via EDI within the N104 segment. The Customer ID Code comprises the first 9 positions, while the Customer Location Suffix comprises positions 10 through 13.)

8. Customer Name 1 35 positions alpha/numeric

The Customer Name represents the preferred company name that the customer uses to conduct business.

Customer Name 1 fills positions 1-35 of the Customer Name.

9. Customer Name 2 35 positions alpha/numeric

Positions 35-70 of the Customer Name.

10. Customer Name 3 20 positions alpha/numeric

Positions 71-90 of the Customer Name.

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11. Physical Address Line 1..... 35 positions alpha/numeric

This refers to the actual address of the customer. This is not to be confused with the mailing address of the customer, which is just where the customer receives mail.

When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

Physical Address Line 1 fills positions 1-35 of the physical address and is the first line of the address.

12. Physical Address Line 2..... 35 positions alpha/numeric

Positions 36-70 of the physical address, the second line of the address. When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

13. Physical Address Line 3..... 35 positions alpha/numeric

Positions 71-105 of the physical address, the third line of the address. When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

14. Physical City Name.....30 positions alpha/numeric

Physical City Name refers to free-form text for the actual city in the address of the customer.

When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

15. Physical County Name..... 25 positions alpha/numeric

Physical County refers to the actual county in which the address of the customer is found.

When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

16. Physical State/Province 2 positions alpha/numeric

This code refers to the state/province abbreviation for the actual state/province in which the customer is found. This is a required element for all CIF records.

When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

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17. Physical Postal Code..... 11 positions alpha/numeric

This refers to the international postal code for the physical address. For the U.S., this is the zip code, and there is no punctuation or spaces. For Canada, this is in the form "ANAN", including the space in the 4th position.

When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

18. Physical Country code 2 positions alpha/numeric

This code identifies the actual country of the customer identified.

When used, the Entity Identifier Code, data element 5, will be "FD" - Physical Address.

19. Mailing Address Line 1 35 positions alpha/numeric

This refers to the mailing address that the customer chooses to use to receive mail. This is not to be confused with the customer's physical address, which is the actual address in which the customer conducts business.

When used, the Entity Identifier Code, data element 5, will be "FE" - Mail Address.

Mailing Address Line 1 fills positions 1-35 of the mailing address and is the first line of the address. In EDI Version 3070, only 30 positions are transmitted in Mailing Address Line 1 (Segment N301). Therefore, only 30 positions are used in this field.

20. Mailing Address Line 2 35 positions alpha/numeric

Positions 36-70 of the mailing address, the second line of the address. When used, the Entity Identifier Code, data element 5, will be "FE" - Mail Address.

21. Mailing Address Line 3 35 positions alpha/numeric

Positions 71-105 of the mailing address, the third line of the address. When used, the Entity Identifier Code, data element 5, will be "FE" - Mail Address.

22. Mailing City 30 positions alpha/numeric

Mailing City refers to free-form text for the city in the mailing address of the customer.

When used, the Entity Identifier Code, data element 5, will be "FE" - Mail Address.

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23. Mailing State/Province 2 positions alpha/numeric

This code refers to the state/province abbreviation for the state/province to use in the mailing address of the customer. This is a required element for all CIF records.

When used, the Entity Identifier Code, data element 5, will be "FE" - Mail Address.

24. Mailing Postal Code 11 positions alpha/numeric

This refers to the international postal code to use in the mailing address of the customer. For the U.S., this is the zip code, and there is no punctuation or spaces. For Canada, this is in the form "ANA NAN", including the space in the 4th position.

When used, the Entity Identifier Code, data element 5, will be "FE" - Mail Address.

25. Mailing Country Code..... 2 positions alpha/numeric

This code identifies the country code to use in the mailing address of the customer.

When used, the Entity Identifier Code, data element 5, will be "FE" - Mail Address.

26. Phone Number 25 positions alpha/numeric

This is the general or primary voice telephone number of the customer.

US and Canada limited to 10 positions.

27. Immediate Parent..... 9 positions alpha/numeric

The Immediate Parent field holds the Customer ID Code of the customer's immediate parent company.

If there is no such entity as an Immediate Parent for the customer record, then this field will hold the value of Customer ID Code, data element 6.

28. Ultimate Parent..... 9 positions alpha/numeric

The Ultimate Parent field holds the Customer ID Code of the customer's ultimate parent company.

If there is no such entity as an Ultimate Parent for the customer record, then this field will hold the value of Customer ID Code, data element 6.

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29. Data Source 2 positions alpha/numeric

Data source is a code representing the source of the data in the customer record.
Allowable values include:

- A Phone verified by Central Site
- D DUN and Bradstreet, not verified by Central Site
- S Subscriber to CIF, not verified by Central Site
- DC DUN & Bradstreet Commercial Update, not verified by Central Site

30. Business Status 2 positions alpha/numeric

Business Status is a code representing the status of the customer. This value is not received directly from EDI, but is derived from the Maintenance Reason Code, data element 33. Allowable values include:

- " " (Blank) Default value meaning the customer is "In Business." The Maintenance Reason Code, data element 33 is "42" (New Entity), or "44" (Change of Telephone Number), or "4A"(Business Name Change, or "4B" (Business Name Correct), or "4C" (Physical or Mailing Address Correction.)
- 43 Change of Location
- 45 Customer is "Out of Business." The Maintenance Reason Code, data element 33 is "45" (Went Out of Business.)
- 46 Current CIF Record in Error
- 57 Business has been "Bought Out. The Maintenance Reason Code, data element 33 is "57" (Buy Out.)
- 58 Business has merged with another business. The Maintenance Reason Code, data element 33 is "57" (Merger.)

31. Merge ID 9 positions alpha/numeric

Used in conjunction with Business Status, data element 63, when the business has merged with another business. The data in Merge ID is the Customer ID Code of the new primary business.

32. HQ Indicator 2 positions alpha/numeric

The HQ Indicator shows the location type of the customer. Allowable values include:

- 07 Stand Alone Company or a single location
- 10 The company is a 50/50 Partnership. Immediate/ultimate parents are not shown.
- 14 The location is a Headquarters location with another entity beneath it.
- 32 The location is a Branch location with no other entity beneath it.

When used, the Entity Identifier Code, data element 5, will be "FC" - Customer Information File Identification.

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33. Maintenance Reason Code 2 positions alpha/numeric

The Maintenance Reason contains a code to qualify the maintenance that is occurring in data element 1. Allowable values include:

If Maintenance Code = 1 (Add)

42 New Entity

If Maintenance Code = 2 (Change)

43 Change of Location

44 Change of Telephone Number

45 Went Out of Business

46 Current Record in error (Maintenance Code could also be RX - Replace Location.)

4A Business Name Change

4B Business Name Correction

4C Physical or Mailing Address Correction

57 Buyout

58 Merger

88 Parent Identification Change

89 Change to Expiration Date

90 Phone Verify Only

92 Duplicate CIF ID

93 Removal of CIF Merge ID

94 Removal of CIF Buyout ID

95 Removal of CIF in Error ID

96 Reactivation of an Out of Business Customer Sub-location

97 Reinstatement

34. Domestic Parent..... 9 positions alpha/numeric

The Domestic Parent field holds the Customer ID Code of the customer's domestic parent company which is the highest ranking headquarter within a specific country.

If there is no such entity as a Domestic Parent for the customer record, then this field will hold the value of Immediate Parent Code, data element 27.

35. Tax ID Qualifier.....2 positions alpha/numeric

The Tax ID Qualifier indicates the code that is used for Reference Identification of the tax ID number. Allowable values include:

(R0) Mexican Federal Tax ID Number

(TJ) Used for US and Canadian Tax ID Number

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36. Tax ID.....50 positions alpha/numeric

The Tax ID is an official tax identification number assigned to a customer for tax revenue purposes.

When used, the Tax ID Qualifier (data element 35) must be present with a valid value.

37. Filler.....23 positions alpha/numeric

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Sub-location

A location is any physical place where a customer carries on business. A sub-location is a logical or physical place within the customer's primary location. A sub-location may represent many different things:

- A physical place for the origin or destination of freight.
- A DBA (Doing-Business-As) Name for an alias, other than the preferred name, that the customer uses for correspondence. This can represent an old name, subsidiary or factored-by name, or a tradestyle name.
- A department or other sub-grouping within the CIF entity.
- A billing point for the CIF entity.

The information stored in the sub-location record is an instruction from a customer to carriers.

38. Maintenance Code 2 positions alpha/numeric

The Maintenance Code indicates the type maintenance that effected the sub-location record. Valid entries include:

- 1 Add -- new sub-locations
- 2 Change/Update -- changes to sub-locations
- 3 Delete -- sub-location is being deleted and replaced (RX) with another CIF number
- 4 Verify (This code is not used on file distribution.)
- RX Replace Location (This is code not used on file distribution.)

39. Effective Date 8 positions alpha/numeric

The calendar date (CCYYMMDD) of which the data in the record is inactive. Refer to *General Date Guidelines for use in the Industry Reference Files* for a more detailed description of Effective Date.

40. Expiration Date..... 8 positions alpha/numeric

The calendar date (CCYYMMDD) of which the data in the record is inactive. Refer to *General Date Guidelines for use in the Industry Reference Files* for a more detailed description of Expiration Date.

41. Last Maintained Date.....8 positions alpha/numeric

The calendar date (CCYYMMDD) of which the data in the record was last maintained. Refer to *General Date Guidelines for use in the Industry Reference Files* for a more detailed description of Last Maintained Date.

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42. Customer ID Location Code..... 9 positions alpha/numeric

The Customer ID Location Code is the DUNS number of the primary location for this Sub-location. In the sub-location file, the value of Entity Identifier Code, data element 40, will always be "DH" - Doing Business As, or "SL" - Origin Sub-location.

Every physical location in the CIF has a unique 13 position CIF ID, the components being the Customer ID Code (9 positions) and the Customer Location Suffix (4 positions).

(EDI Note: Customer ID Code is equal to the value in N104.)

43. Customer ID Location Suffix 4 positions alpha/numeric

The Customer ID Location Suffix is unique to the Sub-location within the primary location, and is randomly assigned by the CIF file maintainers. Together with the Customer ID Location Code, these 13 positions uniquely codify the Sub-location.

(EDI Note: Customer Location Suffix is equal to the value in LCD01.)

44. Maintenance Reason Code 2 positions alpha/numeric

The Maintenance Reason contains a code to qualify the maintenance that is occurring in data element 1. Allowable values include:

If Maintenance Code = 1 (Add)

54 Sub-location Add

If Maintenance Code = 2 (Change)

55 Sub-location Change

56 Sub-location Expire

97 Sub-location Reinstatement

45. Entity Identifier Code..... 2 positions alpha/numeric

This code identifies the organizational entity, physical location, or individual represented in the Sub-location record. Allowed values include:

BT Party to be billed for Other than Freight (Bill To):

DA Delivery Address

DH Doing Business As

As an example, if you wanted to know what Delivery Address to use for the sub-location referenced in the record, you would use the sub-location description that displayed "DA" in the Entity Identifier Code field.

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Sub-location Description

Each sub-location record is defined by as many as five pairs of Type and Value, each pair generally referred to as a sub-location description. The components of each pair serve to identify each other, rather than a component from another pair. On the file layout, this section includes field elements 43 through 52.

46. Sub-location – Type 1 2 positions alpha/numeric

Allowable Sub-location Types as follows:

53	Building	GA	Care of Party (c/o)
54	Warehouse	MA	Mail Stop
55	Post Office Box	PA	Doing Business as Name
56	Division	PR	Pier
57	Department	RT	Railroad Track
6	Plant Code	SA	Attention Notification Party
7	Dock	DO	Door
		EL	Elevator
		FL	Floor
		HS	House (Canadian Grain Elevator)
		RP	Ramp
		UT	Unit

As an example, to define a sub-location description "Mail Stop 288", "MA" would be the Sub-location Type, and "288" would be the Sub-location Value.

47. Sub-location – Value 1 35 positions alpha/numeric

The Sub-location Value further defines the Sub-location - Type 1, data element 43. To continue the example from Sub-location Type, "288" is the Sub-location Value that further identifies the "Mail Stop".

48. Sub-location – Name 1 35 positions alpha/numeric

49. Sub-location – Name 1 20 positions alpha/numeric

50. Sub-location – Type 2 2 positions alpha/numeric

Allowable Sub-location Types as follows:

53	Building	PA	Doing Business as Name
54	Warehouse	PR	Pier
55	Post Office Box	RT	Railroad Track
56	Division	SA	Attention Notification Party
57	Department	DO	Door
6	Plant Code	EL	Elevator
7	Dock	FL	Floor
UT	Unit	HS	House (Canadian Grain Elevator)
GA	Care of Party (c/o)	RP	Ramp
MA	Mail Stop		

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As an example, to define a sub-location description "Mail Stop 288", "MA" would be the Sub-location Type and "288" would be the Sub-location Value.

51. Sub-location – Value 2.....35 positions alpha/numeric

The Sub-location Value further defines the Sub-location - Type 2, data element 45. To continue the example from Sub-location Type, "288" is the Sub-location Value that further identifies the "Mail Stop".

52. Sub-location – Name 2..... 35 positions alpha/numeric

53. Sub-location – Name 2..... 20 positions alpha/numeric

54. Sub-location – Type 3..... 2 positions alpha/numeric

Allowable Sub-location Types as follows:

53	Building	GA	Care of Party (c/o)
54	Warehouse	MA	Mail Stop
55	Post Office Box	PA	Doing Business as Name
56	Division	PR	Pier
57	Department	RT	Railroad Track
6	Plant Code	SA	Attention Notification Party
7	Dock	DO	Door
		EL	Elevator
		FL	Floor
		HS	House (Canadian Grain Elevator)
		RP	Ramp
		UT	Unit

As an example, to define a sub-location description "Mail Stop 288", "MA" would be the Sub-location Type and "288" would be the Sub-location Value.

55. Sub-location – Value 3.....35 positions alpha/numeric

The Sub-location Value further defines the Sub-location - Type 3, data element 47. To continue the example from Sub-location Type, "288" is the Sub-location Value that further identifies the "Mail Stop".

56. Sub-location – Name 3..... 35 positions alpha/numeric

57. Sub-location – Name 3..... 20 positions alpha/numeric

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58. Sub-location – Type 4 2 positions alpha/numeric

Allowable Sub-location Types as follows:

53	Building	GA	Care of Party (c/o)
54	Warehouse	MA	Mail Stop
55	Post Office Box	PA	Doing Business as Name
56	Division	PR	Pier
57	Department	RT	Railroad Track
6	Plant Code	SA	Attention Notification Party
7	Dock	DO	Door
		EL	Elevator
		FL	Floor
		HS	House (Canadian Grain Elevator)
		RP	Ramp
		UT	Unit

As an example, to define a sub-location description "Mail Stop 288", "MA" would be the Sub-location Type and "288" would be the Sub-location Value.

59. Sub-location – Value 435 positions alpha/numeric

The Sub-location Value further defines the Sub-location - Type 4, data element 49. To continue the example from Sub-location Type, "288" is the Sub-location Value that further identifies the "Mail Stop".

60. Sub-location – Name 4 35 positions alpha/numeric

61. Sub-location – Name 4 20 positions alpha/numeric

62. Sub-location – Type 5 2 positions alpha/numeric

Allowable Sub-location Types as follows:

53	Building	GA	Care of Party (c/o)
54	Warehouse	MA	Mail Stop
55	Post Office Box	PA	Doing Business as Name
56	Division	PR	Pier
57	Department	RT	Railroad Track
6	Plant Code	SA	Attention Notification Party
7	Dock	DO	Door
		EL	Elevator
		FL	Floor
		HS	House (Canadian Grain Elevator)
		RP	Ramp
		UT	Unit

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As an example, to define a sub-location description "Mail Stop 288", "MA" would be the Sub-location Type and "288" would be the Sub-location Value.

63. Sub-location – Value 5 35 positions alpha/numeric

The Sub-location Value further defines the Sub-location - Type 5, data element 51. To continue the example from Sub-location Type, "288" is the Sub-location Value that further identifies the "Mail Stop".

64. Sub-location – Name 5 35 positions alpha/numeric

65. Sub-location – Name 5 20 positions alpha/numeric

66. Sub-location City 30 positions alpha/numeric

Sub-location City refers to free-form text for the physical city in the address of the sub-location. Cannot be equal to the same city, state, zip code combination as primary record.

67. Sub-location State/Province Code 2 positions alpha/numeric

This code refers to the state/province abbreviation for the state/province in which the sub-location is found. This is a required element if the location is in the U.S. or Canada.

68. Sub-location Country Code 2 positions alpha/numeric

This code identifies the actual country of the sub-location identified.

69. Sub-location Postal Code 11 positions alpha/numeric

The international postal code for the sub-location identified in the record. In the U.S., this is the zip code. There is no punctuation or spaces.

70. Filler 52 positions alpha/numeric.