Customer Identification File (CIF) Batch Upload

CSV File Layout – Effective 1/22/2013

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
V	25	A	Mailing Address County Name	No
W	2	A	Mailing Address Country Name/Abbreviation – valid values are "US", "CA", or "MX"	No

Type is defined as follows:
- ❖ A – "Alphabetic".
- ❖ AN – "Alphanumeric".
- ❖ N – "Numeric".

Column	Maximum Length	Type	Description	Required (Yes/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".
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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

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❖ 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

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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

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- 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".
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❖ 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

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❖ 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

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❖ 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:
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- ❖ 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

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- ❖ A – "Alphabetic".
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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:
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