# Supplier Upload Format

With Master Vendor & Source System

July 2020

*Powered by SupplierGATEWAY®*

## Supplier Upload Format

System Requires: **Pipe symbol delimited text file OR Excel Spreadsheet. System currently supports only pipe symbol delimited text file for FTP drop off.** All 32 items of a record should be in this order, separated by pipe symbol "|"

Company Name | EIN | Supplier Number | Address | City | Country Id | State | Zip | Duns| address2| Phone| Contact First Name | Contact Last Name | Contact Email | Required to Report | Small Business | Minority Owned | Woman Owned | Hubzone | Small Disadvantage | Veteran Owned | Service Disabled Veteran Owned | Historically Black College & University | Large Business | Ethnicity | Master | Source | LGBT | Certification(s) | Year Established | Employees | Capabilities

1. Each record must be separated by the carriage return
2. Fields in **red** are always required; those in **blue** are required only when the country is USA (or US or code =1)
3. The remaining fields are optional.  If you have no data for these non-required fields, the pipe symbols"|" must still be included, even though the field space will be blank.
4. United States Country Code is USA or US or "1" or United States of America
5. For each of the demographic fields you would use Yes or Y or 1 to indicate "yes" or No or N or "0" or a null field to indicate "no". In some cases abbreviated values are acceptable for these fields. Refer to the table below for a complete list of acceptable values for each of these fields. The fields this refers to are: Small Business, Minority Owned, Woman Owned, Hubzone, Small Disadvantage, Veteran Owned, Service Disabled Veteran Owned, Historically Black College & University, and Large Business.
6. **Small vs. Large**: A business cannot be "yes" for both small and large.  Your choices are
   a. "1"  or Yes for small and "0" or No for large; or
   b. "0" or No for small and "1" or Yes for large; or,
   c. Blank (Null field) for Both if you don't know the business size
7. **Ethnicity** Options are:

   | | |
   |---|---|
   | 1 = White (not Hispanic) | 6 = Subcontinent Asian American |
   | 2 = African American | 8 = Asian Pacific American |
   | 3 = Hispanic American | 10 = Canadian Aboriginal |
   | 4 = Native American | |

**The following Instruction Applies to companies using the Tier-X system to conduct a 2nd Tier Program ONLY.**
If you require a vendor to report 2nd tier to you, then the "Required to Report" field for the record should be "1" or "Yes".  If you do not require the vendor to report 2nd tier to you, then the "Required to Report" should be "0" or "No" or null field.

| Data Element | Description | Comment | Required/Not Req. |
|---|---|---|---|
| Company Name | Company Name | Max 70 Char | Required |
| EIN | 9 Digit Federal Tax ID | 9 digit number for U.S. | Required |
| Supplier Number | Your Internal Vendor Number | Max 20 Char | Required |
| Address | Address Line 1 | Max 70 Char | Required |
| City | City | Max 35 | Required |
| Country ID | Country | For United States, Country Id = 1; or ISO 2 Char Code =US; or ISO 3 Char Code = USA; or ISO Code = 840; or Name - United States; or United States of America. | Required |
| State | State | Max 25 characters - – 2 Char Abbrev. (e.g., OH); or OHIO | Required (US Only) |
| Zip | 5 Digit | Max 5 Char – numeric only | Required (US Only) |
| DUNS | 9 Digit DUN and Bradstreet D | 9 digit number, no dashes or spaces | Not Required |
| Address2 | Address Line 2 | Max 70 Char | Not Required |
| Phone | Phone | Max 25 | Not Required |
| Contact First name | Contact First name | Max 25 | Not Required |
| Contact Last name | Contact Last name | Max 25 | Not Required |
| Contact Email | Contact Email | Max 50 | Not Required |
| Required to Report | Required to Report | 1 or Yes or Y; 0 or No or N | Not Required |
| Small Business | Small Business | 1 or Yes or Y; 0 or No or N; or SB; or Small Business | Not Required |
| Minority Owned | Minority Owned | 1 or Yes or Y; 0 or No or N; or MO; or MIN | Not Required |
| Woman Owned | Woman Owned | 1 or Yes or Y; 0 or No or N; or WO; or WOMAN | Not Required |
| Hubzone | Hubzone | 1 or Yes or Y; 0 or No or N; or HZ; or HUB | Not Required |
| Small Disadvantage | Small Disadvantage | 1 or Yes or Y; 0 or No or N; or SDB | Not Required |
| Veteran Owned | Veteran Owned | 1 or Yes or Y; 0 or No or N; or VO; or VET | Not Required |
| Service Disabled Veteran Owned | Service Disabled Veteran Owned | 1 or Yes or Y; 0 or No or N; or SDV | Not Required |
| Historically Black College & University | Historically Black College & University | 1 or Yes or Y; 0 or No or N; or HBCU | Not Required |
| Large Business | Large Business | 1 or Yes or Y; 0 or No or N; LB | Not Required |
| Ethnicity | Ethnicity Code from SupplierGATEWAY list.  You may enter more than one by separating with commas | 1 = White (not Hispanic) 2 = African American 3 = Hispanic American | Not Required |

| | | 4 = Native American<br>6 = Subcontinent Asian American<br>8 = Asian Pacific American<br>10 = Canadian Aboriginal | |
|---|---|---|---|
| **Master** | Master Vendor Number | Max 20 Char | Not Required |
| **Source** | Predefined Identifier for source system of Vendor Number | Max 5 Char | Not Required |
| **LGBT** | LGBT – Must be 1 or 0 when data is provided. 1= Yes, 0 or NULL = No. | 1 or Yes or Y; 0 or No or N; or LGBT | Not Required |
| **Certifications(s)** | Certification must be provided using SG Certification constants<br><br>Data should provided in the following form "ExpirationdateCONSTANTCertificationNumber" so for example **12142015WBENCWBE-09827**<br><br>Multiple certifications should be separated by semicolon, so for example:**12142015 WBENCWBE-09827; 12312015NMSDCNOMBC-097** | Max 100 Char | Not Required |
| **Year Established** | YYYY (e.g., 1970) | 4 Char | Not Required |
| **Employees** | Whole number no spaces or special characters. | 6 Char | Not Required |
| **Capabilities** | Test | Max 2000 Characters | Not Required |

**<span style="color:red">Required in RED</span>**; **<span style="color:blue">Required for U.S. Suppliers in Blue</span>**; *Optional in Italics*