

NACM CONTRIBUTOR MEDIA DEFINITION

- EQUIFAX, D&B AND EXPERIAN FILE LAYOUTS MAY ALSO BE ACCEPTABLE, PLEASE SEND TEST FILE
- TRANSMIT FILE VIA EMAIL TO: BRANDI@NACMSERVICES.COM OR CALL TO SET UP FTP ACCOUNT
- PLEASE INCLUDE ALL A/R ACCOUNTS THAT HAVE HAD ANY ACTIVITY IN THE PAST 6 MONTHS REGARDLESS OF CURRENT BALANCE.

Text file : Fixed-Position or Comma-Delimited
 File type : ASCII, EBCDIC, PICK, or UNIX
 File name : Member#Date Example: 70010104
 Extension : txt (regular files) Ex. (name+ext); 70010104.txt
 Record separator: CR (carriage return - ASCII 13) and a LF (line feed - ASCII 10)
 Record length : 300 characters
 Media label : File name, and File type

FLD#	DESCRIPTION	TYPE	LEN	FROM	TO
1	CUSTOMER A/R# (Your Cust #)	A	15	1	15
2	BUSINESS NAME	A	40	16	55
3	STREET ADDRESS	A	30	56	85
4	ADDRESS 2	A	30	86	115
5	CITY	A	20	116	135
6	ST (State Code)	A	2	136	137
7	ZIP CODE	Z	10	138	147
8	PHONE NUMBER	N	10	148	157
9	OPEN DATE	MY	4	158	161
10	REPORT DATE	D	6	162	167
11	LAST SALE DATE	MY	4	168	171
12	BALANCE	\$	8	172	179
13	CURRENT	\$	8	180	187
14	01-30 DAYS PAST DUE	\$	8	188	195
15	31-60 DAYS PAST DUE	\$	8	196	203
16	61-90 DAYS PAST DUE	\$	8	204	211
17	91/+ DAYS PAST DUE	\$	8	212	219
18	TERMS	A	7	220	226
19	COMMENT (NACM Code)	A	10	227	236
20	AVG DAYS TO PAY	N	4	237	240
21	CONTACT NAME *	A	20	241	260
22	FUTURES *	\$	8	261	268
23	FEDERAL TAX ID *	A	12	269	280
24	COUNTRY *	A	15	281	295
25	(Reserved for future use)	A	5	296	300

TYPE DEFINITIONS:

A ALPHAMERIC Any ASCII text
 N NUMERIC Numbers only - right justify
 \$ DOLLAR Whole numbers only, right justify, - for negative
 D DATE Month Date Year, format as MMDDYY (can also use MMDDYYYY)
 MY DATE Month Year, format as MMY
 Z ZIPCODE 5 or 9 digit U.S. Zip Code or Canadian Format

- Following the Field Description; this field may not be required of your particular group, please call your Group Representative to verify.