

## Vendor Flat File Layout

The Vendor Flat files allow you to view and import enrolled and unenrolled/declined vendors into your ERP. This method removes any manual processes with updating your card accepting vendors as status and information is automatically updated on each vendor once you upload this file to your ERP.

**Note:** Vendors pending enrollment will not display in the Enrolled Vendors file.

### Notes

- Any text editor application can open the files (TextPad, WordPad, NotePad++, etc.).
- Both files will run daily and are available on the Connect Enterprise FTP site. If there is no data to run for the day, the files will not generate.
- Naming convention of enrolled vendors flat file: ACCTCODE.CUSTID.JV00001.YYYYMMDD.
- Naming convention of unenrolled vendors flat file: ACCTCODE.CUSTID.JV00002.YYYYMMDD.
  - ACCTCODE refers to your five-digit Comdata account code.
  - CUSTID refers to your five-digit Comdata customer ID.
  - JV00001 refers to the enrolled vendors file, JV00002 refers to the declined/unenrolled vendors file.
  - YYYYMMDD refers to the 4-digit year, two-digit month, and two-digit day. Example: 20180426

### Enrolled Vendors File

*Sample File*

DDD294110010	SEACOC3	DDD VENDOR 13	E
DDD294110009	SEACOC2	DDD VENDOR 12	E
DDD294110008	SEACOC1	DDD VENDOR 11	E

### Declined/Unenrolled Vendors File

*Sample File*

V02092018006	LOC006	V02162018006	D
V02162018006	LOC006	V02162018006	D

Field Name	Type	Max Length	Description
Vendor Number	Varchar (30)	30	The number assigned to the vendor in the ERP.
Location Code	Varchar (25)	25	Alphanumeric code associated to the vendor's location (null if not available).
Vendor Name	Varchar (40)	40	Full name of card accepting vendor.
Status	Char (1)	1	E – Enrolled; D - Declined