

# Filing your Multiple State Consolidated-Hiring Locations



## General Requirements

- Your file should consist of a) one record for the headquarters and b) one record for each hiring location, with all applicable fields completed.
- Please use ALL CAPS in your alphabetical fields.
- You should submit all files on a 3 1/2" high-density diskette, CD or you might upload the file from your computer.
- All state consolidated locations should be submitted on a 3 1/2" high-density diskette; CD or you might upload the file from your computer. Please see further instructions for filing state consolidated locations.
- When mailing your disk, please make sure to enclose the pre-identified VETS-100/100A form (the blank form with no additional entries will identify your disk).



If you have questions or problems that these instructions do not address, please email [helpdesk@vets100.com](mailto:helpdesk@vets100.com) or call the VETS-100 help desk at 301-586-1580.



## File Format Requirements

VETS-100 file format options include the submission of:

- **ASCII comma delimited text (.txt) file**
- **ASCII comma delimited text (.txt) file converted from an MS Excel Spreadsheet (.csv) file**

**Note: We no longer accept fixed field text (.txt) files**

*The disk you submit should only contain one file (a .txt file).* All records should be in one text file. Do not make each record a separate text file. Do not include extraneous files, such as Word or WordPerfect documents on the disk. Send a hard copy letterhead correspondence if you have any additional comments.

**If you submit an ASCII comma delimited text (.txt) file:**

This file shows each field separated (delimited) from the next by a comma. The file, when double-clicked on the desktop, will most likely try to open in NotePad, revealing horizontal rows(s) of records if your layout is correct. NotePad is a default Windows text editor supplied with many versions of Windows. If you do not have it, try a word processor. This is one way to check your submission before sending it.

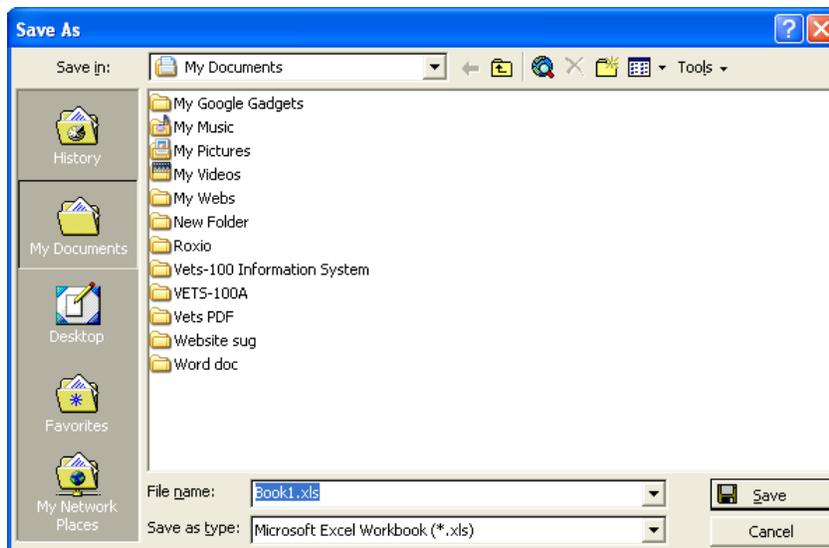
**If you submit an ASCII comma delimited text (.txt) file converted from an MS Excel Spreadsheet:**

Based upon past experience, those who create an electronic file from a spreadsheet application, such as Microsoft Excel, will need to follow specific steps in order to create an electronic file that conforms to the format specifications provided here. These instructions assume that the spreadsheet file is complete and only needs to be converted to an ASCII comma delimited text file.

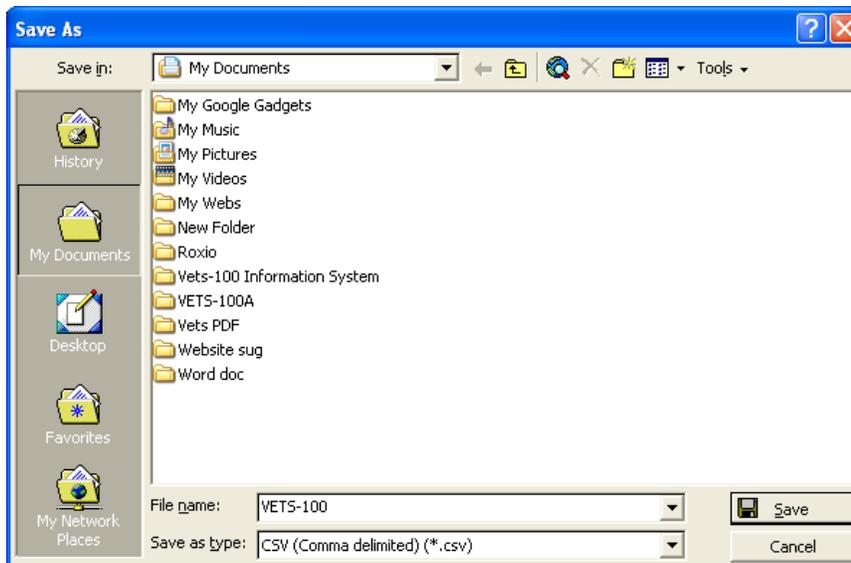
## **Instructions for Filing your MSC Hiring Locations Electronic Submission of VETS-100 Reports for 2010**

To convert your file from a spreadsheet (.csv) to a text file (.txt), follow these steps.

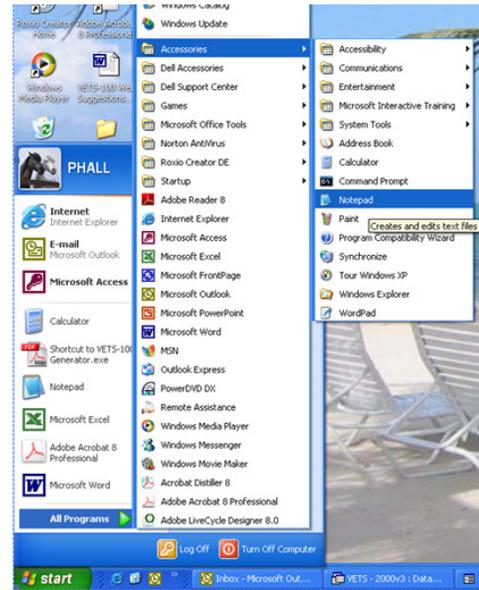
1. With the program and your workbook/document open, select the “File” menu, and then select “Save As.”



2. In the “Save As Type” dropdown list, scroll down and select the file type. If available, select “CSV (Comma delimited) (\*.csv).”
3. Then name your file something like “MSCVETS-100” and save it to a location on your hard drive. Close the program.



4. Open NotePad. For most systems, this can be found under *Start Menu--> Programs--> Accessories*.
5. From within NotePad, select the “File” menu, then select “Open.” Then locate your (.csv) file on your hard drive and open it. Once opened, it should show horizontal rows of comma-delimited fields.
6. Select the “File” menu and then select “Save As” from the available choices.
7. In the “Save As Type” dropdown list (you may be prompted for a “Save As” type instead), select “Text Document,” name your file something like, “MSCVETS-100” and save it on your hard drive. *Save a copy for your records.*
8. Close NotePad, save your text (.txt) file to a floppy disk, and submit that version. Do **not** send the (.csv) file.



## Record Requirements

*All records should be horizontal, not vertical, with each entire record on one line.*

Example: A502024,08171999,Acme Inc.,123 Main St., etc

### *Don't Use Commas Within Text Fields*

For example, do **not** separate the street address and suite with a comma.

Example: ,6101 Stevenson Suite 600,Alexandria, **Correct**  
 ,6101 Stevenson, Suite 600,Alexandria, **Incorrect**

### *No Padding Required*

For example, if the City field is only 10 characters, you should not pad the field with 10 blank spaces afterwards to satisfy the 20 character field size

Likewise, for the data fields (L1 through S10 or R10), if you only have 2 digits in the given field, you do not need 6 zeros to the left to satisfy the field size of 8 characters. You may also omit all zeros completely, provided you have inserted a comma for that field.

Example: ,12,0,8,0,123,,,1,2,0 **Acceptable**  
 ,00000012,0000000,0000008,0,00000123,0, **Unnecessary**

This table is a listing of the fields for your electronic submission. Please note, the items that appear below are mandatory.

#	Field Name	Type	Size
1	Company Number	Text	20
2	Hiring location	Text	40
3	Street address	Text	40
4	City	Text	20
5	State	Text	20
6	Zip code	Text	10
7	Type of Report	Text	8

Example: *All records should be horizontal, not vertical, with each entire record on one line.*

**If you submit an ASCII comma delimited text (.txt) file:**

**Example: VETS-100**

0000000,ABC COMPANY,55 TEST DRIVE,CALVERTON,MD,12345,VETS100

**Example: VETS-100A**

0000000,ABC COMPANY,55 TEST DRIVE,CALVERTON,MD,12345,VETS100A

**Example: VETS-100 and VETS-100A**

0000000,ABC COMPANY,55 TEST DRIVE,CALVERTON,MD,12345,VETS100

0000000,ABC COMPANY,55 TEST DRIVE,CALVERTON,MD,12345,VETS100A

If you submit an ASCII comma delimited text (.txt) file converted from an MS Excel Spreadsheet: **(Do not include descriptions\* in your file)**

**Example: VETS-100**

Company Number	Hiring location	Street address	City	State	Zip code	Type of Report
0000000	ABC COMPANY	55 TEST DRIVE	CALVERTON	MD	12345	VETS100

**Example: VETS-100A**

Company Number	Hiring location	Street address	City	State	Zip code	Type of Report
0000000	ABC COMPANY	55 TEST DRIVE	CALVERTON	MD	12345	VETS100A

**Example: Both VETS-100 and VETS-100A (can be filed together)**

Company Number	Hiring location	Street address	City	State	Zip code	Type of Report
0000000	ABC COMPANY	55 TEST DRIVE	CALVERTON	MD	12345	VETS100
0000000	ABC COMPANY	55 TEST DRIVE	CALVERTON	MD	12345	VETS100A

If you cannot resolve a problem, you can send an email to [helpdesk@vets100.com](mailto:helpdesk@vets100.com) or contact our staff at (301) 586-1580.