

Instructions For Electronic Submission of VETS-100 Reports for 2009



If you file your 2009 VETS-100 report electronically, please follow the file format and record layout requirements below. Failure to do so is likely to result in your submission being returned to you for correction.

Many federal contractors and subcontractors rely upon software specifically developed for human resources' applications to produce their VETS-100 reports. The Department of Labor contacted a number of human resource software vendors that were identified through trade publications. These vendors were encouraged to make the required modifications to these software packages to enable them to produce electronic files in the format specified below. If your organization uses a purchased software package and you haven't received any information regarding an upgrade that includes this function, you may want to inquire with your software vendor about the availability of such an upgrade.

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 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 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.

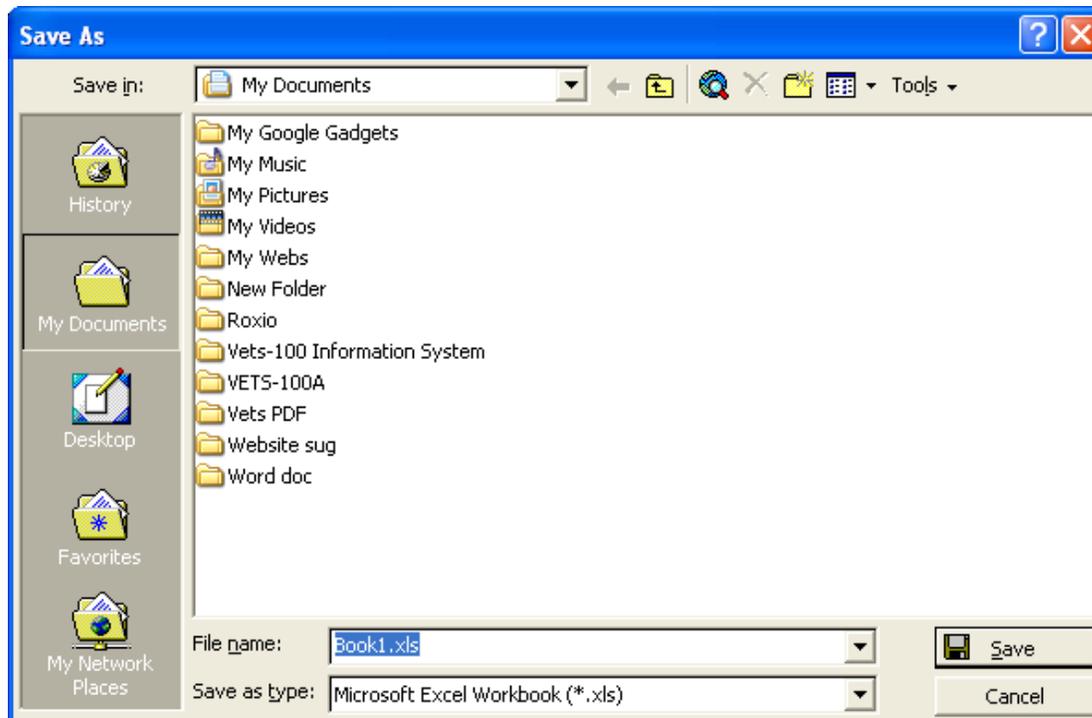
If you submit an ASCII comma delimited text (.txt) file converted from an MS Excel Spreadsheet:

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.

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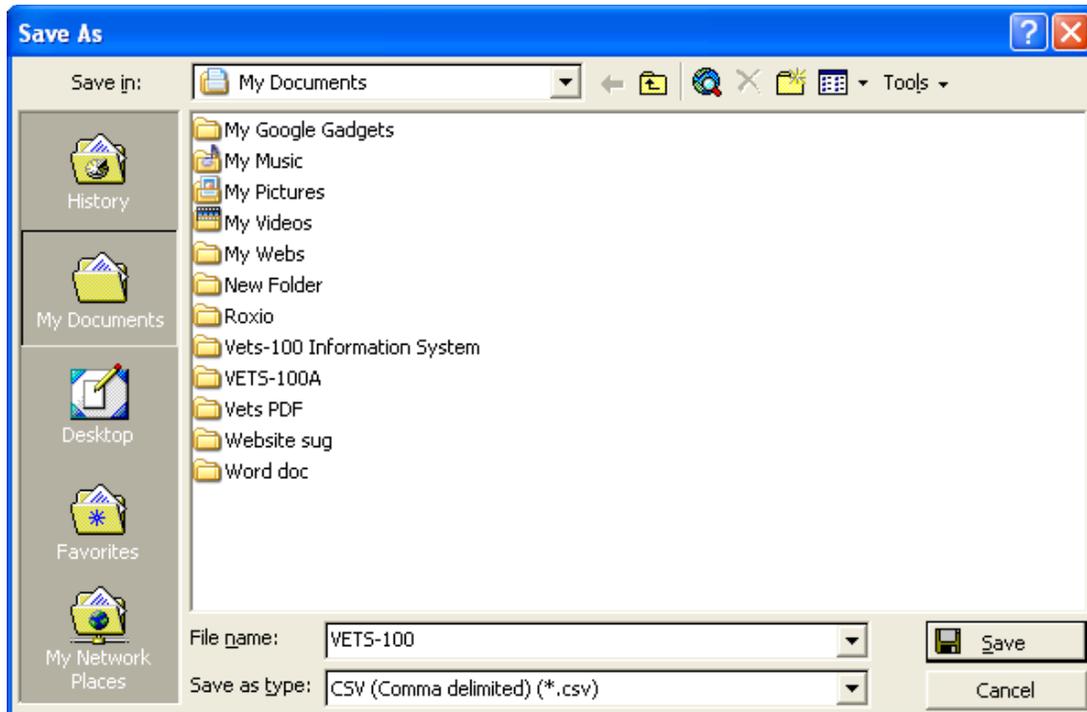
To convert your file from a spreadsheet (.csv) to a text file (.txt), follow these steps.

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

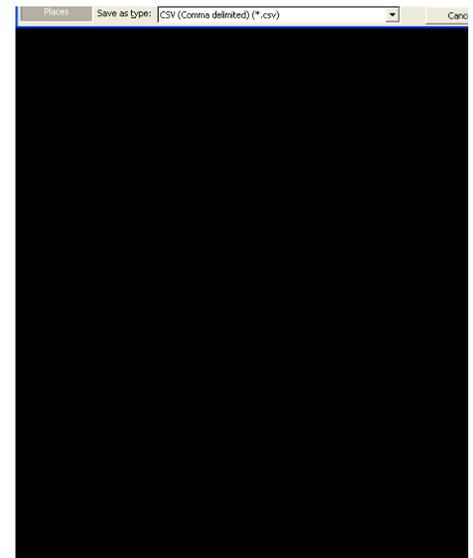


2. In the “Save As Type” dropdown list, scroll down and select the file type. If available, select “CSV (Comma delimited) (*.csv).”

3. Then name your file something like “VETS-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” drop list (you may be prompted for a “Save As” type instead), select “Text Document,” name your file something like, “ VETS-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.



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

This file format should be created using the specifications provided on page 3 of these instructions. **We request that you only enter “0” when it represents a real value (such as the Total for Column P). Use blanks instead of “0” to fill field size requirements.** If you have any questions regarding this please contact the VETS-100 helpdesk via phone or e-mail at helpdesk@vets100.com.

Record Requirements

For Comma Delimited files, do not use hyphens in the field for the NAICS, DUNS or EIN data items.

Example: 203334444 *Correct*
20-333-4444 *Incorrect*

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*

Comma Layout Errors

The most common layout errors are a) wrong number of commas resulting in misallocated data, including an additional comma within the street address; b) vertical records; c) header/footer or comments in file; d) and insufficient data. Most submissions with these errors must be returned for correction.

The following table is a listing of the fields for your VETS-100 electronic submission. Please note these field specifications are exactly the same as the 2008 VETS-100 report.

#	Field Name	Type	Size	#	Field Name	Type	Size
1	Company No*	Text	20	53	S4	Number (Integer)	8
2	Ending Period	Text (MMDDYYYY)	8	54	L5	Number (Integer)	8
3	Contractor Type	Text	1	55	M5	Number (Integer)	8
4	Form Type	Text	3	56	N5	Number (Integer)	8
5	MSC Number	Text	8	57	O5	Number (Integer)	8
6	Parent Company	Text	40	58	P5	Number (Integer)	8
7	Street	Text	40	59	Q5	Number (Integer)	8
8	City	Text	20	60	R5	Number (Integer)	8
9	County	Text	20	61	S5	Number (Integer)	8
10	State	Text	20	62	L6	Number (Integer)	8
11	Zip code	Text	10	63	M6	Number (Integer)	8
12	HL Number**	Text	20	64	N6	Number (Integer)	8
13	HL Name	Text	40	65	O6	Number (Integer)	8
14	HL Street	Text	40	66	P6	Number (Integer)	8
15	HL City	Text	20	67	Q6	Number (Integer)	8
16	HL County	Text	20	68	R6	Number (Integer)	8
17	HL State	Text	2	69	S6	Number (Integer)	8
18	HL Zip code	Text	10	70	L7	Number (Integer)	8
19	NAICS Number	Text	10	71	M7	Number (Integer)	8
20	DUNS Number	Text	20	72	N7	Number (Integer)	8
21	EIN	Text	20	73	O7	Number (Integer)	8
22	L1	Number (Integer)	8	74	P7	Number (Integer)	8
23	M1	Number (Integer)	8	75	Q7	Number (Integer)	8
24	N1	Number (Integer)	8	76	R7	Number (Integer)	8
25	O1	Number (Integer)	8	77	S7	Number (Integer)	8

26	P1	Number (Integer)	8	78	L8	Number (Integer)	8
27	Q1	Number (Integer)	8	79	M8	Number (Integer)	8
28	R1	Number (Integer)	8	80	N8	Number (Integer)	8
29	S1	Number (Integer)	8	81	O8	Number (Integer)	8
30	L2	Number (Integer)	8	82	P8	Number (Integer)	8
31	M2	Number (Integer)	8	83	Q8	Number (Integer)	8
32	N2	Number (Integer)	8	84	R8	Number (Integer)	8
33	O2	Number (Integer)	8	85	S8	Number (Integer)	8
34	P2	Number (Integer)	8	86	L9	Number (Integer)	8
35	Q2	Number (Integer)	8	87	M9	Number (Integer)	8
36	R2	Number (Integer)	8	88	N9	Number (Integer)	8
37	S2	Number (Integer)	8	89	O9	Number (Integer)	8
38	L3	Number (Integer)	8	90	P9	Number (Integer)	8
39	M3	Number (Integer)	8	91	Q9	Number (Integer)	8
40	N3	Number (Integer)	8	92	R9	Number (Integer)	8
41	O3	Number (Integer)	8	93	S9	Number (Integer)	8
42	P3	Number (Integer)	8	94	L10	Number (Integer)	8
43	Q3	Number (Integer)	8	95	M10	Number (Integer)	8
44	R3	Number (Integer)	8	96	N10	Number (Integer)	8
45	S3	Number (Integer)	8	97	O10	Number (Integer)	8
46	L4	Number (Integer)	8	98	P10	Number (Integer)	8
47	M4	Number (Integer)	8	99	Q10	Number (Integer)	8
48	N4	Number (Integer)	8	100	R10	Number (Integer)	8
49	O4	Number (Integer)	8	101	S10	Number (Integer)	8
50	P4	Number (Integer)	8	102	Max Num.	Number (Integer)	8
51	Q4	Number (Integer)	8	103	Min Num.	Number (Integer)	8
52	R4	Number (Integer)	8				

1. As indicated on the form, please use “P” for “Prime Contractor,” “S” for “Subcontractor,” or “B” for “Both.” The field size is set for only one letter.
2. As indicated on the form, please use “S” for “Single Establishment,” “MHQ” for “Multiple Establishment Headquarters,” “MHL” for “Multiple Establishment –Hiring Location,” or “MSC” for “Multiple Establishment State-Consolidated”. If the form type is a state consolidated form, specify the number of locations in field #5, “MSC Number.”
3. This field is only required when the type of form submitted is a “Multiple Establishment-State Consolidated” (“MSC”) report, and is where the number of locations covered by that report should be specified in your submission.

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

Company No, Ending Period, Contractor Type, Form Type, MSC Number...

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

Example:

1. 1234567, 08312009,S,MHQ,,
2. 1234567, 08312009,S,MHL,0
3. 1234567, 08312009,S,MSC,3

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

Example:

#	A	B	C	D	E
1	Company No*	Ending Period*	Contractor Type*	Form Type*	MSC Number*
2	1234567	08/31/2009	S	MHQ	0
3	1234567	08/31/2009	S	MHL	0
4	1234567	08/31/2009	S	MSC	3

Comments Regarding Fields (Applicable to Both Versions)

* You may register for a **company number** or the VETS-100 staff will assign a company number to you. If you are a federal contractor or subcontractor and you do not know your company number or have not yet been assigned one, email helpdesk@vets100.com or call (301) 586-1580 to obtain this information.

** The hiring location number does not appear on the VETS-100 form. Rather, this field is intended for electronic reporting and represents free space provided for the use of reporting federal contractors and subcontractors. Use of this field is not required. The intent is to provide space for the entry of whatever unique identifier is used by the reporting federal contractor or subcontractor to distinguish the individual hiring locations that are included under the same company number.