

Instructions For Electronic Submission of VETS-100A Reports for 2009



If you file your 2009 VETS-100A 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-100A 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-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 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.

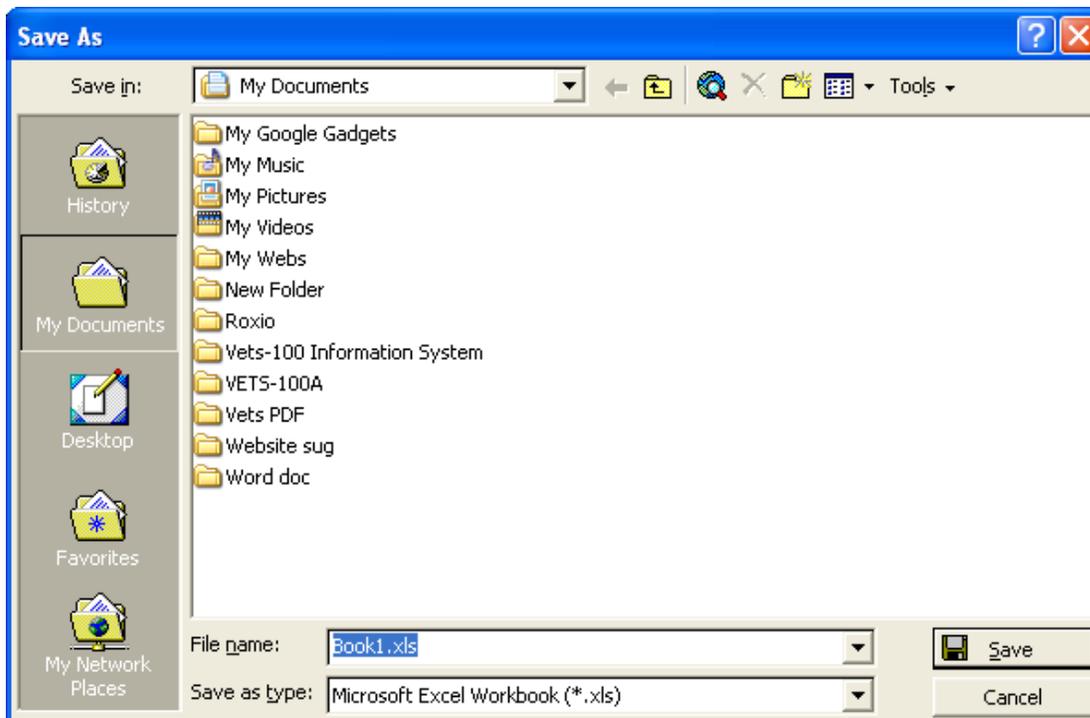
If you submit an ASCII comma delimited text (.txt) file converted from an MS Excel Spreadsheet:

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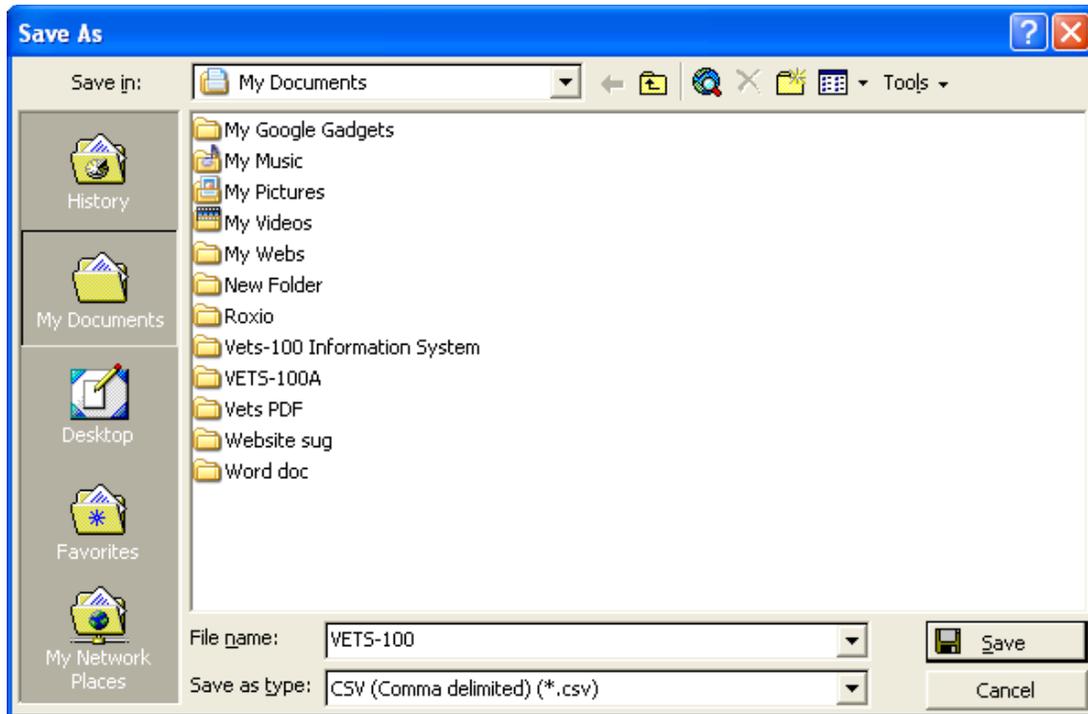
To convert your file from a spreadsheet (.csv) to a text file (.txt), follow these steps.

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-100A” 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-100A” 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

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.

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.

The following table is a listing of the fields for your VETS-100A electronic submission.

#	Field Name	Type	Size	#	Field Name	Type	Size
1	Company Number*	Text	20	72	P3	Number (Integer)	8
2	Type of Organization	Text	1	73	P4	Number (Integer)	8
3	Type of Form	Text	3	74	P5	Number (Integer)	8
4	MSC numbers	Text	8	75	P6	Number (Integer)	8
5	Ending period	Text (MMDDYYYY)	8	76	P7	Number (Integer)	8
6	Parent company	Text	40	77	P8	Number (Integer)	8

7	Street address	Text	40	78	P9	Number (Integer)	8
8	Second street address	Text	40	79	P10	Number (Integer)	8
9	City	Text	20	80	P11	Number (Integer)	8
10	County	Text	20	81	Q1	Number (Integer)	8
11	State	Text	20	82	Q2	Number (Integer)	8
12	Zip code	Text	10	83	Q3	Number (Integer)	8
13	Name of contact	Text	40	84	Q4	Number (Integer)	8
14	Phone number	Text	20	85	Q5	Number (Integer)	8
15	Email address	Text	40	86	Q6	Number (Integer)	8
16	Hiring location	Text	40	87	Q7	Number (Integer)	8
17	Street address	Text	40	88	Q8	Number (Integer)	8
18	Second street	Text	40	89	Q9	Number (Integer)	8
19	City	Text	20	90	Q10	Number (Integer)	8
20	County	Text	20	91	Q11	Number (Integer)	8
21	State	Text	20	92	R1	Number (Integer)	8
22	Zip code	Text	10	93	R2	Number (Integer)	8
23	NAICS	Text	10	94	R3	Number (Integer)	8
24	DUN	Text	20	95	R4	Number (Integer)	8
25	EIN	Text	20	96	R5	Number (Integer)	8
26	L1	Number (Integer)	8	97	R6	Number (Integer)	8
27	L2	Number (Integer)	8	98	R7	Number (Integer)	8
28	L3	Number (Integer)	8	99	R8	Number (Integer)	8
29	L4	Number (Integer)	8	100	R9	Number (Integer)	8
30	L5	Number (Integer)	8	101	R10	Number (Integer)	8
31	L6	Number (Integer)	8	102	R11	Number (Integer)	8
32	L7	Number (Integer)	8	103	S1	Number (Integer)	8
33	L8	Number (Integer)	8	104	S2	Number (Integer)	8
34	L9	Number (Integer)	8	105	S3	Number (Integer)	8
35	L10	Number (Integer)	8	106	S4	Number (Integer)	8
36	L11	Number (Integer)	8	107	S5	Number (Integer)	8
37	M1	Number (Integer)	8	108	S6	Number (Integer)	8
38	M2	Number (Integer)	8	109	S7	Number (Integer)	8
39	M3	Number (Integer)	8	110	S8	Number (Integer)	8
40	M4	Number (Integer)	8	111	S9	Number (Integer)	8
41	M5	Number (Integer)	8	112	S10	Number (Integer)	8
42	M6	Number (Integer)	8	113	S11	Number (Integer)	8
43	M7	Number (Integer)	8	114	T1	Number (Integer)	8
44	M8	Number (Integer)	8	115	T2	Number (Integer)	8
45	M9	Number (Integer)	8	116	T3	Number (Integer)	8
46	M10	Number (Integer)	8	117	T4	Number (Integer)	8
47	M11	Number (Integer)	8	118	T5	Number (Integer)	8
48	N1	Number (Integer)	8	119	T6	Number (Integer)	8
49	N2	Number (Integer)	8	120	T7	Number (Integer)	8
50	N3	Number (Integer)	8	121	T8	Number (Integer)	8
51	N4	Number (Integer)	8	122	T9	Number (Integer)	8
52	N5	Number (Integer)	8	123	T10	Number (Integer)	8
53	N6	Number (Integer)	8	124	T11	Number (Integer)	8
54	N7	Number (Integer)	8	125	U1	Number (Integer)	8
55	N8	Number (Integer)	8	126	U2	Number (Integer)	8
56	N9	Number (Integer)	8	127	U3	Number (Integer)	8
57	N10	Number (Integer)	8	128	U4	Number (Integer)	8
58	N11	Number (Integer)	8	129	U5	Number (Integer)	8
59	O1	Number (Integer)	8	130	U6	Number (Integer)	8
60	O2	Number (Integer)	8	131	U7	Number (Integer)	8
61	O3	Number (Integer)	8	132	U8	Number (Integer)	8
62	O4	Number (Integer)	8	131	U9	Number (Integer)	8
63	O5	Number (Integer)	8	132	U10	Number (Integer)	8
64	O6	Number (Integer)	8	133	U11	Number (Integer)	8
65	O7	Number (Integer)	8	134	MAX number	Number (Integer)	8
66	O8	Number (Integer)	8	135	MIN number	Number (Integer)	8
67	O9	Number (Integer)	8	135	P3	Number (Integer)	8
68	O10	Number (Integer)	8	136	P4	Number (Integer)	8
69	O11	Number (Integer)	8	137	P5	Number (Integer)	8
70	P1	Number (Integer)	8				
71	P2	Number (Integer)	8				

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,,S,MHQ,, 08312009
2. 1234567,,S,MHL,, 08312009
3. 1234567,,S,MHC,3, 08312009

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*	Type of Organization *	Type of Form *	MSC numbers *	Ending period *
2	1234567	S	MHQ	0	08312009
3	1234567	S	MHL	0	08312009
4	1234567	S	MSC	3	08312009

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.