

# Instructions for Electronic Submission of VETS-100 Reports for 2011



## File Format Requirements

Use this checklist to ensure that your VETS-100 report meets the 2011 requirements for electronic submission.

1. All applicable fields are completed for these records
  - One record for headquarters
  - One record for each hiring location
2. Only CAPITAL LETTERS are used in the alphabetical fields
3. The file is saved in ASCII comma-delimited text (.txt) or (.csv) format
  - Contains plain-text data with each field separated (delimited) from the next by a comma
  - Has a filename with a .txt extension (such as: VETS-100.txt) or .csv

(NOTE: DOL no longer accepts fixed field text (.txt) files)

4. Is contained within one .txt file
  - Do not create a separate text file for each record
  - Do not submit unneeded files, such as Microsoft Word or WordPerfect documents. If you have comments to include with your submission, send a separate printed correspondence (hard copy) on company letterhead.
  - Do not include the description row (as shown, highlighted and BOLD below)

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

## What is an ASCII Comma Delimited Text (.txt) File?

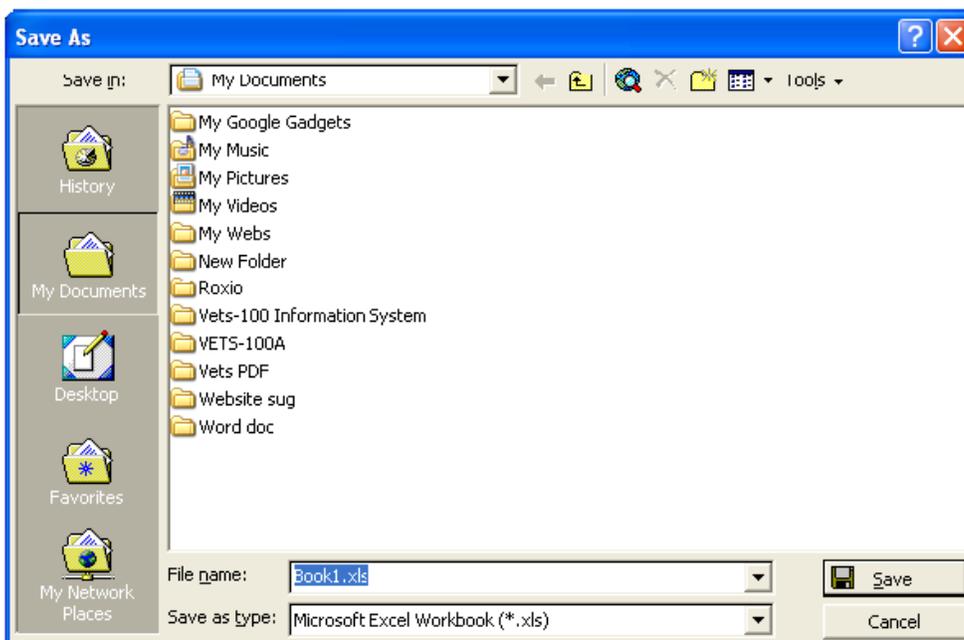
An ASCII text file is a small, simple document that can be created by a text editor such as Microsoft Notepad or exported from a spreadsheet application such as Microsoft Excel.

(NOTE: ASCII (American Standard Code for Information Interchange) refers to “plain-text” which includes the 128 characters (numbers, upper and lower-case letters, and symbols) that are most likely found on your computer keyboard.)

## Exporting from a Microsoft Excel Spreadsheet

Follow these steps to export your Excel spreadsheet data (.xls, .xlsx or .csv) as a text file (.txt)

1. With your workbook open in Excel, select the “File” menu, and then select “Save As.”
2. In the “Save as type” dropdown list, select the “CSV (Comma delimited) (\*.csv).” file type.



3. Enter a name for your file and save it to your hard drive.
4. Close Excel
5. Open NotePad  
(NOTE: For most systems, NotePad can be found under **Start Menu--> Programs--> Accessories.**)
6. Within NotePad, select the “File” menu, then select “Open.”
7. Locate the (.csv) file on your hard drive and open it. Once opened, you will see horizontal rows of comma-delimited fields.
8. Select the “File” menu, select “Save As”
9. In the “Save As Type” dropdown list, select “Text Document”
10. Give your file a unique name and save it on your hard drive.

(NOTE: Similar steps are used to export from a non-Microsoft Excel spreadsheet (such as Lotus 1-2-3, or OpenOffice Calc. If you have questions exporting from your non-Excel spreadsheet, you can email [VETS100-customersupport@dol.gov](mailto:VETS100-customersupport@dol.gov) or call the VETS-100 Service Center at (866) 237-0275.)

## Record Requirements

### Don't Use "0" as a Spacer

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.

### Don't Use Hyphens Within Fields

Do not use hyphens in the field for the NAICS, DUNS or EIN data items.

Example: 203334444 *Correct*

20-333-4444 *Incorrect*

### Don't Use Commas within Fields

Since commas are used to separate data fields, they cannot be used within 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*

### One Record per Line

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

Example: A502024,08171999,Acme Inc.,123 Main St. *Correct*

### No Padding is Required

For example, if the value in the City field is only 10 characters, do not pad the field with 10 blank spaces to fill the 20-character field size

Example: ,12,0,8,0,123,,1,2,0 *Correct*

,00000012,0000000,0000008,0,00000123,0, *Incorrect*

### 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 are returned for correction.

### Additional Data Requirements

1. Use only "P" for "Prime Contractor," "S" for "Subcontractor," or "B" for "Both." The field will only allow one letter.

2. Use “S” for “Single Establishment,” “MHQ” for “Multiple Establishment Headquarters,” “MHL” for “Multiple Establishment–Hiring Location,” or “MSC” for “Multiple Establishment State-Consolidated”.
3. If the form type is a state consolidated form, specify the number of locations in field #5, “MSC Number”

## A List of the Fields for a VETS-100 Electronic Submission

(NOTE: These specifications are exactly the same as those for the 2010 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 number	Number (Integer)	8
51	Q4	Number (Integer)	8	103	MIN number	Number (Integer)	8
52	R4	Number (Integer)	8				

#### Comments Regarding Fields

- \* You must register for a **company number**. If you are a federal contractor or subcontractor and you do not know your company number please email [VETS100-customersupport@dol.gov](mailto:VETS100-customersupport@dol.gov) or call the VETS-100 Service Center at (866) 237-0275.
- \*\* 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.

## Submitting the VETS-100A Report

Your 2011 VETS-100A report and / or your report for all state consolidated locations may be electronically submitted in one of two ways:

1. Upload the file from your computer
2. Submit the form on electronic media
  - When mailing media, identify your disk by including a blank, printed copy of your pre-identified VETS-100 form.
  - Submit on one of three acceptable forms of electronic media:
    - DVD
    - CD-
    - 3½” High-Density Diskette

(NOTE: Many federal contractors and subcontractors produce VETS-100 reports using software specifically developed for HR departments. Many of these vendors have modified their products to publish electronic files in the required format. If your organization uses this type of software, you may want to inquire with your vendor about the product's ability to produce the VETS-100 file in the correct format.

If you have questions about electronic submission, please email [VETS100-customersupport@dol.gov](mailto:VETS100-customersupport@dol.gov) or call the VETS-100 Service Center at (866) 237-0275.