

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



File Format Requirements

Use this checklist to ensure that your VETS-100A 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) 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-100A.txt)

(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
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

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

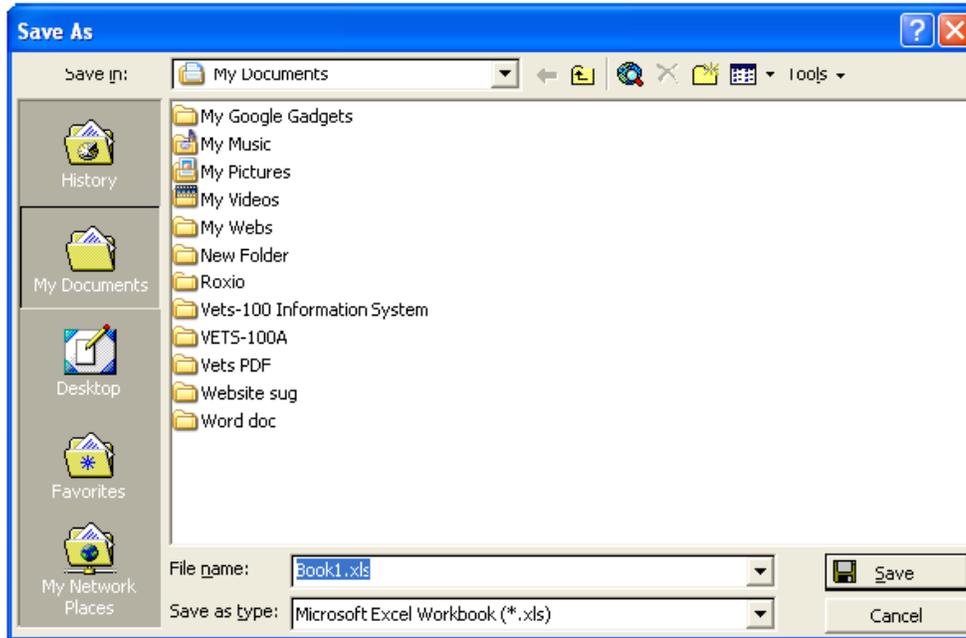
An ASCII text file is a small, simple document that can be created by a text editor such as Microsoft Notepad or exported from a spreadsheet application such as Microsoft Excel.

(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 or call the VETS-100A 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-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	Sate	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	133	U9	Number (Integer)	8
63	O5	Number (Integer)	8	134	U10	Number (Integer)	8
64	O6	Number (Integer)	8	135	U11	Number (Integer)	8
65	O7	Number (Integer)	8	136	MAX number	Number (Integer)	8
66	O8	Number (Integer)	8	137	MIN number	Number (Integer)	8
67	O9	Number (Integer)	8				
68	O10	Number (Integer)	8				
69	O11	Number (Integer)	8				
70	P1	Number (Integer)	8				
71	P2	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-customer support@dol.gov or call the VETS-100/100A Service Center at (866) 237-0275.
- ** The hiring location number does not appear on the VETS-100A 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-100A 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-100A 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-100A file in the correct format.

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