

## Instructions for Electronic Submission of Multiple State Consolidated-Hiring Locations for 2018



### Batch File Format Requirements

Use this checklist to ensure that your Multiple State Consolidated-Hiring Locations report meets the 2018 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-separated values (.csv) format
  - Contains plain-text data with each field separated (delimited) from the next by a comma
  - Has a filename with a .csv extension (such as: VETS-4212.csv)

(NOTE: DOL no longer accepts fixed field text (.txt) files)
4. Is contained within one .csv 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	T123456	08/31/2018	S	MHQ	0
3	T123456	08/31/2018	S	MHL	0
4	T123456	08/31/2018	S	MSC	3

### What is an ASCII Comma Separated Values (.csv) File?

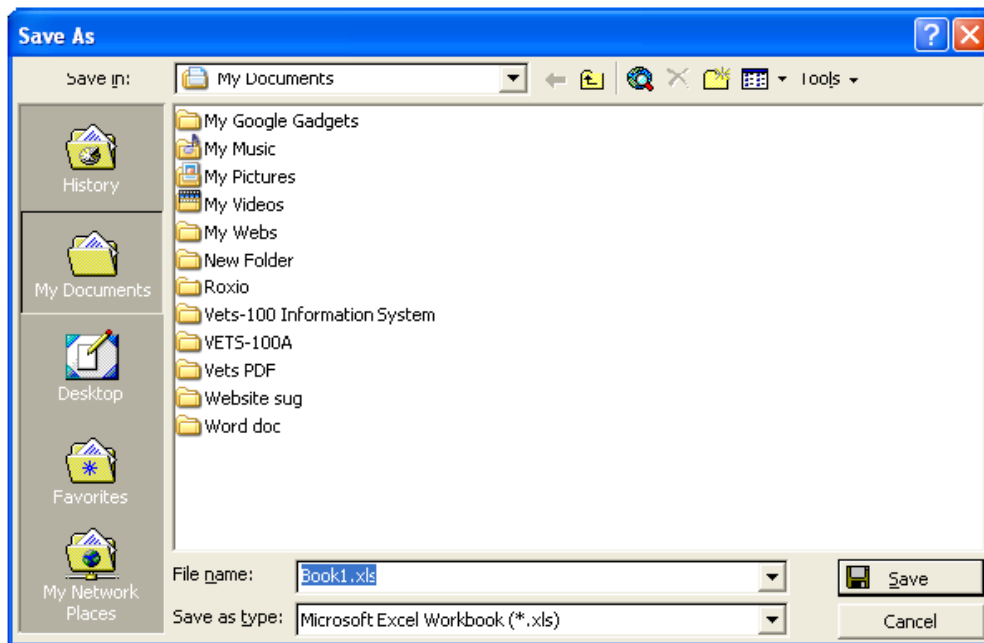
An ASCII text file is a small, simple document that can be created by a text editor such as Microsoft Notepad or exported from a spreadsheet application such as Microsoft Excel.

(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 ) as a text file (.csv)

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 separated values) (\*.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. Close NotePad, if asked to save select "No".

(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 [VETS4212-customersupport@dol.gov](mailto:VETS4212-customersupport@dol.gov) or call the VETS-4212 Service Center at (866) 237-0275.)

## Record 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: T502024,08/17/2018,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: ,12,0,8,0,123,0,0,1,2,0 *Correct*

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

NOTE: The exception for DUNS and NAICS. These fields must be 9 digits for DUNS and 6 digits for NAICS. If they don't fit the required length they need to be padded with leading zero(s).

### 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.

## Required Fields

This table lists the fields required in your electronic submission.

Field No.	Field Name	Type	Size
1	Company Number	Text	7
2	Hiring Location Number	Text	100
3	Hiring Location Name	Text	100
4	Street Address	Text	100
5	City	Text	50
6	State	Text	2
7	Zip code	Text	9
8	DUNS	Text	9
9	NAICS	Text	6

## Submitting the Report

Your 2017 hiring locations report 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-4212 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-4212 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-4212 file in the correct format.

If you have questions about electronic submission, please email [VETS4212-customer support@dol.gov](mailto:VETS4212-customer support@dol.gov) or call the VETS-4212 Service Center at (866) 237-0275.