Vendor Upload File (*VUF*) Standards

Format Requirements

❖ VUF should be current and in **CSV** format (*.csv*).

❖ Current file must be downloaded from **Provider.**

❖ 5+ suppliers: Must submit file for Ariba Network **Match.**

❖ Segmentation should **ALWAYS** be present.

❖ Vendor Email Address is required for **ALL** contact information to transfer to Atlas.

❖ Phone numbers should be separated by column (e.g. *area code, rest of number*).

❖ Vendor Country Code column uses **ISO** Country Code (*nationsonline.org/oneworld/country_code_list.htm*).

14 Required Fields

Vendor Name (**A**)
Vendor ID (**B**)
Wave (**J**)
Proposed Enablement Mode (**K**)
Relationship Request Email Address (**Q**)
Vendor Email Address (**U**)
Vendor Phone Country Code (**Y**)

Area Code (**Z**)
Number (**AA**)
Vendor Country Code (**AB**)
Vendor City (**AF**)
Vendor Province/State/Region (**AG**)
Vendor Postal Code (**AH**)
Buyer ANID (**AW**)

Remittance ID Format

(*yellow = required*)

remittanceid:contactname:street1:street2:street3:
city:state:country:zipcode

- Country should be 3 letters
- No spaces
- Even if you don't have the information, the colon still needs to be there

Example: *123456::123 Main St:::Pittsburgh:PA:USA:15222*