



## FILE FORMAT SUBMISSION REQUIREMENTS

### *Payphone Service Provider/Aggregator Business Rules to Consider While Creating Submission Files*

Your submission file must comply with the following business rules. Non-compliance will result in errors or rejection of your file.

1. The submission file **MUST** be an ASCII text file (text format). Any other formats such as Excel, Macintosh formats, Lotus 1-2-3, Lotus SmartSuite, or Database files will not be accepted.
2. Submission file **MUST** be a fixed format file and fields are padded with spaces. No other format character (such as tab, indent etc.) is accepted for padding.
3. The submission file will have two different types of records, a header record, and a detail record.
  - a. There **MUST** be an Aggregator header record if the submitter is an Aggregator.
  - b. There **MUST** be a PSP header record containing the correct billing name and address information for the group of ANIs listed beneath it. Each piece of information must be in the correct position according to the file format specifications.
  - c. A new PSP header record **MUST** be inserted above each ANI or group of ANIs whose billing name and address is different.

### **Submission file format/specifications**

**Header record** - This record identifies the owner, billing name, billing address, contact name and contact phone number.

### **Aggregator Header Record Format**

Field	Position	Length (Max)	Comments
Owner Type	1-6	6	First character <b>MUST</b> be an alpha 'A.' Next 5 characters are your AGGR ID. Example: <b>ANPC</b> . (In the example, there are two spaces after NPC. If your ID is less than 5 characters, the remaining spaces should be filled with white space.
Billing Name	7-46	40	Your billing name. Example: <b>John Doe Incorporated</b>
Address 1	47-81	35	Address line 1 - Some use this for their DBA (Doing Business As) name also. Example: <b>999 Any Street</b> or <b>J Doe Inc</b> (See also example below)
Address 2	82-116	35	Address line 2 - Example: <b>Suite 999</b> or if you have used Address 1 for DBA, <b>999 Any Street Suite 999</b>



City	117-141	25	City. Example: <b>Any Town</b>
State	142-143	2	Two-character State code: Example: for Ohio, use <b>OH</b>
Zip Code	144-152	9	Zip code. Must be a 5- or 9-digit zip code. It should not contain a dash or hyphen to separate the zip and zip extension
Contact Name	153-192	40	Contact Name. Example: <b>John Doe Sr.</b>
Contact Phone	193-203	10	Contact Phone. Do not enter any parentheses or dashes. Example: <b>9999999999 but NOT (999) 999-9999 or 999-999-9999</b>

### PSP Header Record Format

Field	Position	Length (Max)	Comments
Owner Type	1-10	10	First character MUST be an alpha 'O' (not zero). Next 4 digits are zeroes. The next 5 digits are your PSP ID. Example: <b>0000012345</b>
Billing Name	11-50	40	Your billing name. Example: <b>John Doe Incorporated</b>
Address 1	51-85	35	Address line 1 - Some use this for their DBA (Doing Business As) name also. Example: <b>999 Any Street</b> or <b>J Doe Inc</b> (See also example below)
Address 2	86-120	35	Address line 2 - Example: <b>Suite 999</b> or if you have used Address 1 for DBA, <b>999 Any Street Suite 999</b>
City	121-145	25	City. Example: <b>Any Town</b>
State	146-147	2	Two-character State code: Example: for Ohio, use <b>OH</b>
Zip Code	148-156	9	Zip code. Must be a 5- or 9-digit zip code. It should not contain a dash or hyphen to separate the zip and zip extension
Contact Name	157-196	40	Contact Name. Example: <b>John Doe Sr.</b>
Contact Phone	197-206	10	Contact Phone. Do not enter any parentheses or dashes. Example: <b>9999999999 but NOT (999) 999-9999 or 999-999-9999</b>



**Detail record** – This record identifies the ten digits ANI.

All the detail records (ANIs) whose billing name and address are the same should be grouped under one header record. A new header record should be inserted above each ANI or group of ANIs whose billing name and address is different.

**Detail Record Format**

Field	Position	Length (Max)	Comments
ANI	1-10	10	A numeric 10-digit number. Do not include any parentheses, dashes, or hyphens. Example: <b>9999999999</b> but <b>NOT (999) 999-9999</b> or <b>999-999- 9999</b>