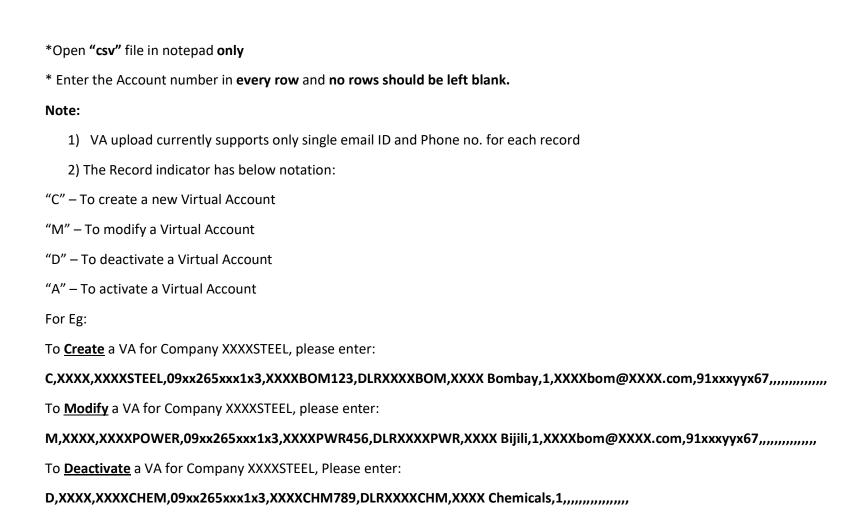
Instructions to the user to prepare the Bulk Virtual Account file upload

Below is the file format of the bulk file upload, based on this format, user should be able to create a bulk file in correct format and submit the same. Allowed formats are (.txt, .csv*) provided in the portal.

Record Indicator	Company Code	SubCompany Code	APAC	MAP_VIRTUAL_AP AC	DEALER_CODE	DEALER_NAME	CR_NARRATION	EMAIL_ID	MOBILE	OTHER_INFO1	OTHER_INFO2	OTHER_INFO3	OTHER_INFO4	OTHER_INFO5	OTHER_INFO6	OTHER_INFO7	OTHER_INFO8	OTHER_INFO9	OTHER_INFO10	PRODUCT_CD	REGION_CD	LOCATION_CD
1	20	20	30	30	8	100	2	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	30	30	30
O	XXXX	XXXXSTEE	09xx265x xx1x3	XXXXBO M123	DLRXXXX BOM	XXXX Bombay	1	XXXXbom @XXXX.c	91xxxyyx 67													
Σ	XXXX	XXXXPO	09xx265x xx1x3	XXXXPO WER465	DLRXXXX PWR	XXXXBijli	2	XXXXpow er23@XX XX.com	88yyxx99 11													
Q	XXXX	ХХХХСНЕ	09xx265x xx1x3	XXXXCHE M789	DLRXXXX CHM	XXXX Chemicals	4															
Y	XXXX	XXXXPO	09xx265x xx1x3	XXXXPO WER465	DLRXXXX PWR	XXXXBijli	2	XXXXpow er23@XX XX.com	88yyxx99 11													

Top row of the table indicates each field information in the file. The order of the fields needs to be the same as above, with values separated by comma(,)



A,XXXX,XXXXCHEM,09xx265xxx1x3,XXXXCHM789,DLRXXXXCHM,XXXX Chemicals,1,,,,,,,,,,,,

Note: Only below fields are modifiable from the Bulk upload

To **Activate** a VA for Company XXXXSTEEL, Please enter:

- Sub company code
- Account number

- Credit Narration
- Email ID
- Mobile No
- Other Information fields 1-10

Please follow the colour legend below

Colour Legend

Headers to be followed while creating a bulk file Mandatory Fields depending on Request

Optional Fields

Virtual Account Bulk Upload File looks like below: