

## 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.

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

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(,)

\*Open “**csv**” file in notepad **only**

\* Enter the Account number in **every row** and **no rows should be left blank**.

**Note:**

1) VA upload currently supports only single email ID and Phone no. for each record

2) The Record indicator has below notation:

“C” – To create a new Virtual Account

“M” – To modify a Virtual Account

“D” – To deactivate a Virtual Account

“A” – To activate a Virtual Account

For Eg:

To **Create** a VA for Company XXXXSTEEL, please enter:

**C,XXXX,XXXXSTEEL,09xx265xxx1x3,XXXXBOM123,DLRXXXXBOM,XXXX Bombay,1,XXXXbom@XXXX.com,91xxxxyyx67,,,,,,,,,,,,,**

To **Modify** a VA for Company XXXXSTEEL, please enter:

**M,XXXX,XXXXPOWER,09xx265xxx1x3,XXXXPWR456,DLRXXXXPWR,XXXX Bijili,1,XXXXbom@XXXX.com,91xxxxyyx67,,,,,,,,,,,,,**

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

**D,XXXX,XXXXCHEM,09xx265xxx1x3,XXXXCHM789,DLRXXXXCHM,XXXX Chemicals,1,,,,,,,,,,,,,**

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

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

**Note: Only below fields are modifiable from the Bulk upload**

- 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 :

File
Edit
Format
View
Help

C,XXXX,XXXXSTEEL,09xx265xxx1x3,XXXXBOM123,DLRXXXXBOM,XXXX Bombay,1,XXXXbom@XXXX.com,91xxxyyx67,,,,,,,,,,,,,  
M,XXXX,XXXXPOWER,09xx265xxx1x3,XXXXPWR456,DLRXXXXPWR,XXXX Bijili,1,XXXXbom@XXXX.com,91xxxyyx67,,,,,,,,,,,,,  
D,XXXX,XXXXCHEM,09xx265xxx1x3,XXXXCHM789,DLRXXXXCHM,XXXX Chemicals,1,,,,,,,,,,,,,|