

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
C	TATA	TATASTEEL	09582650000173	TATABOM123	DLRTATABOM	TATABombay	1	tatabom@tata.com	9123456787													
M	TATA	TATAPOWER	09582650000173	TATAPOWER465	DLRTATAPWR	TATABijli	2	tatapower23@tata.com	88734746838													
D	TATA	TATACHEM	09582650000173	TATACHEM789	DLRTATACHM	Tata Chemicals	4															

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(,)

Note: 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

For Eg:

To create a VA for Company TATASTEEL, please enter:

C,TATA,TATASTEEL,09582650000173,TATABOM123,DLRTATABOM,TATA Bombay,1,tatabom@tata.com,9123456787,,,,,,,,,,,,,

To modify a VA for Company TATASTEEL, please enter:

M,TATA,TATAPOWER,09582650000173,TATAPWR456,DLRTATAPWR,TATA Bijili,1,tatabom@tata.com,9123456787,,,,,,,,,,,,,

To delete a VA for Company TATASTEEL, Please enter:

D,TATA,TATACHEM,09582650000173,TATACHM789,DLRTATACHM,TATA Chemicals,1,,,,,,,,,,,,,

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

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C,TATA,TATASTEEL,09582650000173,TATABOM123,TATABOM,TATA Bombay,1,tatabom@tata.com,9123456787,,,,,,,,,,,,,  
M,TATA,TATAPOWER,09582650000173,TATAPOWER465,TATAPWR,TATABijili,2,tatapower23@tata.com,88734746838,,,,,,,,,,,,,  
D,TATA,TATACHEM,09582650000173,TATACHEM286568,,,,,,,,,,,,,,,,,,,,,
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