

Compliance Requirements



CREDIT INFORMATION
CORPORATION

Submission Data File

- Contribution data format:
 - One File:
 - Text file (**UTF-8** without BOM)
 - Pipe “|” delimited
 - Naming convention:
 <ProviderCode>_CSDF_<Timestamp>.txt
 - TXT file must be zipped
 - ZIP file is encrypted

How to Change the Comma Delimiter to Pipe Delimiter

- Go to Control Panel
- Select Region
- Click Additional Settings
- Change the list separator from
comma (,) to pipe (|)

**this is to be done only once

How to Convert the MS Excel File to Text File

1. After filling the template save the file in MS Excel. This will serve as your masterfile.

Converting MS Excel File to Text File

How to Convert the MS Excel File to Text File

2. Remove the label per field type
3. Select **File** > **Save As**
4. Select in the box **Save as Type:**
CSV Comma Delimited (*.csv)

Submission Data File

File Name Format

The filenames for input file must follow this format:
[ProviderCode]_CSDF_[Timestamp].txt

Where:

[ProviderCode] is the 8-alphanumeric long assigned Provider Number that identifies the Submitting Entity.

[Timestamp] must have the format YYYYMMDDhhmmss (Military Time) and it is the timestamp of the creation of the file.

Example of valid filenames are therefore:

BANK1234_CSDF_20150130143010.txt

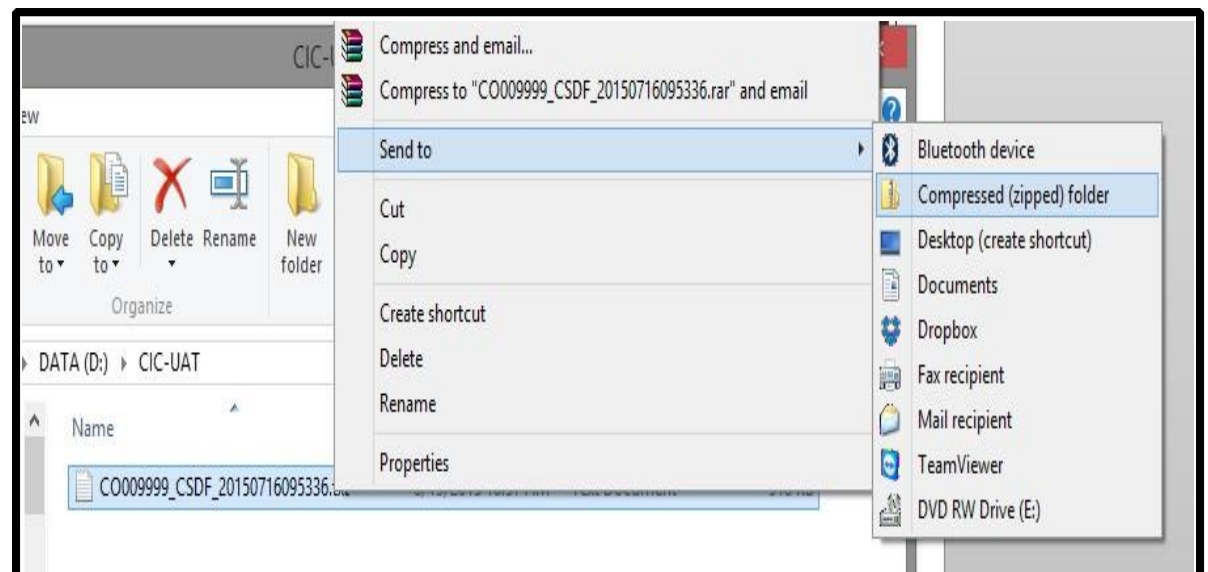
PRVD9999_CSDF_20141229030101.txt

File Compression

Submission Data File

How to Compress the Text File

1. In Windows Explorer, right-click the text file, click “Send to”
2. Click “Compressed (Zipped) Folder”; a zipped version of the file will be created and saved with similar name but using a .zip extension.



File Encryption

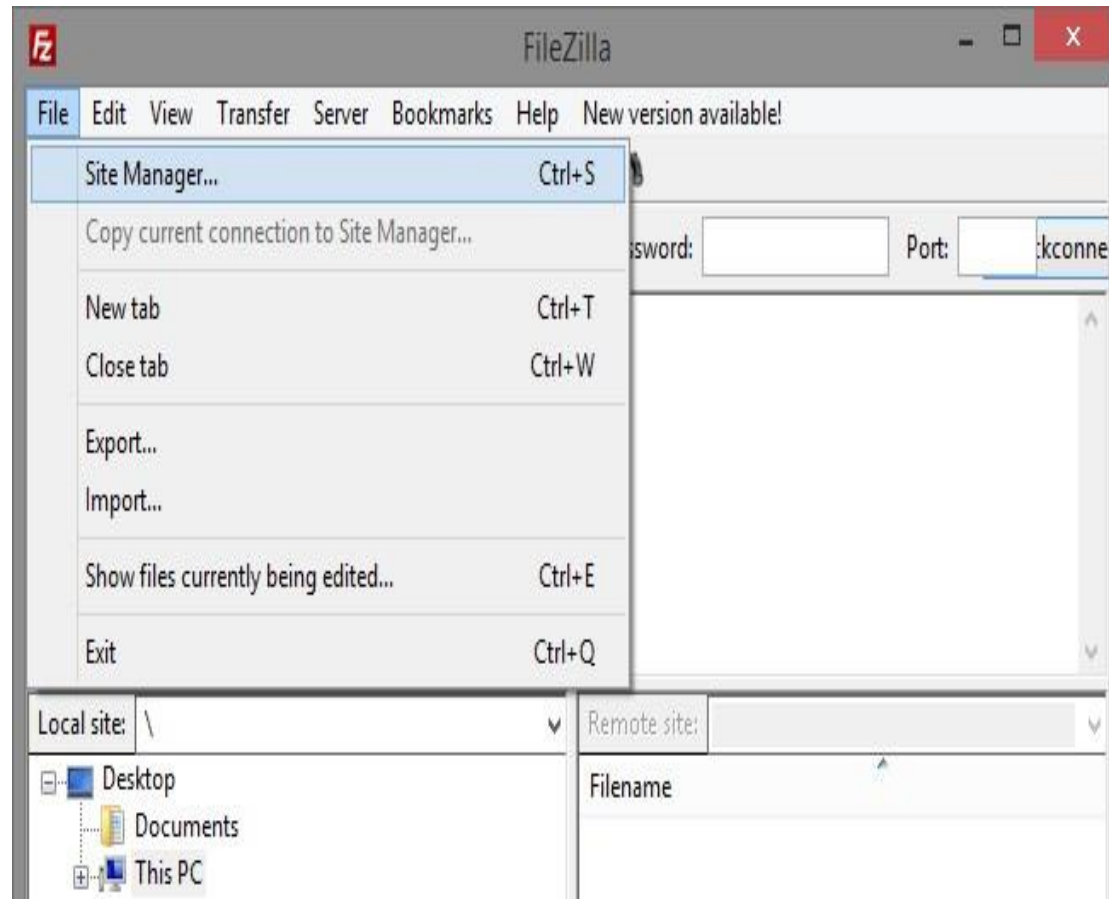
DATA SUBMISSION THROUGH FTP



Submission Data File

Uploading Submission File via FTPS (FileZilla)

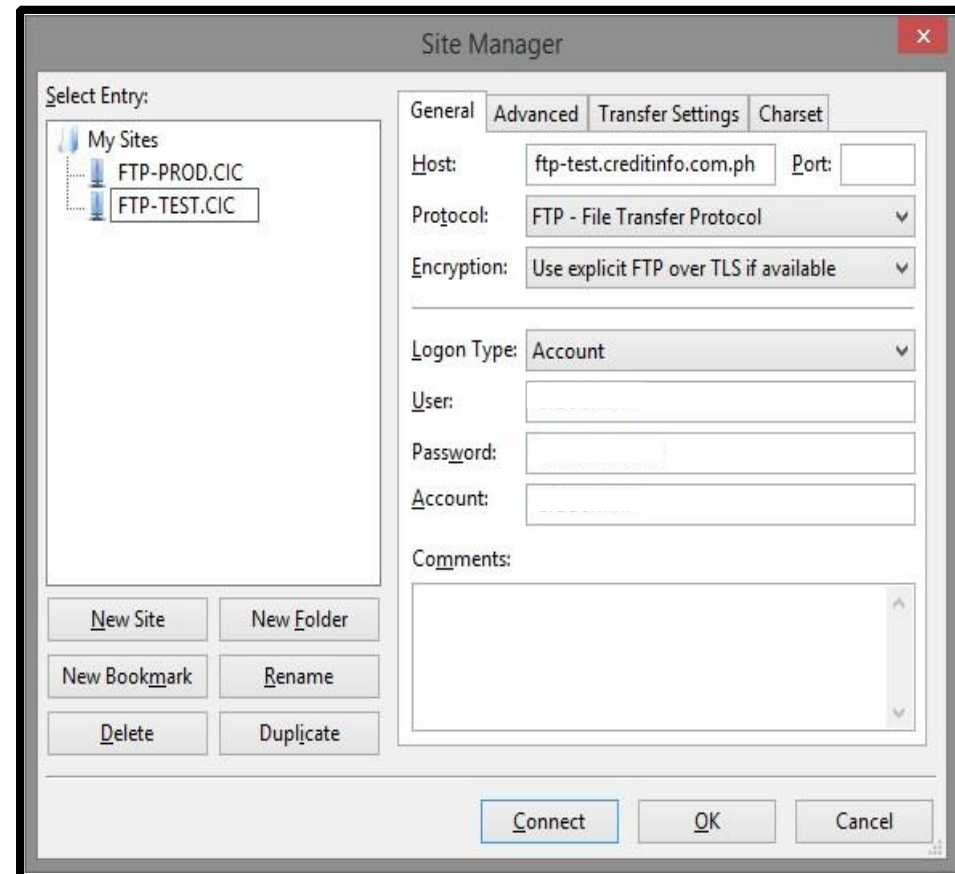
Click File > Site Manager



Submission Data File

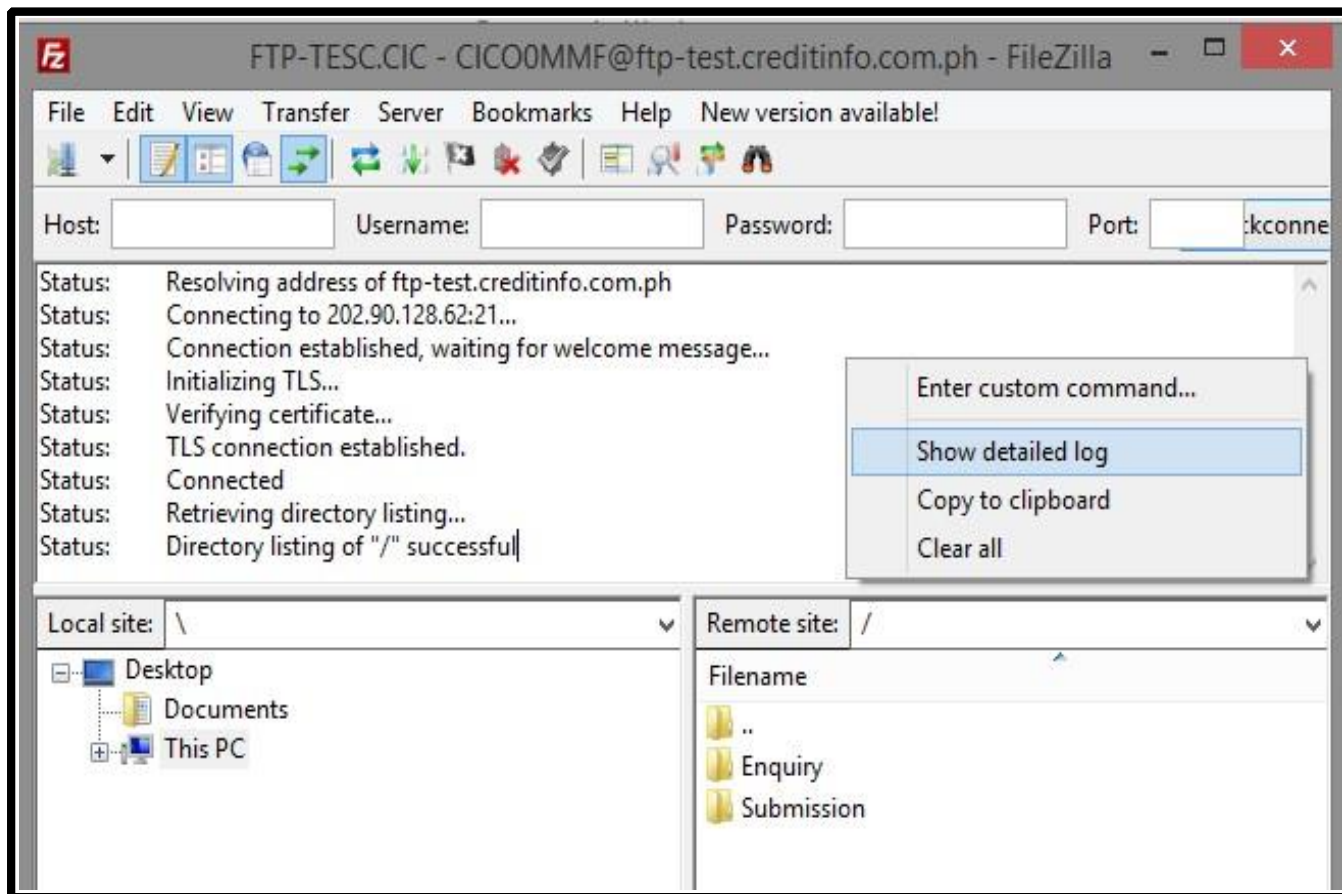
On the Site Manager window, click New Site, and name it FTP-TEST.CIC

- Enter ftp-test.creditinfo.com.ph in the Host textbox
- Set Protocol to “FTP – File Transfer Protocol”
- Set Encryption to “Use explicit FTP over TLS if available”
- Set Logon Type to “Account”
- Enter your Username
- Enter your password
- Use your username for the Account
- Click Connect



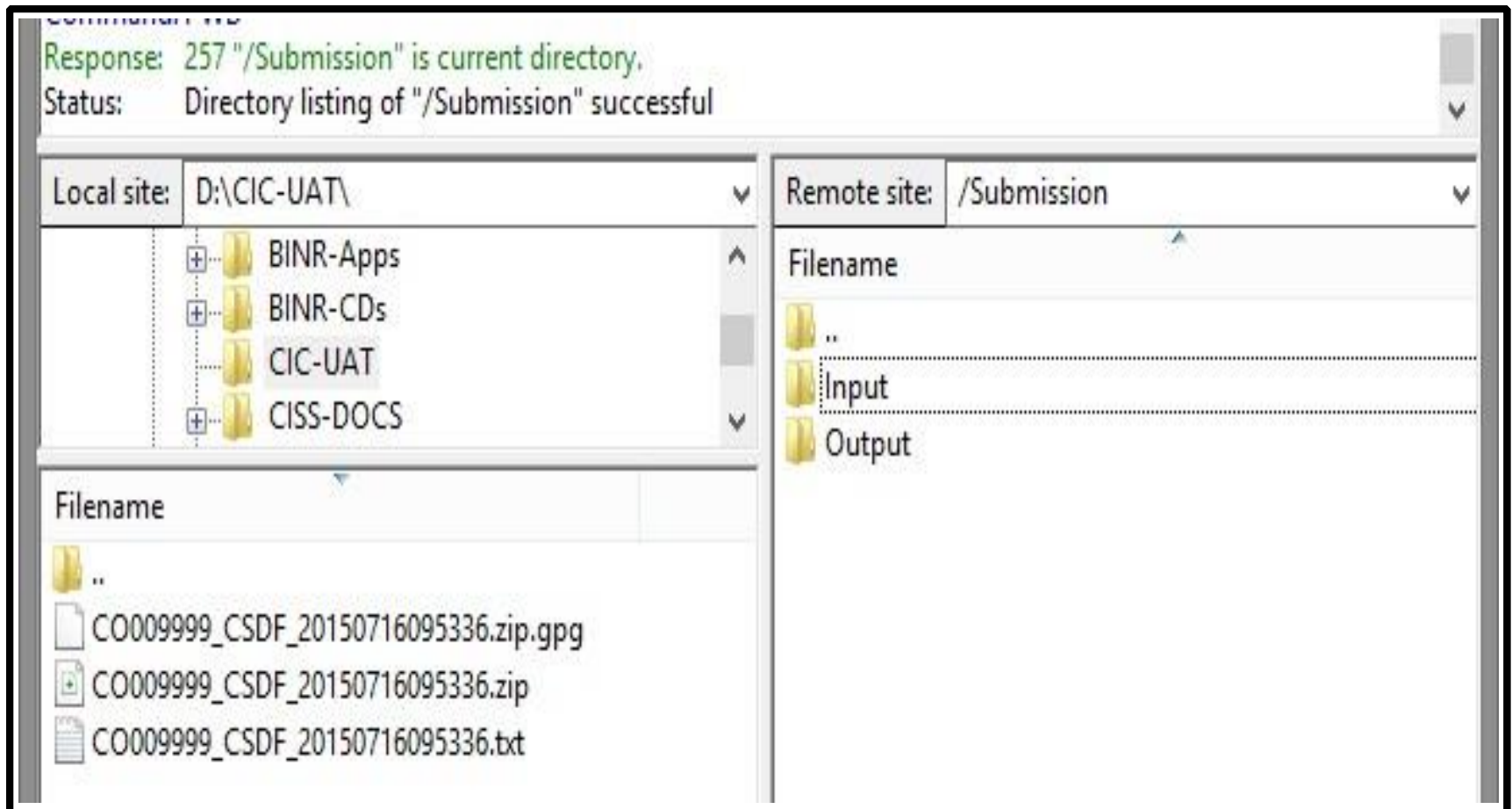
Submission Data File

You can also set the log message pane to display detailed log messages by right clicking on the pane, then selecting “Show detailed log”



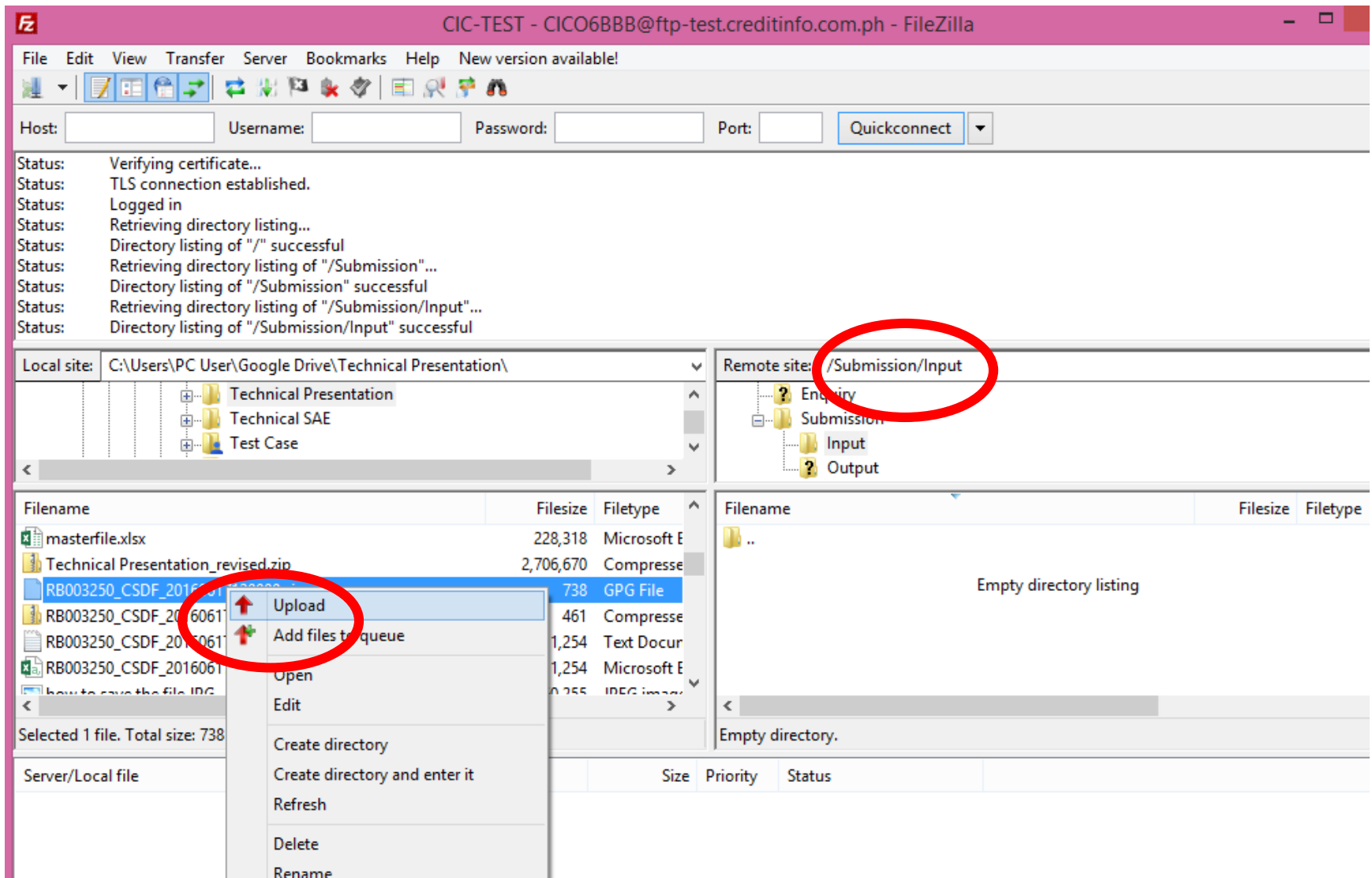
Submission Data File

Upload your submission file in Submission/Input folder.



Submission Data File

Right click on your submission file and select Upload



Phases of Validation

Validation

PHASE	DESCRIPTION
Pre-Validation Phase (PRE)	Verification of the structure of the file submitted
Checking Phase Subject/Contract (CPS/CPC)	Validation of all the subject and contract records
Loading Phase Subject/Contract (LPS/LPC)	Uploading of subject and contracts records in the database

Contact Us

For questions, clarifications, and/or other concerns related to CISA, feel free to contact us via...

E-Mail: CICHelpDesk@creditinfo.gov.ph

Phone: [\(02\) 8236-5900](tel:(02)8236-5900) up to 09

For inquiries regarding the Technical Workshop, you may send us an email at:

events@creditinfo.gov.ph



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website
www.creditinfo.gov.ph



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Thank You!

