

LEAD/PROSPECT File Upload Specification (CSV)

Field Name	Field Length	Description	Required
Partner Type	Up to 20	It can either be Lead or Prospect	YES
Upline	6	PartnerID Reference of the Upline. Can be found on partner's profile. E.G. C10001.	YES
Current Processor	100	Current Processor	Optional
Legal Name	100	Legal Name	Optional
DBA	80	Doing Business As	YES
Country	80	Currently supports United States and Philippines	Optional
Business Address 1	200	Business Address	YES
Business Address 2	200	Business Address 2	Optional
City	100	City	Optional
State	2	U.S. state postal code	Optional
Zip	5	ZIP code	Optional
Phone 1	12	Should be unique and not used by any partners, merchants, leads or prospect. Format should be XXX-XXX-XXXX	YES
Phone 2	12	Format should be XXX-XXXXXXX	Optional
Fax	12	Format should be XXX-XXXXXXX	Optional
Mobile Number	12	Should be unique and not used by any partners, merchants, leads or prospect. Format should be XXX-XXX-XXXX	Optional
Email	100	Should be unique and not used by any partners, merchants, leads or prospect.	YES

Ownership	100	Can either be Sole Proprietorship, Partnership, Private Corp. or Limited Liability Co.	Optional
First Name	100	First Name of the Contact Person	YES
Middle Initial	1	Middle Initial of the Contact Person	Optional
Last Name	100	Last Name of the Contact Person	YES
Title	100	Job Description or Position	Optional
Contact Address 1	200	Contact Address 1	Optional
Contact Address 2	200	Contact Address 2	Optional
City	100	City	Optional
State	2	U.S. state postal code	Optional
Contact Phone 1	12	Format should be XXX-XXXXXXX	Optional
Contact ZIP	5	ZIP Code	Optional
Contact Phone 2	12	Format should be XXX-XXXXXXX	Optional
Contact Fax	12	Format should be XXX-XXXXXXX	Optional
Contact Email	100	Contact Email	Optional

Example Upload File (CSV format) prospect,C10001,Processor,Twinings,Twinings

Green Tea,Philippines,Business Address 1,

Please include the headers on first row then all upload data on succeeding rows.

Business Address 2, City, AK, 12345,435-678-9065,435-678-9066,435-678-9065,435-678-

9067Partner Type,Upline,Current Processor,Legal Name,DBA,Country,Business Address 1,Business Address
2,City,,fileuploadtest@test.com,Private Corp.,John,M, Smith,Seed Leader,C Address 1,C Address
2State,Zip,Phone 1,Phone 2,Fax,Mobile Number,Email,Ownership,First Name,Middle Initial,Last Name,Title,,C City,
AK,12345,111-111-1111,111-111-1111,111-111-1111,contact@emailupload.com
Contact Address 1,Contact Address 2,Contact City,Contact State,Contact Phone 1,Contact Zip,Contact Phone 2, Contact
Fax,Contact Email

Please include prospect,C10001,Processor,Twinings,Twinings Green Tea,Philippines,Business Address 1, Business Address 2,
City, AK, 12345,435-678-9065,435-678-9066,435-678-9065,435-678-9067,fileuploadtest@test.com,Private Corp.,

Squall,M, Leonhart,Seed Leader,C Address 1,C Address 2,C City, AK,12345,111-111-1111,111-111-1111,111-111-1111,contact@emailupload.com