

Supplier Lead Upload Specification (CSV)

Field Name	Field Length	Description	Required
Upline	10	PartnerID Reference of the Upline. Can be found on partner's profile. E.G. C10001	YES
DBA	100	Doing Business As	YES
Legal Name	100	Legal Name (Business Name)	Optional
MCC	10	MCC Code for Business Type	YES
Country	100	Country (United States, China or Philippines)	YES
State	10	State Abbreviation	YES
Zip	10	Zip	YES
Business Phone 1	12	Business Phone 1	YES
Business Phone 2	12	Business Phone 2	Optional
Fax	12	Business Fax	Optional
Email	100	Business Email	Optional
First Name	100	Contact First Name	YES
Middle Name	100	Contact Middle Name	Optional
Last Name	100	Contact Last Name	YES
Position	100	Position / Title	YES
Contact Mobile	12	Contact Mobile	YES
Contact Phone 1	12	Contact Phone 1	Optional
Contact Phone 2	12	Contact Phone 2	Optional
Contact Fax	12	Contact Fax	Optional
Contact Email	100	Contact Email	Optional
Product	100	Product	YES

Price	10	Price	YES
Product Description	100	Product Description	YES

Example Upload File (CSV format)

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

Upline,DBA,Legal Name,MCC,Country,Business Address 1,Business Address 2,City,State,Zip,Business
Phone 1,Business Phone 2,Fax,Email,First Name,Middle Name,Last Name,Position,Contact
Mobile,Contact Phone 1,Contact Phone 2,Contact Fax,Contact Email,Product,Price,Product
Description
C100001,TEST LES,TEST LES,742,United States,Address,,Manila,IL,1111,214-
1111111,,,,LEE,A,DEE,Pres,214-111-1111,,,,Printer,1000,Printer for POS