

Data Import Format Specification for Agency Records

Field #	Field Name	Data Type	Maximum Length	Required Field?
1	Organization Designation Account Number	Text	50	Y ¹
2	Agency Name	Text	100	Y
3	Agency Description	Text	255	N
4	Agency Label	Text	50	N
5	EIN	Text	9	N
6	Minimum Donation Accepted	Currency	10	N
7	Minimum Donation To Receive Designations	Currency	10	N
8	Agency Address Line 1	Text	100	N ²
9	Agency Address Line 2	Text	100	N ²
10	Agency City	Text	50	N ²
11	Agency State/Province	Text/Text	2/200	N ²
12	Agency ZIP Code/Postal Code	Numeric/Text	5/10	N ²
13	Agency ZIP Code extension	Numeric	4	N ²
14	Agency Country Code	Text	2	N ²
15	Agency Phone Number 1	Numeric	15	N
16	Agency Phone Number 2	Numeric	15	N
17	Agency Fax Number	Numeric	15	N
18	Contact Title	Text	50	N ³
19	Contact First Name	Text	50	N ³
20	Contact Last Name	Text	50	N ³
21	Contact Description	Text	255	N ³
22	Contact Email Address	Text	80	N ³
23	Contact Address Line 1	Text	100	N ⁴
24	Contact Address Line 2	Text	100	N ⁴
25	Contact City	Text	50	N ⁴
26	Contact State/Province	Text/Text	2/20	N ⁴
27	Contact ZIP Code/Postal Code	Numeric/Text	5/10	N ⁴

Field #	Field Name	Data Type	Maximum Length	Required Field?
28	Contact ZIP Code extension	Numeric	4	N ⁴
29	Contact Country Code	Text	2	N ⁴
30	Contact Phone Number 1	Numeric	15	N ³
31	Contact Phone Number 2	Numeric	15	N ³
32	Contact Fax Number	Numeric	15	N ³

¹ This value is the "booking number" used to identify this agency to the Organization specific pledge processing system.

² If any of this group is provided, Agency Address Line 1, Agency City, Agency State, and Agency ZIP Code are required.

³ If any of this group is provided, Contact First Name and Contact Last Name are required.

⁴ If any of this group is provided, Contact First Name, Contact Last Name, Contact Address Line 1, Contact City, Contact State, and Contact ZIP Code are required.

Other Notes

- The file format is "tab delimited", indicating that all fields should be separated by a tab character.
- Field names may be included as the first row of the file, the first row of the file is optional.
- DO NOT include any formatting characters (for example, (999)555-1212 should be written as 9995551212).
- Fields are not required, unless specified in the Required Field column or in the footnotes.