



Southeastern Association of Credit Management

6290 Edgewater Drive, Orlando, FL 32810, PO Box 547800, Orlando, FL 32854-7800
 (407) 299-7491 phone ❖ (800) 393-NACM (6226) ❖ Fax: (407) 522-4594
www.sacm.us.com - SACM is an affiliate of NACM

CONTRIBUTOR MEDIA DEFINITION

Preferred Media Accepted: **E-MAIL or FTP**.....

datasubmission@sacm.us.com

The file name **MUST** be your NACM member number. If not, it could result in the file not being processed or delayed. If you are looking for an alternative method of sending data, please contact us:

William Jimenez
 (407) 299-7491 ext. 111 or
 wjimenez@sacm.us.com

FILE, RECORD and FIELD SPECIFICATIONS	
Text File	Fixed-Position or Comma-Delimited
File Type	ASCII, EBCDIC, PICK or UNIX
File Name	Member # (i.e., 7001MMYY)
Extension	TXT (regular files) or CSV (comma separated values (i.e., name+ext); 7001 MMYY.txt
Record Separator	CR (carriage return – ASCII 13) and a LF (line feed – ASCII 10)
Record Length	300 Characters
Media Label	File Name and File Type ~ Block Size and Record Size (if media is in tape form)

FIELD	DESCRIPTION	TYPE	LEN	FROM	TO
1	Customer A/R # (Your Customer #)	A	15	1	15
2	Business Name	A	40	16	55
3	Street Address	A	30	56	85
4	Address 2	A	30	86	115
5	City	A	20	116	135
6	State (State Code ~ i.e., FL, GA, etc.)	A	2	136	137
7	Zip Code	Z	10	138	147
8	Phone Number	N	10	148	157
9	Open Date	MY	4	158	161
10	Report Date	D	6	162	167
11	Last Sale Date	MY	4	168	171
12	Balance	\$	8	172	179
13	Current	\$	8	180	187
14	01-30 Days Past Due	\$	8	188	195
15	31-60 Days Past Due	\$	8	196	203
16	61-90 Days Past Due	\$	8	204	211
17	91 - + Days Past Due	\$	8	212	219
18	Terms	A	7	220	226
19	Comment (NACM, Experian Code)	A	10	227	236
20	Average Days to Pay *	N	4	237	240
21	(Reserved for Future Use)	A	20	241	260
22	Futures *	\$	8	261	268
23	Federal Tax Identification Number *	A	12	269	280
24	Country *	A	15	281	295
25	(Reserved for Future Use)	A	5	296	300

* This field may not be required of your particular group, please call to verify

CODE	DEFINITION	FORMAT DIRECTIONS
A	Alphanumeric	Any ASCII text
N	Numeric	Numbers only – right justify
\$	Dollar	Whole numbers only – right justify (use – for negative)
D	Date	Month/Date/Year MMDDYY (Optional: century MMDDCCYY)
MY	Date	Month/Year MMY
Z	Zip Code	5 or 9 digit U.S. or Canadian Zip Code