

VendorProof Integration File  
Detailed Instructions

Column	Item	Required/ Optional	Description
A	Vendor Number	Required	Must be unique to individual or business. Can be assigned by client or if not, should be populated by client as EIN number.
B	TIN / SSN	Required	TIN (Tax Identification Number) - EIN (Employer ID Number) or SSN (Social Security Number - for individuals). This is used to verify exclusions and/or sanctions. Dashes (XXX-XX-XXXX or XX-XXXXXXX) can be used or excluded.
C	Client ID	Optional	Generally only used for sub-client option. If using sub-client option, please contact VendorProof for sub-client IDs.
D	Is Company	Required	Enter True if monitoring a company or False if monitoring an individual.
E	Business Name	Required for entity monitoring	Legal Name of Business (Example: ABC Company, Inc.)
F	DBA Name	Optional	Doing Business as a Name (Example: Spelling Company of West Point)
G	Vendor Category	Optional	Type or Category of the entity. Can be used to track types of vendors, and pricing can be specific to an entity type. (Example: Medical or 300)
H	DUNS	Optional	Dun and Bradstreet Number. (Dashes can be used or excluded - XX-XXX-XXXX or XXXXXXXXX)
I	NPI	Optional	National Provider Identification number.
J	Other 1	Optional	Blank field used as placeholder.
K	Other 2	Optional	Blank field used as placeholder.
<b><i>Columns L through P should only be used for individual monitoring. Leave blank if monitoring an entity.</i></b>			
L	First Name	Required for individual monitoring	First name of individual being monitored.
M	Middle Name	Optional	Middle initial of individual being monitored.
N	Last Name	Required for individual monitoring	Last Name of individual being monitored.
O	Former Last Name	Optional	Former last name of individual being monitored. (Example: Maiden name)
P	BirthDate	Optional	Use format MM/DD/YYYY
<b><i>Columns Q through Z can be used both for individual and entity monitoring.</i></b>			
Q	Address Line 1	Optional	Example: 817 3rd Ave N, Unit 310 or 817 3rd Ave N
R	Address Line 2	Optional	In example above, if Address Line 1 is 817 3rd Ave N, Address Line 2 should be Unit 310

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Column	Item	Required/ Optional	Description
S	City	Optional	
T	State	Optional	
U	Zip	Optional	
V	Mailing Address Line 1	Optional	Columns S through W are used if mailing address is different from business address.
W	Mailing Address Line 2	Optional	
X	Mailing City	Optional	
Y	Mailing State	Optional	
Z	Mailing Zip	Optional	
<b><i>Columns AA through AH should only be used by full-service VendorProof clients.</i></b>			
AA	Rep1 First Name	Optional	Columns X through AE allow VendorProof to track owners and reps of businesses. Also allows the system to notify them of issues and monitoring.
AB	Rep1 Last Name	Optional	
AC	Rep1 Email	Optional	
AD	Rep1 Phone Number	Optional	
AE	Rep2 First Name	Optional	
AF	Rep2 Last Name	Optional	
AG	Rep2 Email	Optional	
AH	Rep2 Phone Number	Optional	
<b><i>Columns AI should only be used if you wish to stop monitoring a vendor.</i></b>			
AI	End Date	Optional	Enter date to stop monitoring vendor. Previous monitoring records will be stored in VendorProof but not visible on the User Interface. Format as MM/DD/YYYY.