Vendor Upload File Specifications

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VENDOR REPORTING UPLOAD FILE FORMAT

ACCESSING AND DOWNLOADING THE UPLOAD FILE

The upload file is in Excel format, with the .xlsx extension. You can download a file that contains all current deduction rows by visiting the ***Vendor Deductions*** page and clicking on the **Export Current Deductions** button. After downloading, you may open the file, make any necessary changes, save, and then upload the updated file to make bulk changes.

EDITING THE UPLOAD FILE

It is possible to add, edit, and delete rows. This includes the ability to upload a file that only includes changed and new deductions/rows, without needing to include any rows that do not need to be changed.

Note that deleting rows from the spreadsheet will not delete deductions that already exist on the Current Deductions page. To cancel a Monthly Rate – Ongoing deduction, you must include a row with the Cancel Coverage reason code. For any other deductions that have been added to the current month's deductions, go to the ***Vendor Deductions*** page, click **Edit (the pencil and paper icon)** for the relevant row(s), and click the **Delete** button.

When uploading, if a row matches all the following fields, then the new row will overwrite the existing one:

- Member ID
- Dependent Identifier (if applicable)
- Group Code
- Reason Code
- Premium Month
- Premium Year

If any of these fields differ, a new row will be added and the existing row will remain unchanged. Only the following fields can be updated in an existing row:

- Last Name
- First Name
- Middle Name
- Member Death Date
- Premium Amount

UPLOADING THE FILE

After you have a file ready to upload:

1. Go to the ***Upload Deduction*** page in Vendor Reporting.

2. Click **Upload File** to select and upload your file.

3. When the upload is successful, you will see a preview of all the uploaded rows.
4. Click **Submit Changes** to save the updates.

If there are no errors, the preview area will be cleared, and all changes will be saved and visible in Current Deductions.

Errors must be corrected before a file can be submitted. For more information on error messages and resolutions, refer to the Vendor Reporting User Guide.

OVERVIEW OF FIELDS

The table below lists the fields in the deduction upload file in order. The description of each field and its use is in the Field Descriptions section below.

The upload file must include all columns and data fields exactly as listed below. Files with fewer or more columns will not be accepted. Column header names are case sensitive and must appear in the file exactly as shown. All columns are required to be present in the file, even if no data is provided for certain fields (for example, if there are no Member Death Dates, the column must still be in the file). **Files that do not follow this exact format will not be accepted.**

Column Name	Data Type	Restrictions	Requirement
Vendor Code	Text	2-5 characters	Required
Group Code	Text	1-255 characters	Required
Member ID	Text	2-10 characters	Required
Dependent Identifier	Text	1-255 characters	Optional
Last Name	Text	1-30 characters	Required
First Name	Text	1-30 characters	Required
Middle Name	Text	1-30 characters	Optional
Member Death Date	Date	MM/DD/YYYY	Optional
Premium Month	Numeric	1-2 digits	Required
Premium Year	Numeric	4 digits	Required
Reason Code	Numeric	1-2 digits	Required
Premium Amount	Currency	Number with 0-2 digits after decimal	Required

FIELD DESCRIPTIONS

VENDOR CODE

Vendor Code must match the code that exists in Vendor Reporting. (The code is initially provided by PERSI.) This is to verify the deductions on the upload file belong to the correct vendor.

GROUP CODE

The ***Group Code*** is the sub-group the deduction applies to. A member may have multiple Monthly Rate – Ongoing deductions for *different* groups, but only one Monthly Rate – Ongoing *per* group. The Group Code must be assigned to the vendor under ***Vendor Code***.

MEMBER ID

The ***Member ID*** is <u>not</u> the same as the member's SSN. The Member ID is provided by PERSI and can be retrieved for a new deduction using the ***Verify Eligibility*** tool. The Member ID will also be in the Vendor Deduction file when downloaded, though it will not be mapped to SSN in the file.

Individuals with the Vendor Admin role can download a file on the ***Vendor Deductions*** page that maps member SSNs with Member IDs by clicking the **Download Member ID Mapping** button. There is a list of all members on the ***Current Deductions*** table. This list does not include members that are eligible but do not currently have deductions – those must still be retrieved via the ***Verify Eligibility*** tool.

DEPENDENT IDENTIFIER

For dependent deductions, include the member's ID in the ***Member ID*** field and then add a ***Dependent Identifier*** to this field for the dependent. The Dependent Identifier is not the same as a Member ID and can be in any format chosen by the vendor. If the row is only for a member, not a dependent, leave this field blank.

The combination of ***Group***, ***Reason Code***, and ***Dependent Identifier*** must be unique for each row. For example, a dependent may have the same Dependent Identifier with ***Reason Code* 01** (Monthly Rate – Ongoing) in multiple groups, but only one Monthly Rate – Ongoing in each group.

For dependents that have been transferred from the prior Vendor Reporting, the Dependent Identifier has been created in the format of "*MemberID_DependentFirstName_ DependentLastName*." Future Dependent Identifiers do not have to use this format; however, do not change the Dependent Identifier through Uploads. This change must be made within the ***Current Deductions Edit*** pop-up instead, otherwise an additional row will be created and rows for both the old Dependent Identifier and new Dependent Identifier will be in the deductions.

LAST NAME & FIRST NAME

The member's ***Last Name*** and ***First Name***, used to verify that the Member ID submitted matches a member on record.

If there is a Dependent Identifier, the name is not required but is recommended. Name validations are not run on rows with Dependent Identifiers.

MIDDLE NAME

The member's ***Middle Name*** is an optional field.

MEMBER DEATH DATE

If the member's deductions are being ended due to death, the ***Member Death Date*** is required along with the ***Reason Code* 03** (Deceased). If the Reason Code is not 03, then the Member Death Date must be empty.

Member Death Date does not have to include a leading 0 in dates – 01/01/2025 and 1/1/2025 are both valid.

This is only for the member's death date. If a dependent is deceased, the row should be ***Reason Code* 02** (Cancelled) instead of Reason Code 03. If the member is deceased, then the dependent row should still be ***Reason Code* 02** while the member row(s) are ***Reason Code* 03**.

PREMIUM MONTH & PREMIUM YEAR

The ***Premium Month*** is a one- or two-digit number. The ***Premium Year*** is a four-digit number.

If the ***Reason Code*** for the row is **04** (Adjustment), then the Premium Month and Premium Year must match the month and year for the past deduction being adjusted, respectively. Adjustments cannot match the current month.

Rows with any other Reason Code must match the month and year of the payroll month currently shown in Vendor Deductions.

REASON CODE

The ***Reason Code*** includes a leading 0. If Excel automatically reformats the number to remove the leading 0, change the column format to Text instead of General. (This is not required for the upload, as the system can convert a single digit to the code with a leading 0.)

The table below describes the deduction codes.

Code	Reason Name	Description
01	Monthly Rate – Ongoing	Monthly premium amount for a new enrollment or continuing retiree policy.
02	Cancel Coverage	The ongoing monthly reduction is ending due to termination or policy expiration.
03	Deceased	The ongoing monthly reduction is ending due to the death of the retiree.
04	Adjustment	An amount owed to either the Vendor or Retiree as a correction.
05	Holiday	A credit applied to the "Monthly Rate – Ongoing" deduction for the same month and same group for the retiree.

PREMIUM AMOUNT

Premium Amount is the amount of the deduction. Depending on the Reason Code, the number may be positive or negative, as detailed in the table below.

Code	Criteria for Amount of Deduction
01	Must be a positive number and cannot be 0.
02	Must be 0 or blank.
03	Must be 0 or blank.
04	Can be positive or negative. The total for all the member's transactions (Monthly Rate – Ongoing, Holiday, any prior Adjustment, and the current Adjustment) for this group and month cannot be less than 0. There must be an existing corresponding Monthly Rate – Ongoing row for the month being adjusted.
05	Must be negative, but the total of Monthly Rate – Ongoing and Holiday for this month and group cannot not be less than 0. There must be a corresponding Monthly Rate – Ongoing row per Holiday row.

FILE VALIDATION

UPLOAD FAILURE

All upload errors must be corrected to upload a file. Files with errors will not be accepted. Upload errors are listed below.

UPLOAD FILE VALIDATION ERRORS

Files with incorrectly formatted data will not be loaded. A pop-up error message will appear indicating the row(s) that errored. Errors must be corrected before the file can be uploaded again.

Error Display	Rule Description
Unable to parse file: Missing columns	One or more required columns are missing, or the column headers are formatted incorrectly.
[Field] is required	A required field is empty.
[Field] must be [##] characters or less	A required text field has too many characters.
[Field] is not the correct number of digits	A required numeric or currency field has too many, or too few, digits.
[Field] is not a valid date	A required date field is not in the correct format or is greater than or equal to 1/1/1900 and is not less than or equal to the current date.

DEDUCTION ERRORS AND WARNINGS

You will be redirected to the ***Vendor Deductions*** page if the file has no validation errors or warnings. You will remain on this page if there are any rows that have deduction errors or warnings not handled by the file validation process. The specific errors and warnings on this page are covered in the *Vendor Reporting User Guide*.

SUBMITTING DEDUCTION CHANGES

To save changes to any deductions (including deductions in this upload file without any errors), you must perform one of the following:

- **Edit** (click the **pencil and paper** icon) the rows with errors
- **Delete** (click the red **X** icon) any rows you want to remove from the deductions.

Once all errors are resolved, click **Submit Changes** to complete the uploaded deductions.

Note: Rows with only warnings may still be submitted and will be included in the next payroll.

CHANGE LOG

Date	Reason	Changes
05/16/2025	New system	First publication of the *Vendor Upload File Specifications* document.