

**Information Resources and Communications  
Office of the President, University of California**

**CSP Campus Input File Specifications**

Last Updated: June 28, 2010

**Population:**

One line summarizing quarterly purchases for each combination of location 2, vendor (either EIN or vendor name) and UNSPSC Segment/Family/Class/Commodity code.

Purchases from individuals should be included, but the EIN column should be left blank when the vendor is an individual and the EIN is in fact an SSN.

Address columns should be left blank when the vendor is foreign or an individual.

**Schedule:**

Quarterly (October 15<sup>th</sup>, January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>)

**File Name:**

CSPSPN.Qqyy where q is the fiscal quarter (1, 2, 3, or 4) and yy the fiscal year (ex: 08 = 2007-2008)

*Note: campuses with a medical center where the data from the medical center cannot be merged with the campus data (i.e. UCLA and UCSD) must submit two separate files with the following naming conventions:*

*CSPSPC.Qqyy = campus file*

*CSPSPM.Qqyy = medical center file*

*The Purchasing staff at UCOP will have to manually merge the CSPSPC and CSPSPM files into one CSPSPN file before the edit process can occur for UCLA or UCSD.*

**File Format:**

ASCII fixed length file

**Record length:**

215

**Record layout:**

Data Element	Alias	Position	Length	Format	Valid Values	Error Level
Location 1	LOC1	1	2	Alpha	'01' = UCB, '02' = UCSF, '03' = UCD, '04' = UCLA, '05' = UCR, '06' = UCSD, '07' = UCSC, '08' = UCSB, '09' = UCI, '10' = UCM, '20' = UCOP	S
Location 2	LOC2	3	1	Alpha	1=local, 2=University-wide, 3=Med Center	S
Fiscal Year	FYEAR	4	4	Alpha	4 digit fiscal year. Ex: '2007' = 2006-2007	S
Fiscal Quarter	FQTR	8	1	Alpha	'1' = 1st quarter, '2' = 2nd quarter, '3' = 3rd quarter, '4' = 4th quarter	S
UNSPSC Segment	UNSPSCSEG	9	2	Alpha	Valid segment code in UNSPSC table	E
UNSPSC Family	UNSPSCFAM	11	2	Alpha	Valid Family code in UNSPSC table	E
UNSPSC Class	UNSPSCCLASS	13	2	Alpha	Valid Class code in UNSPSC table or 00 for unknown	E
UNSPSC Commodity	UNSPSCCOMM	15	2	Alpha	Valid Commodity code in UNSPSC table or 00 for unknown	E
UNSPSC Business Function	UNSPSCBUS	17	2	Alpha	Not validated	E
Expense Amount	AMOUNT	19	15	Numeric	Unstructured numeric. Can contain digits, commas,	E

					decimal point, sign, spaces. No dollar sign or any other character. Ex: 1,234 or 1234.56 or -123	
Vendor EIN	EIN	34	9	Alpha	Nine digits or blank if unknown or vendor is individual	E
Vendor Name	VNAME	43	80	Alpha	Must not be blank	E
Vendor Street Address	VSTREET	123	50	Alpha	Must not be blank if domestic vendor and not individual	E
Vendor City	VCITY	173	30	Alpha	Must not be blank if domestic vendor and not individual	E
Vendor State	VSTATE	203	2	Alpha	Two character state abbreviation or blank if foreign vendor or individual	E
Vendor ZIP Code	VZIP5	205	5	Alpha	5 digit ZIP code or blank if foreign vendor or individual	E
Vendor ZIP Extension	VZIP4	210	4	Alpha	4 digit ZIP code extension or blank	E
Foreign Vendor or Individual Flag	VFOREIGN	214	1	Alpha	Y = foreign vendor or individual; blank = domestic non-individual vendor	E

**Transmission:** The input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server at vsftp.ucop.edu, and deposited in the following directory:

ftp://home/ftpusrN/put/csp/ (in lower case) *Where N is the ftp location code*

1 – Berkeley	6 – San Diego	
2 – San Francisco	7 – Santa Cruz	
3 – Davis	8 – Santa Barbara	
4 – Los Angeles	9 – Irvine	
5 – Riverside	10 – Merced	u - UCOP

For more information on vsftp transmittal, go to: [http://www.ucop.edu/irc/campus\\_specs/ftp/secureftp.html](http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html).

Each transmission will be accompanied by an E-mail note with the information specified below. The file transmittal note should be sent to the IR&C Librarian at **ISCLIB@UCOP.EDU**

**File transmittal note should give the following minimum information:**

• Campus	• Contact Name and Phone Number
• File Name	• Record Count
• "As of" (cycle) date	• Creation date
• If the file is a <b>resubmission</b> , indicate it	

**Edit specifications:**

- Rows with 'S'evere level errors will not be loaded into the Corporate Data Warehouse.
- Rows with 'E'rror level errors will be loaded, but invalid data will be replaced by spaces for alpha columns and zeroes for numeric columns.
- UNSPSC validation: the entire UNSPSC code will be validated against the UNSPSC table.
- For the time being, vendor information will not be validated against any vendor table.