

# VISA COMMERCIAL FORMAT 4.0

REVISION 3

**This Interface Specifications Guide contains updated Visa Commercial Format 4.0 File Formats and is intended for use by Visa Issuers and Processors of Visa commercial card transactions. This document contains the confidential and proprietary information of Visa Inc. It may be used only for the operation of Visa card programs and may not be duplicated, published, transmitted, or disclosed without Visa's prior written permission.**

<b>Revision History</b>			
<b>Version</b>	<b>Date</b>	<b>Modified By</b>	<b>Description</b>
4.0 - Original Release	2003		Initial specification for VCF 4.0
4.1			Minor clarifications and corrections
4.2	September 2007	Global Product Office	Added supplemental processing information, file structure details and additional details on how to build a substantial VCF file.
4.3	April 2009	Commercial Information Management	Updated Fuel Types to be inline with the October 2006 PCATS industry standard.

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## Visa Commercial Format

This *Interface Specifications Guide* provides reference information for preparing data files in Visa Commercial Format 4.0. The guide is intended for use by data processing analysts and other individuals who are responsible for sending or receiving Visa commercial information. Visa Commercial Format supports Level 1, 2, and 3 transaction data. It can be used for Point of Sale transaction data as well as data that has been enriched by matching to other sources.

This specification has been divided into three chapters for easier reading. The first chapter is an overview of the terminology and key concepts associated with a VCF 4.0 file. The second chapter provides details on preparation for constructing a valid VCF 4.0 file, the sequence of records which must be delivered to VIS for processing, and supplemental information to enhance understanding of the file's structural details. In the third chapter, format details are provided along with the layout of each of the VCF 4.0 valid record types. The section of the specification detailing information about record types has been divided into "Basic Record Types" and "Enhanced Data Record Types". Following the third chapter, there are five appendices:

- A. Changes to VCF in Version 4.0 – lists the differences between VCF 3.0 and VCF 4.0, and the [differences between VCF 4.0 Revisions 1, 2 and VCF 4.0 Revision 3](#).
- B. VCF Data Fields/VCF Records – details the data field names contained within each record type.
- C. Record Types and Relationships – shows the construction of a VCF file (referential integrity) and the relationships between each of the record types.
- D. Visa Europe Data Requirements – contains information about VCF 4.0 pertinent to Visa Europe.
- E. VCF 4.0 Multi-Byte Capabilities – Details Visa's support for multi-byte capabilities

Members currently sending in files with the VCF 4.0 format are strongly encouraged to refer to the changes documented below.

## Terminology

**Enhanced Data:** Additional detailed information typically related to a corporate or purchasing transaction. This is also referred to as Addendum Data. Enhanced data is appended or matched to the financial transaction. This extra data is used in facilitating compliance, program management and reporting for an Acquirer, Issuer or Company. The source of enhanced data may be from data providers or from information available at the Point of Sale.

**Level I Data:** Also referred to as Financial Data. This is the minimum amount of data required to clear and settle the financial transaction (T5). The data includes merchant name, city, state and zip code, amount of sale and date of sale. The data is transferred in a TC05 record from the Acquirer to Visa.

**Level II Data:** Often also called Enhanced Data. This term is not to be confused with Summary VAT in Europe. Additional clarification about Summary VAT data can be obtained at <mailto:vatquery@visa.com>. This email address is monitored and will provide answers for specific questions. Level II Data is the additional non-financial transaction data that accompanies Level I data from the merchant through Visa's clearing and settlement. This data varies by transaction type, e.g., airline, hotel, car rental, fleet, etc. For

airline transactions, this data contains detail on the first 4 legs of an airline itinerary. The data is transferred in a TC05 record from the Acquirer to Visa.

**Level III Data:** All additional transaction data elements not attached to Level I financial records. For airline transactions this includes all of the information on an airline ticket. The data is transferred in a TC50 or TCN/VXML format from either the Acquirer or 3<sup>rd</sup> party Data Provider. Level III data can be summary level, e.g. applicable to the entire airline transaction, or line item detail level, e.g. trip leg specific.

**MIER:** Visa's Issuer Merchant Exchange Record format. Used as a data source for specific information found in the VCF 4.0 files.

**TCN:** The TCN passenger name refers to information received from the Airline Tariff Publishing Company's Ticket Exchange System.

**VIS:** Visa Information Source, a component of Visa Information Management systems. Helps clients manage expenditures and enhance business decisions by leveraging key data from their Visa Commercial card program.

**VXML:** Visa Extensible Markup Language (VXML). This is an enhanced data message format to provide a standard means of capturing and delivering enhanced data.

## Understanding the Visa Commercial Format 4.0

Once a member has the ability to create a VCF file containing substantial data and passes certification with Visa, they can produce Visa Information Source (VIS) reports to track, analyze, and manage commercial card programs. Additional information about the required certification process can be found in the *Visa Commercial Format (VCF) Member Development Guide for Certification*, which describes the VCF file construction and the process and requirements for passing VCF certification. The VCF 4.0 file and its data can also be processed within the larger VIM (Visa Information Management) system (of which VIS is a component) for additional reporting such as 1099 and socio-economic reports (within the US). Contact your Visa Account Representative for further information on VIM services available.

For members converting from earlier VCF formats to VCF 4.0, the *InfoSpan 2.4 Interface Specifications Guide* may be particularly helpful. Visa Commercial Format (VCF) was previously called the InfoSpan Format. This guide is an update to that earlier guide, which provided specifications for the InfoSpan 2.0 (VCF 2.0) and InfoSpan 3.0 (VCF 3.0) file formats. Additional valuable information may be found in [Appendix A: Changes to Visa Commercial Format in Version 4.0](#).

Other documents such as BASE II Clearing and Settlement Codes or MIER documentation can be requested from a Visa Account Representative, if desired.

To create a useful and substantial VCF 4.0 file requires an understanding of the file's structure, the file load process, and a few key concepts. This will ensure a smoother certification process as well as improved ongoing management of the commercial card program.

## Key Concepts

### *Record Type*

The basic building block of a Visa Commercial Format file is a Record Type. As of this publishing date, there are twenty-seven record types supported. The name of the record type describes the content of its

records. For example, record type 4 is ‘Cardholder’, and the contents are information about the company’s cardholder.

Eight of these record types are basic building blocks for a VCF 4.0 file. The other nineteen record types are used for processing different types of enhanced data records. Format and processing information for the nineteen enhanced records is found in a later section of this manual called [Enhanced Record Types](#). Information about the basic set of eight record types is found in the section titled [Basic Record Types](#). Members should discuss which record types are relevant to their processing needs prior to building files for certification and upload.

**Field**

Each VCF 4.0 record is made up of several fields. The content and format of each field is dependent on the record type. For example, a Cardholder record type (T4) would contain information about the cardholder, including Company Identification (the company providing the commercial card to that cardholder), Cardholder Identification (how the cardholder is uniquely identified within a company), and many other identifying characteristics. A portion of the cardholder record type (T4) fields is shown below:

	Company ABC	Cardholder 05									
Field 1	Field 2	Field 3	...								

**Primary Key**

A specific number of fields within a record, when combined, provide a unique key into that record. In the example shown, the combination of Company Identification and Cardholder Identification, together known as a primary key, must point to a single, unique cardholder. Each record type in a VCF 4.0 file has a primary key associated with it.

**Block**

In order to construct a valid VCF 4.0 file, it is necessary to build and submit several groups of valid record types. Each group may be thought of as a table of data or information. For example, a set or group of cardholder records would be loaded to specify valid cardholders for a participating company. A group of records of the same record type are downloaded in a single block.

	Company ABC	Cardholder 01									
	Company ABC	Cardholder 02									
	Company ABC	Cardholder 03									
	Company ABC	Cardholder 04									
	Company ABC	Cardholder 05									

**Block Header / Block Trailer**

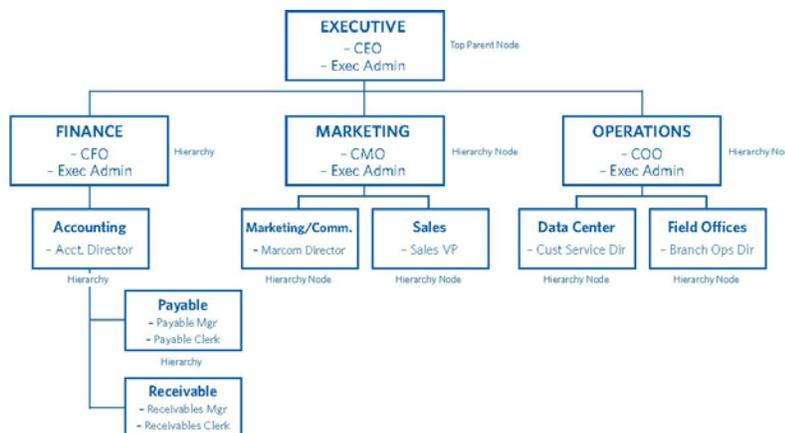
In order to construct a valid block of data, two additional records must be added:

8	Company ID	Sequence Number	Processing Date	Record Type Code							
	Company ABC	Cardholder 01									
	Company ABC	Cardholder 02									
	Company ABC	Cardholder 03									
	Company ABC	Cardholder 04									
	Company ABC	Cardholder 05									
9	Company ID	Sequence Number	Processing Date	Record Type Code							

The first record shown above is a block header (as indicated by an “8” in the first field). A block header must be the first record in a block of records. The last record shown above (as indicated by a “9” in the first field) is a block trailer, which must be the last record of each block of records submitted. Also note that every record in a block must be of the same record type.

### Hierarchy

Most organizations are structured as hierarchies. There are employees, who report to supervisors, who report to managers, etc. until the top layer of the company is reached. A hierarchy is a graphical representation of that multi-tiered organization.



The Organization Record (T10) supports the viewing of financial information throughout a hierarchical structure. There is a single top parent node per company in the Visa processing system. In the example shown, this would be the “Executive” box. Each of the other boxes in the above diagram would have its own T10 (Organization) record which would describe the other child hierarchies reporting to it. Note that the Top Parent Node must be set up first, or at the same time, as the other hierarchy nodes in the Visa processing system. Child hierarchies are built down from the parent.

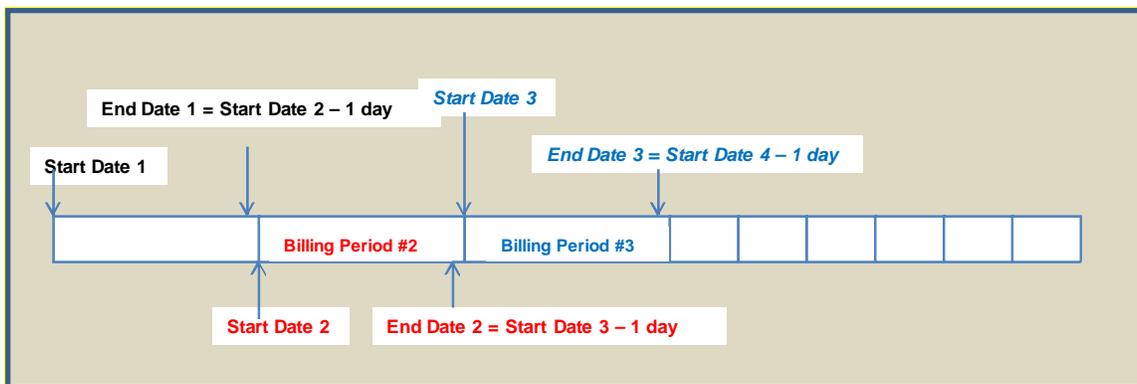
A hierarchy has a field called Effective Date associated with it. This Effective Date, found in the Organization (T10) record (field #5), is the date at which the hierarchical relationship being described is effective. For the Top Parent Node, the effective date must be equal to or earlier than the Effective Date of

the other child hierarchies reporting to it. At the present time, there is only one hierarchical structure permitted per company. The Effective Date of the Top Parent Node for a company is the date that the Company establishes its relationship with Visa's information systems, and cannot be changed. The Effective Date for other (non-Top Parent) nodes will change if the node's position in the hierarchy moves.

### ***Billing Period***

A company's Billing Period is specified in the Period (T11) record type. A Billing Period is the period of time during which charges are accumulated prior to being reported on a statement. Each Billing Period has a defined Start Date (field #5) on which charges begin to accumulate, and a defined End Date (Field #6) which closes the Billing Period. Each Billing Period is identified by a number simply labeled 'Period' (Field #3), which must be unique to the company, but not necessarily sequentially incremented as long as it's unique to the company.

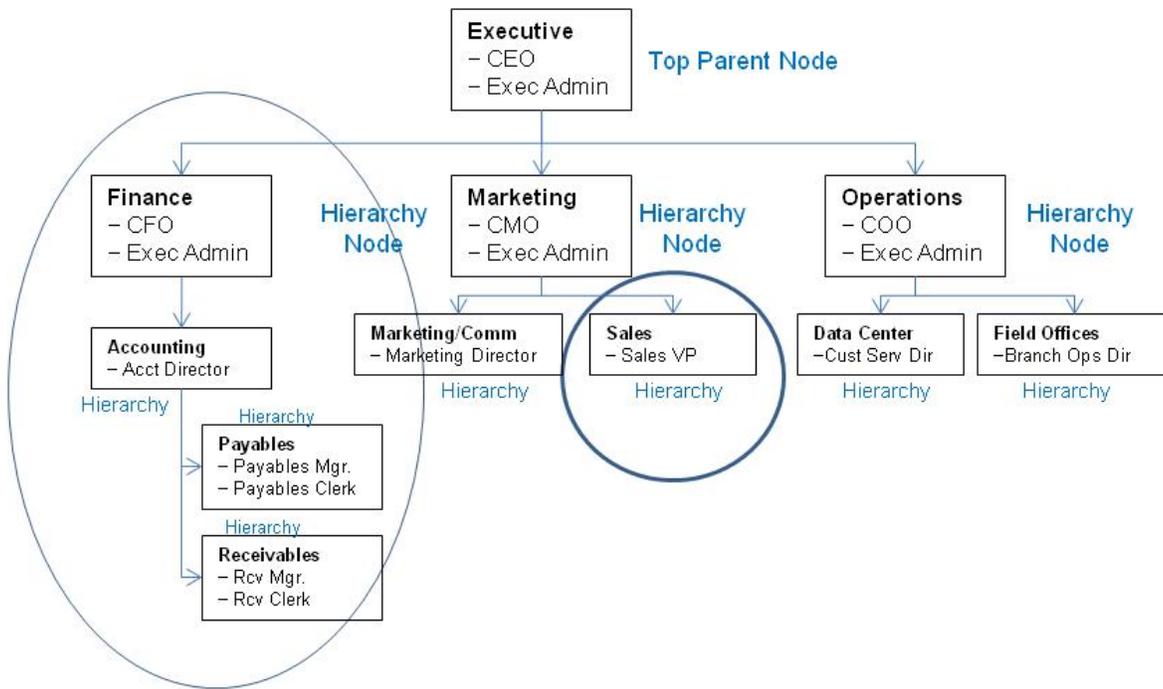
Billing Periods must represent contiguous periods of time, not overlapping. The Start Date and End Date fields must be unique across a company. Only one billing period may be open at a given point in time.



For more information on Billing Period Rules and processing topics, please see the *Visa Commercial Format (VCF) Member Development Guide for Certification*.

### ***Account Number***

In the Visa processing systems, an account number may represent various types of accounts: An individual account is a single account in the VIM system. This account may be individually billed, i.e. all charges made against Account A appear in Account A's billing statement. Or, an individual account may roll up to a corporate or billing account. In this case, all charges made against one or more accounts are all aggregated under a billing or corporate account number. In this case, the charges for each individual account billed under a corporate account number are called individual memo accounts.



In the figure shown above, for example, the Payable Department and the Receivable Department may both be structured such that their billing rolls up to the Accounting Department. However, the Sales Department may be classified as an individual account. In that case, it would not roll up to the Marketing Department, but instead would be responsible for paying its own bills.

***Billing Accounts***

As described above, Visa processing supports member banks that use a billing account structure in which transactions in individual accounts are rolled-up for payment to Billing Account(s) also known as consolidated billing, centrally-billed, or roll-up accounts.

In summary, there are three different account types supported in VCF 4.0:

- Individual Paying Account (individuals paying their own bills): these accounts are not part of a larger billing structure
- Individual Paid-for Accounts: These accounts are paid for by a billing account.
- Billing Accounts (paying their own transactions as well as those for other card accounts): These are master accounts which pay the bills for one or more individual paid-for accounts, as well as paying for their own transactions.

Structurally, the Card Account (T3) is the same for individual accounts or for billing accounts. However, there are ramifications to the contents of the record depending on who is paying for the charges.

For the T3 record:

<b>T3 Account Record</b>		
	Corporation Payment Indicator (field 14)	Billing Account (field 15)
Individual "Paying" Account	0	spaces*
Billing Account	0	spaces*
Individual "Paid For" Account	1	*Billing Account number

\* International files may send unpadded fields or a TAB for these fields.

And for the corresponding T1 record:

<b>T1 Account Balance Record</b>		
	Previous Balance (field 5)	Current Balance (field 6)
Individual Account Paid for by that individual	Equals: current balance amount carried over from last billing cycle	Equals: sum of Previous Balance plus all debits and credits for this individual account for this billing period.
Billing Account	Equals: current balance amount carried over from last billing cycle	Equals: sum of Previous Balance plus all debits and credits for this billing account for this billing period plus sum of all current balances for associated individual accounts for this period.
Individual Account Paid for by a Billing Account	Equals: zeros	Equals: sum of all debits and credits for this individual account for this billing period.

All account numbers must be a maximum of 19 digits, and must be all digits.

**Billing Cycles**

When one billing period ends and there are no additional transactions to be posted for that billing period, the member's cycle processing routine should produce Account Balance records (T1) and generate Period (T11) records to start a new billing cycle. A cycle routine should begin as soon as the processing date (load date in the file header and trailer) is higher than the billing period end date. The cycle process must generate two T11 records, one to close the last billing period, and one to open the new billing period. There must be no date gaps between billing periods.

An Account Balance (T1) record should be generated for all T3 accounts by creating the Previous Balance (Field #5) from the last cycle's Current Balance (Field # 6), and totaling all T5s for this billing period to create the period's Current Balance. When executing VIS reports, only the accounts with both T5 and T1 records for that **closed** billing period will have cardholder statements. For open billing periods the system calculates the starting balance and ending balance from the transaction data that has been sent in for the cycle, and 'NA' is displayed in 'Necessary Adjustments'. For completeness of reporting, there should be a T1 record for the Billing Account and each Individual Account in the cycle file, whether or not there are any transactions during the cycle and whether the accounts are open or closed.

In the Account Balance (T1) record for Individual Accounts for which the individual pays:

- The Previous Balance (Field #5) must be the current balance amount carried over from the last billing cycle.
- The Current Balance (Field #6) must equal the sum of all transactions, both debits and credits, for this Individual Account for this billing period.

In the Account Balance (T1) record for Individual Accounts which are paid for at the end of the cycle by a Billing (Paying) Account:

- The Previous Balance (Field #5) is expected to be zeros (since it was paid for). Under unusual circumstances, there may be an outstanding balance, if the Billing Account failed to pay.
- The Current Balance (Field #6) is expected to be the sum of all debit and credit transactions for this account during this cycle.

### ***Dual Currency in the Latin America and Caribbean Region***

The Visa processing systems provides support for both domestic and international transactions. Domestic transactions are billed in the local currency, and international transactions are billed in US Dollars. Only two different billing currencies are supported in the VIS system today. However, multiple source currency codes are supported.

To support the dual currency requirement, Visa systems take VCF data and separate the transactions into two “companies” based on the Billing Currency Code. One company will contain the domestic transactions, and the other will contain the transactions billed in US Dollars. All Account Balance (T1) and Card Transaction (T5) records will be sorted by billing currency code. Other record types such as Card Account (T3) and Cardholder (T4) record types will be duplicated in each company. These two “companies” will both be available in VIS for reporting.

A Dual Currency Company is identified by having more than one currency code in the Card Transaction (T5) Billing Currency Code field. There is no other flag or indicator field.

### ***Changing Information in VIS***

When a record is loaded into VIS and its first byte (Load Transaction Code) is a 3 (Change matching transaction) or 4 (Add if transaction doesn't exist or change existing transaction), the VIS system will try to match the primary key for the new record to a primary key for an existing record. If such a match is found, and the field is updateable, the data in the fields of the new (incoming) record will replace the data that was in the fields of the existing record. For fields that are not populated in the new record, i.e. two consecutive TAB characters, the data in the existing record will not change.

### Fundamentals of the VCF 4.0 File Structure

Visa Commercial Format data consists of individual Visa commercial transactions, or records, gathered into a tab-delimited, variable-length file called a transaction file. Files are accepted in EBCDIC, TC50 and some proprietary formats and then converted to ASCII in Visa systems. The terms record and transaction are used interchangeably throughout this document. The following are the important record groups found in VCF files:

#### Record Groups

**Starter Data** These are the required records to set up a new company. Starter records are required in an initial file when a new company number is introduced. Starter records contain the accounts, cardholders and company data which form a data foundation to which transactions and billing cycles can be linked. Starter records include the following:

- T6 Company Record
- T10 Organization Record
- T4 Cardholder Record
- T3 Card Account Record
- T11 Period Record

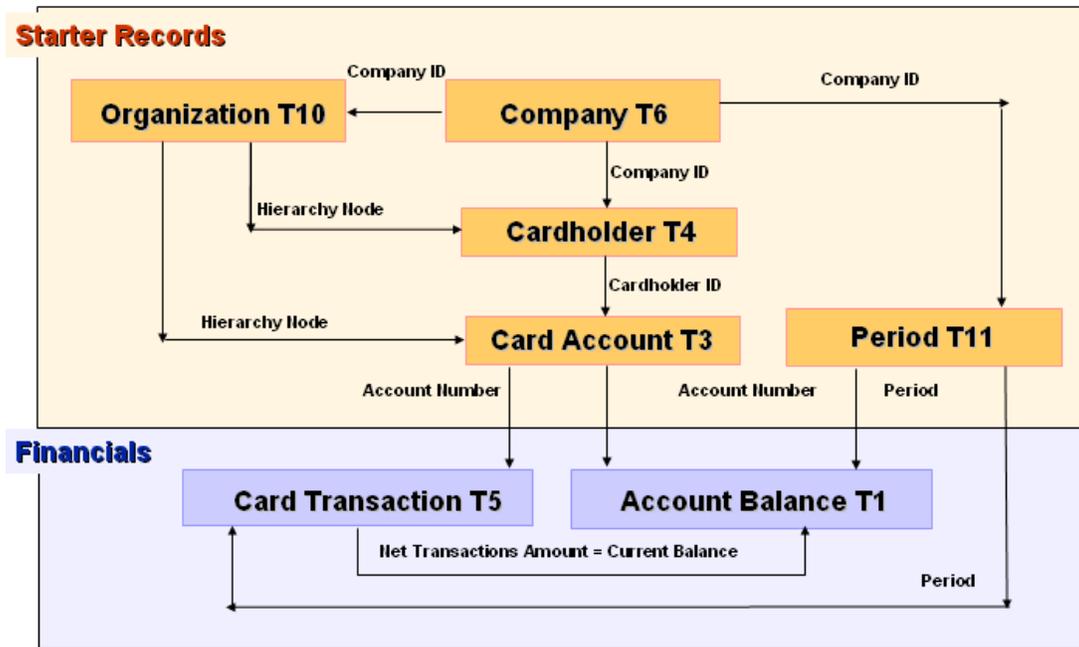
**Financial transaction data.** Financial records are conveyed in the (T5) Card Transaction records. These records include all debits and credits, fees and other transactions that debit or credit the account. Card transactions are directly linked to Card Accounts, Cardholders and Billing Cycles. When new accounts are added, Visa Systems must receive T3 and T4 records for new accounts before the new account T5 financial transactions can be processed.

**Billing cycle data.** Monthly billing cycle information is conveyed using the Account Balance (T1) record and the Period (T11) records. The Account Balance record conveys end of cycle balances while the Period records close the current cycle and open a new billing cycle. The Starter, Financials and Cycle data form the VCF basic record set and are the basis for certification.

**Enhanced data.** These optional records, often called Addendum records, add detail to purchases such as Hotel, Airlines, Car Rentals and other transactions commonly used for business expense reporting and corporate program maintenance. They provide data over and above the basic VCF Record Set.

#### Architecture at the Record Group Level

The VCF record groups have special inter-relationships and dependencies which are shown in the Figure below.

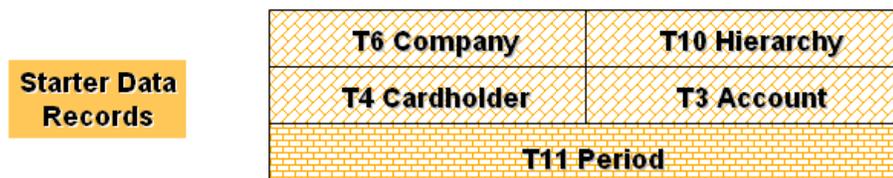


Starter Data are records that form a meta-data layer of interlocking information that is complete unto itself. Therefore, a Starter file may contain only the Starter records: T6, T10, T4, T3 and T11. This Starter data links the financials as shown in the diagram below. The fields which link the different records are shown on the connecting lines.

The “Financials” group of data may accompany the Starter data set, but cannot stand on its own. For example, in the figure above, a T5 Card Transaction cannot be processed before a T3 record for that account has been declared. This declaration of the Account record may happen in the same file, or in a previous file. Likewise the T1 Account Balances cannot be processed before the Accounts and Billing Cycle that is closing have been declared.

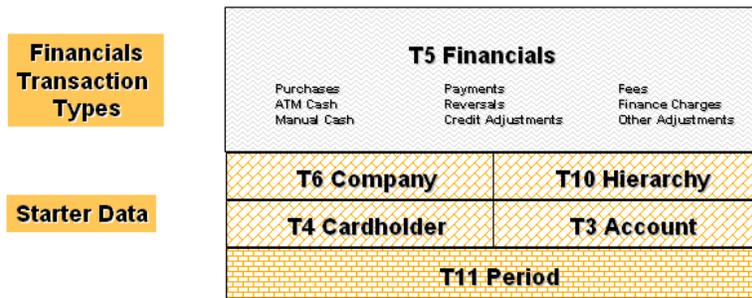
### Logical Sequence of the Groups

Starter Data creates a foundation.



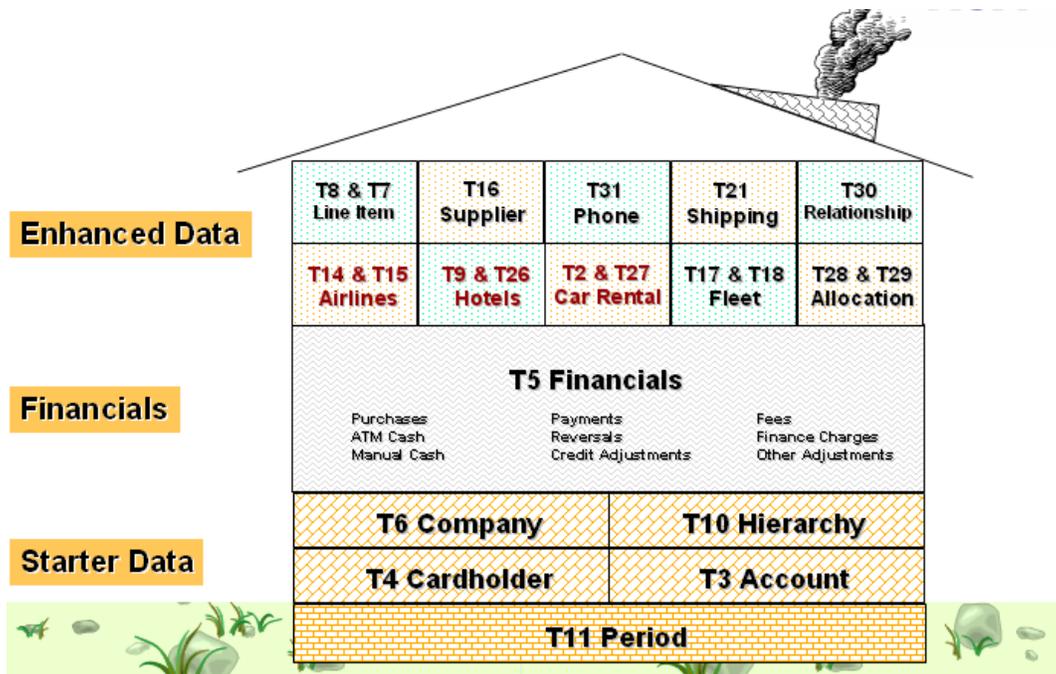
A base of cardholders (T4) and accounts (T3) is grouped by company (T6). It is organized and reported on as broken out by hierarchy (T10). The reporting cycle is established by the billing period (T11).

Financial Transactions build on the Starter foundation.



Financials are the heart of a reporting system. They can be reported by Functional Organization, Billing Organization or any other hierarchy customized for that company.

Enhanced Data Records build on the Financials and expand their value.



The enhanced data platform based on the VCF record set and addendum records currently provides a range of data and reporting services to Issuers, their Customers, Merchants, Data Providers and Third Party reporting services.

## File Types and File Organization

### VCF File Types - US and International

- **Inbound Files:** These are files received into Visa systems from Issuers, customers and other business partners. These files go through a Visa certification process prior to acceptance into production.
- **Outbound Files:** These files are created by Visa systems and provide data feeds to various data end points. For further information, please contact your Visa account representative.
- **4.0 US Member/Processor Files, Inbound:** These are files created in a format that strictly adheres to this 4.0 specification. US files are processed by the Visa Edit Package and systems which are specialized to the needs of US accounts. From a format perspective, fields are expected to be correct in format, length and number of fields to a record.
  - **Field Padding for US files:**
    - Numeric fields should be right-justified, zero filled and padded to the left. Rules follow strictly to this specification unless exception instructions are given in the field description.
    - Alphanumeric fields should be left-justified, space filled and padded to the right. Rules follow strictly to this specification unless exception instructions are given in the field description.
    - US files are generally fully padded for either 'X' or '9' formats.
- **4.0 International Member/Processor Files Inbound:** These files are received in a format that meets the special needs of the international community. The files have an international edit and enrichment package. From a format perspective, fields are accepted as follows:
  - **Field Padding for International files:**
    - Numeric fields may be fully zero filled, padded with spaces or empty (meaning the field is designated by a TAB only). An example of a numeric field often empty or space-filled would be a non-required date field. International files may be compressed, which removes all spaces not surrounded with data. Numeric fields which must be numeric are especially annotated in the field description.
    - Alphanumeric fields may be padded with spaces or empty. Fields not in use should always be initialized to prevent nulls and other non-standard data errors.
    - For international files, padding and field values are usually optional for non-required fields, and for fields that don't specifically say "must be numeric" such as the T1 fields.

## File Organization

VCF files contain records for one or more companies depending on the requirements of the member / processor, as pictured below.



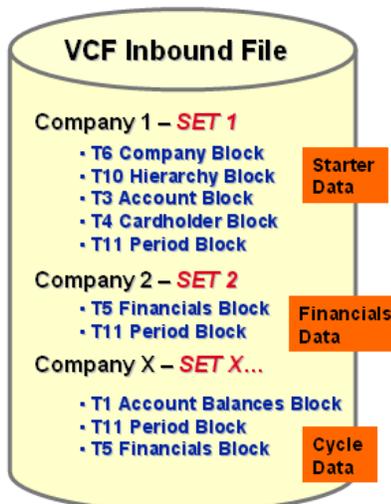
Company data is sent to Visa on each company's scheduled frequency, daily, weekly, or monthly.

The Bank or Processor controls the correct loading of data into Visa Systems by maintaining a data sequence number for each company. This sequence number typically starts with '1' when a company is first introduced, and then is incremented by '1' for every subsequent file of data for that company.

Within a file, company data typically differs. It may include Starter data for new companies *and/or* Financials *and/or* Cycle *and/or* Enhanced Data as shown.

This data specification refers to Transaction Sets<sup>1</sup> and Transaction Blocks in the section on [Headers and Trailers](#). These are the records which provide file control for the data records as pictured here.

- ⇨ Each company in a file represents a Transaction Set.
- ⇨ Each Transaction Set contains one or more Transaction Blocks.



- ⇨ All Blocks in a transaction set must belong to a single company and Blocks of the same record type cannot be repeated within the Transaction Set.
- ⇨ Each Transaction Block contains a specific type of VCF record.
- ⇨ Different Transaction Blocks may have different numbers of records.
- ⇨ The number of records in Blocks and Sets is controlled by Headers and Trailers.

<sup>1</sup> In VCF 2.0 and 3.0, transaction sets were called downloads.

## Structure of a Transaction Set

A Transaction Set consists of one or more blocks of transaction records. All records in a Transaction Set must belong to a single company. The following diagram illustrates the structure of a single Transaction Set in the transaction file:

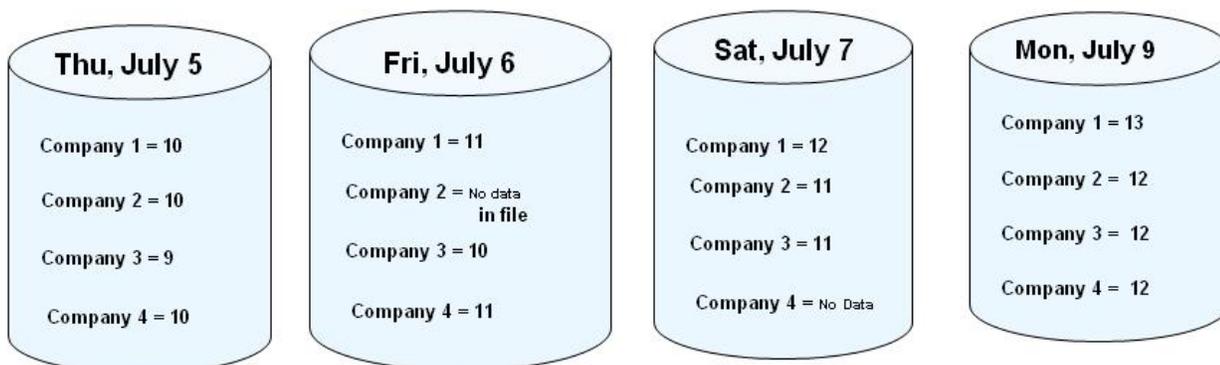


A Transaction Set is delimited by a header transaction at the beginning and a trailer transaction at the end. To ensure the integrity of each Transaction Set, the trailer transaction includes information that allows for validation of the contents. Thus the trailer, in addition to repeating the fields in the header, contains fields for the number of included transactions (Record Count) and the sum of all included billing amounts (Total Amount; only used in the case of Type 5 Card Transaction records). For more information about preparing header and trailer transactions, see the [Header/Trailer](#) record.

## Header / Trailer Sequence Number

Each Transaction Set (Company) has its own sequence number to help track the data in production, and to ensure that Visa loads VCF company data in the correct sequence. ***The sequence number is not a “file” sequence number, it’s a company sequence number within that file.*** Each company may have a different sequence number within the file, depending on many factors, including when the company is first introduced into Visa systems and the frequency in which the company is sending data. In an initial starter file, when the account is first loading companies into Visa production, all companies in the file may start with the same sequence number. However, if a company has no data on a certain day, it may be excluded from the file. When it next appears in a VCF file, it must increment its sequence number by “1” or cause a Visa system error.

As an Example:



There are several basic rules which pertain to the Sequence Number:

- A sequence number counter must be maintained for each company.
- A sequence number may start with '1', but that is not required.
- Whatever a sequence number begins with, it must be incremented by "1" in the next file in which that company appears.
- A company that has no data to report may be absent from the daily file.
- Sometimes companies send null or empty Transaction Blocks when there is no daily data to report.
- A Transaction Set with empty Transaction Financials Block will increment the sequence counter.
- A company may report data on a basis other than daily.
- There cannot be any gaps in the sequence number due to holidays or weekends.
- The sequence must be contiguous.

## Records and Data Requirements

### Record formats

As discussed earlier, a Visa Commercial Format record consists of a series of data fields containing values. The fields are delimited by **{TAB}** characters (ASCII character 9):

[Field 1] **{TAB}** [Field 2] **{TAB}** [Field 3]

Each record is uniquely identified by a primary key. Primary key fields are noted in the record type descriptions in Chapter 3, "Visa Commercial Format 4.0 Data Formats." The primary key field cannot be empty, or all spaces or zeros. For some record types, the primary key consists of more than one field. In such cases, all the primary key fields must have values.

Each record type may have fields that are required other than the primary or key fields. Required fields are noted in the record type descriptions. A required field must contain a value. Non-required fields can be empty (contain no value).

Field 1 of each transaction record is used for the Load Transaction Code. This code specifies the action to be taken by Visa processing when the record is encountered (add the record, or replace the record, i.e. replace the values in the old record with the values in the new or incoming record.).

***Applications that incorporate Visa Commercial Format 4.0 data must be set up to use the Load Transaction Codes described here.***

### General data requirements

Following are general requirements for providing valid data in Visa Commercial Format records. Requirements that are specific to each record type are included in the record type descriptions in [Chapter 3](#).

- Numeric fields can only contain the ten digits (0 to 9).
- Numeric fields cannot contain negative values, except for specific fields in the following record types: Account Balance, Lodging Detail, and Car Rental Detail.
- When allowed, negative numbers must be represented by the "-" character in the first position of the field.
- All date fields must have the format MMDDCCYY. The only record types which allow future dates, i.e. dates greater than the processing date, are T6 (Fiscal Year Date), and T11 (Billing Period End Date (for the current billing period)).

- No date in a load transaction record can be earlier than the Company’s effective date, which is specified in Field 15 in the Company record type.
- Every transaction must include a load transaction code in Field 1.
- The primary key data field(s) in each record must have a value.
- All other **required** fields must have values.
- To set a field to ‘empty’ (containing no data), enter a back-slash (“\”) in the first position of the field. (Not valid for primary key or other required fields).
- To leave an existing data value as is without making any change to the field, enter two consecutive **{TAB}** delimiters in the field’s position.
- Account Numbers should always be left justified, space filled and padded to the right.
- Each record type contains four (4) optional fields labeled ‘Optional Field 1’, ‘Optional Field 2’, ‘Optional Field 3’ and ‘Optional Field 4’. These fields may be empty, or may contain valid values. If a member does not wish to provide data in those fields, a TAB character representing that fact should be provided for each empty field.

## Creating a Visa Commercial Format 4.0 Transaction File

Take the following steps to create a Visa Commercial Format 4.0 transaction file:

1. Review this *Interface Specifications Guide* to become familiar with the basics of providing data using Visa Commercial Format. Make sure you understand the VCF transaction file data structure. Refer to [Chapter 3](#), “Visa Commercial Format 4.0 Data Formats,” for detailed descriptions of the record types and the data fields within each record type. Review the *Visa Commercial Format (VCF) Member Development Guide for Certification* for additional certification information.
2. Prepare this list of files to be sent for a certification review. The following rules are also important to note:
  - a. Starter data needs to be presented before T5s and T1.
  - b. Starter Transactions (T6, T10, T4, T3, and T11s) are not repeated in later files unless there is a specific need to do so.
  - c. T11s set the billing period number used by T5s and T1s.
  - d. Whenever a billing period changes, two T11s should be sent:
    - i. One to close the current period
    - ii. One to open the new period
  - e. T1s calculate the account balance for the period that is closing
  - f. T1 Account Balance fields must be accurate to produce balanced statements in VIS.

Company 1 Data		Company 2 Data		
Starter (T6, T10, T4, T3, T11)	Billing Period 1	Starter (T6, T10, T4, T3, T11)	Billing Period 1	<b>Close of 1<sup>st</sup> Billing Period</b>
Transaction (T5)	Billing Period 1	Transaction (T5)	Billing Period 1	
Cycle (T1s)	Billing Period 1	Cycle (T1s)	Billing Period 1	
Transaction (T5s)	Billing Period 2	Transaction (T5s)	Billing Period 2	<b>Close of 2<sup>nd</sup> Billing Period</b>
Cycle (T1s)	Billing Period 2	Cycle (T1s)	Billing Period 2	

3. Ensure that all records and data meet the requirements described in Chapter 3 and in the previous “Record Formats” section.
4. Group the data according to record type, creating a block of transactions for each record type.
5. Create valid header and trailer records to delimit each block.
6. Group one or more blocks of records for a single company into a transaction set, placing blocks of information in the order discussed above. Note: Transaction Sets for multiple companies may be sent in a single load file.
7. Generate header and trailer records for the entire load, utilizing the sequence number logic discussed above.
8. Deliver the transaction file for loading into the VIS system.

### Important Points to Remember:

- Starter Data is introduced before or in the same file as T5s and T1s.
- Once Starter Data (T6, T10, T4, T3, T11) is sent, there is no reason to resend that data unless there are new or changed T3 or T4 or T10 records. T6 and T11 records may be sent in every file. Although the processor may not reject the duplicate records, it is not best practice to resend unnecessary data.
- T11s define the billing period start and billing period end date used by T5s and T1s. A company can have only one open billing period at any given time (both in the file and in the system).
- When cycle processing changes the billing period, two T11s must be sent; one is to close the current period, and the next is to open the new period.
- Headers and trailers are required.

## **Additional References:**

For additional information on ISO Country Codes, see

<http://www.iso.org/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=39719&ICS1=1&ICS2=140&ICS3=30&showrevision=y&scopelist=CATALOGUE>

For information about ISO 4217 Currency Codes, click on

<http://www.iso.org/iso/en/CatalogueDetailPage.CatalogueDetail?CSNUMBER=34749&ICS1=3&ICS2=60&ICS3=>

## System Processing Routines:

As the VCF basic file is organized into Starter Data, Financials data and Cycle data, it is necessary for the member or their processor to build system routines which can be easily triggered to produce this data.

**Starter Process:** This is triggered under the following situations:

Circumstance	Description	Records Generated
A new company is introduced	New companies must be subscribed in VIM, and must send complete starter data prior to or concurrent with financials and balances.	Required: T6, T10, T4, T3, T11 Optional: T5, T1, Enhanced Data Records matching T5s, as desired
New hierarchies are introduced	New T10 records are added and any T4s and T3s which are affected are either added or changed.	Required: T10s Optional: T3s and T4s as impacted
Hierarchies are changed.	Existing T10 records are changed and any T4s and T3s which are affected are either added or changed.	Required: T10s Optional: T3s and T4s as impacted
New accounts are added	New T3s and any associated new T4s are added. T3s may not be added without an associated T4 either in the database or in the file.	Required: T3s any associated new T4s
New cardholders are added or changed	New T4s are either added or changed. There is no requirement that corresponding T3s must also be added. If changes impact existing T3s, they must be changed.	Required: New T4s. If T4s are changed, change T3s may be required. Optional: Associated new or change T3s
Changes to Company record	Occasionally company data changes such as name, address, etc.	Required: Change T6
Resend Starter Data	There may be rare instances in which Starter Data which was already sent for a company needs to be resent to Visa.	Required: T6, T10, T4, T3, T11 Optional: T5, T1 (if providing historical data), Enhanced Data Records matching T5s, as desired. Note that if a T1 is sent, at least 2 T11s would be required along with it.

Starter data may not be resent in daily transaction files with the following exceptions:

- T6 Company record may be sent in any file.
- T11 may be sent in any file
- Maintenance records (Adds / Changes) for T10s, T4s and T3s may be sent in any file.

See [Member Development Guide for VCF Certification](#) for more information on Starter routines.

**Financials Process:** This is triggered under the following situations:

The Financial Transaction is linked to the Account record and the Period Record, and therefore must not precede those records in the Visa systems.

Circumstance	Description	Records Generated
Post new Transactions	Financial transactions of all kinds are posted and sent to Visa according to the cycle and file frequency schedule.	Required: T5s or empty file  Optional: Associated Enhanced Data Records  Note: Some companies generate an empty Transaction Block when there are no transactions to report. This must be stated in the Enrolment Document.
Post late Transactions	Monthly statements include financials which are posted on a date that falls between the start and end dates of a billing period. Late financials may be posted to an earlier closed period as long as the correct period is properly referenced.	Required: T5s  Optional: Associated Enhanced Data Records
Changes to a posted Transaction	The T5 record has a key consisting of the following fields: Account Number, Posting Date, Transaction Reference ID, Sequence Number. When changes to a transaction are sent, these fields must match the original transaction exactly. Otherwise duplicate transactions will result.	Required: Change T5s  Optional: Associated Enhanced Data Records

Financial transactions may be sent in any file, as long as starter data for those transactions is included or already sent.

See **Member Development Guide for VCF Certification** for more information on Financials routines.

**Cycle Process:** This is triggered under the following situations:

The End Date of the open billing period, or the End Date + 1 is reached in the processor system.

Circumstance	Description	Records Generated
A cycle has been triggered by the cycle end date and system date	Check the processing (system) date against the End Date of the current billing period. If system date is equal or higher, initiate cycle processing to close the current period and open a new period.	Required: <ul style="list-style-type: none"> <li>T11 to close the current billing period</li> <li>T11 to open the new billing period</li> <li>T1s for all accounts for the closing billing period</li> </ul>

The Cycle process is critical to generating correct VCF data. There are many important rules concerning the creation of billing periods which are found in the **Member Development Guide for VCF Certification**.

VCF files do not allow overlapping billing periods for a company. The solution to multiple billing period cycles for a company is to break out multiple companies that have unique and distinct billing cycle patterns.

### Introduction

The tables in the following sections describe the specifications for formatting Visa commercial transaction data in Visa Commercial Format 4.0. These tables detail the fields contained in every record type in which data can be provided. The following information is included for each field:

#### No. (Number)

A unique number assigned to each data field in a record type. This number defines the position of the field in the record.

#### Field Name

This column indicates the name of each field.

#### Field Format

Field Format designates the type and maximum length of the data in each field. The first position specifies the data type:

X = Character (*all character fields are left justified*)

9 = Numeric (*all numeric fields are right justified*)

The number in parentheses after the 'X' or '9' specifies the maximum length of the field:

(99) = Maximum length of the field

Each field can contain data that is between 0 and the maximum field length. Character field lengths must be divisible by two to support Chinese, Korean, and Japanese double-byte characters.

#### Data Source

The Data Source field shows the source of the field and any formatting offset. Data sources include the *VisaNet BASE II Clearing and Settlement Interchange Formats* and Visa's *Merchant Profile Service Reference Manual*, section on Issuer Merchant Information Exchange Record (MIER) Formats.

*Note: BASE II and MIER source files are both fixed-length. The Visa BASE II TC 05 Financial Transaction is not the same as the T5 record type.*

#### Description

The Description field contains a brief summary of the information represented in each field.

#### Edit Criteria

The Edit Criteria column lists the rules that must be followed in order to provide valid data for each field. This column describes specific conditions or restrictions for each field, such as lists of allowed values or whether the field is required (must have a value).

## Other Criteria

**Primary Key:** Defined as data to uniquely identify each row in a table. A unique key or primary key comprises a single column or set of columns. No two distinct rows in a table can have the same value (or combination of values) in those columns. Many primary key fields must be unique, such as Account Number. Others may be subordinate keys such as the transaction reference number.

## VCF File Formats and Delimiters

VCF data files which are inbound to Visa Systems are expected in the following Standard file and data formats:

- Variable Length, Tab delimited, or
- VCF wrapped within a TC50

**No other formats can be certified without prior agreement between Visa and the member. Any special formats or record/field exceptions granted must be identified to the certifier prior to the beginning of certification.**

### Variable length, Tab delimited files:

- Inbound data to Visa Production Systems may be in EBCDIC or ASCII format. Visa systems will convert EBCDIC files to ASCII at the inception of file processing.
- Certification files must be sent in ASCII (.txt) format.
- Files must **not** contain Nulls which are '00' in ASCII and 0000 0000 in EBCDIC.
- Fields are delimited by TABS, and Records are delimited by Carriage Return and Line Feed at the **end of the record, as per the chart below.**
- TXT files should be viewed in the PC TXT format rather than other TXT formats such as UNIX

Special Characters	Type	ASCII Decimal	ASCII Hex	EBCDIC Decimal	EBCDIC Hex
Field Delimiter	TAB	009	09	0000 0101	0X05
End of Record	Line Feed, Carriage return	013 010	0D 0A	0010 0101	0X25
End of File	Line Feed, Carriage return	013 010	0D 0A	0000 0011	0X03

### TC50:

- These are files containing data in VCF 4.0 format that are transmitted enclosed in a TC50 message.
- Please refer to the **BASE II Clearing Interchange Format TC50 to TC 92** for detail rules on this format.
- Exceptions to standard, documented TC50 format for VCF 4.0 files require an exception review with Visa.

## Formatting examples

Following are some examples of valid and invalid record formats. The examples illustrate a record type that is defined with the following three fields:

Field 1 9(01)

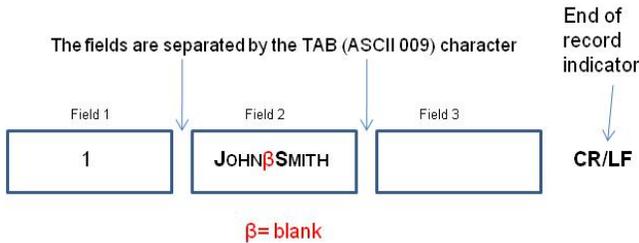
Field 2 X(10) (*required field*)

Field 3 9(08)

Please note that for 4.0 International Members, no padding of any field is accepted. The following examples are for US Members only.

### Examples of valid records for US Members

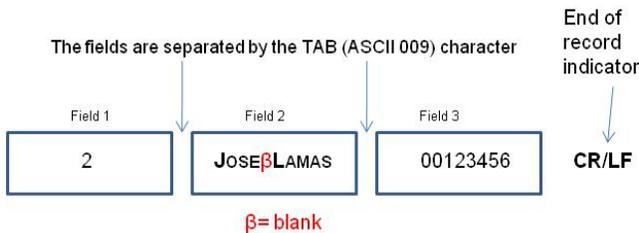
Example 1:



In this example, the first field is a valid single digit, per the file definition, the second field is a ten character alphanumeric field, and the last field is empty.

Another way of representing this would be:  
1{TAB}JOHNβSMITH{TAB}{CR/LF }

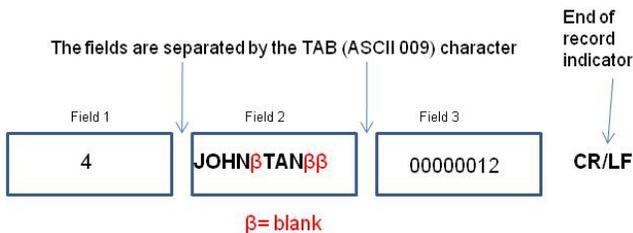
Example 2:



In this example, the first field is a valid single digit, per the file definition, the second field is a ten character alphanumeric field, and the last field is a 6-digit numeric value, right justified, and zero-filled.

Another way of representing this would be:  
2{TAB}JOSEβLAMAS{TAB}00123456{CR/LF }

Example 3:

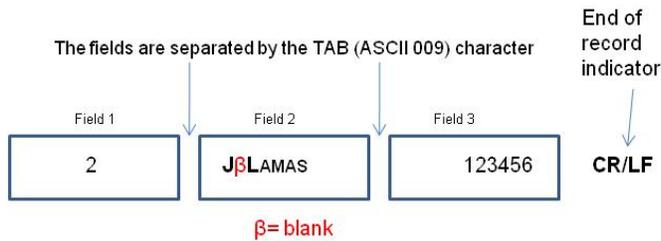


In this example, the first field is a valid single digit, the second field is a ten character alphanumeric field (left justified, blank filled), and the last field is a 2-digit numeric value (right justified, zero filled).

Another way of representing this would be:  
4{TAB}JOHNβTANββ{TAB}00000012{CR/LF }

## Examples of invalid records for US Members

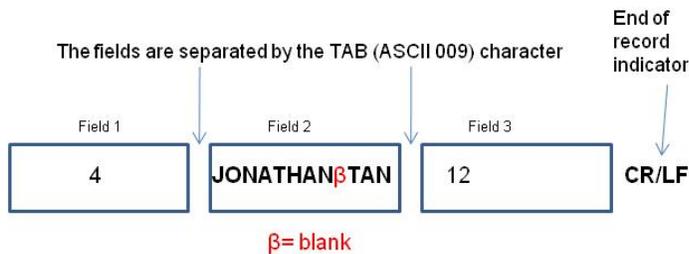
Example 1:



In this example, the first field is a valid single digit, the second field is invalid because the alphanumeric field is not left justified and space filled, and the last field is invalid because it is a numeric field which is not right justified, and zero-filled.

Another way of representing this **invalid format** would be:  
2{TAB}JβLAMAS{TAB}123456{CR/LF }

Example 2:



In this example, the first field is a valid single digit, but the second field is too long. The last field is also invalid as the field should contain an eight digit value which is right justified and zero filled.

Another way of representing **invalid format** this would be:  
4{TAB}JOHNATHANβTAN{TAB}12{CR/LF }

The first invalid example illustrates data that is longer than an allowed field length. The last example is missing a value for Field 2, a required field.

## Specification Layout

The following portion of the manual is divided into two sections. The first section focuses on [basic record types](#) essential to building up a valid, substantial, VCF 4.0 file. The second portion, “[Enhanced Record Types](#)” describes those records used to carry line item detail as well as other enhanced transactional or organizational information. Visa’s commercial card enhanced data services enable delivery and processing of enhanced data designed to meet the needs of larger corporations and government entities in collecting important non-financial information from commercial card usage. This information can assist commercial clients with accounting automation, tax compliance, purchasing control, and supplier and commodity management.

## Basic Record Types

The following record types are considered to be part of the basic VCF 4.0 record set:

- Account Balance (T1)
- Card Account (T3)
- Cardholder (T4)
- Card Transaction (T5)
- Company (T6)
- Organization (T10)
- Period (T11)

In addition, the file and block header and trailer records are basic to the construction of a VCF 4.0 file, and will be described in this section.

## ACCOUNT BALANCE– Type 1

The Account Balance record provides account balances per billing period for each Account Number. An Account Number can represent an individual cardholder, a consolidated billing account, or an individual memo account. [See Account Number in the [Key Concepts](#) section for further information.]

The Account Balance records are used to summarize billing information for a specific time period. The particular account “owner” for the balance amounts shown in this record is determined by the Primary Key for the record: The Account Number (Field #2) and the Closing Date (Field #3). These two fields cannot be empty or contain only spaces and must uniquely represent the account responsible for the charges incurred. In this specification, these primary key fields are indicated by a “\*\*” following the field name. All amounts and counts contained in this record type belong to the account indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The Account Balance record corresponding to the account uniquely indicated by the Account Number and Closing Date must not already exist in the application.

For *Change*:

- The corresponding Account Balance must exist in the application.

Account Balance (1)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be either a 1, 3 or 4</li> </ul>
2	<b>Account Number**</b>	X(19)		Cardholder Account Number appearing on the front of the card; in most cases, transmitted by BASE II.  Note: International may reference accounts which begin with a “4” but are not Visa Accounts. Length must be in a range between 1 and 19.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid Account Number; must be all digits, and cannot be empty.</li> <li>• Must exist in the application, i.e. must be declared in a Card Account (T3) record in a previous file or concurrently in this file to identify the account.</li> </ul>

## Account Balance (1)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Closing Date**	9(08)		Closing Date of the Billing Period for this Balance Record. End Date of the T11 Billing Period referenced in Field #4 (Period).	For <i>Add/Change</i> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date in MMDDCCYY format and equal to the Billing Period End Date.</li> </ul>
4	Period	9(05)		Billing Period number previously assigned by the Issuer/ Processor in a T11 record.  <b>Note:</b> If this is end of cycle data, must be the period that is closing.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Required</li> <li>• Must exist in the application.</li> </ul>
5	Previous Balance	9(16)		Account Balance at the end of the previous Billing Period.  <b>Note:</b> If this is an account paid for by a Billing Account, special rules apply. See end of this section.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required, and can be spaces or empty.</li> <li>• If a value is provided, it must be numeric.</li> <li>• Can be negative.</li> </ul>
6	Current Balance	9(16)		Should equal the sum of all T5 transactions for the period plus the Previous Balance.  <b>Note:</b> If Billing Accounts are used, see Previous and Current Balance rules at the end of this section.	Two decimal places are implied (1234 = 12.34). For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> <li>• Can be negative</li> <li>• If this is end of cycle data, must be the balance of the period that is closing.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Cannot start with ‘\.’</li> <li>• If provided, must be numeric.</li> </ul>
7	Credit Limit	9(16)		Maximum Balance permitted for the Account in currency units applicable to the company to which this balance applies.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Account Balance (1)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
8	Current Amount Due	9(16)		<p>Current Amount Due expressed in specific International Standards Organization (ISO) Currency units.</p> <p>When the Account has provisions for less than the complete payment, the Current Amount Due may be less than the Current Balance.</p> <p>When consolidating a Billing Account, the Current Amount Due contains the total of all the individual Accounts that have been consolidated together.</p> <p>When consolidating an individual Cardholder Account into a Billing Account, the Current Amount Due is set to zero.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> <li>• Can be negative</li> </ul>
9	Past Due Count	9(05)		<p>Number of periods (in 30-day receivable units) the Cardholder's Account has been Past Due.</p> <p>If the Account is a Billing Account, this field contains the units of time that the Billing Account has been Past Due.</p> <p>If this is an individual Cardholder Account consolidated into a Billing Account, this field is set to zero.</p>	<p>Values:</p> <ul style="list-style-type: none"> <li>0 = None</li> <li>1 = 1 Billing cycle</li> <li>2 = 2 Billing cycles</li> <li>3 = 3 Billing cycles</li> <li>4 = 4 Billing cycles</li> <li>5 = 5 Billing cycles</li> <li>6 = 6 Billing cycles</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be valid value.</li> <li>• If not provided (spaces or empty) and field 19 (Past Due Plus Cycles Amount) is provided, default will be 6.</li> </ul>

## Account Balance (1)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
10	Past Due Amount	9(16)		<p>Previously billed Amounts that have not been paid.</p> <p>Past Due Amount is set to zero for an individual account that has been consolidated.</p> <p>For a non-consolidated individual Cardholder Account, Past Due Amount contains the Past Due Amount of the Cardholder Account.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> <li>• Cannot be negative.</li> </ul>
11	Disputed Amount	9(16)		<p>Amount in dispute by the Cardholder for this Account with the issuing bank.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> <li>• Can be negative.</li> </ul>
12	Billing Currency Code	9(05)	BASE II Clearing and Settlement Codes	<p>International Organization for Standardization (ISO) Currency Codes as used in BASE II.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid ISO Currency Code.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be a valid ISO Currency Code.</li> </ul>
13	Amount Past Due One Billing Cycle	9(16)		<p>Previously billed amounts that have not been paid within the first billing period.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
14	Amount Past Due Two Billing Cycles	9(16)		<p>Previously billed amounts that have not been paid within the second billing cycle.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
15	Amount Past Due Three Billing Cycles	9(16)		<p>Previously billed amounts that have not been paid within the third billing cycle.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Account Balance (1)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
16	<b>Amount Past Due Four Billing Cycles</b>	9(16)		Previously billed amounts that have not been paid within the fourth cycle.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
17	<b>Amount Past Due Five Billing Cycles</b>	9(16)		Previously billed amounts that have not been paid within the fifth cycle.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
18	<b>Amount Past Due Six Billing Cycles</b>	9(16)		Previously billed amounts that have not been paid within the sixth cycle.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
19	<b>Amount Past Due Plus Billing Cycles</b>	9(16)		Previously billed amounts that have not been paid over more than X cycles. X is identified by Field 9 (Past Due Count)	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
20	<b>Past Due One Billing Cycle Count</b>	9(05)		Number of times payment is past due in the first cycle, since account open.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric</li> </ul>
21	<b>Past Due Two Billing Cycles Count</b>	9(05)		Number of times payment is past due in the second cycle, since account open.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric</li> </ul>
22	<b>Past Due Three Billing Cycles Count</b>	9(05)		Number of times payment is past due in the third cycle, since account open.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric</li> </ul>
23	<b>Past Due Four Billing Cycles Count</b>	9(05)		Number of times payment is past due in the fourth cycle, since account open.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric</li> </ul>
24	<b>Past Due Five Billing Cycles Count</b>	9(05)		Number of times payment is past due in the fifth cycle, since account open.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric</li> </ul>

## Account Balance (1)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
25	Past Due Six Billing Cycles Count	9(05)		Number of times payment is past due in the sixth cycle, since account open.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric</li> </ul>
26	Past Due Plus Billing Cycles Count	9(05)		Number of times payment is past due in the X cycle, since account open. X is identified by field 27 (Past Due Cycles Count).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric</li> </ul>
27	Past Due Cycles Count	9(05)		Identifies number of cycles the Past Due Plus Billing Cycles Count field is based on.	Values: <ul style="list-style-type: none"> <li>0 = None</li> <li>1 = 1 Billing cycle</li> <li>2 = 2 Billing cycles</li> <li>3 = 3 Billing cycles</li> <li>4 = 4 Billing cycles</li> <li>5 = 5 Billing cycles</li> <li>6 = 6 Billing cycles</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be valid value.</li> <li>If not provided and Field 26 (Past Due Plus Billing Cycles Count) is provided, default will be 6.</li> </ul>
28	Last Payment Amount	9(16)		Amount of last payment transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
29	Last Payment Date	9(08)		Date last payment transaction was made.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required, defaults to zeros.</li> <li>If provided, must be a valid date in MMDDCCYY format.</li> </ul>
30	Payment Due Date	9(08)		Date payment is due.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required, defaults to zeros.</li> <li>If provided, must be a valid date in MMDDCCYY format.</li> </ul>

## Account Balance (1)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
31	High Balance	9(16)		High balance amount for life of account.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
32	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
33	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
34	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
35	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

### Account Balance (T1) Summary Notes:

The T3 Account Record corresponding to this Account Balance record must exist in this file, a previous file, or a starter file (See the [“Creating a Visa Commercial Format 4.0 Transaction File”](#) Section).

The following elements found in this record type are critical to developing an understanding of the Account Balance record:

- Account Number (Field #2): If the file contains dual currency information, the Account Number field in this record as well as in the Card Account (T3) record cannot be longer than 16 characters. In addition, in Dual Currency situations, there must be an Account Balance (T1) record for each billing currency for which there is a matching Card Transaction (T5) record. Note: Dual Currency is only available in the Latin America and Caribbean Region.
- Closing Date (Field #3): The Closing Date must match the Closing Date in the Period Record (Record Type 11), and must be greater than the Account Open Date found in the Type 3 records.
- Period (Field #4): The Period must match the Period (Field #3) value in the Period Record (T11). If the company is in a cycle, the period must be the one that is closing.
- Previous Balance (Field #5): This balance should be the same as the Current Balance in the previous billing cycle’s T1 record. If the field is blank, and a previous T1 has been received for this account,

the field will be enriched to match the ending balance of the previous T1 after validation that the previous T1 was the previous cycle. Otherwise, the field will be set to “0”.

- Current Balance (Field #6): If the Current Balance is not valid, the field will be set to the Current Due Amount. If both fields are empty, the field will be set to “0”.

For a review of the correct settings for Previous and Current Balance field, see the earlier section [Billing Accounts](#) .

- Current Due Amount (Field #8): When the Account has provisions for less than complete payment, the Current Due Amount may be less than the Current Balance. For Consolidated Billing Accounts, the Current Amount Due contains the total of all the individual Accounts that have been consolidated. When consolidating an individual Cardholder Account into a Billing Account, the Current Amount Due for that individual cardholder is set to zero. If the field is blank, it will be set to “0”.
- Billing Currency Code (Field #12): This field must match the billing code in associated T5 records.

### CARD ACCOUNT – Type 3

A Card Account record identifies and describes an account. The account is identified by the Account Number and linked to a cardholder by the value in the Cardholder Identification field. The information in this record describes attributes of a card account. An Account Number can represent an individual cardholder, a consolidated billing account, or an individual memo account (individual account paid by another entity). [See Account Number in the **Definitions** section for further information.]

The particular account “owner” in this record is determined by the Primary Key for the record: the Cardholder Identification (Field #2), and the Account Number (Field #3). These fields are required and cannot be empty or contain all spaces or zeros. They must uniquely represent a valid card account. As is the convention in this specification, these fields are indicated by a “\*\*” following the field name. All account attributes contained in this record type belong to the account indicated by the primary key.

An account number in this record does not have to be a Visa account. For example, if a Company is doing consolidated billing and the account paying the bill is a savings account, that account number would be used in this record. At the present time, for loading into VIS, an Account Number has to start with ‘4’. This may be changed in the future.

The following requirements exist for the primary key values:

For *Add*:

- The Account Number should not already exist in the application, i.e. have been previously loaded.
- The Cardholder Identification must either be introduced in the file with the Account, or be already declared in the Visa Commercial Card database. Therefore, in order to process this record, the user must have previously created the Cardholder (T4) records. See Section [“Creating a Visa Commercial Format 4.0 Transaction File”](#).

For *Change*:

- If the Cardholder ID is not the same as the value as the Cardholder Identification value previously loaded, it will be considered a change of the Cardholder Identification.
- The Account Number must exist and be open in the application without any dependencies.

Card Account (3)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a 1, 3, or 4.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
2	<b>Cardholder Identification**</b>	X(20)		Identification number used to uniquely identify a cardholder or an employee within the company.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be previously sent in an associated T4 or in this file.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• If this Cardholder ID does not match the one that was previously sent, it will be considered as a Change of Cardholder ID.</li> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul>
3	<b>Account Number**</b>	X(19)		<p>Cardholder Account Number appearing on the front of the card; transmitted by BASE II.</p> <p>In exceptional cases, may be a different kind of account.</p>	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• Must not be previously loaded</li> <li>• Must contain numbers</li> <li>• For loading into VIS, must begin with a “4”.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be previously sent</li> </ul>
4	<b>Hierarchy Node</b>	X(40)		<p>Identifies a Node in a Hierarchy (organizational chart). It represents the active Hierarchy Node to which the Card Account belongs. This Hierarchy Node must be in this file or previously sent.</p> <p>A Card Account can be associated with only one Hierarchy Node.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> <li>• The Card Account must be open. Closed accounts cannot be added.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Must have been previously sent.</li> <li>• Must be active in the application.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Effective Date	9(08)		<p>Represents the date when relationship with the Hierarchy Node begins.</p> <p>For Change transaction code (change the Hierarchy Node), the date when the relationship with a new Node became effective.</p> <p>See T3 Summary Notes for further explanation of this field.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Not required; default is Header/Trailer Processing Date.</li> <li>May not be a future date (higher than Processing Date).</li> <li>Should not be lower than Account Open Date.</li> <li>Must be MMDDCCYY format.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>If no value is provided and there is a change of Hierarchy Node, the Header/Trailer Processing Date is used.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>The greater of the Hierarchy Node Start Date, Card Account Open Date, or the provided Effective Date will be used.</li> <li>If provided, must be a valid date.</li> </ul>
6	Account Open Date	9(08)		<p>Date the Card Account was opened.</p> <p>Must be earlier than the Header Processing Date.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li><b>Required; or default to Header Processing Date.</b></li> <li>Must be MMDDCCYY or zeros.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>Not updateable.</li> <li>If change value is provided, it will be ignored.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
7	Account Close Date	9(08)		<p>Date the Card Account was closed.</p> <p>Is associated with the Status Code and the Reason Status Code fields in this record.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>Cannot be provided if the account is already closed.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>If provided, must be in MMDDCCYY format.</li> <li>Must be later than or equal to the Open Date.</li> <li>Must be earlier than or equal to the Header Processing Date.</li> </ul>
8	Card Expire Date	9(08)		<p>Contains the year and month after which the card expires.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>If provided, must be in MMDDCCYY format or zeros.</li> </ul>
9	Card Type	9(01)		<p>Code identifying the type of Visa Commercial card.</p> <p>Note that Fleet Service is covered in Purchasing Card.</p> <p>Multiple card types for a single company are not allowed.</p>	<p>Values:</p> <ul style="list-style-type: none"> <li>1 = Corporate</li> <li>2 = Purchasing</li> <li>3 = Business Credit</li> <li>4 = Commercial</li> <li>5 = Fleet</li> <li>6 = Distribution</li> <li>7 = Business Debit</li> </ul> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li><b>Required.</b></li> <li>Must be valid value as listed above.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>Not updateable. If provided, the value will be ignored.</li> </ul>
10	Spending Limit	9(16)		<p>Spending Limit permitted <u>per Billing Period</u></p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	Statement Type	9(01)		Code which indicates the Billing cycle Frequency.  Note: Currently multiple Billing Cycle Frequencies are not supported within the same Company ID. All accounts within the Company ID process on the same billing cycle.	Values: 1 = Weekly 2 = Biweekly 3 = Monthly 4 = Automatic transfer  For <i>Add</i> : <ul style="list-style-type: none"> <li>Required or default to 3.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be valid value as shown above.</li> </ul>
12	Last Revision Date	9(08)		Date of the last review of this Account by the Issuer.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be in MMDDCCYY format or zeros.</li> </ul>
13	Transaction Spending Limit	9(16)		Maximum Amount allowed per transaction for this Account.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
14	Corporation Payment Indicator	9(01)		Used to specify whether Billing Accounts are used.  This field works in association with the next field, Billing Account.	Values: 0 = This account pays its own bills. Next field is expected to be spaces. This setting is used both for Billing Accounts, and for Individual accounts that pay their own bills.  1 = This account is paid for by a Billing Account, which is found in the next field. The Billing Account number is expected to be a <i>different</i> number than the Account Number in this record.  For <i>Add</i> : <ul style="list-style-type: none"> <li>Defaults to 0 if field is empty or spaces.</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be 0 or 1.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
15	<b>Billing Account Number</b>	X(19)		Card Account to which the transactions are billed.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• If the Corporation Payment Indicator is set to 1, this field should contain a Billing Account number. Billing Account Number must exist a T3 record in the file or be previously sent.</li> <li>• If the Corporation Payment Indicator is set to “0”, this field should be spaces or empty.</li> <li>• If provided, must contain only numbers.</li> </ul>
16	<b>Cost Center</b>	X(50)		Default Cost Center for an account.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• Cannot contain the character ‘\’ (except in first position).</li> <li>• If it starts with ‘\’, any relationships with Cost Centers are removed.</li> <li>• If the value provided does not exist in the application, the Cost Center is created using “Load Transaction - Card Account” as description.</li> <li>• Must be active.</li> </ul>
17	<b>G/L Sub-account</b>	X(76)		Default G/L Sub-account for an account.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If the value provided doesn’t exist in the application, the G/L Sub-account is created using “Load Transaction - Card Account” as description.</li> <li>• Cannot contain the character ‘\’ (except in first position).</li> <li>• If it starts with ‘\’, any relationships with G/L Sub-accounts are removed.</li> <li>• Must be active.</li> </ul>
18	<b>Transaction Daily Limit</b>	9(08)		Represents the maximum number of transactions that can be charged to a card account on a daily basis.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
19	Transaction Cycle Limit	9(08)		Represents the maximum number of transactions that can be charged to a card account on a billing cycle basis.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
20	Cash Limit Amount	9(16)		Represents the maximum amount of Cash Advance transactions that can be charged to the Account on a billing cycle basis.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
21	Status Code	9(02)		Status of a Card Account.	Values: <ul style="list-style-type: none"> <li>1 = New</li> <li>2 = Opened</li> <li>3 = Closed</li> <li>4 = Suspended</li> <li>5 = Reinstated</li> </ul> For <i>Add</i> : <p><b>Required or defaults as stated below:</b></p> <ul style="list-style-type: none"> <li>3 (Closed) if there is an Account Close Date;</li> <li>1 (New) if the Account Open Date is within the last 30 days</li> <li>2 (Opened) for all other cases.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a value above.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
22	Reason Status Code	9(02)		Reason for card account status change New accounts default to 0.	<p>Values:</p> <ul style="list-style-type: none"> <li>1 = Canceled</li> <li>2 = Transferred from another account</li> <li>3 = Transferred to another account</li> <li>4 = Suspended two times during a 12 month period</li> <li>5 = Past due for undisputed amounts</li> <li>6 = In dispute</li> <li>7 = In collection</li> <li>8 = Stolen or Lost</li> <li>9 = Left employment</li> <li>10 = Voluntarily</li> <li>11 = Fraud</li> <li>12 = Write-off</li> <li>13 = Write-off - Attorney</li> <li>14 = Write-off - Delinquency</li> <li>15 = Write-off - Bankruptcy</li> <li>16 = Write-off - Deceased</li> <li>17 = Write-off - Fraud</li> <li>18 = Write-off - Miscellaneous</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value from the above list.</li> </ul>
23	Status Date	9(08)		Date on which card account status was changed.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If the status has changed in this record and no date is provided, the Header Processing Date is used.</li> <li>• If provided, must be in MMDDCCYY format.</li> </ul>

### Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
24	<b>Pre-funded Indicator</b>	9(01)		Flag indicating if the card account is pre-funded.	<p>Values:</p> <p>0 = No</p> <p>1 = Yes</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Default = Zero if no value is provided.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required</li> <li>If provided, must be 1 or 0.</li> </ul>
25	<b>City Pair Program Indicator</b>	9(01)		Flag indicating that the card account is subject to a City Pair Program.	<p>Values:</p> <p>0 = No</p> <p>1 = Yes</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be valid value.</li> </ul>
26	<b>Task Order Number</b>	X(26)		A document that specifies and authorizes products and services required and the negotiated price at which they will be provided.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	<b>Fleet Service Indicator</b>	9(01)		Flag indicating that the card account is subject to receive Fleet Service Data. Valid only for Purchasing Cards.	<p>Values:</p> <p>0 = No</p> <p>1 = Yes</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Default = Zero if no value is provided.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be 0 or 1.</li> </ul>
28	<b>Credit Rating</b>	X(02)		Processor provided code for credit rating.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
29	<b>Credit Rating Date</b>	9(08)		Date on which the card account credit rating was changed.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a MMDDCCYY format or zeros.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
30	Annual Fee Flag	9(01)		Annual Fee Associated with account.	<p>Values:</p> <p>0 = No Annual Fee</p> <p>1 = Annual Fee</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• Default = Zero if no value is provided.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be 0 or 1.</li> </ul>
31	Annual Fee Month	9(02)		<p>Works in association with previous field, Annual Fee Flag.</p> <p>Month in which annual fee assessed to account.</p>	<p>Values:</p> <p>01 = January</p> <p>02 = February</p> <p>03 = March</p> <p>04 = April</p> <p>05 = May</p> <p>06 = June</p> <p>07 = July</p> <p>08 = August</p> <p>09 = September</p> <p>10 = October</p> <p>11 = November</p> <p>12 = December</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b> if Annual Fee Flag is 1.</li> <li>• Any value in this field will be ignored if the Annual Fee Flag is different from 1</li> <li>• If provided, must be valid value.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
32	Card Receipt Verification Flag	9(01)		Denotes cardholder activation status of card.	<p>Values:</p> <p>0 = Not Activated</p> <p>1 = Activated</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Default = Zero if no value is provided.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be 0 or 1.</li> </ul>
33	Check Indicator	9(01)		Indicates the account has checks.	<p>Values:</p> <p>0 = No</p> <p>1 = Yes</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Default = Zero if no value is provided.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be 0 or 1.</li> </ul>
34	Account Type Flag	9(01)		Account processing type code. Does not imply how the account is billed.	<p>Values:</p> <p>1 = Corporate</p> <p>2 = Individual</p> <p>3 = Diversion</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be valid value.</li> </ul>
35	Lost/Stolen Date	9(08)		Date when the card was stolen or lost.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a MMDDCCYY format or zeros.</li> </ul>
36	Charge-Off Date	9(08)		Date account has been sent to collections.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a MMDDCCYY format or zeros.</li> </ul>

### Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
37	Charge-Off Amount	9(16)		Amount of Charge-Off.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
38	Transfer Account Number	X(19)		Account number to or from which balances are transferred.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, T3 for this account must be in this file or previously sent.</li> </ul>
39	Calling Card/Phone Type	X(02)		Type of calling card associated with account.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
40	Emboss Line 1	X(50)		Embossed Text, plastic line 1.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
41	Emboss Line 2	X(50)		Embossed Text, plastic line 2.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
42	Last Credit Limit Change Date	9(08)		Date of latest credit limit change.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a MMDDCCYY format or zeros.</li> </ul>
43	Last Maintenance Date NAR	9(08)		Maintenance date of a change to Name or Address fields	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a MMDDCCYY format or zeros.</li> </ul>
44	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
45	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
46	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Card Account (3)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
47	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Card Account (T3) Summary Notes:

The following elements found in this record type are critical to an understanding of the Card Account record:

- Cardholder Identification (Field #2): The Cardholder ID must match the Cardholder ID in the corresponding Cardholder (T4) record. If the Cardholder ID in this field does not match the ID that was sent previously in this field, and the Load Transaction Code (Field #1) is “3” (Change) or “4” (Add or change, and the record already exists in the file), it will be considered a change of cardholder ID in the T3. However, changes are valid only if there is an associated T4 either in the database or in the file. The Cardholder Identification must either be introduced in the file with the Account, or be already declared in the Visa Commercial Card database. Therefore, in order to process this record, the user must have previously created the Cardholder (T4) records.
- Account Number (Field #3): If the file contains dual currency information, the Account Number field cannot be longer than 16 characters.
- Hierarchy Node (Field #4): This must be an existing hierarchy node in an Organization Record (T10).
- Effective Date (Field #5): The Effective Date must be earlier than or equal to the Header Processing Date. The greater of the fields Hierarchy Node Start Date (T10), Card Account Open Date (T3), and the provided Effective Date (T3) will be used as the effective date for this account.

The Effective Date will determine when an account is associated with a Hierarchy Node, either for a new account, or for one transferring to a new hierarchy node. The old relationship with a previous node is ended the day before the effective date.

Note that a change to a hierarchy’s Effective Date does not result in a change to the Account’s Effective Date.

- Account Open Date (Field #6): This field **cannot be updated** in the VIM system. It also must be greater than or equal to the Hierarchy Node Start Date. It can, however, be earlier than the Company Effective Date (T6). If the data in this field is invalid or missing, the Company’s Effective Date in the Company Record (T6) will be used.
- Account Close Date (Field #7): Field must be later than or equal to the Account Open Date (Field #6), and earlier than or equal to the file Header Processing Date.
- Card Type (Field #8): The Card Type must match the Card Type found in the Company Record (T6) and the Period Record (T11) unless the Company Card Code = ‘9’. If no value is found, “1” (Corporate) is used. This field **cannot be updated** in the VIM system.

- Corporation Payment Indicator (Field #14): This field indicates who is responsible for paying the bills associated with this card account. “1” (Yes) indicates that this account does not pay its end of cycle bills. If this field contains “1” (Yes), the account number of the client company who pays the bills should be shown in the next field (Billing Account Number – Field #15). The Card Account (T3) record matching this billing account number must be previously loaded into the application or be in this file.
- Annual Fee Month (Field #31): Field is required if the Annual Fee Flag (Field #30) is “1” (Annual Fee)

## CARDHOLDER – Type 4

The Cardholder record type contains information about the person using the Visa commercial card. This record type contains identifying information about the cardholder including demographics, and identifiers placing the cardholder in a company and a hierarchical node.

The Cardholder records are used to provide detailed information about a particular cardholder, who is identified by the Primary Key for the record: The Company Identification (Field #2), and the Cardholder Identification (Field #3). These fields are required and cannot be empty, spaces, or zeros. They must uniquely represent a valid cardholder belonging to this client company. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the cardholder identified by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The cardholder identification must not already exist in the application.
- The Company Identification must exist in the application. In order to process this record, the user must have previously created the Hierarchy Node (T10 records), as well as the Company (T6) record. See Section titled “[Creating a Visa Commercial Format 4.0 Transaction File](#)”.

For *Change*:

- Cardholder ID and Hierarchy Node must both exist in the application, and the Hierarchy Node must be active.

Cardholder (4)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a 1, 3 or 4</li> </ul>
2	<b>Company Identification**</b>	9(10)		Issuer-assigned Company Identification. It identifies a unique entity out of multiple companies in an issuer’s portfolio.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be in the same load file or previously loaded.</li> </ul>

## Cardholder (4)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Cardholder Identification**	X(20)		Identification Number used by a client company to uniquely identify an employee or Cardholder.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Unique field. May not be duplicated.</li> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be previously sent.</li> </ul>
4	Hierarchy Node	X(40)		Hierarchy Node of the Cardholder.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a Hierarchy Node previously sent or in this file.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be previously sent and be active.</li> </ul>
5	First Name	X(20)		Cardholder's first name.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b> if Last Name is not provided.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty if Last Name field has no values.</li> </ul>
6	Last Name	X(20)		Cardholder's last name.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b> if First Name is not provided.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty if First Name field has no values.</li> </ul>
7	Address Line 1	X(40)		First line of Cardholder address.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
8	Address Line 2	X(40)		Second line of Cardholder address.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Cardholder (4)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
9	City	X(20)		City where the Cardholder works.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
10	State/Province Code	X(04)		Code of the state or province where the Cardholder works.  Codes are validated only for US and Canada	For <i>Add</i> : <ul style="list-style-type: none"> <li><b>Required for US and Canada.</b></li> <li>If no value is provided, blank is used.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>If value ‘\’ is found in the first position, which causes the field to be empty, blank is used.</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>If provided, must be a valid state/province code for the Cardholder’s country.</li> </ul>
11	ISO Country Code	9(05)	BASE II Clearing and Settlement Codes.	International Organization for Standardization (ISO)-assigned code for the country where the Cardholder works.	For <i>Add</i> : <ul style="list-style-type: none"> <li><b>Required or default to cardholder’s company country code.</b></li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Cannot be empty or spaces or zeros.</li> <li>Must be a valid country code.</li> </ul>
12	Postal Code	X(14)		Postal code for the Cardholder’s business address.  For Cardholders in the United States, it contains the zip code of the business address.  For Cardholders in other countries, it contains the country postal code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
13	Address Line 3	X(40)		Third line of Cardholder address.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
14	Mail Stop	X(14)		Cardholder’s physical location number at his or her place of employment.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
15	Phone Number	X(14)		Cardholder’s work telephone number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Cardholder (4)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
16	Fax Number	X(14)		Cardholder's work Fax number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
17	SSN Other ID	X(20)		Cardholder's Social Security Number or other identifying number (other than the Cardholder Identification field).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
18	Training Date	9(08)		VISA Cards Training Date for the Cardholder.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a MMDDCCYY format or zeros.</li> </ul>
19	E-mail Address	X(128)		Cardholder's electronic mail address.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
20	Authorized User 1	X(26)		Authorized User #1 for this account.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
21	Authorized User 2	X(26)		Authorized User #2 for this account.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
22	Authorized User 3	X(26)		Authorized User #3 for this account.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
23	Employee ID	X(10)		Cardholder's employee ID	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
24	Home Phone Number	X(14)		Cardholder's home phone number	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
25	Middle Name	X(30)		Cardholder's middle name.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
26	Visa Commerce Buyer ID	X(19)		Cardholder's Visa Commerce Buyer ID.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	Vehicle ID	X(20)		Vehicle ID for Fleet program assigned to the card account.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
28	Miscellaneous Field 1	X(16)		Defines what Miscellaneous Field 1 description contains.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
29	Miscellaneous Field 1 Description	X(26)		Account base information for extract.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
30	Miscellaneous Field 2	X(16)		Defines what Miscellaneous Field 2 description contains.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Cardholder (4)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
31	Miscellaneous Field 2 Description	X(26)		Account base information for extract.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
34	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
35	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Cardholder (T4) Summary Notes:

The following elements found in this record type are critical to understanding the Cardholder record:

- Company ID (Field #2): Must match the Company ID (Field #2) found in the headers for the block and the entire set of records, i.e. the transaction set.
- Cardholder Identification (Field #3): The Cardholder ID found in the T4 must be the same as the Cardholder ID found in all of the Card Account records (T3s) associated with this cardholder. That is, Field #3 in this cardholder record (T4) must match Field #2 in Card Account records (T3s) for this cardholder's accounts.
- Hierarchy Node (Field #4): This hierarchy node must be an existing node as specified in the Organization Record (T10). The Hierarchy must be created before cardholder records can be added. Cross check with Card Account (T3) and Company (T10) records.

## CARD TRANSACTION – Type 5

The Card Transaction record type contains information on a specific Visa commercial card transaction such as a purchase, or return. This information includes details such as identifiers, supplier/vendor information, transaction amounts, tax amounts, and other supplemental information.

The Card Transaction records are used to provide detailed information about particular transactions. For an individual Card Transaction record, the particular transaction is determined by the Primary Key: the Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and the Sequence Number (Field #5). These four fields are required and cannot be empty, zeros or spaces. Together they must uniquely represent a valid transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the transaction indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must not already exist in the transaction.
- The Account Number related to the Card Transaction must exist, and the Hierarchy Node related to the card account (or, for consolidated accounts, the Hierarchy Node related to the billing account) must be active on the transaction’s Posting Date. This implies that Card Account (T3), Company (T6), and Organization (T10) records corresponding to this card transaction must be previously loaded into the system.

For *Change*:

- The corresponding Card Transaction must exist in the application, and not have any dependencies.

For Visa Europe originated Visa Purchasing transactions, please refer to Appendix D for further considerations.

Card Transaction (5)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a 1, 3, or 4.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
2	Account Number**	X(19)	TCR0 (5-23)	Cardholder Account Number appearing on the front of the card.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> <li>• For loading into VIS, must begin with a 4.</li> <li>• The Account Number related to the Card Transaction must exist, i.e. the Card Account (T3) record must exist in the file being loaded, or in a previously loaded file.</li> <li>• The Hierarchy Node related to the card account must be active on transaction Posting Date, i.e. the corresponding T10 record must be previously loaded.</li> <li>• If Account Number is consolidated, the Hierarchy Node related to the billing account must be active on transaction Posting Date.</li> </ul>
3	Posting Date**	9(08)		Date the amount of this transaction is applied to the account. This date works directly with Period in field 6.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date in MMDDCCYY format.</li> <li>• Date must be contained in the range of the Period in field 6.</li> </ul>
4	Transaction Reference Number**	X(24)	BASE II TCR0 (27-49)	Reference Number of a transaction.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b> Must be different from zero if the transaction type code is 10 (Purchase), 11 (Credit Voucher), 20 (Manual Cash Disbursement), 22 (ATM Cash Disbursement) or 80 (Convenience Checks).</li> <li>• Optional for all other transaction types.</li> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the posting process to uniquely identify a transaction within a posting run.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> <li>• Must be unique within this posting run.</li> </ul>
6	Period	9(05)		<p>Billing Period number assigned in this file or previously sent.</p> <p>The Posting Date in field 3 must fall within the date range of this Period.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Must have been previously sent.</li> </ul>
7	Acquiring BIN	9(06)	BASE II TCR0 (28-33)	Acquiring Bank Identification Number (BIN) of a supplier related to the transaction.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b> if the transaction type code is 10 (Purchase), 11 (Credit Voucher), 20 (Manual Cash Disbursement), 22 (ATM Cash Disbursement), or 80 (Convenience Checks).</li> <li>• Optional for all other transaction types.</li> <li>• Must be numeric.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>
8	Card Acceptor ID	X(26)	BASE II TCR1 (81-103)	Reserved for future use.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
9	Supplier Name	X(26)	BASE II TCR0 (92-116)	Supplier name included in a transaction.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b> if the transaction type code is 11 (Credit Voucher), 20 (Manual Cash Disbursement), 22 (ATM Cash Disbursement), or 80 (Convenience Checks), and Merchant Category Code is not 6012 (Financial Inst./Merchandise).</li> <li>• Optional for all other transaction types.</li> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>
10	Supplier City	X(14)	BASE II TCR0 (117-129)	City of a supplier included in a transaction.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b> if the transaction type code is 10 (Purchase), 11 (Credit Voucher), 20 (Manual Cash Disbursement), 22 (ATM Cash Disbursement), or 80 (Convenience Checks) and Merchant Category Code is not 6012 (Financial Inst./Merchandise).</li> <li>• Optional for all other transaction types.</li> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	Supplier State/Province Code	X(04)	BASE II TCR0 (142-144)	Code of a supplier state or province included in a transaction.  <b>Validated only in US and Canada.</b>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If no value is provided, blank is used.</li> <li>If provided for US and Canada, must be a valid state/province code for the supplier's country.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>Not updateable. If provided, the value will be ignored.</li> </ul>
12	Supplier ISO Country Code	9(05)	BASE II TCR0 (130-132)	International Organization for Standardization (ISO)-assigned code of a country where the supplier is located.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li><b>Required</b> if the transaction type code is 10 (Purchase), 11 (Credit Voucher), 20 (Manual Cash Disbursement), 22 (ATM Cash Disbursement), or 80 (Convenience Checks).</li> <li>Optional for all other transaction types.</li> <li>If required, must be a valid country code.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>Not updateable. If provided, the value will be ignored.</li> </ul>
13	Supplier Postal Code	X(14)	BASE II TCR0 (137-141). Alternate source of data is TCR6 (144-154) for Visa Europe originated Visa Purchasing transactions	Postal code of a supplier location included in a transaction.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>Not updateable. If provided, the value will be ignored.</li> </ul> <p>If data is provided in the TCR6 record, that data overwrites any data from the TCR1.</p>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
14	Source Amount	9(16)	BASE II TCR0 (77-88)	Supplier Source Amount of a transaction.	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• <b>May not be all zeros.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• If provided, must be numeric.</li> </ul>
15	Billing Amount	9(16)	BASE II TCR0 (62-73)	Amount to be billed or credited to the Cardholder.	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• If provided, must be numeric.</li> </ul>
16	Source Currency Code	9(05)	BASE II TCR0 (89-91)	Currency of the Source Amount in which the transaction was made.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• If provided, must be a valid Currency Code.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
17	Merchant Category Code	9(04)	BASE II TCR0 (133-136)	Four (4)-digit numeric classification identifier, modeled after the Standard Industrial Classification (SIC) code, and designed to group suppliers in similar lines of business.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b> if the transaction type code is 10 (Purchase), 11 (Credit Voucher), 20 (Manual Cash Disbursement), 22 (ATM Cash Disbursement), or 80 (Convenience Checks).</li> <li>• Must be equal to 6010 or 6011, 6012, 6050 or 6051 if the transaction type code is 20 (Manual Cash Disbursement), 22 (ATM Cash Disbursement), or 80 (Convenience Checks).</li> <li>• Optional for all other transaction types.</li> <li>• If required, must be a valid Merchant Category Code.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
18	Transaction Type Code	X(02)		Code identifying the type of Account posting resulting from a transaction.  <b><u>CREDITS:</u></b> <b>Payments</b> = 30, 31 <b>Other Credits</b> = 11, 61, 63, 65, 71, 73 <b><u>DEBITS:</u></b> <b>Purchases, Debits</b> = 10, 20, 22, 62, 64 66, 80, <b>Fees</b> = 40, 50, 52, 54, 56, 82, 84, 86, 88	Values: 10 = Purchase 11 = Credit Voucher 20 = Manual Cash Disbursement 22 = ATM Cash Disbursement 30 = Payment Reversal - NSF Check 31 = Payment 40 = Finance Charge 50 = Annual Fee 52 = Miscellaneous Fees 54 = NSF Check Fee 56 = Report Fee 61 = Credit Adjustment 62 = Debit Adjustment 63 = Finance Charge Credit Adjustment 64 = Finance Charge Debit Adjustment 65 = Other Credits 66 = Other Debits 71 = Fuel Discount 73 = Non-Fuel Discount 80 = Convenience Checks 82 = Convenience Checks Fees 84 = Travelers Checks Fees 86 = ATM Fees 88 = Late Fees For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid value.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
19	Transaction Date	9(08)	BASE II TCR0 (58-61)	Date on which transaction was made at the merchant site, merchant website, or point of sale.  Date must be equal to or higher than the Account Open Date and the Posting Date.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul>
20	Billing Currency Code	9(05)	BASE II TCR0 (74-76)	Currency in which transaction amount is billed.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• If changed, must be a valid Currency Code.</li> </ul>
21	Tax Amount	9(16)	BASE II TCR6 (5-16)	For U.S.: Sales Tax Amount included by Point of Sale (POS)-capable suppliers.  For Canada: Provincial Sales Tax (PST) Amount or QST (only for Quebec) included by Point of Sale (POS) capable suppliers.  The cardholder’s state/province code and the presence of a tax rate for QST determine if the amount is used to calculate QST or not. QST is only valid for Quebec.  Not applicable for Visa Europe originated Visa Purchasing transactions.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• Cannot be provided if VAT Amount is provided.</li> <li>• If provided, must be numeric.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Cannot be provided if Tax2 Amount has already been processed as being an HST.</li> <li>• For Visa Europe originated Visa Purchasing transactions, field must NOT contain Transaction VAT Total</li> </ul>
22	Dispute Amount	9(16)		Amount in dispute for a transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
23	Dispute Reason Code	9(01)		Code indicating the reason for dispute of a transaction.	<p>Values:</p> <ul style="list-style-type: none"> <li>1 = Presented item is not the requested item</li> <li>2 = Item is illegible</li> <li>3 = Data image is incomplete</li> <li>4 = No image was transmitted</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
24	Dispute Date	9(08)		Date of dispute for a transaction.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be later than or equal to the company's effective date.</li> <li>• Must be in a MMDDCCYY format or zeros.</li> </ul>
25	Commodity Code	X(04)	BASE II TCR6 (76-79)  Visa Europe: All - TCR6 (76-79)	<p>Code identifying a Commodity for Value Added Tax (VAT) purposes.</p> <p>For VAT purpose, the commodity code means "line item detail" (LID) or "summary tax data" (SUMM).</p> <p>For Visa Europe originated Visa Purchasing Transactions: not required by corporate. However, if provided must also include option of XML or XMLL.            Note: this is not to be confused with the Item Commodity Code field in Record Type 7.</p>	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
26	Supplier VAT Number	X(20)	BASE II TCR6 (31-50)  Visa Europe: SVAT / LID – TCR6 (31-50)  VGIS – Party”SU”\ Ref”VA”	Supplier Value Added Tax (VAT) Identification Number.  For Visa Europe originated Visa Purchasing Transactions: Must include two-character alpha Country prefix	For <i>Add</i> : <ul style="list-style-type: none"><li>Not required.</li></ul> For <i>Change</i> : <ul style="list-style-type: none"><li>Not updateable. If provided, the value will be ignored.</li></ul>
27	Supplier Order Number	X(25)	BASE II TCR1 (133-157)  When TCR1 (129) = 1  Visa Europe: SVAT / LID – TCR1 (133-157)  VGIS – InvoiceHeader\Invoice Number	Supplier Purchase Order Number of a Card transaction.  For Visa Europe originated Visa Purchasing transactions: Must contain Supplier Invoice Number	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>
28	Customer VAT Number	X(14)	BASE II TCR6 (51-63)  Visa Europe: SVAT / LID – TCR6 (51-63)  VGIS – Party”BY”\ Ref”VA”	Customer Value Added Tax (VAT) Registration Number.  For Visa Europe originated Visa Purchasing transactions, must include two character alpha Country prefix	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
29	VAT Amount	9(16)	BASE II TCR6 (18-29)	<p>Value Added Tax (VAT) Amount of a Card transaction.</p> <p>Note: this field is no longer used in the VIS application. Calculation is now based on an internal cost allocation translation table.</p> <p>For Visa Europe originated Visa Purchasing Card transactions, must contain the transaction level VAT amount.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• Cannot be provided if Tax Amount (Field #21 – Sales Tax Amount, PST Amount) or Tax2 Amount (Field #30 – GST Amount) is provided.</li> <li>• The supplier's country code must be different from U.S. (840).</li> <li>• Must be numeric.</li> </ul>
30	Tax2 Amount	9(16)	BASE II TCR6 (18-29)	<p>Goods and Services Tax (GST) or Harmonized Sales Tax (HST) Amount of a transaction.</p> <p>Note: Distinction is made between GST and HST based on the cardholder's state/province code, country code, and the availability of a tax rate.</p> <p>See notes following the transaction for additional detail.</p> <p>For Visa Europe originated Visa Purchasing transactions, must NOT contain Transaction VAT Total</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• Cannot be provided if VAT Amount (Field #29) is provided.</li> <li>• The supplier's country code must be different from U.S. (840) or the Cardholder's country code must be Canada (124).</li> <li>• If provided, must be numeric.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
31	<b>Purchase Identification Format</b>	X(02)	BASE II TC05-TCR1 (129)	Identifies the content of the Purchase Identifier Field (Field #33) for a transaction.	<p>Values:</p> <ul style="list-style-type: none"> <li>0 = Purchase Identification contains a free text item description</li> <li>1 = Purchase Identification contains other numbers</li> <li>2 = Purchase Identification contains Customer defined data (CRI)</li> <li>3 = Purchase Identification contains a Rental Agreement Number</li> <li>4 = Purchase Identification contains a Hotel Folio Number</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
32	<b>Customer Code/CRI</b>	X(50)	BASE II TC05-TCR6 (111-127)	<p>A code provided by the cardholder at the time of the transaction.</p> <p>In some cases, this field contains a G/L Sub-account.</p> <p>Used by the commercial clients for accounting and reconciliation purposes.</p> <p>This is field 33 in the Base II Edit Package Spec.</p>	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
33	<b>Purchase Identification</b>	X(76)	BASE II TC05-TCR1 (133-157)	<p>Purchase Identification of a transaction. It is used for Point of Sale (POS) Purchase Identification, and may contain additional descriptive information to further describe the transaction.</p>	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• This is field 32 in the Base II Edit Package Spec.</li> </ul>
34	<b>Transaction Time</b>	9(04)	BASE II TC05-TCR6 (107-110)	The time of day at which the transaction took place.	<p>Format HHMM</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid 24 hours time in HHMM format.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
35	<b>Tax Amount Included Code</b>	9(01)	BASE II TC05-TCR6 (17-17)	Code indicating if the tax amount (which can be Sales, VAT, or PST) is included in the Source amount of the transaction.	<p>Values:</p> <ul style="list-style-type: none"> <li>0 = Tax not included</li> <li>1 = State or Provincial Tax included</li> <li>2 = Transaction not subject to tax.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
36	<b>Tax 2 Amount Included Code</b>	9(01)	BASE II TC05-TCR6 (30-30)	Code indicating if the Tax2 amount (which can be GST or HST) is included in the Source amount of the transaction.	<p>Values:</p> <ul style="list-style-type: none"> <li>0 = Transaction not subject to tax.</li> <li>1 = Subject to tax</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
37	Order Type Code	9(02)	BASE II TC05-TCR1 (116-116)	Code indicating how the transaction order was placed. It can be by mail/telephone, recurring order, installment, or other mail order.	<p>Values:</p> <p>Space = Field not applicable or acquirer did not specify.</p> <p>0 = Field not applicable or acquirer did not specify.</p> <p>1 = Single transaction for a mail/telephone order.</p> <p>2 = Recurring transaction.</p> <p>3 = Installment payment.</p> <p>4 = Unknown classification/other mail order.</p> <p>5 = JET Secure Electronic Commerce Transaction™ with cardholder certificate.</p> <p>6 = Non-Authenticated Security Transaction with SET™ merchant certificate.</p> <p>7 = Non-Authenticated Security Transaction without SET merchant certificate, such as a channel-encrypted transaction.</p> <p>8 = Non-secure transaction.</p> <p>9 = Non-Authenticated Security Transaction that does not comply with SET, and the merchant is SET-capable.</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
38	Message Identifier	X(16)	BASE II TC05-TCR6 (92-106)	The Message Identifier is used to link the TC50 acquirer-provided enhanced data records with the draft data transaction.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
39	<b>Processor Addendum Key</b>	X(52)		A value used by the Processor to identify/link this financial record to its appropriate addendum or enhanced data record.  If value present it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
40	<b>Merchant Profile Service Identifier (MPS-ID)</b>	9(12)	MIER (2-13)	A Visa value assigned to each unique merchant location.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>If provided, must exist in the application.</li> </ul>
41	<b>Usage Code</b>	9(01)	BASEII TC05-TCR0 (147)	A value representing either the purchase or chargeback re-presentation.	Values: For <i>Purchases</i> : 1 = First Presentment 2 = Second Presentment For <i>Chargeback</i> : 1 = First Chargeback 2 = Second Chargeback For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a 1 or 2.</li> </ul>
42	<b>Enriched Transaction Flag</b>	X(02)		Transaction retransmitted with enriched data.	Values: 0 = Not Retransmitted 1 = Retransmitted For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
43	<b>Billing Account Number</b>	X(19)		Account responsible for billing for One Card product.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
44	<b>DDA Number</b>	9(15)		Account number to be debited for AutoPay ACH.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>If provided, must exist in the application.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
45	DDA Savings Number	9(15)		Savings account number from which payment is made.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>If provided, must exist in the application.</li> </ul>
46	Dispute Status Code	X(02)		Status describing the current stage of dispute processing.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
47	Matched Indicator	9(01)		Indicates whether a transaction has been matched to an order. Issuer specific definition.	Values: 0 = Not Matched 1 = Matched For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required, defaults to 0.</li> <li>If provided, must be a valid value.</li> </ul>
48	Routing Number	9(10)		Bank routing number of payment account.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>If provided, must exist in the application.</li> </ul>
49	Authorization Number	X(06)		Identifying value that comes with the transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>If provided, must exist in the application.</li> </ul>
50	Cardholder Transaction Approval	X(02)		Online transaction approved by cardholder. Issuer specific.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
51	Extract ID	9(15)		Number identifying in which extract the transaction was processed.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>If provided, must exist in the application.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
52	Memo Post Flag	9(01)		Indicates transaction is memo posted to cardholder. Issuer specific.	Values: 0 = Not Posted 1 = Posted  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
53	Statement Date	9(08)		Date when transaction will appear on the statement.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a MMDDCCYY format or zeros.</li> </ul>
54	User Data 1	X(20)	For Visa Europe, SVAT / LID – n/a  VGIS – InvoiceHeader\Ref’ACD”	User defined transaction data.  For Visa Europe originated Visa Purchasing transactions, contains Ref ACD – customer specified reference	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
55	User Data 1 description	X(20)		Issuer specific.  For Visa Europe originated Visa Purchasing transactions, contains VGIS-ACD	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
56	User Data 2	X(20)	For Visa Europe: SVAT / LID – n/a  VGIS – InvoiceHeader\Ref’AWE”	User defined transaction data.  For Visa Europe originated Visa Purchasing transactions, contains Ref AWE – customer specified cost centre	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
57	User Data 2 description	X(20)		Issuer specific.  For Visa, Europe originated Visa Purchasing transactions, contains VGIS-AWE	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
58	User Data 3	X(20)	For Visa Europe, contains SVAT / LID – n/a  VGIS – InvoiceHeader\RefP”IV”	User defined transaction data.  For Visa Europe originated Visa Purchasing transactions, contains Ref IV – original invoice number (used on credit notes only)	For <i>Add/Change</i> : • Not required.
59	User Data 3 description	X(20)		Issuer specific.  For Visa Europe originated Visa Purchasing transactions, contains VGIS-IV	For <i>Add/Change</i> : • Not required.
60	User Data 4	X(20)	For Visa Europe, SVAT / LID – n/a  VGIS – InvoiceHeader\PONum	User defined transaction data.  For Visa Europe originated Visa Purchasing transactions, contains Ref PONum – customer specified Purchase Order Number	For <i>Add/Change</i> : • Not required.
61	User Data 4 description	X(20)		Issuer specific.  For Visa Europe originated Visa Purchasing transactions, contains VGIS-PONUM	For <i>Add/Change</i> : • Not required.
62	User Data 5	X(20)	For Visa Europe, SVAT / LID – n/a  VGIS - InvoiceSummary\InvoiceTotals\NetValue	User defined transaction data.  For Visa Europe originated Visa Purchasing transactions, contains Net Transaction Value	For <i>Add/Change</i> : • Not required.
63	User Data 5 description	X(20)		Issuer specific.  For Visa Europe originated Visa Purchasing transactions, contains NET TXN VALUE	For <i>Add/Change</i> : • Not required.

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
64	Visa Commerce Batch ID	X(20)		Traces individual payment to batch in which it originated.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
65	Visa Commerce Payment Instruction Date	9(08)		Date that payment transaction was submitted to Visa Commerce. Denotes when buyer scheduled payment.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a MMDDCCYY format or zeros.</li> </ul>
66	Line Item Matched Indicator	9(01)		Line Item has been matched. Issuer Specific.	Values: 0 = Not Matched 1 = Matched For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
67	Issuer-Defined Usage Code	X(02)		Issuer specific.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
68	Source	X(10)		Source of enhanced transaction information.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
69	Optional Field 1	X(256)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
70	Optional Field 2	X(256)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
71	Optional Field 3	X(256)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
72	Optional Field 4	X(256)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
73	Reserved Field	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
74	Reserved Field	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Card Transaction (5)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
75	Reserved Field	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
76	Reserved Field	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Card Transaction (T5) Summary Notes:

The following elements found in this record type are critical to understanding the Card Transaction record:

- Account Number (Field #2): If the file contains dual currency information, the Account Number field cannot be longer than 16 characters. The Card Account (T3) record for the account number to which this transaction belongs must exist in a previous file or the starter file.
- Posting Date ((Field #3): The Posting Date must be equal to or greater than the Transaction Date, and cannot be earlier than the Company Effective Date (T6). The date must also be greater than or equal to the Account Open Date of the associated Card Account (T3). Note: the Posting Date must fall within the Billing Period Date Range.
- Acquiring BIN (Field #7): This field is required if the Transaction Code (Field #18) is 10, 11, 20, 22, or 80. The Acquiring BIN is a **non-changeable** field. Visa’s enriched data processing will try to enrich this field, if possible.
- Card Acceptor ID (Field #8): Although this field is reserved for future use, it is also non-changeable.
- Supplier Name (Field #9): This field is required if the Transaction Code (Field #18) is 11, 20, 22, or 80 and the MCC (Merchant Category Code – Field #17) is not 6012. This field is **non-changeable**.
- Supplier City (Field #10): Supplier City is required if the Transaction Code (Field #18) is 11, 20, 22, or 80, and the Merchant Category Code is not 6012. If not supplied “Unknown” will be used.
- Supplier State/Province Code (Field #11): Field is **non-changeable**.
- Supplier ISO Country Code (Field #12): Supplier ISO Country Code is required if the Transaction Code (Field #18) is 11, 20, 22, or 80, and the Merchant Category Code is not 6012. This field is **non-changeable**.
- Supplier Postal Code (Field #13): Field is **non-changeable**.
- Merchant Category Code (Field #17): Merchant Category Code is required if the Transaction Code (Field #18) is 10, 11, 20, 22, or 80. It must be 6010 or 6011, 6012, 6050 or 6051 if the code is 20, 22, or 80. This field is **non-changeable**.
- Transaction Type Code (Field #18): This field is **non-changeable**.
- Transaction Date (Field #19): The date provided must be less than or equal to the Posting Date. It must be greater than or equal to the Account Open Date, and less than or equal to the load date. It cannot be a future date.

- Billing Currency Code (Field #20): There cannot be more than two (2) Currency Codes per company.
- Tax Amount (Field #21): This field is used in Cost Allocation to calculate/display the Net Amount to the user. The calculation is  $\text{Net Amount} = \text{Billing Amount} - \text{Tax Amount}$ , and is only calculated if the cardholder did not provide the tax.
- Supplier VAT Number (Field #27): This field is **non-changeable**.
- Tax2 Amount (Field #30): If the HST Rate is available in the VIS database for the cardholder's state/province, then HST is calculated. If the GST Rate is available, then the GST is calculated. VIS relies on an international tax rates table to be correctly set up, if GST/HSST/PST/QST value is to be calculated. The HST is only valid for Canada. This field is also used in Cost Allocation to calculate/display the Net Amount to the user. The calculation is  $\text{Net Amount} = \text{Billing Amount} - \text{Tax Amount}$  and is only calculated if the cardholder did not provide the tax. The calculation is only done for Canadian suppliers, or if the cardholder is from Canada.

For tax-related fields, the following relationships apply:

	In US	Non-US	Notes
Tax Amount (Field #21)	Sales Tax	Provincial Sales Tax	If Tax Amount is provided, VAT Amount must be blank.
VAT Amount (Field #29)	-	VAT Tax Amount	If VAT Amount is provided, Tax Amount must be blank.
Tax2 Amount (Field #30)	-	GST (Goods & Services Tax) or HST (Harmonized Sales Tax)	Only one of VAT Amount or Tax2 Amount can be provided.

## COMPANY – Type 6

The Company record type contains information describing a single company. This record type is part of the starter data ([See section on creating a VCF 4.0 file.](#)) The Company record must be loaded prior any account, cardholder, or transactional information.

Company records are used to provide detailed information about a Client Company. The particular Company identified in this record is determined by the Primary Key for the record: the Company Identification (Field #2), and the Company Name (Field #3). These two fields are required and cannot be empty, spaces or zeros. They must uniquely represent a Client Company. These fields are indicated by a “\*\*” following the field name. All account attributes contained in this record type belong to the Company indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The Company Identification must not already exist in the application.

For *Change*:

- The Company ID must exist in the application without any dependencies.

Company (6)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a 1, 3, or 4.</li> </ul>
2	Company Identification**	9(10)		Issuer-assigned Company Identification. It identifies a unique company among multiple companies in an issuer’s portfolio.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> <li>• Must not already exist in the application.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Must exist in the application.</li> </ul>

## Company (6)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Company Name**	X(80)		Client company name.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul>
4	Address Line 1	X(80)		First line of the client company address.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
5	Address Line 2	X(80)		Second line of the client company address.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
6	City	X(20)		Name of the city where the client company is located.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
7	State/Province Code	X(04)		Client company’s state/province code. <b>Validated for US and Canada only.</b>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• If no value is provided, blank is used.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• If value provided is ‘\’, blank is used.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• In US and Canada, must be a valid state/province code for the company’s country.</li> </ul>
8	ISO Country Code	9(05)	BASE II Clearing and Settlement Codes	International Organization for Standardization (ISO)-assigned Country Code of the client company location.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid country code.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>
9	Postal Code	X(14)		Postal code of the client company location.  For American companies, it contains the zip code.  For companies outside of the United States, it contains the country postal code.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Company (6)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
10	Fiscal Year Date	9(08)		<p>Fiscal Year End Date of the client company.</p> <p>When adding a new company, this year's fiscal date is given.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Expected to be future date.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• If provided, must be a MMDDCCYY format.</li> </ul>
11	Spending Limit	9(16)		<p>Total Spending Limit for the associated with this client company.</p>	<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
12	Card Type	9(01)		<p>Code identifying the type of Visa Commercial card.</p> <p>The Processor can specify All Products in the Load function.</p> <p>Note that Fleet Service is covered in Purchasing Card.</p>	<p>Values:</p> <ul style="list-style-type: none"> <li>1 = Corporate</li> <li>2 = Purchasing</li> <li>3 = Business Credit</li> <li>4 = Commercial</li> <li>5 = Fleet</li> <li>6 = Distribution</li> <li>7 = Business Debit</li> <li>9 = Multiple Card Types</li> </ul> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required or the default is 2.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• If provided, must be a valid value.</li> </ul>

## Company (6)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
13	Issuer Name	X(40)		Name of the Issuing Bank that provides the Corporate or Purchasing Cards to the client company.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul>
14	Organization Hierarchy Management Indicator	9(01)		Indicator of who manages the organization hierarchy of the company.	<p>Values:</p> <p>0 = Member Financial Institution/Data Processor</p> <p>1 = Client</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• Required.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot start with '\ '.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• If provided, must be a valid value.</li> </ul>
15	Effective Date	9(08)		<p>Date on which a Company is effective, i.e. is known to the Visa processing system.</p> <p>The Effective Date must be prior to or equal to the Header Processing Date in order to create the Company record and the Organization records.</p> <p>No data can be created before the Effective Date.</p> <p>Account Open date may be earlier than Company Effective Date.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required or default to Header Processing Date.</b></li> <li>• Must be in MMDDCCYY format.</li> <li>• If supplied, must be earlier than or equal to the Header Processing Date.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>
16	Address Line 3	X(80)		Third line of client company address.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Company (6)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
17	<b>Federal Organization Indicator</b>	9(01)		Indicates whether the company is a Federal Organization.	Values: 0 = No 1 = Yes  For <i>Add</i> : <ul style="list-style-type: none"> <li>Zero (0) will be used if no value is provided.</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a 0 or 1.</li> </ul>
18	<b>Optional Field 1</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
19	<b>Optional Field 2</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
20	<b>Optional Field 3</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
21	<b>Optional Field 4</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Company (T6) Summary Notes:

The following elements found in this record type are critical to understanding the Company record:

- ISO Country Code (Field #8): This must be a valid code value in the current country code table. If data is missing, the ISO Country Code in the Cardholder (T4) records will be used. This field is **non-changeable**.
- Card Type (Field #12): Card Type is matched against the Card Type in the Period (T11) and Card Account (T3) records. The Card Type in this T6 record will take precedence over any other card types in other record types.
- Effective Date (Field #15): Although this field has the same name as fields in other record types, the Effective Date field in T6 records indicates when the Client Company became effective in the application. This date must be prior to the Processing Date (Field #4) found in the header of a load

and transactions cannot be dated earlier than the Effective Date in this record. The Card Account (T3) Account Open Date, may, however, be earlier than the Company Effective Date.

## ORGANIZATION – Type 10

The Organization record type contains information describing a node in the organizational hierarchy of a company. The organization’s hierarchical structure needs to be established in the reporting system prior to the addition (loading) of cardholder, account, or transactional data.

The organization is uniquely identified by the following Primary Key fields: Company Identification (Field 2), and Hierarchy Node (Field 3). These fields are required and cannot be empty or contain all zeros or spaces. They must uniquely represent an organization. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the organization indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The Company Identification must exist in the application.
- The Hierarchy Node must not already exist in the application.

For *Change*:

- The Hierarchy Node must exist in the application, and must be active.

Organization (10)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : • <b>Required</b> and must be a 1,3 or 4.
2	Company Identification**	9(10)		Issuer-assigned Company Identification. It identifies a unique entity among multiple companies in an issuer’s portfolio.	For <i>Add</i> : • <b>Required.</b> • Must exist in the application.

## Organization (10)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Hierarchy Node**	X(40)		<p>String identifying the Hierarchy Node which represents the organization an account and cardholder are associated with.</p> <p>Organization may be functional or billing related or whatever structure suits the company.</p> <p><b><i>A Cardholder or Account may not be added before the Hierarchy is sent or established in the Visa system.</i></b></p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required</b></li> <li>• Must not already exist in the application.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be previously sent.</li> <li>• Must be active.</li> </ul>
4	Parent Hierarchy Node	X(40)		<p>Parent Hierarchy Node on an Organization chart to which this Node reports or is associated.</p> <p>There can be many Parent Nodes within the structure, but there can be only one Top Node.</p>	<p>This field must be blank if this record is the Top Node.</p> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• Must not be blank if a top-level node already exists.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> <li>• The Top Node cannot be moved to another Node Level. Parent of Top Node must be blank.</li> <li>• Cannot be a child of node moved.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Must exist in the application.</li> <li>• Must be active.</li> <li>• Must be a different value from Hierarchy Node.</li> </ul>

## Organization (10)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Effective Date	9(08)		<p><b>Future dates cannot be used. Must be equal to or lower than the Header Processing Date.</b></p> <p>For Add transaction code (adding a new node), this is the date when the new node became effective; therefore, this is the date the relation with Parent Hierarchy Node started.</p> <p>For Change transaction code (changing a Parent Hierarchy Node), date the relation with the new Parent Node became effective.</p> <p>The relation with the old Parent Hierarchy Node is ended the day before the Effective Date.</p> <p>A Parent Hierarchy Node change cannot be effective before the new Parent Hierarchy Node is started.</p> <p>The Effective Date is ignored if the Parent Hierarchy Node specified is the same as in the application.</p>	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>If the Effective Date is earlier than the Start Date of the new Parent Node, then the Start Date of the new Parent Node will be used instead of the Effective Date.</li> <li>If no value is provided, the Header Processing Date is used.</li> <li>Must be a valid date.</li> <li>Must be earlier than or equal to the Header Processing Date.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>If the Effective Date is earlier than the Start Date of the Node itself, then the Start Date of the Node will be used instead of the Effective Date.</li> </ul>
6	Description	X(40)		Name or label associated with a Hierarchy Node.	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li><b>Required.</b></li> </ul>
7	Manager Last Name	X(20)		Node Manager's last name.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
8	Manager First Name	X(20)		Node Manager's first name.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
9	Manager Title	X(40)		Title of the Hierarchy Node Manager.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
10	Manager Training Date	9(08)		Date a Manager was trained to process the Cards under his/her authority.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>

## Organization (10)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	<b>Manager Phone Number</b>	X(14)		Node Manager's telephone number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
12	<b>Task Order Number</b>	X(26)		A document that specifies and authorizes products and services required, and the negotiated price at which they will be provided.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
13	<b>Contact First Name</b>	X(20)		First name of the Contact (Program Coordinator).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
14	<b>Contact Last Name</b>	X(20)		Last name of the Contact (Program Coordinator).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
15	<b>Contact Address Line 1</b>	X(40)		First Line of address of the Contact (Program Coordinator).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
16	<b>Contact Address Line 2</b>	X(40)		Second Line of address of the Contact (Program Coordinator).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
17	<b>Contact Address Line 3</b>	X(40)		Third Line of address of the Contact (Program Coordinator).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
18	<b>Contact City</b>	X(20)		City where the Contact (Program Coordinator) works.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
19	<b>Contact State/Province Code</b>	X(04)		State or province code where the Contact (Program Coordinator) works.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid state/province code for the country.</li> </ul>
20	<b>Contact Country Code</b>	9(05)		ISO Country Code where the Contact (Program Coordinator) works.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid country code.</li> </ul>

## Organization (10)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
21	Contact Postal Code	X(14)		Postal code for the Contact's (Program Coordinator's) business address.  For the United States, the zip code of the business address.  For other countries, this is the country postal code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
22	Contact Phone Number	X(16)		Contact's (Program Coordinator's) phone number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
23	Contact Fax Number	X(16)		Contact's (Program Coordinator's) fax number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
24	Contact E-mail Address	X(140)		Contact's (Program Coordinator's) electronic mail address.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
25	Second Hierarchy Node Representation	X(56)		Processor-specific second representation of the Hierarchy Node.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
26	Third Hierarchy Node Representation	X(56)		Processor-specific third representation of the Hierarchy Node.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	Tree ID	X(02)		Identifies the hierarchy tree this node is related to.  Tree is used in the sense of the organization pattern.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li><b>Currently not validated, as Visa processing only supports a single tree.</b></li> </ul>
28	Cost Center	X(50)		Default Cost Center for a node.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>Cannot contain the character '\ ' (except in first position).</li> <li>If it starts with '\ ', any relationships with Cost Centers are removed.</li> <li>If the value provided does not exist in the application, the Cost Center is created using "Load Transaction - Card Account" as description.</li> <li>Must be active.</li> </ul>

## Organization (10)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
29	G/L Sub-account	X(76)		Default G/L Sub-account for a node.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If the value provided doesn't exist in the application, the G/L Sub-account is created using "Load Transaction - Card Account" as description.</li> <li>Cannot contain the character '\ ' (except in first position).</li> <li>If it starts with '\ ', any relationships with G/L Sub-accounts are removed.</li> <li>Must be active.</li> </ul>
30	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
31	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Organization (T10) Summary Notes:

The following elements found in this record type are critical to understanding the Organization record:

- Hierarchy Node (Field #3): The Hierarchy Node is matched against the Hierarchy Nodes in the T3 (Card Account) and T4 (Cardholder). The Hierarchy Node cannot be equal to the Parent Hierarchy Node.
- Effective Date (Field #5): The Effective Date, i.e. the date at which this new node relationship begins, will be matched against the Card Account (T3) and Cardholder (T4) Account Open Date, and must be earlier than or equal to that date. For adding or changing records, if the Effective Date is prior to the Start Date of the Parent Node, then the Start Date of the New Parent Node will be used instead of the Effective Date. That is, the new relationship cannot begin prior to the start date of the New Parent Node. For deleting, if the Effective Date is earlier than the Start Date of the

current Parent Node, then the Start Date of the new current node will be used. Again, the relationship cannot be removed prior to the start date of the new current node.

- Tree ID (Field #27): In situations where the corporation has multiple hierarchies it wishes to track, for example, one for reporting, and another for billing, the use of a Tree ID allows the user to set up and report against multiple hierarchies. Use of this structure can be quite complex, and additional research should be performed to validate its use. **At present, Visa processing only supports the use of one tree.**
- Cost Center (Field #28) and G/L Sub-account (Field #29): Use of these accounting identifiers allows the user to automatically allocate charges against a pre-defined cost center or accounting code.

## PERIOD – Type 11

The Period record type defines information about the billing period, as assigned by the Processor. These periods are used to tie individual transactions to the proper account balances. A billing period is also referred to as a billing cycle. A period, or cycle, is a defined amount of time during which card-related activities occur and are recorded for reporting and/or billing on a defined time interval.

A Period record is used to provide detailed information about a Client Company’s Billing Period and how that billing period is defined. The particular Billing Period identified in this record is determined by the Primary Key for the record: the Company Identification (Field #2), the Period (Field #3), and the Card Type (Field #4). These three fields are required and cannot be empty, all zeros or spaces. They must uniquely identify a Client Company’s Billing Period. These fields are indicated by a “\*\*” following the field name. All period-related attributes contained in this record type belong to the Period indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The Company Identification must already exist in the application.
- The Period must not already exist in the application, and
- The Card Type must be a valid card type defined previously for the company.

For *Change*:

- The Company ID must exist in the application without any dependencies.
- The Period must exist in the application without any dependencies, and
- The Card Type must be a valid card type defined previously for the company.

Period (11)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction. For <i>Add/Change</i> : • <b>Required</b> and must be a 1, 3, or 4.
2	<b>Company Identification**</b>	9(10)		Issuer-assigned Company Identification. It identifies a unique entity among multiple companies in an issuer’s portfolio.	For <i>Add</i> : • <b>Required.</b> • Must exist in the application.

## Period (11)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Period**	9(05)		<p>Billing Period number assigned by the Issuer/Processor.</p> <p>The Billing Period number must be unique for a particular client company, i.e. a Company cannot have multiple billing periods identified by the same number.</p>	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul> <p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Must not duplicate a previous billing period number.</b></li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be previously sent.</li> </ul>
4	Card Type**	9(01)		<p>Code identifying the type of Visa Commercial card.</p> <p>Should agree with the Company record Card type unless multiple card types are used. For multiple card types, there is no cross-check between the T6 and T11 fields. The T11 Card Type field is not used in VIS reporting.</p>	<p>Values:</p> <ul style="list-style-type: none"> <li>1 = Corporate</li> <li>2 = Purchasing</li> <li>3 = Business Credit</li> <li>4 = Commercial</li> <li>5 = Fleet</li> <li>6 = Distribution</li> <li>7 = Business Debit</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid value as listed above.</li> </ul>

## Period (11)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Start Date	9(08)		<p>Start Date of the Billing Period.</p> <p>Please see Billing Period rules at the end of this section.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be unique.</li> <li>• If not the first billing period, must equal the previous End Date + 1.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be a MMDDCCYY format.</li> <li>• Must be later than or equal to the company effective date.</li> <li>• Must not already exist for the Company and Card Type.</li> <li>• Must be earlier than the Period End Date.</li> </ul>
6	End Date	9(08)		<p>End Date of the Billing Period.</p> <p>Please see Billing Period rules at the end of this section.</p>	<p>For <i>Add</i>:</p> <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be unique.</li> <li>• If not the first billing period, must equal the next cycle’s Start Date - 1.</li> </ul> <p>For <i>Change</i>:</p> <ul style="list-style-type: none"> <li>• Cannot contain ‘\’ in the first position, which causes the field to be empty.</li> </ul> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Must be a MMDDCCYY format.</li> <li>• Must be later than or equal to the Start Date.</li> <li>• Must not already exist for the Company and Card Type.</li> </ul>

## Period (11)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
7	Period Complete Indicator	9(01)		Indicates if this billing period is Open or Closed.	Values: 0 = OPEN 1 = CLOSED For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Cannot contain '\ ' in the first position, which causes the field to be empty.</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Must be a 0 or 1.</li> </ul>
8	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
9	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
10	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
11	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

### Period (T11) Summary Notes:

The following elements found in this record type are critical to understanding the Period record:

- Company Identification (Field #2): The Company Record (T6) for the company utilizing this Period record must be previously loaded into the system.
- Period (Field #3): The Period value is matched against the Period field in the Account Balance (T1) record, and the Card Transaction (T5) record.
- Card Type (Field #4): The card type must match a valid Card Type in the Company (T6) record. The Card Type must also match the Account Record's Card Type (T3). Note: there is no complementary "Multiple Card Types" value in the T11 at this time, and there is no cross-check between the T11 Card Type field, and the T6 Card Type field.

- Start Date (Field #5): The Start Date of a period must be the same as the End Date of the Previous Period, plus one day. It must also be later than the Effective Date of the Company. The Start Date must also not exist for the Company and Card Type.
- End Date (Field #6): The End Date of the period must equal the Start Date of the Next Period minus one day. It must also be later than the Start Date of the period, and must not already exist for the Company and Card Type. Transaction Posting Dates (T5) records are compared to the period Start Date and End Date to see which billing period they belong to.
- Period Complete Indicator (Field #7): This field is cross checked within the application to see if the previous Period is closed.

For clarification, please review the earlier sections in the specification on the topics of [billing accounts](#), [billing periods](#), and [billing cycles](#).

## HEADER/TRAILER

The purpose of header and trailer records is to segregate information related to a specific company. Headers and trailers pass data required to process the file correctly in Visa systems and ensure through record types and ‘totals’ counts that the file is complete and accurate. **Set** headers and trailers delimit the beginning and end of data for a company. **Block** headers and trailers uniquely identify the type of transactions (records) in each record block. The Transaction Set Header, Block Header, Transaction Set Trailer, and Block Trailer are all constructed with fundamentally the same fields. Various fields may be validated in some instances and not validated in others. Headers and trailers are further described in **Chapter 2, Preparing Data Files**. In the following chart, the primary key fields are referenced by a “\*\*” following the field name.

Header/Trailer				
NO.	FIELD NAME	FIELD FORMAT	DESCRIPTION	EDIT CRITERIA
1	<b>Transaction Code**</b>	9(01)	Primary Key.  Codes indicate either Header or Trailer, and either Set or Block.	Values:  6 = Header for a transaction set 7 = Trailer for a transaction set 8 = Header for a block of transactions/records 9 = Trailer for a block of transactions/records  <b>Required</b> and must be one of valid values above.
2	<b>Company Identification**</b>	9(10)	Primary Key.  Issuer-assigned ID identifying the company whose data is in this transaction set or block.	<b>Required</b> for headers and trailers.
3	<b>Sequence Number**</b>	9(05)	Primary Key.  Each transaction set is identified with a Sequence Number maintained for each company. This sequence number ensures that transaction sets for a company are processed in the correct sequential order.	<b>Required</b> for headers and trailers.  May be populated in transaction block header/trailer, but not validated for block header/trailer.  Must be numeric.  Must be in strict numeric sequence with the last file sequence number loaded, by an increment of 1.  Must not be already loaded for this company.
4	<b>Processing Date</b>	9(08)	This field must contain the system date from the processor creating the VCF file. The Processing Date is useful information for client and for file identification purposes.	May be used as a default date for many fields such as T3 Effective Date, etc.  <b>Required</b> for headers and trailers.  Must be a valid MMDDCCYY format.  Must not be all zeros.

## Header/Trailer

NO.	FIELD NAME	FIELD FORMAT	DESCRIPTION	EDIT CRITERIA
5	Record Type Code	9(02)	For transaction block headers/trailers.  Code indicates the type of VCF record contained in the transaction block.	<p>Values:</p> <ul style="list-style-type: none"> <li>1 = Account Balance</li> <li>2 = Car Rental Summary</li> <li>3 = Card Account</li> <li>4 = Cardholder</li> <li>5 = Card Transaction</li> <li>6 = Company</li> <li>7 = Line Item Detail</li> <li>8 = Line Item Summary</li> <li>9 = Lodging Summary</li> <li>10 = Organization</li> <li>11 = Period</li> <li>14 = Passenger Itinerary</li> <li>15 = Leg-Specific Information</li> <li>16 = Supplier</li> <li>17 = Fleet Service</li> <li>18 = Fleet Product</li> <li>20 = Temporary Services</li> <li>21 = Shipping Services</li> <li>25 = Headquarter Relationship</li> <li>26 = Lodging Detail</li> <li>27 = Car Rental Detail</li> <li>28 = Allocation</li> <li>29 = Allocation Description</li> <li>30 = Relationship</li> <li>31 = Phone</li> <li>99 = Reference Data</li> </ul> <p><b>Required</b> and must be a valid code for block header/trailer. Should be zeros for transaction set header/trailer.</p>

## Header/Trailer

NO.	FIELD NAME	FIELD FORMAT	DESCRIPTION	EDIT CRITERIA
6	Record Count	9(10)	Total record count within a block or a transaction set.  <b>For transaction set:</b> Count includes all records and Block headers and trailers. Header and trailer for the Set are excluded.  <b>For transaction block:</b> Count includes number of records within the Block. Block header and trailer are excluded.	<b>Required</b> for trailers.  Should be numeric.  Must match the number of records in the block or transaction set trailer. This applies only to trailers.
7	Total Amount	9(16)	<b>For transaction set trailer:</b> Sum of the Billing Amounts in the T5 Card Transaction record.  <b>For transaction block trailer:</b> Sum of the Billing Amounts in the T5 Card Transaction record. For all other block trailers, should be zeros.	Two decimal places are implied (1234 = 12.34).  Must match the sum of the Billing Amounts in the T5 Card Transaction records for this company. This is <b>required</b> only for transaction set trailers and for the T5 block trailer. For other trailers should be zeros.
8	Load File Format	X(10)	Identifies the VCF format of a file. All sets and blocks in the transaction set are expected to be the same format.	Value: 4.0  <b>Required</b> for headers and trailers.
9	Issuer Identification Number	X(10)	Visa established with the member the correct value to be used in this field.	<b>Required</b> for headers and trailers.  Must agree with Business Identification (BID) in the Visa system for this account.
10	Processor Identification Number	9(10)	Number of the Visa Processor which is assigned to process this VCF file. Visa established with the member the correct value to be used in this field, and that value must be sent by the member/processor on the file inbound to Visa systems.	<b>Required</b> for headers and trailers.  Must be numeric.

## Header/Trailer

NO.	FIELD NAME	FIELD FORMAT	DESCRIPTION	EDIT CRITERIA
11	<b>Visa Region Identification</b>	9(1)	Identifies which Visa region the file belongs to.	Values: 1 = United States 2 = Canada 3 = European Union 4 = Asia Pacific 5 = Latin America and Caribbean 6 = Central & Eastern Europe, Middle East & Africa  <b>Required</b> for headers and trailers and must be a valid code. See your Visa Account Manager for assigned value.
12	<b>Processor Platform Reference</b>	X(10)	Identifies the platform or operating system on which the file was generated. Examples: UNIX, MVS COBOL, AS400, etc. This free format text field is used by the Certifier in certifying member VCF 4.0 files.	<b>Required</b> for headers and trailers.
13	<b>Optional Field 1</b>	X(26)	Free format. May not contain nulls. If not in use, should be initialized to spaces.	Not required.
14	<b>Optional Field 2</b>	X(26)	Free format. May not contain nulls. If not in use, should be initialized to spaces.	Not required.
15	<b>Optional Field 3</b>	X(26)	Free format. May not contain nulls. If not in use, should be initialized to spaces.	Not required.
16	<b>Optional Field 4</b>	X(26)	Free format. May not contain nulls. If not in use, should be initialized to spaces.	Not required.

### Header/Trailer Summary Notes:

Valid headers and trailers are required for blocks of Visa records, as well as for an entire VCF Transaction Set (File). For additional information on their usage and requirements, see the section on [How to construct a valid VCF 4.0 File](#) in this manual. Contact a Visa Representative to obtain information about Processor Identification and Visa Region Identification values.

## Enhanced Data Record Types

The following record types are considered to be the enhanced data portion of the VCF 4.0 record set:

- Car Rental Summary (T2)
- Line Item Detail (T7)
- Line Item Summary (T8)
- Lodging Summary (T9)
- Passenger Itinerary (T14)
- Leg-Specific Information (T15)
- Supplier (T16)
- Fleet Service (T17)
- Fleet Product (T18)
- Temporary Services (T20)
- Shipping Services (T21)
- Headquarters Relationship (T25)
- Lodging Detail (T26)
- Car Rental Detail (T27)
- Allocation (T28)
- Allocation Description (T29)
- Relationship (T30)
- Phone (T31)
- Reference Data (T99)

This section provides additional detail about the various record types designed for supporting Visa's enhanced data services. For further information, please contact your Visa representative.

Note: All amount fields in these enhanced data records are in the currency where the transaction took place, i.e. the source currency.

### Key Concept for Enhanced Data Records:

#### *Item Sequence Number*

An Item Sequence Number is a required field in many enhanced data records. This field should begin with "1" and be incremented by "1" for each subsequent record of that record type based on the number of detail records which refer to the T5 transaction.

For example, if a Car Rental Summary record (T2) says that the rental was for four days, then, if there are any T27 records associated with the transaction (which is not required), then there should be 4 T27 records referencing the same T5 transaction for the car rental. Each T27 would then contain data for one day of the rental. The first T27 detail record would have an item sequence number of 00001, and the following records would contain 00002, 00003, and 00004 in the Item Sequence Number field. The data for the detail records is generated by the member if the member is sending the enhanced data detail records, or by Visa, if Visa is generating this information through matching.

## CAR RENTAL SUMMARY – Type 2

The Car Rental Summary record type contains summary information for Visa commercial card transactions conducted at car rental merchants. This record provides additional details for those card transactions with respect to rental rates, specific car rental-related charges, and rental event logistics such as pick-up and return locations, etc.

The primary key to this record consists of four fields: Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5). These records are indicated below with a “\*\*” following the field name. The combination of these four fields must uniquely identify a transaction record (T5) for the underlying transaction with the car rental merchant.

The following rules apply to the primary key fields in the Car Rental Summary record:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The Car Rental Information must not already exist in the application.

For *Change*:

- The Car Rental Information must exist in the application.

Car Rental Summary (2)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a 1, 3, or 4.</li> </ul>
2	Account Number**	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul>
3	Posting Date**	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	Transaction Reference Number**	X(24)		Reference Number of a T5 transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>

## Car Rental Summary (2)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Sequence Number**	9(10)		Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	No-Show Indicator	9(01)	BASE II TCR3 Car Rental (27)	Indicator of a transaction due to no-show charges.	Values: 0 = No 1 = Yes For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
7	Daily Rental Rate	9(16)	BASE II TCR3 Car Rental (44-55)	Daily Car Rental Rate of a Card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
8	Other charges	9(16)	BASE II TC50-TCR0 Car Rental (138-149)	Other charges identified by the Car Rental Extra Charges Code in a Car Rental transaction. Car Rental No Show Indicator set to Y represents no-show charges in a transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
9	Check-out date	9(08)	BASE II TCR3 Car Rental (38-43)	Date the customer picked up the car or, in case of a No Show or Pre-paid transaction, the scheduled pickup date.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If the date format is not valid, the value will be ignored.</li> </ul>
10	Weekly Rental Rate	9(16)	BASE II TCR3 Car Rental (56-67)	Weekly Rental Car Rate of a transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
11	Insurance Charges	9(16)	BASE II TCR3 Car Rental (68-79)	Insurance charges of a Car Rental Card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Car Rental Summary (2)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
12	<b>Fuel Charges</b>	9(16)	BASE II TCR3 Car Rental (80- 91)	Fuel charges of a Car Rental Card transaction.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
13	<b>Class Code</b>	X(02)	BASE II TCR3 Car Rental (92- 93)	Code identifying the class of car provided in a Rental Car transaction, such as compact or mid-size.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
14	<b>One-way Drop-off charges</b>	9(16)	BASE II TCR3 Car Rental (94- 105)	Total of any charges for returning the vehicle to a different location than the Vehicle Pickup location.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
15	<b>Renter Name</b>	X(40)	BASE II TCR3 Car Rental (106- 145)	Renter's name for a Car Rental transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
16	<b>Auto Towing</b>	9(16)	BASE II TC50-TCR0 Car Rental (41-52)	Total charges of any Towing or Roadside Service expenses.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
17	<b>Regular Mileage Charges</b>	9(16)	BASE II TC50-TCR0 Car Rental (53-64)	Total Mileage charges below the mileage limit.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
18	<b>Extra-Mileage Charges</b>	9(16)	BASE II TC50-TCR0 Car Rental (65-76)	Total Mileage charges above the mileage limit.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
19	<b>Late Return Charges/Hourly Rate</b>	9(16)	BASE II TC50-TCR0 Car Rental (77-88)	Total charges of Late Return.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Car Rental Summary (2)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
20	Return Location	X(26)	BASE II TC50-TCR0 Car Rental (89-113)	Destination City where car is returned to the Rental company.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
21	Total Tax/VAT	9(16)	BASE II TC50-TCR0 Car Rental (114-125)	Total Amount of Tax or Value Added Tax (VAT).	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
22	Telephone Charges	9(16)	BASE II TC50-TCR0 Car Rental (126-137)	Total charges for in-vehicle telephone expenses, including Daily Rental charges, if applicable.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
23	Corporate Identification	X(16)	BASE II TC50-TCR0 Car Rental (150-161)	The Corporate Client Identification.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
24	Extra Charge Code	X(06) Left justify	BASE II TCR3 Car Rental (28-33)	Type of additional charges added to a customer's bill after checkout. Each position in the field can indicate a type of charge.	Values: Space = No extra charge 0 = No extra charge 1 = Gas 2 = Extra Mileage 3 = Late Return 4 = One Way Service Fee 5 = Parking Violation For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, each field position must contain a valid code.</li> </ul>
25	Days Rented	9(02)	BASE II TC05-TCR3 Car Rental (19-20)	Represents the length of rental, measured in number of days charged in transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
26	Message Identifier	X(16)	BASE II TC50-TCR0 (23-37)	Message Identifier in a transaction. This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Car Rental Summary (2)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
27	Purchase ID	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111- 135)	Number assigned by the merchant to the transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>
28	Source Amount	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for the transaction.  This information could be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be numeric.</li></ul>
29	Transaction Date	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of the purchase, as indicated in the financial record.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid date.</li></ul>
30	Merchant Category Code	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102- 105)	The merchant category code for the transaction, as indicated in the T5 financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid Merchant Category Code.</li></ul>
31	Supplier Name	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77- 101)	The name of the supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>

## Car Rental Summary (2)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
32	Supplier Postal Code	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106-110)	Postal code of a supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Processor Addendum Key	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If value is present, it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
34	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
35	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
36	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
37	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Car Rental Summary (T2) Summary Notes

The Car Rental Summary record is used to carry enhanced data (Level II) and Level III) for card-based transactions with car rental merchants. Fields 26 (Message Identifier) through 33 (Processor Addendum Key) can all be utilized to match enhanced data, potentially from third party providers, with the card's financial transaction details. For a more complete understanding of record types carrying enhanced data, and how this information might be used, please refer to additional Visa publications.

## LINE ITEM DETAIL – Type 7

The Line Item Detail record type contains line-by-line invoice information provided by the supplier for a Visa commercial card transaction. This record type contains enhanced data, and is provided to enable better reporting and tracking of commercial card programs.

The line item details carried in this record are relevant to individual line items within a particular transaction. That transactional line item is uniquely identified by the following Primary Key fields: The Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), the Sequence Number (Field #5), and the Item Sequence Number (Field #6). These five fields are required and cannot be empty, all spaces or zeros. The first five fields listed point to a specific transaction. The last field, Item Sequence Number, consists of sequential numbers which support the identification of multiple line items within that transaction. These five fields must uniquely represent a single line item in a valid transaction. These fields are indicated by a “\*\*” following the field name. All of the data attributes contained in this record type belong to line items for the transaction (and item number) indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the transaction.
- The Line Item Detail must not already exist in the application.

For *Change*:

- The Line Item Detail must exist in the application.

For Visa Europe originated Visa Purchasing transactions, please refer to Appendix D for further considerations.

Line Item Detail (7)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a 1, 3, or 4.</li> </ul>
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul>

## Line Item Detail (7)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Posting Date**	9(08)		Posting Date of transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	Transaction Reference Number**	X(24)	BASE II TCR0 (27-49)	Reference Number of transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Item Sequence Number**	9(05)		Sequence Number of an item in a line item detail transaction. Sequentially incremented to indicate the successive order of the items being listed. Does not relate to the invoice line number,	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
7	Message Identifier	X(16)	BASE II TC50-TCR0 PURCHL (23-37)	Message Identifier in a transaction. An identifying field used to link draft data information with any related TC50 text message transactions.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
8	Item Commodity Code	X(16)	BASE II TC50-TCR0 PURCHL (41-52)	Classification of purchased item.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
9	Item Descriptor	X(26)	BASE II TC50-TCR0 PURCHL (53-78)	Textual description of an item purchased in transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
10	Quantity	9(16)	BASE II TC50-TCR0 PURCHL (91-102)	Number of units purchased in transaction.	Four decimal places are implied (123456 = 12.3456). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Line Item Detail (7)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	Unit Cost	9(16)	BASE II TC50-TCR0 PURCHL (115-126)	Unit Cost of an item in transaction.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
12	Unit Measure	X(12)	BASE II TC50-TCR0 PURCHL (103-114)	Unit of Measure code used for an item in transaction.	<i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
13	VAT/Tax Amount	9(16)	BASE II TC50-TCR0 PURCHL (127-138)	Value Added Tax (VAT) Amount associated with a line item in a Card transaction.	Two decimal places are implied (1234 = 12.34). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
14	Type Supply	9(06)		Indicates whether the Purchase is of type 'Goods' or of type 'Services'.	<i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
15	Last Item Indicator	9(01)	BASE II TC50-TCR0 PURCHL (167)	Indicates whether or not the Line Item is the last one for a transaction.	Values: 0 = Not the last line 1 = Last line <i>For Add:</i> <ul style="list-style-type: none"> <li>Required.</li> </ul> <i>For Change:</i> <ul style="list-style-type: none"> <li>Must be different from '\'. <i>For Add/Change:</i>  <ul style="list-style-type: none"> <li>If provided, must be a valid value.</li> </ul> </li> </ul>
16	VAT/Tax Rate	9(09)	BASE II TC50-TCR0 PURCHL (139-142)	Value Added Tax (VAT) rate of a line item in a card transaction).	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
17	Item Discount Amount	9(16)	BASE II TC50-TCR0 PURCHL (143-154)	Discount Amount applied by the merchant to the line item.	Two decimal places are implied (1234 = 12.34). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>

## Line Item Detail (7)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
18	Item Total Amount	9(16)	BASE II TC50-TCR0 PURCHL (155-166)	Total Amount for the line item.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
19	Item Product Code	X(12)	BASE II TC50-TCR0 PURCHL (79-90)	Merchant Product Identifier.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
20	Service Identifier	X(06)	BASE II TC50-TCR0 Purchasing/ Lodging/ Car Rental (17-22)	Value assigned to identify the type of information contained in the BASE II record.  This information will determine if the line item summary is for a Car Rental, Lodging, or Purchasing Transaction.	For <i>Add</i> : <ul style="list-style-type: none"> <li><b>Required.</b> 'PURCHL' (Purchasing Transaction, Line Item Detail) will be used if no value is provided.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>Cannot start with '\'.</li> </ul>
21	Purchase ID	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111-135)	Number assigned <u>by merchant</u> to transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required</li> </ul>
22	Source Amount	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for the transaction.  This information could be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
23	Transaction Date	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of the purchase, as indicated in the financial record.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>

## Line Item Detail (7)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
24	<b>Merchant Category Code</b>	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102-105)	The merchant category code for the transaction, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid Merchant Category Code.</li> </ul>
25	<b>Supplier Name</b>	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77-101)	The name of the supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
26	<b>Supplier Postal Code</b>	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106-110)	Postal code of a supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	<b>Processor Addendum Key</b>	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If present, it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
28	<b>Line Item Sales Tax Charged Flag</b>	9(01)		Identifies whether a sales tax amount was charged for this line item.	Values: 0 = Tax not charged 1 = Tax charged For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
29	<b>Item Level Usage Code</b>	X(02)		Issuer specific usage field.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
30	<b>Line Item Source</b>	X(10)		Source of line item detail (LID) information.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Line Item Detail (7)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
31	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
34	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Line Item Detail (T7) Summary Notes:

The four fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For business situations in which this transaction involves the purchase, or return, of goods or services, multiple line items may be involved as part of a single transaction. Iterative uses of this Line Item Detail record, with appropriate, sequentially-assigned Item Sequence Number (Field #6) values, will allow the user to segregate the details for each line item which was part of the original transaction.

In addition to the many line item attributes, such as quantity, item description, unit price, etc. there are several fields in the record which may be utilized to enhance the purchase data. These are fields Service Identifier (Field #20) through Processor Addendum Key (Field #27). Optional fields at the end of the record can also be used to carry additional detail relevant to a particular line item.

## LINE ITEM SUMMARY – Type 8

The Line Item Summary record type contains supplemental information about a transaction conducted with a Visa commercial card. Just as Line Item Detail (T7) allows the file to carry information about individual line items which are part of a larger purchase, Line Item Summary (T8) records provide other data/information relevant to the entire transaction, which enhances the information carried in the Card Transaction (T5) records.

The transaction to which this summary information applies is uniquely identified by the following Primary Key fields: the Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and the Sequence Number (Field #5). These four fields are required and cannot be empty, all zeros or spaces. They must uniquely represent a valid transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the transaction indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the transaction.
- The Line Item Summary must not already exist in the application.

For *Change*:

- The Line Item Summary must exist in the application.

Line Item Summary (8)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction. For <i>Add/Change</i> : • <b>Required</b> and must be a 1, 3, or 4.
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : • <b>Required.</b> • Must exist in the application.
3	<b>Posting Date**</b>	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : • <b>Required.</b> • Must be a valid date.

## Line Item Summary (8)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
4	<b>Transaction Reference Number**</b>	X(24)	BASE II TCR0 (27-49)	Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	<b>Sequence Number**</b>	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	<b>Message Identifier</b>	X(16)	BASE II TC50-TCR0 (23-37)	Message Identifier in a transaction. An identifying field used to link draft data information with any related TC50 text message transactions.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
7	<b>Discount Amount</b>	9(16)	BASE II TC50-TCR0 PURCHA (41-52)	Discount Amount applied by the merchant to the transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
8	<b>Freight Amount</b>	9(16)	BASE II TC50-TCR0 PURCHA (53-64)	Total of freight or shipping and handling charges for the transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
9	<b>Duty Amount</b>	9(16)	BASE II TC50-TCR0 PURCHA (65-76)	Total charges for any import/export duty included in the transaction.	Two decimal places are implied. (1234 = 12.34) For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
10	<b>Destination Postal Code</b>	X(14)	BASE II TC50-TCR0 PURCHA (77-86)	Postal code of the ship-to location.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
11	<b>Source Postal Code</b>	X(14)	BASE II TC50-TCR0 PURCHA (87-96)	Postal code of the location from which goods were shipped.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Line Item Summary (8)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
12	Destination Country Code	9(05)	BASE II TC50-TCR0 PURCHA (97-99)	International Organization for Standardization (ISO)-assigned code for the country to which goods were shipped.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If the country code is not valid, the value will be ignored.</li> </ul>
13	VAT Reference Number	X(16)	BASE II TC50-TCR0 PURCHA (100-114)	Unique Value Added Tax (VAT) Invoice Reference Number of a transaction summary.  For Visa Europe originated Visa Purchasing transactions, must not be used for Supplier Invoice Number	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
14	Order Date	9(08)	BASE II TC50-TCR0 PURCHA (115-120)	Date order was placed with merchant.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If the date format is not valid, the value will be ignored.</li> </ul>
15	Freight/Shipping VAT/Tax Amount	9(16)	BASE II TC50-TCR0 PURCHA (140-151)	Freight/shipping Value Added Tax (VAT) Amount for a Card Transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
16	Freight/Shipping VAT/Tax Rate	9(09)	BASE II TC50-TCR0 PURCHA (152-155)	Freight/shipping Value Added Tax (VAT) Rate for a Card Transaction.	Four decimal places are implied (123456 = 12.3456). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
17	Service Identifier	X(06)	BASE II TC50-TCR0 Purchasing/ Lodging/ Car Rental (17-22)	Value assigned to identify the type of information contained in the BASE II record.  This information will determine if the line item summary is for a Car Rental, Lodging, or Purchasing Transaction.  This field supports the matching of the enhanced transaction information with the original financial data.	For <i>Add</i> : <ul style="list-style-type: none"> <li><b>Required.</b> 'PURCHA' (Purchasing Transaction, Additional Elements) will be used if no value is provided.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>Cannot start with '\'.</li> </ul>

## Line Item Summary (8)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
18	Purchase ID	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111- 135)	Number assigned by merchant to transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>
19	Source Amount	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for the transaction.  This information could be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be numeric.</li></ul>
20	Transaction Date	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of purchase, as indicated in the financial record.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid date.</li></ul>
21	Merchant Category Code	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102- 105)	The merchant category code for the transaction, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid Merchant Category Code.</li></ul>
22	Supplier Name	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77- 101)	The name of the supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>

## Line Item Summary (8)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
23	<b>Supplier Postal Code</b>	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106- 110)	Postal code of a supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
24	<b>Processor Addendum Key</b>	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If value is present it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
25	<b>Source Country Code</b>	9(05)	BASE II TC50-TCR0 PURCHA (97-99)	International Organization for Standardization (ISO)-assigned code for the country to which goods were shipped.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If the country code is not valid, the value will be ignored.</li> </ul>
26	<b>Destination State/Province</b>	X(04)		State/Province where the package will be delivered.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid state/province code for the destination's country.</li> </ul>
27	<b>Source State/Province</b>	X(04)		State/Province from which the package was shipped.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid state/province code for the destination's country.</li> </ul>
28	<b>Source</b>	X(10)		Source of the enhanced transaction information.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
29	<b>Optional Field 1</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
30	<b>Optional Field 2</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
31	<b>Optional Field 3</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Line Item Summary (8)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
32	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>• Not required.</li></ul>

### Line Item Summary (T8) Summary Notes:

The four fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For more complex business situations, additional information may be required to supplement the transactional data. This information is carried in the Line Item Summary (T8) records.

In addition to items such as Discount Amount, Duty Amount, etc. there are several fields in the record which may be utilized to enhance the purchase data. These are fields Service Identifier (Field #17) through Processor Addendum Key (Field #24). Optional fields at the end of the record can also be used to carry additional information relevant to the transaction.

## LOGGING SUMMARY – Type 9

The Lodging Summary record type contains summary information on Visa commercial card transactions conducted at hotels or places of lodging. The Lodging Summary Record (T9) supports the reporting of supplemental information about a stay in a lodging facility which was charged to this particular account, and can be tied back to the particular transaction that carried the charge detail.

The lodging details carried in this record are related to a particular transaction. That transaction is uniquely identified by the following Primary Key fields: the Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and the Sequence Number (Field #5). These four fields are required and cannot be empty, spaces, or zeros. They must uniquely represent a valid transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the transaction indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the transaction.
- The Lodging Summary must not already exist in the application.

For *Change*:

- The Lodging Summary must exist in the application.

Lodging Summary (9)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction. For <i>Add/Change</i> : • <b>Required</b> and must be a 1, 3, or 4.
2	<b>Account Number**</b>	X(19)	BASE II TCRO (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : • <b>Required</b> . • Must exist in the application.
3	<b>Posting Date**</b>	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : • <b>Required</b> . • Must be a valid date.

## Lodging Summary (9)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
4	Transaction Reference Number**	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	No Show Indicator	9(01)	BASE II TCR3 Lodging (27)	Indicates transaction due to no-show charges.	Values: 0 = No 1 = Yes  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
7	Check In Date	9(08)	BASE II TCR3 Lodging (38-43)	Date customer checked into hotel, or Scheduled Arrival Date in case of a No Show or an Advance Lodging.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If the date format is not valid, the value will be ignored.</li> </ul>
8	Daily Room Rate	9(16)	BASE II TCR3 Lodging (44-55)	Daily room rate for hotel in Card transaction.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
9	Total Other Charges	9(16)	BASE II TC50-TCR0 Lodging (137-148)	Other charges identified by the Lodging Extra Charges Code in a transaction.  If Lodging No Show Indicator is set to Yes, No-show charges were assessed in the transaction.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
10	Total Tax Amount	9(16)	BASE II TCR3 Lodging (56-67)	Total tax amount of a Card transaction for hotel lodging.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Lodging Summary (9)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	<b>Total Food/Beverage Charges</b>	9(16)	BASE II TCR3 Lodging (80-91)	Food and beverage charges in a Card transaction for hotel lodging.  This value does not include mini-bar charges.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
12	<b>Total Prepaid Expenses</b>	9(16)	BASE II TCR3 Lodging (68-79)	Total of any prepaid amount or deposit applied against the folio.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
13	<b>Total Folio Cash Advances</b>	9(16)	BASE II TCR3 Lodging (92-103)	Total of any cash advances charged against the folio.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
14	<b>Total Valet Parking Charges</b>	9(16)	BASE II TC50-TCR0 Lodging (41-52)	Total valet parking charges of a Card transaction for hotel lodging.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
15	<b>Total Mini-bar Charges</b>	9(16)	BASE II TC50-TCR0 Lodging (53-64)	Total charges for in-room mini-bar food and beverage expenses.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
16	<b>Total Laundry Charges</b>	9(16)	BASE II TC50-TCR0 Lodging (65-76)	Total laundry charges in a Card transaction for hotel lodging.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
17	<b>Total Telephone Charges</b>	9(16)	BASE II TC50-TCR0 Lodging (77-88)	Total charges for telephone expenses, including in-room fax machine usage.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Lodging Summary (9)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
18	<b>Total Gift Shop Purchases</b>	9(16)	BASE II TC50-TCR0 Lodging (89-100)	Total charges of gift shop and merchandise purchases.	Two decimal places are implied (1234 = 12.34). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
19	<b>Total Movie charges</b>	9(16)	BASE II TC50-TCR0 Lodging (101-112)	Total charges for movies and other in-room entertainment expenses.	Two decimal places are implied (1234 = 12.34). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
20	<b>Total Business Center Charges</b>	9(16)	BASE II TC50-TCR0 Lodging (113-124)	Total charges for copies, faxes, and other Business Center expenses.	Two decimal places are implied (1234 = 12.34). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
21	<b>Health Club Charges</b>	9(16)	BASE II TC50-TCR0 Lodging (125-136)	Total charges for health club or pool expenses, including court and equipment rental and golf green fees.	Two decimal places are implied (1234 = 12.34). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
22	<b>Extra Charge Code</b>	X(06)	BASE II TCR3 Lodging (28-33)	Type of additional charges applied to a customer's bill after checkout. Each of the six positions in the code may indicate a type of charge.	Values: Space = No extra charge 0 = No extra charge 2 = Restaurant 3 = Gift Shop 4 = Mini-bar 5 = Telephone 6 = Other 7 = Laundry <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, each field position must contain a valid value.</li> </ul>

## Lodging Summary (9)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
23	<b>Total Room Tax Amount</b>	9(16)	BASE II TC05-TCR3 Lodging (106-117)	Represents the total amount of all room taxes applied against this transaction.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
24	<b>Lodging Nights</b>	9(03)	BASE II TC05-TCR3 Lodging (104-105)	Represents the length of stay, measured in number of nights.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
25	<b>Total Non-Room Charges</b>	9(16)	BASE II TC50-TCR0 Lodging CORPLG (149-160)	Represents the total of all non-room related charges.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
26	<b>Message Identifier</b>	X(16)	BASE II TC50-TCR0 (23-37)	Message Identifier in a transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
27	<b>Purchase ID</b>	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111-135)	Number assigned by the merchant to the transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
28	<b>Source Amount</b>	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for the transaction.  This information could be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Lodging Summary (9)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
29	Transaction Date	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of the purchase, as indicated in the financial record.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>
30	Merchant Category Code	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102-105)	The merchant category code for the transaction, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid Merchant Category Code.</li> </ul>
31	Supplier Name	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77-101)	The name of the supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Supplier Postal Code	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106-110)	Postal code of a supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Processor Addendum Key	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If value present it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
34	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
35	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Lodging Summary (9)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
36	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
37	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Lodging Summary (T9) Summary Notes:

The four fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For more complex business situations requiring enhanced data, additional information may be desired to supplement the transactional data. For transactions involving lodging details, this information is carried in the Lodging Summary (T9) records.

In addition to items such as Check In and Checkout Dates, specific service charges, etc. there are several fields in the record which may be utilized to enhance the transactional data. These are fields Message Identifier (Field #26) through Processor Addendum Key (Field #33). Optional fields at the end of the record can also be used to carry additional information relevant to the lodging transaction.

## PASSENGER ITINERARY – Type 14

The Passenger Itinerary record type contains summary travel information on an air trip or a rail trip paid for with a Visa commercial card. The Passenger Itinerary Record (T14) supports the reporting of supplemental information about a trip which was charged to a particular account, and can be tied back to the particular transaction that carried the charge detail.

The Passenger Itinerary details carried in this record are related to a particular transaction and a particular trip. That transaction is uniquely identified by the following Primary Key fields: The Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and Sequence Number (Field #5). These four fields are required and cannot be empty, all spaces or zeros. They must uniquely represent a valid transaction. These fields are indicated by a “\*\*\*” following the field name. All attributes contained in this record type belong to the transaction indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The Passenger Itinerary must not already exist in the application.

For *Change*:

- The Passenger Itinerary must exist in the application.

Passenger Itinerary (14)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : • <b>Required</b> and must be a 1, 3, or 4
2	Account Number***	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : • <b>Required.</b> • Must exist in the application.
3	Posting Date**	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : • <b>Required.</b> • Must be a valid date.

## Passenger Itinerary (14)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
4	Transaction Reference Number**	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Departure Date	9(08)	BASE II TCR3 Passenger Itinerary (47-52)	Starting Date of travel.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If the date format is not valid, the value will be ignored.</li> </ul>
7	Travel Agency Code	X(08)	BASE II TCR3 Passenger Itinerary (84-91)  or TC50-TCR0 (CORPAI/COMMAG) (157-164)	Code identifying the travel agency that supplied the ticket.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
8	Travel Agency Name	X(26)	BASE II TCR3 Passenger Itinerary (92-116)	Name of the travel agency that supplied the ticket.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
9	Ticket Indicator	9(01)	BASE II TCR3 Passenger Itinerary (117)	Indicates whether a ticket is restricted in some way.	Values: 0 = No 1 = Yes  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
10	Ticket Number	X(14)		Ticket Number of an airline purchase.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Passenger Itinerary (14)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	Passenger Name	X(20)	BASE II TCR3 Passenger Itinerary (27-46)  or TC50- TCR0 (CORPAI/ COMMAG) (61-80)	Customer name as indicated on the ticket purchased.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
12	Exchange Ticket Number	X(14)	BASE II TC50-TCR0 (CORPAI/ COMMAG) (132-144)	Ticket number for which this ticket was exchanged.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
13	Exchange Ticket Amount	9(16)	BASE II TC50-TCR0 (CORPAI/ COMMAG) (145-156)	Credit from ticket or coupon(s) being used as payment in an exchange ticket transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
14	Internet Indicator	9(01)	BASE II TC50-TCR0 (CORPAI/ COMMAG) (165-165)	Indicates if the ticket was purchased over the Internet.	Values: <ul style="list-style-type: none"> <li>0 = No</li> <li>1 = Yes</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be valid value.</li> </ul>
15	Total Fare Amount	9(16)	BASE II TC50-TCR0 (CORPAI/ COMMAG) (81-92)	Total fare charged for all legs of travel.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
16	Total Fee Amount	9(16)	BASE II TC50-TCR0 (CORPAI/ COMMAG) (117-128)	Sum of all applicable fees.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>

## Passenger Itinerary (14)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
17	<b>Total Tax Amount</b>	9(16)	BASE II TC50-TCR0 (CORPAI/ COMMAG) (93-104)	Sum of all taxes charged.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
18	<b>Message Identifier</b>	X(16)	BASE II TC50-TCR0 (23-37)	Message Identifier in a transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
19	<b>Endorsement/ Restrictions</b>	X(20)			For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
20	<b>Purchase ID</b>	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111- 135)	Number assigned by the merchant to the transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
21	<b>Source Amount</b>	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for the transaction.  This information could be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
22	<b>Transaction Date</b>	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of the purchase, as indicated in the financial record.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid date.</li> </ul>

## Passenger Itinerary (14)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
23	<b>Merchant Category Code</b>	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102-105)	The merchant category code for the transaction, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid Merchant Category Code.</li> </ul>
24	<b>Supplier Name</b>	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77-101)	The name of the supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
25	<b>Supplier Postal Code</b>	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106-110)	Postal code of a supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
26	<b>Processor Addendum Key</b>	X(52)		A value provided at the time of reservation containing passenger specific data	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	<b>Passenger Specific Data</b>	X(50)		A value provided by the cardholder at time of reservation and captured by the central reservation system.  Also called: control ID, travel authorization number, customer code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
28	<b>Ticket Issue Date</b>	9(08)	BASE II TC50-TCR0 (CORPAS/ COMMAS) (160-167)	Actual date of ticket and itinerary issuance.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>

## Passenger Itinerary (14)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
29	Number of Legs	9(02)		Total number of trip legs associated with a passenger itinerary.	<p>Values: 01 to 99</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
30	E-Ticket Indicator	9(01)		Identifies if ticket is electronic.	<p>Values: 0 = Is not an electronic ticket. 1 = Is an electronic ticket.</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
31	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
34	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
35	Travel Obligation Number	X(13)	BASE II TC50-TCR0 (CORPAS/ COMMAS) (141-153)	<p>A value provided by the cardholder at time of reservation and captured by the central reservation system.</p> <p>Also called: control ID, travel authorization number, customer code.</p>	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
36	TCN Passenger Name	X(50)		The passenger name field as received on the corresponding TCN airline record.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Passenger Itinerary (T14) Summary Notes:

The four fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For more complex business situations requiring enhanced data, additional information may be desired to supplement the transactional data. For transactions involving air or rail travel, this information is carried in the Passenger Itinerary (T14) records.

In addition to items such as Departure Date, Travel Agency information, ticketing attributes, total fares and fees, etc. there are several fields in the record which may be utilized to enhance the transactional data and to link this information to the corresponding financial transaction. These are fields Message Identifier (Field #18) through Processor Addendum Key (Field #26). Optional fields at the end of the record can also be used to carry additional information relevant to the air or rail travel transaction.

## LEG-SPECIFIC INFORMATION – Type 15

The Leg-Specific Information record type contains summary travel information on an air trip or a rail trip. Up to 99 legs can be associated to one Passenger Itinerary transaction. Just as the Passenger Itinerary record (T14) carries supplemental information about an air or rail travel event, the use of this Leg-Specific Information Record (T15) allow the user to report additional details where required for more detailed business reporting. Specific leg-related fees, fares, itinerary details, and ticket attributes can be provided in this record type.

The Leg-Specific Information details carried in this record are related to a particular transaction containing charges for a specific trip, and, in particular, charges relating to a leg of that specific trip. That transaction is uniquely identified by the following Primary Key fields: the Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and Sequence Number (Field #5). The specific leg is identified by the four fields indicated plus the addition of the Leg Number (Field #6). These five fields are required and cannot be empty, all zeros or spaces. They must uniquely represent a valid transaction, with a valid trip and leg number of that trip. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the specific travel leg indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The corresponding Passenger Itinerary (based on the Account Number, Posting Date, Transaction Reference Number and Sequence Number) must exist in the application.
- The Leg-Specific Information must not already exist in the application.

For *Change*:

- The Leg-Specific Information must exist in the application.

### Leg-Specific Information (15)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction. For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4</li> </ul>
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul>

## Leg-Specific Information (15)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Posting Date**	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	Transaction Reference Number**	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Leg Number**	9(02)		Sequence Number for the specific leg which this Leg-Specific Information represents.  Represents leg 1, leg 2, etc. of the ticket.	Values: 01 to 99 For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid value.</li> </ul>
7	Destination/Airport Code	X(04)	BASE II TC05-TCR3 Passenger Itinerary transaction  or  TC50-TCR0 (CORPAS/ COMMAS) Leg (71-75 or 114-118)	Destination (for railroad) or airport (for airline) for this travel segment.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• If the Airport Code or the Railroad City Code is not valid, the “Unknown” code will be used.</li> </ul>
8	Carrier Code	X(04)	BASE II TC05-TCR3 Passenger Itinerary transaction  or  TC50-TCR0 (CORPAS/ COMMAS) Leg (56-57 or 99-100)	Alphabetic code for a Carrier.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• If the Carrier Code is not valid, the “Unknown” code will be used.</li> </ul>

## Leg-Specific Information (15)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
9	Service Class	X(02)	BASE II TC05-TCR3 Passenger Itinerary transaction  or TC50-TCR0 (CORPAS/ COMMAS) Leg (63-64 or 106-107)	Passenger class for this particular segment of air travel or one segment of railroad traveling.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
10	Fare Basis	X(08)	BASE II TC05-TCR3 Passenger Itinerary transaction  or TC50-TCR0 (CORPAS/ COMMAS) Leg (76-83 or 119-126)	Extended code describing the Fare Class for one segment of air travel or for one segment of railroad travel.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
11	Date of Travel	9(08)	BASE II TC50-TCR0 Passenger Itinerary transaction  or TC50-TCR0 (CORPAS/ COMMAS) Leg (84-89 or 127-132)	Date of departure for this particular segment of air travel or rail travel.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If the date format is not valid, the value will be ignored.</li> </ul>
12	Stopover Code	9(01)	BASE II TC05-TCR3 Passenger Itinerary transaction  or TC50-TCR0 (CORPAS/ COMMAS) Leg (70 or 113)	Code indicating whether the destination is a connection point or a final destination for one segment of air travel or for one segment of rail travel.	Values: 0 = Stopover allowed (final destination) 1 = Stopover not allowed (intermediate stop)  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>

## Leg-Specific Information (15)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
13	<b>Coupon Number</b>	9(01)	BASE II TC50-TCR0 (CORPAS/ COMMAS) Leg (55 or 98)	The coupon number within the ticket.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
14	<b>Carrier Reference Number</b>	X(06)	BASE II TC50-TCR0 (CORPAS/ COMMAS) Leg (58-62 or 99-100)  or TC05-TCR3 Passenger Itinerary (146-150, etc)	Reference number assigned by a carrier.  For airline travel, it is an airline designated flight number for given leg of an air travel.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
15	<b>Departure Time</b>	9(04)	BASE II TC50-TCR0 (CORPAS/ COMMAS) Leg (90-93 or 133-136)	Time flight is scheduled to depart for this leg of travel	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
16	<b>Arrival Time</b>	9(04)	BASE II TC50-TCR0 (CORPAS/ COMMAS) Leg (94-97 or 137-140)	Time flight is scheduled to arrive for this leg.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
17	<b>Origination Airport/Railroad Code</b>	X(04)	BASE II TC50-TCR0 (CORPAS/ COMMAS) Leg (65-69 or 108-112)	The airport or city code for the point of origination of the segment.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If the Airport Code or the Railroad City Code is not valid, the “Unknown” code will be used.</li> </ul>
18	<b>Conjunction Ticket Number</b>	X(14)	BASE II TC50-TCR0 (CORPAS/ COMMAS) (42-54)	Ties additional tickets to the primary ticket.  There can be a conjunction ticket for each set of four coupons (legs).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Leg-Specific Information (15)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
19	<b>Message Identifier</b>	X(16)	BASE II TC50-TCR0 (23-37)	Message Identifier in a transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>
20	<b>Purchase ID</b>	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111-135)	Number assigned by the merchant to the transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>
21	<b>Source Amount</b>	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for this transaction.  This information could be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be numeric.</li></ul>
22	<b>Transaction Date</b>	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of the purchase, as indicated in the financial record.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid date.</li></ul>
23	<b>Merchant Category Code</b>	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102-105)	The merchant category code for the transaction, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid Merchant Category Code.</li></ul>

## Leg-Specific Information (15)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
24	Supplier Name	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77- 101)	The name of the supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
25	Supplier Postal Code	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106- 110)	Postal code of a supplier, as indicated in the financial transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
26	Processor Addendum Key	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If value present it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	Domestic/ International Indicator	9(01)		Identifies if the leg is between two countries.	Values: 0 = Leg stay in the same country. 1 = Leg is between 2 countries.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
28	Arrival Date	9(08)		Arrival date of specific leg.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>
29	Departure Tax	9(16)		Departure tax for specific leg.	Two decimal places are implied (1234 = 12.34).  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
30	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Leg-Specific Information (15)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
31	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Leg Specific Information (T15) Summary Notes:

The five fields ((Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), and Leg Number (Field #6)) uniquely identify a single Transaction (T5) which has been enhanced with information from a Passenger Itinerary record (14) and is now being further enhanced by Leg-Specific Information (T15). For more complex business situations requiring enhanced data, additional information may be desired to supplement the original transactional data. For transactions involving air or rail travel, this information is carried in the Passenger Itinerary (T14) records, and in the accompanying Leg-Specific Information records (T15).

The data fields in this record contain such things as Carrier Code, Service Class, Arrival and Departure Times, etc. which apply to a particular leg of a particular trip. In addition, there are several fields in the record which may be utilized to enhance the transactional data and to link this information to the corresponding financial transaction. These are fields Message Identifier (Field #19) through Processor Addendum Key (Field #26). Optional fields at the end of the record can also be used to carry additional information relevant to the specifically identified travel leg of an air or rail travel transaction.

## SUPPLIER – Type 16

The Supplier record type contains descriptive information related to the supplier. The MIER Reference Positions (from-to) are subject to revision. **Note: this record type is now obsolete for U.S. Issuers, as the VMPD is used to obtain the most accurate supplier information.** Members can provide T16 records, and the T16 records will be loaded and can be forwarded to third parties, but they will not load into Visa reporting applications.

Since Visa now uses the VMPD to obtain the most accurate supplier information, Visa’s reporting systems are only using the supplier data provided in the T5 record and ignoring the T16 data.

Details carried in this record are related to a particular merchant or supplier. That supplier is uniquely identified by an internally generated unique primary key. All attributes contained in this record type belong to the specific merchant indicated by the primary key.

Supplier (16)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a 1, 3, or 4.</li> </ul>
2	Acquirer BIN	9(06)		Acquiring Bank Identification Number (BIN) of the supplier.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not Required.</li> <li>• If provided, must be numeric.</li> </ul>
3	Supplier Name	X(30)	MIER (25-54)	Supplier name included in a transaction.  The name under which the merchant location is “doing business as.”	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not Required.</li> </ul>
4	Supplier City	X(14)	MIER (55-67)	City of a supplier included in a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not Required.</li> </ul>
5	Supplier State/Province Code	X(04)	MIER (68-70)	Code of a supplier state or province included in a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid state/province code for the supplier’s country.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
6	Supplier ISO Country Code	9(05)		International Organization for Standardization (ISO)-assigned code of a country where the supplier is located.  If the alphabetic ISO Country Code is provided, it will be converted to its corresponding numeric code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid country code.</li> </ul>
7	Supplier Postal Code	X(14)	MIER (71-79)	Postal code of the supplier location included in a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not Required.</li> </ul>
8	Merchant Category Code	9(04)	MIER (21-24)	Four-digit numeric classification identifier, modeled after the Standard Industrial Classification (SIC) code, and designed to group suppliers in similar lines of business.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not Required.</li> </ul>
9	Supplier Address	X(30)	MIER (140-169)	The street address of the merchant location.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not Required.</li> </ul>
10	Merchant Profile Service Identifier (MPS-ID)	9(12)	MIER (2-13)	A Visa number assigned to each unique merchant location.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li><b>Required.</b></li> <li>Must be a valid MPS-ID.</li> </ul> For <i>Add</i> : <ul style="list-style-type: none"> <li>Must not already exist in the application.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>Must exist in the application.</li> </ul>
11	Business Legal Name	X(30)	MIER (110-139)	Name used by a company for 1099 Reporting.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
12	Alternate Supplier DBA Name	X(30)	MIER (80-109)	An alternate name under which the merchant location is “doing business as.”	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
13	Mailing Address	X(30)	MIER (202-231)	Street address, including city, state, and zip code, of the merchant location that accepted the Visa commercial card.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
14	<b>Dun &amp; Bradstreet Number</b>	9(09)	MIER (461-469)	Dun and Bradstreet Code Number of a supplier.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
15	<b>Incorporation Status Code</b>	9(01)	MIER (274)	Code identifying the Supplier Organization Structure.	<p>Values:</p> <p>1 = Individual / Sole proprietorship</p> <p>2 = Partnership</p> <p>3 = Corporation-Chapter S, C</p> <p>4 = Medical or legal corporation</p> <p>5 = Associations/estates/trusts</p> <p>6 = Tax-exempt organizations (501C)</p> <p>7 = Government (Federal/state/local)</p> <p>8 = International organization</p> <p>9 = Limited liability company</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
16	<b>Minority Owned Status Code</b>	X(02)	MIER (275-276)	Code indicating the Minority-Owned Status of a business.	<p>Values:</p> <p>N = Not Minority-Owned</p> <p>AI = Asian Indian</p> <p>AP = Asian Pacific</p> <p>BL = Black</p> <p>HI = Hispanic</p> <p>NA = Native American</p> <p>OT = Other (not a default – indicates other minority).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
17	<b>Tax Identification Number (TIN)</b>	9(09)	MIER (264-272)	The IRS assigned number used by this supplier.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
18	<b>Primary Standard Industrial Classification (SIC) Code</b>	X(04)	MIER (277-280)	The Standard Industry Category Code primarily used by the business.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
19	<b>Secondary Standard Industrial Classification (SIC) Code</b>	X(04)	MIER (281-284)	The Standard Industry Category Code secondarily used by the business.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
20	<b>Supplier Phone Number</b>	X(15)	MIER (297-311)	The voice phone for the participant or business. May include: punctuation, country code, extension. Will normally contain at least an area code and number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
21	<b>Sole Proprietor Owner First Name</b>	X(25)	MIER (312-336)	First name of the sole proprietor.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
22	<b>Sole Proprietor Owner Middle Initial</b>	X(02)	MIER (337)	Middle initial of the sole proprietor	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
23	<b>Sole Proprietor Owner Last Name</b>	X(25)	MIER (338-362)	Last name of the sole proprietor.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
24	<b>Women Owned Indicator</b>	X(01)	MIER (363)	Yes/No Indicator of whether or not the business is women owned.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
25	<b>Sales Volume</b>	9(10)	MIER (470-479)	Annual sales amount for the supplier.	No decimal places are implied. For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> <li>If amount is greater than \$10 billion, field will be populated with all 9's.</li> </ul>
26	<b>Employee Count</b>	9(06)	MIER (480-485)	The number of employees at the supplier.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
27	Issuer BIN	9(06)	MIER (14-19)	The Bank Identification Number (BIN) that identifies the issuing institution.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
28	TIN Type Code	9(01)	MIER (273)	Indicates whether the TIN is the SSN (Social Security Number) or the EIN (federal Employer Identification Number).	Values: 1 = SSN 2 = FEIN For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
29	Supplier E-mail Address	X(40)	MIER (364-403)	The e-mail address of the business.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
30	Supplier Fax Number	X(15)		The fax number at the business location.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
31	Supplier Reservation Phone Number	X(15)	MIER (404-418)	The phone number used to make a reservation with the business.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Level III Capture Indicator Code	X(01)	MIER (420)	Indicates that the merchant has sent addendum data in the TC50 sales draft.  The TC50 is an addendum of the BASE II TC05 sales draft.	Values: Y = Supplier capable N = Supplier not capable For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul> For <i>Add</i> : <ul style="list-style-type: none"> <li>“N” will be used if no value is provided.</li> </ul>
33	Level II Capture Indicator Code	X(01)	MIER (419)	Indicates that the merchant has sent Customer Code/ Customer Reference Identifier (CRI) fields on the TCR06. The TCR06 is an extension of the BASE II TC05 sales draft.	Values: Y = Code/CRI was sent N = Code/CRI was not sent (default) For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul> For <i>Add</i> : <ul style="list-style-type: none"> <li>“N” will be used if no value is provided.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
34	<b>Parent Visa Supplier Identification Number</b>	9(12)		The MPS-ID of a parent record contained in each duplicate record that is subordinate to that parent.	Reserved for future use. For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
35	<b>Alternate Supplier City</b>	X(20)	MIER (170-189)	Alternate supplier city.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
36	<b>Alternate Supplier State/Province Code</b>	X(03)	MIER (190-192)	Alternate supplier state/province code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid state/province code for the alternate supplier's country.</li> </ul>
37	<b>Alternate Supplier Postal Code</b>	X(14)	MIER (193-201)	Alternate supplier postal code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
38	<b>Supplier Out of Business Date</b>	9(08)		Indicates the effective date the supplier went out of business.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>
39	<b>Supplier Ownership Change Date</b>	9(08)		Indicates the effective date the supplier changed ownership.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>
40	<b>8A Classification Indicator</b>	X(01)	MIER (443)	Indicates that the merchant is classified by the Small Business Administration for 8A government contracts.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
41	<b>8A Expiration Date</b>	9(08)	MIER (444-453)	Indicates the expiration date for merchant's 8A classification.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid date.</li> </ul>
42	<b>SBA Participant Indicator</b>	X(01)	MIER (454)	Indicates that the merchant is classified by the Small Business Administration for Participant status.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
43	<b>Disabled Veteran Indicator</b>	X(01)	MIER (457)	Indicates that the merchant is classified as a Disabled Veteran.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
44	<b>Veteran Indicator</b>	X(01)	MIER (458)	Indicates that the merchant is classified as a Veteran.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
45	<b>Vietnam Era Veteran Indicator</b>	X(01)	MIER (459)	Indicates that the merchant is classified as a Vietnam Era Veteran.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
46	<b>Supplier Information Refusal Indicator</b>	X(01)	MIER (460)	Indicates that the merchant refused to provide required data.	Values: N = Did not refuse (Default) Y = Refused For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul> For <i>Add</i> : <ul style="list-style-type: none"> <li>• “N” will be used if no value is provided.</li> </ul>
47	<b>Incorporation Status Change Date</b>	9(08)	MIER (433-442)	A valid date indicating the effective date of a supplier change in incorporation status.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid date.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
48	<b>Small Disadvantaged Business Indicator</b>	X(01)	MIER (455)	Indicates that the merchant is registered with the Small Business Administration as a small disadvantaged business.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
49	<b>Mailing City</b>	X(20)	MIER (232-251)	Supplier city for mailing purposes	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not Required.</li> </ul>
50	<b>Mailing State/Province</b>	X(04)	MIER (252-254)	Supplier state/province code for mailing	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid state/province code for the supplier's country.</li> </ul>
51	<b>Mailing Country</b>	9(05)		Supplier country code for mailing.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid country code.</li> </ul>
52	<b>Alternate Supplier Country</b>	9(05)		Alternate supplier country code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid country code.</li> </ul>
53	<b>HUB Zone Indicator</b>	X(01)	MIER (456)	Indicates that the SBA has designated this business as being located in a Historically Underutilized Business zone.	Values: Y = Yes N = No For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
54	<b>Franchise Code</b>	X(01)	MIER (486)	Identifies the franchise merchant location as being operated by either a corporation or a franchisee.	Values: F = Owned by franchisee or dealer C = Owned by corporation For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
55	<b>Primary NAICS Code</b>	9(06)	MIER (285-290)	Identifies the primary North American Industry Classification System code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
56	<b>Secondary NAICS Code</b>	9(06)	MIER (291-296)	Identifies the secondary North American Industry Classification System code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
57	<b>Visa Commerce Seller ID</b>	X(19)		Identifies the Seller ID on the Visa Commerce platform.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
58	<b>Reserved for Future Use</b>	X(12)	MIER (421-432)	Reserved for Future Use	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
59	<b>Optional Field 1</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
60	<b>Optional Field 2</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
61	<b>Optional Field 3</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
62	<b>Optional Field 4</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
63	<b>Austin-Tetra Number</b>	9(12)		Austin-Tetra business entity identifying number	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
64	<b>Non-Profit Entity</b>	X(1)		Identifies the business as a not for profit entity	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
65	<b>Woman Owned Small Business</b>	X(1)		Identifies the business as a woman-owned small business.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
66	<b>Veteran Owned Small Business</b>	X(1)		Identifies the business as a veteran owned small business	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
67	<b>Service Disabled Veteran Owned Small Business</b>	X(1)		Identifies the business as a service disabled veteran owned small business	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
68	<b>DOT Disadvantaged Business Enterprise</b>	X(1)		Identifies the business as a DOT disadvantaged Business Enterprise	For <i>Add/Change</i> : • Not required.
69	<b>Disabled</b>	X(1)		Identifies the business as an Owner-Disabled business	For <i>Add/Change</i> : • Not required.
70	<b>Historically Black College/Univ - Minority Institution</b>	X(1)		Identifies Historically Black College or University Minority Institution	For <i>Add/Change</i> : • Not required.
71	<b>Merchant Type</b>	X(1)		Merchant Type Code	For <i>Add/Change</i> : • Not required.
72	<b>Patriot Act Excluded Party List Indicator</b>	X(1)		Identifies the merchant as part of the Patriot Act Excluded Party List	For <i>Add/Change</i> : • Not required.
73	<b>Taxpayer Name</b>	X(40)		Name of taxpayer	For <i>Add/Change</i> : • Not required.
74	<b>TIN Match Indicator</b>	X(1)		Indicates whether Taxpayer TIN has been matched	For <i>Add/Change</i> : • Not required.
75	<b>Reserved Field</b>	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : • Not required.
76	<b>Reserved Field</b>	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : • Not required.
77	<b>Reserved Field</b>	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : • Not required.
78	<b>Reserved Field</b>	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : • Not required.
79	<b>Reserved Field</b>	X(30)		Reserved for Future Use.	For <i>Add/Change</i> : • Not required.
80	<b>Level 3 Tier 1 Indicator</b>	X(1)			For <i>Add/Change</i> : • Not required.
81	<b>Level 3 Tier 2 Indicator</b>	X(1)			For <i>Add/Change</i> : • Not required.
82	<b>Level 3 Tier 3 Indicator</b>	X(1)			For <i>Add/Change</i> : • Not required.

## Supplier (16)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
83	Level 3 Tier 4 Indicator	X(1)			For <i>Add/Change</i> : <ul style="list-style-type: none"><li>• Not required.</li></ul>

### Supplier (T16) Summary Notes:

This record contains Visa-acquired information about suppliers accepting Visa commercial cards. Much of the information is directly obtained from Visa's merchant databases. For further information on the use of this merchant data, please contact your Visa representative.

## FLEET SERVICE – Type 17

The Fleet Service record type contains information related to Fleet service transactions. Details about Fleet non-fuel products are discussed in the Fleet Product (Type 18) section. Fleet Service details are pertinent to a particular card transaction which may contain both fleet fuel and non-fuel purchases.

The Fleet Service details carried in this record are related to a particular transaction containing charges for a specific fleet-related event. That transaction is uniquely identified by the following Primary Key fields: the Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and Sequence Number (Field #5). These four fields are required and cannot be empty, all spaces or zeros. They must uniquely represent a valid fleet service transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the transaction indicated by the primary key, and to the fleet event it represents.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The Fleet Service must not already exist in the application.

For *Change*:

- The Fleet Service must exist in the application.

Fleet Service (17)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : • <b>Required</b> and must be 1, 3, or 4.
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : • <b>Required.</b> • Must exist in the application.
3	<b>Posting Date**</b>	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : • <b>Required.</b> • Must be a valid date.

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
4	Transaction Reference Number**	X(24)	BASE II TCR0 (27-49)	Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Purchase Type	9(01)	BASE II TC05-TCR3 Fleet Service (27-27)	A code that indicates whether the transaction covers fuel and/or non-fuel elements.	Values: 1 = Fuel Purchase 2 = Non-fuel Purchase 3 = Fuel and Non-fuel Purchase For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
7	Fuel Type	X(02)	BASE II TC05-TCR3 Fleet Service (28- 29)	The type of fuel purchased. Specifies both fuel type and grade.  Compliant with October 2006 PCATS industry standard	Values:  1=Unleaded Regular 2=Unleaded Plus 3=Unleaded Super 4=Unleaded 4 5=Unleaded 5 6=Unleaded Methanol (5.7% blend) 7=Unleaded Plus Methanol (5.7% blend) 8=Super Unleaded Methanol (5.7% blend) 9=Unleaded Methanol (7.7% blend) 10=Unleaded Plus Methanol (7.7% blend) 11=Unleaded Ethanol (5.7% blend) 12=Unleaded Plus Ethanol (5.7% blend) 13=Super Unleaded Ethanol (5.7% blend) 14=Unleaded Ethanol (7.7% blend) 15=Unleaded Plus Ethanol (7.7% blend) 16=Methanol/Leaded 17=Ethanol/Leaded 18=Leaded 19=Regular Diesel #2 20=Premium Diesel #2 21=Diesel #1 22=Compressed Natural Gas 23=Liquid Propane Gas 24=Liquid Natural Gas 25=M-85 26=E-85 27=Unleaded-Reformulated 1 28=Unleaded-Reformulated 2

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
7	Fuel Type (continued)	X(02)			Values:  29=Unleaded-Reformulated 3 30=Unleaded-Reformulated 4 31=Unleaded-Reformulated 5 32=Diesel Off-Road (#1 and #2 Non-Taxable) 33=Ultra Low Sulfur Diesel Off-Road (Non-Taxable) 34=Biodiesel Blend Off-Road (Non-Taxable) 35=Ultra Low Sulfur Biodiesel Blend Off-Road (Non-Taxable) 36=Racing Fuel 37=Super Unleaded Methanol (7.7% Blend) 38=Unleaded Methanol (10% Blend) 39=Unleaded Plus Methanol (10% Blend) 40=Super Unleaded Methanol (10% Blend) 41-44=Undefined 45=B2 Diesel Blend 2% BioDiesel 46=B5 Diesel Blend 5% BioDiesel 47=B10 Diesel Blend 10% BioDiesel 48=B11 Diesel Blend 11% BioDiesel 49=B15 Diesel Blend 15% BioDiesel 50=B20 Diesel Blend 20% BioDiesel 51=B100 Diesel Blend 100% BioDiesel 52=Ultra Low Sulfur #1 53=Ultra Low Sulfur #2

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
7	Fuel Type (continued)	X(02)			Values:  54=Ultra Low Sulfur Premium Diesel #2 55=Ultra Low Sulfur Biodiesel Blend 2% 56=Ultra Low Sulfur Biodiesel Blend 5% 57=Ultra Low Sulfur Biodiesel Blend 10% 58=Ultra Low Sulfur Biodiesel Blend 11% 59=Ultra Low Sulfur Biodiesel Blend 15% 60=Ultra Low Sulfur Biodiesel Blend 20% 61=Ultra Low Sulfur Biodiesel Blend 100% 62-70=Undefined Fuel-Reserved for PCATS Future Use 71-98=Undefined Fuel-Reserved for Proprietary Use 99=Miscellaneous Fuel A0=Jet Fuel A1=Aviation Fuel Regular A2=Aviation Fuel Premium A3=Aviation Fuel JP8 A4=Aviation Fuel 4 A5=Aviation Fuel 5 A6-A7=Undefined Aviation Fuel-Reserved for PCATS Future Use A8=Undefined Aviation Fuel-Reserved for Proprietary Use A9=Miscellaneous Aviation Fuel F0=Kerosene-Low Sulfur F1=White Gas F2=Heating Oil F3=Bottled Propane

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
7	<b>Fuel Type</b> (continued)	X(02)			<p>Values:</p> <p>F4=Other Fuel (Non-Taxable)            F5=Kerosene-Ultra Low Sulfur            F6=Kerosene-Low Sulfur (Non-Taxable)            F7=Kerosene-Ultra Low Sulfur (Non-Taxable)            F8=Undefined Other Fuel-Reserved for PCATS Future Use            F9=Miscellaneous Other Fuel            F9=Miscellaneous Other Fuel            M1=Marine Fuel 1            M2=Marine Fuel 2            M3=Marine Fuel 3            M4=Marine Fuel 4            M5=Marine Fuel 5            M6=Marine-Other            M7=Undefined Marine Fuel-Reserved for PCATS Future Use            M8=Undefined Marine Fuel-Reserved for Proprietary Use            M9=Miscellaneous Marine Fuel</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
8	<b>Fuel Unit of Measure Code</b>	X(01)	BASE II TC05-TCR3 Fleet Service (30-30)	A unit of measure code for fuel transactions.	<p>Values:</p> <p>L = Liter            G = U.S. Gallon            I = Imperial Gallon            K = Kilo            P = Pound</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
9	Fuel Unit of Measure Code	X(01)	BASE II TC05-TCR3 Fleet Service (30-30)	A unit of measure code for fuel transactions.	Values: L = Liter G = U.S. Gallon I = Imperial Gallon K = Kilo P = Pound <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
10	Fuel Quantity	9(16)	BASE II TC05-TCR3 Fleet Service (31-42)	The quantity of fuel purchased.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
11	Fuel Unit Cost	9(16)	BASE II TC05-TCR3 Fleet Service (43-54)	The unit cost, including tax, of the fuel purchased.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
12	Fuel Gross Amount	9(16)	BASE II TC05-TCR3 Fleet Service (55-66)	The total price for fuel purchases only.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
13	Fuel Net Amount	9(16)	BASE II TC05-TCR3 Fleet Service (67-78)	The gross fuel price, less any taxes exempted.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
14	Non-Fuel Gross Amount	9(16)	BASE II TC05-TCR3 Fleet Service (79-90)	The total price for non-fuel purchases.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>Must be numeric.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
15	<b>Non-Fuel Net Amount</b>	9(16)	BASE II TC05-TCR3 Fleet Service (91-102)	The gross non-fuel price, less any taxes exempted.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
16	<b>Odometer Reading</b>	X(08)	BASE II TC05-TCR3 Fleet Service (103-109)	The reading of the vehicle's odometer (or equivalent for marine or air vehicles) at the time of the transaction.	<i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> </ul>
17	<b>VAT/Tax Rate</b>	9(09)	BASE II TC05-TCR3 Fleet Service (110-113)	The rate of VAT or other tax (expressed in percentage terms) for the fuel purchased.	Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
18	<b>Fuel Miscellaneous Tax Amount</b>	9(16)	BASE II TC05-TCR3 Fleet Service (114-125)		Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
19	<b>Non-Fuel Miscellaneous Tax Amount</b>	9(16)	BASE II TC05-TCR3 Fleet Service (138-149)		Four decimal places are implied (123456 = 12.3456). <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
20	<b>Service Type</b>	X(01)	BASE II TC05-TCR3 Fleet Service (150-150)	A code that indicates whether full service or self-service was used for the transaction.	Values: F = Full Service S = Self Service Space = Non-fuel Purchase <i>For Add/Change:</i> <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
21	<b>Fuel Miscellaneous Tax Exemption Indicator</b>	9(01)	BASE II TC05-TCR3 Fleet Service (151-151)	Indicates if the transaction is exempt or non-exempt from miscellaneous fuel tax in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
22	<b>Non-Fuel Miscellaneous Tax Exemption Indicator</b>	9(01)	BASE II TC05-TCR3 Fleet Service (152-152)	Indicates if the transaction is exempt or non-exempt from non-fuel miscellaneous taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
23	<b>Message Identifier</b>	X(16)	BASE II TC50-TCR0 Fleet Service COMFLT (23-37)	Message Identifier in a transaction. An identifying field used to link draft data information with any related TC50 text message transactions.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
24	<b>Non-Fuel Federal Excise Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (41-41)	Indicates if the transaction is exempt or non-exempt from non-fuel federal Excise Taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
25	<b>Non-Fuel Federal Excise Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (42-53)		Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
26	<b>Fuel Federal Excise Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (54-54)	Indicates if the transaction is exempt or non-exempt from fuel federal taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
27	<b>Fuel Federal Excise Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (55-66)		Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
28	<b>State Motor Fuel Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (67-67)	Indicates if the transaction is exempt or non-exempt from state motor fuel taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
29	<b>State Motor Fuel Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (68-79)		Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
30	<b>County Fuel Sales Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (80-80)	Indicates if the transaction is exempt or non-exempt from county fuel sales taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
31	<b>County Fuel Sales Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (81-92)		Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
32	<b>Non-Fuel State and Local Sales Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (93-93)	Indicates if the transaction is exempt or non-exempt from non-fuel state and local taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
33	<b>Non-Fuel State and Local Sales Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (94-105)		Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
34	<b>County Motor Fuel Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (106-106)	Indicates if the transaction is exempt or non-exempt from county motor fuel taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
35	<b>County Motor Fuel Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (107-118)		Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
36	<b>City Fuel Sales Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (119-119)	Indicates if the transaction is exempt or non-exempt from city fuel sales taxes in accordance with the client's tax status.	Values : 0 = Non-Exempt 1 = Exempt For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
37	<b>City Fuel Sales Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (120-131)		Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
38	<b>City Motor Fuel Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (132-132)	Indicates if the transaction is exempt or non-exempt from city motor fuel taxes in accordance with the client's tax status.	<p>Values :</p> <p>0 = Non-Exempt</p> <p>1 = Exempt</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
39	<b>City Motor Fuel Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (133-144)		<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
40	<b>Secondary State Fuel Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR0 Fleet Service COMFLT (145-145)	Indicates if the transaction is exempt or non-exempt from secondary state fuel taxes in accordance with the client's tax status.	<p>Values :</p> <p>0 = Non-Exempt</p> <p>1 = Exempt</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
41	<b>Secondary State Fuel Tax Amount</b>	9(16)	BASE II TC50-TCR0 Fleet Service COMFLT (146-157)		<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
42	<b>Federal Sales Tax Exemption Indicator</b>	9(01)	BASE II TC50-TCR1 Fleet Service (5-5)	Indicates if the transaction is exempt or non-exempt from federal sales taxes in accordance with the client's tax status.	<p>Values :</p> <p>0 = Non-Exempt</p> <p>1 = Exempt</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
43	<b>Federal Sales Tax Amount</b>	9(16)	BASE II TC50-TCR1 Fleet Service (6-17)		<p>Two decimal places are implied (1234 = 12.34).</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
44	<b>Purchase ID</b>	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111- 135)	Number assigned by the merchant to the transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>
45	<b>Source Amount</b>	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for the transaction.  This information will be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be numeric.</li></ul>
46	<b>Transaction Date</b>	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of the purchase, as indicated in the financial record.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid date.</li></ul>
47	<b>Merchant Category Code</b>	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102- 105)	The merchant category code for the transaction, as indicated in the financial transaction.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid Merchant Category Code.</li></ul>
48	<b>Supplier Name</b>	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77- 101)	The name of the supplier, as indicated in the financial transaction.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>

## Fleet Service (17)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
49	<b>Supplier Postal Code</b>	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106- 110)	Postal code of a supplier, as indicated in the financial transaction.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
50	<b>Processor Addendum Key</b>	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If value present it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
51	<b>Optional Field 1</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
52	<b>Optional Field 2</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
53	<b>Optional Field 3</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
54	<b>Optional Field 4</b>	X(26)		Field used between processor and receiver for specific data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Fleet Service (T17) Summary Notes:

The four fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For more complex business situations requiring enhanced data, additional information may be desired to supplement the transactional data. For transactions involving fleet service, this information is carried in the Fleet Service (T17) records.

In addition to items such as various fuel and non-fuel taxes or exemption indicators, amounts, and service logistics, there are several fields in the record which may be utilized to enhance the transactional data and to link this information to the corresponding financial transaction. These are fields Purchase ID (Field #43) through Processor Addendum Key (Field #49). Optional fields at the end of the record can also be used to carry additional information relevant to the fleet service transaction.

## FLEET PRODUCT – Type 18

The Fleet Product record type contains identifying information about the products related to a single card transaction. It is currently used to identify the non-fuel product codes included in a Fleet Service transaction.

The Fleet Product details carried in this record are related to a particular transaction containing charges for a specific fleet product-related event. In addition, the corresponding Fleet Service (T17) record must exist and already be loaded into the system. The fleet transaction is uniquely identified by the following Primary Key fields: the Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and Sequence Number (Field #5). These four fields are required and cannot be empty, all zeros or spaces. They must uniquely represent a valid fleet-related transaction. In addition the Product Sequence Number (Field #5) is also included in the primary key to differentiate fleet products. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type relate to the fleet products belonging to the transaction indicated by the primary key, and to the fleet event it represents.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The corresponding Fleet Service record (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must already exist in the application.
- The Fleet Product must not exist in the application.

For *Change*:

- The Fleet Product must exist in the application.

Fleet Product (18)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : • <b>Required</b> and must be 1, 3, or 4.
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : • <b>Required.</b> • Must exist in the application.

## Fleet Product (18)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Posting Date**	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	Transaction Reference Number**	X(24)	BASE II TCR0 (27-49)	Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Product Sequence Number**	9(02)		Sequence Number for the Card Transaction Product associated with a Fleet Service transaction; sequentially assigned to differentiate records/products. Not associated with invoice or purchase order sequence number.	Values: 01 to 99 For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid value.</li> </ul>

## Fleet Product (18)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
7	Product Code	X(02)	BASE II TC05-TCR6 (128-129, etc.)	A code used to indicate the non-fuel components of the transaction.	Values: 30 = Motor Oil 31 = Oil Change 32 = Engine Service 33 = Transmission Service 34 = Brake Service 35-38 = Unassigned Repair Values 39 = Miscellaneous Repairs 40 = Tires, Batteries, Accessories 41 = Tires 42 = Batteries 43 = Automotive Accessories 44 = Automotive Glass 45 = Car Wash 46-69 = Unassigned Automotive Products/Services 70 = Cigarettes/Tobacco 71-77 = Unassigned Food/Grocery Items 78 = Health/Beauty Aid 79 = Miscellaneous Grocery 80 = Soda 81 = Beer/Wine 82 = Milk/Juice 83-89 = Unassigned Beverage Items 90 = Miscellaneous 91-99 = Reserved For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required</b></li> <li>• Must be a valid value.</li> </ul>
8	Message Identifier	X(16)	BASE II TC05-TCR6 (92-106)	The Message Identifier is used to link the TC50 acquirer-provided enhanced data records with the draft data transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Fleet Product (18)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
9	Purchase ID	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111- 135)	Number assigned by the merchant to the transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>
10	Source Amount	9(16)	BASE II TC50-TCR0 (COMMGN) Generic Data (65-76)	The total amount, in source currency, charged to the card account for the transaction.  This information will be used to match enhanced data with the card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be numeric.</li></ul>
11	Transaction Date	9(08)	BASE II TC50-TCR0 (COMMGN) Generic Data (61-64)	The date of the purchase, as indicated in the financial record.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid date.</li></ul>
12	Merchant Category Code	9(04)	BASE II TC50-TCR0 (COMMGN) Generic Data (102- 105)	The merchant category code for the transaction, as indicated in the financial transaction.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li><li>If provided, must be a valid Merchant Category Code.</li></ul>
13	Supplier Name	X(26)	BASE II TC50-TCR0 (COMMGN) Generic Data (77- 101)	The name of the supplier, as indicated in the financial transaction.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>Not required.</li></ul>

## Fleet Product (18)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
14	Supplier Postal Code	X(14)	BASE II TC50-TCR0 (COMMGN) Generic Data (106-110)	Postal code of a supplier, as indicated in the financial transaction.  This information will be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
15	Processor Addendum Key	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If value present it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
16	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
17	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
18	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
19	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Fleet Product (T18) Summary Notes:

The primary key fields listed above uniquely identify a single fleet product-related Transaction (T5). Additional information about multiple non-fuel products that were purchased can be carried in the Fleet Product (T18) records. Several fields in the record can also be used to enhance the data and to link it to the corresponding financial transaction. These are fields Message Identifier (Field #8) through Processor Addendum Key (Field #15). Optional fields at the end of the record can also be used to carry additional information relevant to the fleet products in the transaction.

## Temporary Services – Type 20

The Temporary Services record type contains information received from participating temporary services agencies. This enhanced data may be utilized for more complex reporting requirements associated with the hiring of temporary services. This Temporary Services (T20) record contains supplemental information concerning the temporary service transaction in addition to that found in the corresponding Line Item Detail record (I7) which must precede it.

The Temporary Services details carried in this record are related to a particular transaction. That transaction is uniquely identified by the following Primary Key fields: The Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and Sequence Number (Field #5). The particular service event is further defined by the addition of a fifth field: Item Sequence Number (Field #6). These five fields are required and cannot be empty, all spaces or zeros. They must uniquely represent a valid transaction, and a valid temporary service-related line item within that transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the transaction indicated by the primary key and to the Line Item Detail (I7) record which further describes it.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The corresponding Line Item Detail record (based on Account Number, Posting Date, Transaction Reference Number, Sequence Number, and Item Sequence Number) must already exist in the application.
- The Temporary Services record must not already exist in the application.

For *Change*:

- The Temporary Services must exist in the application.

Temporary Services (20)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4.</li> </ul>
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul>

## Temporary Services (20)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Posting Date**	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	Transaction Reference Number**	X(24)	BASE II TCR0 (27-49)	Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Item Sequence Number**	9(05)		Sequence Number of an item in a line item detail transaction. Sequentially assigned value to differentiate items. Not associated with an invoice or purchase order line item.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
7	Message Identifier	X(15)	BASE II TC50-TCR0 Line Item Detail (23-37)	Message Identifier in a transaction. An identifying field used to link draft data information with any related TC50 text message transactions.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
8	Start Date	9(08)	BASE II TC50-TCR1 (72-79)	Starting date of period during which work was performed (first date on timesheet).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid date.</li> </ul>
9	End Date	9(08)	BASE II TC50-TCR0 (66-73)	Ending date of period during which work was performed (last date on timesheet).	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid date.</li> </ul>

## Temporary Services (20)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
10	<b>Account Code/Cost Center</b>	X(18)	BASE II TC50-TCR0 (74-90)	Cost Center to which purchase is to be charged.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• Cannot contain the character '\ ' (except in first position).</li> <li>• If it starts with '\ ', any relationships with Cost Centers are removed.</li> <li>• If the value provided doesn't exist in the application, the Cost Center is created using "Load Transaction – Temporary Services" as description.</li> <li>• If provided, must be active.</li> </ul>
11	<b>Description</b>	X(26)	BASE II TC50-TCR0 (91-115)	Description of the type of work the temporary employee is performing.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
12	<b>Employee/Temp Name</b>	X(26)	BASE II TC50-TCR0 (116-140)	Name of the temporary employee.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
13	<b>Employee/Temp Social Security Number</b>	9(09)	BASE II TC50-TCR0 (141-149)	Social Security Number or Tax ID of the temporary employee.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
14	<b>Rate Indicator</b>	9(05)	BASE II TC50-TCR0 (150-154)	Code indicating the rate used to calculate the amount being billed.	Values: <ul style="list-style-type: none"> <li>1 = Hour</li> <li>2 = Flat amount</li> <li>3 = Daily</li> <li>4 = Other</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
15	<b>Rate</b>	9(12)	BASE II TC50-TCR0 (155-166)	Regular rate of temporary employee.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
16	<b>Regular Hours Worked</b>	9(05)	BASE II TC50-TCR1 (52-56)	Number of hours worked at regular rate.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Temporary Services (20)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
17	Overtime Rate	9(12)	BASE II TC50-TCR1 (40-51)	Premium rate applicable to overtime hours worked.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
18	Overtime Hours Worked	9(05)	BASE II TC50-TCR1 (35-39)	Number of hours worked at overtime rate.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
19	Job Code	X(12)	BASE II TC50-TCR1 (5-16)	Code indicating the type of work being performed.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
20	Miscellaneous Expense Amount	9(12)	BASE II TC50-TCR1 (17-28)	Amount of expenses to be reimbursed to temporary employee.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
21	Miscellaneous Expense Indicator	X(06)	BASE II TC50-TCR1 (29-34)	Code used to classify miscellaneous amount for which the temporary employee is being reimbursed.	Values: AT = Air travel GT = Ground transportation including mileage PD = Per diem H = Hotel I = Insurance M = Meals O = Other For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
22	Requester Name or ID	X(16)	BASE II TC50-TCR1 (57-71)	Name of employment agency placing the temporary employee.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
23	Subtotal Amount	9(12)	BASE II TC50-TCR1 (80-91)	Billable amount before taxes and discounts are applied.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
24	Sales Tax Amount	9(12)	BASE II TC50-TCR1 (92-103)	Applicable tax amount.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Temporary Services (20)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
25	Discount Amount	9(12)	BASE II TC50-TCR1 (104-115)	Discount Amount applied by the merchant to the transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
26	Supervisor/ Reported To	X(26)	BASE II TC50-TCR1 (116-140)	Name of supervisor.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	Time Sheet Number	9(10)	BASE II TC50-TCR1 (141-150)	Number identifying temporary employee's timesheet.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
28	Commodity Code	X(12)	BASE II TC50-TCR1 (151-162)		For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
29	Reimbursement Attribute	X(02)	BASE II TC50-TCR0 (168)		For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
30	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
31	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Temporary Services (T20) Summary Notes:

The four fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For more complex business situations requiring enhanced data, additional information may be desired to supplement the transactional data. For transactions involving temporary service details, this information is carried in the T20 records. A corresponding Line Item Detail (T7) record must be loaded prior to loading Temporary Services type of records. Details such as start and end dates, employee information, rates etc. are carried in this record. In addition, a Message Identifier (Field #26) can be used to link this information to other data in the Visa system. Optional fields at the end of the record can also be used to carry additional information relevant to the temporary services transaction.

## Shipping Services – Type 21

The Shipping Services record type contains information received from participating shipping service companies. This enhanced data may be utilized for more complex reporting requirements associated with the purchase of shipping services. This Shipping Services (T21) record contains supplemental information concerning the shipping-related transaction in addition to that found in the corresponding Line Item Detail record (I7) which must precede it.

The Shipping Services details carried in this record are related to a particular transaction. That transaction is uniquely identified by the following Primary Key fields: the Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and Sequence Number (Field #5). The particular service event is further defined by the addition of a fifth field: Item Sequence Number (Field #6). These five fields are required and cannot be empty, all spaces or zeros. They must uniquely represent a valid transaction, and a valid shipping service-related line item within that transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the transaction indicated by the primary key and to the Line Item Detail (I7) record which further describes it.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The corresponding Line Item Detail record (based on Account Number, Posting Date, Transaction Reference Number, Sequence Number, and Item Sequence Number) must already exist in the application.
- The Shipping Services record must not already exist in the application.

For *Change*:

- The Shipping Services must exist in the application.

Shipping Services (21)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4.</li> </ul>
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul>

## Shipping Services (21)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Posting Date**	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	Transaction Reference Number**	X(24)	BASE II TCR0 (27-49)	Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Item Sequence Number**	9(05)		Sequence Number of an item in a line item detail transaction. Sequentially assigned number to differentiate between line item records. Not associated with invoice, or purchase order line numbers.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
7	Message Identifier	X(16)	BASE II TC50-TCR0 Line Item Detail (23-37)	Message Identifier in a transaction. An identifying field used to link draft data information with any related TC50 text message transactions.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
8	Shipping/Courier Name	X(26)	BASE II TC50-TCR0 (66-90)	Business name of the shipping or delivery company.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
9	Tracking Number	X(22)	BASE II TC50-TCR0 (91-112)	Package tracking number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
10	Pickup Date	9(08)	BASE II TC50-TCR0 (113-120)	Date the package was picked up.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid date.</li> </ul>
11	Origin Zip Code	X(14)	BASE II TC50-TCR0 (121-129)	Zip code of the location from which the package is being sent.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Shipping Services (21)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
12	Origin Country Code	9(05)	BASE II TC50-TCR0 (130-132)	ISO Country Code of the location from which the package is being sent.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid ISO country code.</li> </ul>
13	Destination Zip Code	X(14)	BASE II TC50-TCR0 (133-141)	Zip code of the location to which the package is being sent.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
14	Destination Country Code	9(05)	BASE II TC50-TCR0 (142-144)	ISO Country Code of the location to which the package is being sent.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid ISO country code.</li> </ul>
15	Customer Reference Number	X(17)	BASE II TC50-TCR0 (145-161)		For <i>Add/Change</i> : <ul style="list-style-type: none"> <li><b>Required.</b></li> </ul>
16	Number of Packages	9(05)	BASE II TC50-TCR0 (162-166)	Number of packages included in the shipment.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Required.</li> </ul>
17	Net Amount	9(12)	BASE II TC50-TCR1 (5-16)	Cost of shipment, after any tax and discounts are applied.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
18	Tax Amount	9(12)	BASE II TC50-TCR1 (17-28)	For U.S.: sales tax amount included in the transaction.  For other countries: Provincial Sales Tax (PST) Amount included in the transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
19	Discount Amount	9(12)	BASE II TC50-TCR1 (29-40)	Discount Amount applied by the merchant to the transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
20	Service Description	X(24)	BASE II TC50-TCR1 (41-64)	Purpose/reason for the charge.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Shipping Services (21)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
21	Unit of Measure	X(03)	BASE II TC50-TCR1 (65-67)	Identifies the package weight unit of measure.	Values: LBS = Pounds KGS = Kilograms For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid value.</li> </ul>
22	Weight	9(05)	BASE II TC50-TCR1 (68-72)	Total weight of all packages in the shipment.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
23	Origin Sender Name	X(26)	BASE II TC50-TCR1 (73-97)	Name of the sender of the package	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
24	Origin Address	X(20)	BASE II TC50-TCR1 (98-117)	Address of the sender of the package.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
25	Destination Receiver Name	X(26)	BASE II TC50-TCR1 (118-142)	Name of the recipient of the package.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
26	Destination Address	X(20)	BASE II TC50-TCR1 (143-162)	Address of the recipient of the package.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	Reimbursement Attribute	X(01)	BASE II TC50-TCR0 (168)		For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
28	Origin State/Province Code	X(04)		State/Province Code where the package was sent.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid state/province code for the origin's country.</li> </ul>
29	Destination State/Province Code	X(04)		State/Province Code where the package will be delivered.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid state/province code for the destination's country.</li> </ul>
30	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Shipping Services (21)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
31	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Shipping Services (T21) Summary Notes:

The four fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For more complex business situations requiring enhanced data, additional information may be desired to supplement the transactional data. For transactions involving shipping service details, this information is carried in the Shipping Services (T21) records. A corresponding Line Item Detail (T7) record must also exist in the application prior to loading Shipping Services record types.

Details such as pickup date, courier information, origin and destination information, various descriptors such as number of packages, package weight, tax, discount, and other amounts, etc. are carried in this record. In addition, a Message Identifier (Field #7) can be used to link this information to other data in the Visa system. Optional fields at the end of the record can also be used to carry additional information relevant to the shipping services transaction.

## HEADQUARTER RELATIONSHIP – Type 25

The Headquarter Relationship record type contains information about a company’s relationship with its Headquarters. Companies are initially added via a data load file and the HQ relationship record might be in the same file. If so, the correct sort sequence will be required during processing of the records. For instance, the HQ relationship has to be added before data transactions, but after the Company Record. The Headquarters Relationship record is provided for those business situations where knowledge of such a larger hierarchical relationship needs to be retained and reported. For additional information as to how to use this type of enhanced data, please contact your Visa representative.

Headquarter Relationship (25)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4.</li> </ul>
2	<b>Processor Identification</b>	9(10)		Processor ID.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b></li> <li>• Must already exist in the application.</li> </ul>
3	<b>Issuer Identification</b>	9(10)		Identification Number of the Issuing Bank that provides the Corporate or Purchasing Cards to the client company.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must already exist in the application.</li> </ul>
4	<b>Company Identification</b>	9(10)		Issuer-assigned Company Identification. It identifies multiple companies in an issuer’s portfolio.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must already exist in the application.</li> </ul>
5	<b>HQ Identification</b>	9(10)		Headquarter ID as defined in MN (multi-national) database.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must not already exist in system.</li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must already exist in system</li> </ul>

## Headquarter Relationship (25)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
6	HQ Name	X(80)		Name of Headquarters.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Cannot start with '\'. </li> </ul>
7	Reporting Currency Code	9(05)		ISO Code for reporting currency.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid ISO Currency code.</li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Cannot start with '\'. </li> </ul> For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Must exist as a valid ISO Currency Code.</li> </ul>
8	Lead Bank Flag	9(02)		Identifies member bank role. Applies to the relationship, not the Member record.	<ul style="list-style-type: none"> <li>• Must be 0 or 1</li> <li>• <b>Required.</b></li> <li>• 0=No, 1=Yes.</li> </ul>
9	Start Date	9(08)		Start Date of relationship with HQ.	Must be a valid date For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>
10	Processing Date	9(08)		Processing Date	Must be a valid date For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul> For <i>Change</i> : <ul style="list-style-type: none"> <li>• Not updateable. If provided, the value will be ignored.</li> </ul>
11	Close Date	9(08)		Date MN relationship terminates.	<ul style="list-style-type: none"> <li>• Must be a valid date</li> <li>• Not required</li> </ul>
12	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
13	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Headquarter Relationship (25)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
14	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>• Not required.</li></ul>
15	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"><li>• Not required.</li></ul>

### Headquarters Relationship (T25) Summary Notes:

The Headquarters Relationship record is intended to facilitate more complex business reporting needs. In addition to the identifying information found within the record, there are optional fields at the end of the record that can also be used to carry additional information relevant to the headquarters relationship.

Also, note that the Processing Date (Field #10) is not updateable.

## LOGGING DETAIL – Type 26

The Lodging Detail record type contains detailed information on Visa commercial card transactions conducted at hotels or places of lodging. These charges are specific to a particular account, and to the particular transaction that carried the charge detail. In addition, the corresponding Lodging Summary (T9) must already be present in the application.

The lodging details carried in this record are related to a particular transaction. That transaction is uniquely identified by the following Primary Key fields: the Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and the Sequence Number (Field #5). Two additional fields, Date of Charge (Field #6) and Item Sequence Number (Field #7) are used to identify the particular line charge being detailed. These six fields are required and cannot be empty, all zeros or spaces. They must uniquely represent a valid transaction and a valid item within the transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this record type belong to the transaction line item indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the transaction.
- The corresponding Lodging Summary (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must already exist in the application.
- The Lodging Detail must not already exist in the application.

For *Change*:

- The Lodging Detail must exist in the application.

Lodging Detail (26)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4.</li> </ul>
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by BASE II.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul>

## Lodging Detail (26)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
3	Posting Date**	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	Transaction Reference Number**	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)	This is not the BASE II sequence number.	Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Date of Charge**	9(08)		Date account was charged for service provided.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
7	Item Sequence Number**	9(05)		Sequence number of an item in a hotel folio transaction. Sequentially incremented value to identify successive records. Not associated with a particular line item in a bill.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
8	Room Rate	9(16)		Daily room rate for a hotel transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
9	Discount Rate	9(16)		Daily discount room rate for a hotel transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
10	Food/Beverage Charges	9(16)		Food and beverages charges in a Card transaction for hotel lodging.  This value does not include mini-bar charges.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Lodging Detail (26)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	<b>Folio Cash Advances</b>	9(16)		Cash advances charged against the folio.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
12	<b>Valet Parking Charges</b>	9(16)		Valet parking charges of a Card transaction for hotel lodging.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
13	<b>Mini-Bar Charges</b>	9(16)		Charges of in-room mini-bar food and beverage expenses.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
14	<b>Laundry Charges</b>	9(16)		Laundry charges in a Card transaction for hotel lodging.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
15	<b>Telephone Charges</b>	9(16)		Charges of telephone expenses, including in-room fax machine usage.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
16	<b>Gift Shop Purchases</b>	9(16)		Charges of gift shop and merchandise purchases.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
17	<b>Movie Charges</b>	9(16)		Charges for movies and other in-room entertainment expenses.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Lodging Detail (26)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
18	<b>Business Center Charges</b>	9(16)		Charges for copies, faxes, and other Business Center expenses.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
19	<b>Health Club Charges</b>	9(16)		Charges for health club or pool expenses, including court and equipment rental and golf green fees.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
20	<b>Room Tax Amount</b>	9(16)		The amount of room tax applied against this transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
21	<b>Room Tax 2 Amount</b>	9(16)		The amount of room tax 2 applied against this transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
22	<b>Room Tax 3 Amount</b>	9(16)		The amount of room tax 3 applied against this transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
23	<b>Room Tax 4 Amount</b>	9(16)		The amount of room tax 4 applied against this transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
24	<b>Other Charge</b>	9(16)		The amount of another charge defined by the supplier.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
25	<b>Description of Other Charge</b>	X(20)		The description of the other charge defined by the supplier.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Lodging Detail (26)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
26	<b>Other Charge Code</b>	X(05)		The code used by the supplier for the other charge.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
27	<b>Message Identifier</b>	X(16)	BASE II TC50-TCR0 (23-37)	Message Identifier in a transaction.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
28	<b>Purchase ID</b>	X(50)	BASE II TC50-TCR0 (COMMGN) Generic Data (111-135)	Number assigned by the merchant to the transaction.  It can be a Supplier Order Number, a Folio Number, or a Car Rental Agreement Number.  This information could be used to match enhanced data with the card transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
29	<b>Processor Addendum Key</b>	X(52)		A value used by the Processor to identify/link the financial record to this addendum record.  If value present it will be used for matching.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
30	<b>Optional Field 1</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
31	<b>Optional Field 2</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
32	<b>Optional Field 3</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
33	<b>Optional Field 4</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Lodging Detail (T26) Summary Notes:

The six primary key fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), Date of Charge (Field #6) and Item Sequence Number (Field #7)) uniquely identify a single Transaction (T5) and a single Lodging Summary (T9). For more complex business situations requiring enhanced data, additional information may be desired to supplement the transactional data. For transactions involving lodging details, this information can be carried in the Lodging Detail (T26) records.

This record allows for additional details such as multiple separate charges for various types of taxes, etc. In addition, there are several fields in the record which may be utilized to enhance the transactional data. These are fields Message Identifier (Field #27), Purchase ID (Field #28), and Processor Addendum Key (Field #39). Optional fields at the end of the record can also be used to carry additional information relevant to the lodging details.

## CAR RENTAL DETAIL – Type 27

The Car Rental Detail record type contains detailed information on Visa commercial card transactions conducted at car rental merchants. This record provides additional details for those card transactions with respect to car rental-related charges.

The primary key to this record consists of five fields: Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), and Item Sequence Number (Field #6). These records are indicated below with a “\*\*” following the field name. The combination of these five fields must uniquely identify a transaction record (T5) for the underlying transaction with the car rental merchant and a Car Rental Summary Record (T2).

The following rules apply to the primary key fields in the Car Rental Detail record:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The corresponding Car Rental Summary (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The Car Rental Detail must not already exist in the application.

For *Change*:

- The Car Rental Detail must exist in the application.

Car Rental Detail (27)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : • <b>Required</b> and must be 1, 3, or 4.
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by Base II.	For <i>Add/Change</i> : • <b>Required</b> . • Must exist in the application.
3	<b>Posting Date**</b>	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : • <b>Required</b> . • Must be a valid date.

## Car Rental Detail (27)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
4	<b>Transaction Reference Number**</b>	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	<b>Sequence Number**</b>	9(10)		Transaction Sequence Number assigned by the Processor during the associated T5 posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	<b>Item Sequence Number**</b>	9(05)		Sequence number of an item in a car rental detail transaction. Sequentially assigned value to differentiate successive records. May be use to differentiate rental days.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
7	<b>Daily Rental Rate</b>	9(16)	BASE II TCR3 Car Rental (44-55)	Daily Car Rental Rate of a Card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
8	<b>Insurance Charges</b>	9(16)	BASE II TCR3 Car Rental (68-79)	Insurance charges of a Car Rental Card transaction.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
9	<b>Auto Towing</b>	9(16)	BASE II TC50-TCR0 Car Rental (41-52)	Total charges of any Towing or Roadside Service expenses.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
10	<b>Extra-Mileage Charges</b>	9(16)	BASE II TC50-TCR0 Car Rental (65-76)	Total charges for Mileage above the mileage limit.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Car Rental Detail (27)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
11	Telephone Charges	9(16)	BASE II TC50-TCR0 Car Rental (126-137)	Total charges for in-vehicle telephone expenses, including Daily Rental charges, if applicable.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
12	Other Charge	9(16)		Represents the amount of another charge defined by the supplier.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
13	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
14	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
15	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
16	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

### Car Rental Detail (T27) Summary Notes:

The six primary key fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), Date of Charge (Field #6) and Item Sequence Number (Field #7)) uniquely identify a single Transaction (T5) and a single Car Rental Summary (T2). For more complex business situations requiring enhanced data, additional information may be desired to supplement the transactional data. For transactions involving car rental details, this information is carried in the Car Rental Detail (T27) records.

There are also four optional fields at the end of the record can also be used to carry additional information relevant to the car rental details.

## ALLOCATION – Type 28

The Allocation record type contains Cost Allocation information linked to a Visa commercial card transaction. This record is intended to support those clients with more sophisticated allocation reporting requirements than may exist for most corporate card clients.

The primary key to this record consists of five fields: Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), and Allocation Sequence Number (Field #6). These fields are indicated below with a “\*\*” following the field name. The combination of these five fields must uniquely identify a transaction record (T5) for the underlying transaction.

The following rules apply to the primary key fields in the Allocation record:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The Allocation must not already exist in the application.

For *Change*:

- The Allocation must exist in the application.

Allocation (28)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : • <b>Required</b> and must be 1, 3, or 4.
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by Base II.	For <i>Add/Change</i> : • <b>Required.</b> • Must exist in the application.
3	<b>Posting Date**</b>	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : • <b>Required.</b> • Must be a valid date.
4	<b>Transaction Reference Number**</b>	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : • <b>Required.</b>

## Allocation (28)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Sequence Number**	9(10)		Transaction Sequence Number assigned by the Processor during the posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Allocation Sequence Number**	9(05)		Sequence number of allocation.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
7	G/L Sub-account Number	X(76)		G/L Sub-account number allocated to the transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
8	G/L Sub-account Description	X(50)		Description of the G/L Sub-account number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
9	Cost Center Code	X(76)		Cost Center code allocated to the transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
10	Cost Center Description	X(50)		Description of the Cost Center Code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
11	Allocated Amount	9(16)		Amount to be allocated.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
12	Allocated Percentage	9(03)		Percentage of transaction to be reallocated.	Values: 0 to 100 For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> </ul>
13	Tax 1 Amount	9(16)		Tax 1 amount allocated.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
14	Tax 2 Amount	9(16)		Tax 2 amount allocated.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>

## Allocation (28)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
15	<b>Final Allocation Flag</b>	9(01)		Indicates that the transaction has been extracted for accounting purposes.	<p>Values:</p> <p>0 = The allocation has not been extracted in a final cost allocation extract.</p> <p>1 = The allocation has been extracted in a final cost allocation extract.</p> <p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid value.</li> <li>• If not provided, 0 will be implied.</li> </ul>
16	<b>Description</b>	X(100)		Description assigned to an allocation.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
17	<b>Allocated Date</b>	9(08)		Date that reallocation was performed.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Required.</li> <li>• Must be a valid date.</li> </ul>
18	<b>Allocation Accounting Code</b>	X(150)		Accounting code for reallocation.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
19	<b>Original Accounting Code</b>	X(150)		Original accounting code assigned, either by default or by rules.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
20	<b>Optional Field 1</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
21	<b>Optional Field 2</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
22	<b>Optional Field 3</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
23	<b>Optional Field 4</b>	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	<p>For <i>Add/Change</i>:</p> <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## **Allocation (T28) Summary Notes:**

The five primary key fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), and Allocation Sequence Number (Field #6) uniquely identify a single Transaction (T5) which the user intends to apportion among one or more cost centers or G/L accounts.

There are also four optional fields at the end of the record can also be used to carry additional information relevant to the details of the allocation.

## ALLOCATION DESCRIPTION – Type 29

The Allocation Description record type contains information for one Cost Allocation line. This record is intended to support those clients who have a need for additional supporting allocation-related information associated with their transactions.

The primary key to this record consists of six fields: Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), Allocation Sequence Number (Field #6), and Item Sequence Number (Field #7). These fields are indicated below with a “\*\*” following the field name. The combination of the first five fields must uniquely identify a transaction record (T5) for the underlying transaction, and with the addition of the sixth field, a corresponding Allocation Record (T28).

The following rules apply to the primary key fields in the Allocation record:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the application.
- The corresponding Allocation (based on the Account Number, Posting Date, Transaction Reference Number, Sequence Number, and Allocation Sequence Number) must exist in the application.
- The Allocation Description must not already exist in the application.

For *Change*:

- The Allocation Description must exist in the application.

Allocation Description (29)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : • <b>Required</b> and must be 1, 3, or 4.
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by Base II.	For <i>Add/Change</i> : • <b>Required.</b> • Must exist in the application.
3	<b>Posting Date**</b>	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : • <b>Required.</b> • Must be a valid date.

## Allocation Description (29)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
4	Transaction Reference Number**	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
5	Sequence Number**	9(10)		Transaction Sequence Number assigned by the Processor during the posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Allocation Sequence Number**	9(05)		Sequence number of allocation.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
7	Item Sequence Number**	9(05)		Sequence number of the item.	For <i>Add</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
8	Description	X(100)		A description assigned to the transaction, such as a Project Code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>
9	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
10	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
11	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
12	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

### Allocation Description (T29) Summary Notes:

The six primary key fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), Sequence Number (Field #5), Allocation Sequence Number (Field #6), and Item Sequence Number (Field #7)) uniquely identify a single Transaction (T5) and a single Allocation record (T28) which the user intends to apportion among one or more cost centers or G/L accounts.

## RELATIONSHIP – Type 30

The Relationship record type contains information required for linking different objects together. For more complex hierarchical relationships (reporting, accounting, or other), the Relationship Record (T30) can be utilized to carry relevant details.

Relationship (30)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction. For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4.</li> </ul>
2	Object Type	9(02)		Identifies the record type of the object being linked from.	Values: 03 = Card Account 04 = Cardholder 10 = Organization For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a valid value.</li> </ul>
3	Field Value	X(40)		Contains the value of the following field: Card Account if Object Type = 03 Cardholder ID if Object Type = 04 Hierarchy Node if Object Type = 10	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b></li> <li>• Must be a valid value.</li> </ul>
4	Tree ID	X(02)		Identifies the hierarchy tree this node is related to. <b>Currently Visa does not support multiple Tree IDs in the Organization Record.</b>	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> if Object Type = 10 Organization.</li> <li>• If not provided, the default tree will be implied.</li> </ul>

## Relationship (30)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Parent Object Type	9(02)		Identifies the record type of the object being linked to.	Values: 03 = Card Account 04 = Cardholder 10 = Organization For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a valid value.</li> </ul>
6	Parent Field Value	X(40)		Contains the value of the following field: Card Account if Object Type = 03 Cardholder ID if Object Type = 04 Hierarchy Node if Object Type = 10	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b></li> <li>• Must be a valid value.</li> </ul>
7	Parent Tree ID	X(02)		Identifies the hierarchy tree the parent node is related to.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> if Parent Object Type = 10 Organization.</li> <li>• If not provided, the default tree will be implied.</li> </ul>
8	Effective Date	9(08)		Date when this relation is effective.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b></li> <li>• Must be a valid date.</li> </ul>
9	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
10	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
11	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
12	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

### Relationship (T30) Summary Notes:

The Relationship Record (T30) is intended to support multiple, hierarchical relationships, and, as such, is not applicable for many standard VCF 4.0 business situations.

## PHONE– Type 31

The Phone record type contains information on transactional charges associated with calling cards. This record allows the user to carry phone-related details such as call-to and call-from information, connection time, rate and amounts charged, etc. The Phone Record (T31) is specifically designed to carry these relevant details.

The Phone details carried in this record are related to a particular transaction. That transaction is uniquely identified by the following Primary Key fields: the Account Number (Field # 2), Posting Date (Field # 3), Transaction Reference Number (Field # 4), and the Sequence Number (Field #5). These four fields are required and cannot be empty, all spaces or zeros. They must uniquely represent a valid transaction. These fields are indicated by a “\*\*” following the field name. All attributes contained in this phone record type belong to the transaction indicated by the primary key.

The following requirements exist for the primary key values:

For *Add*:

- The corresponding Card Transaction (based on the Account Number, Posting Date, Transaction Reference Number, and Sequence Number) must exist in the transaction.
- The Phone data must not already exist in the application.

For *Change*:

- The Phone data must exist in the application.

Phone (31)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	<b>Load Transaction Code</b>	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change.	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4.</li> </ul>
2	<b>Account Number**</b>	X(19)	BASE II TCR0 (5-23)	Cardholder Account Number appearing on the front of the card; transmitted by Base II.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must exist in the application.</li> </ul>
3	<b>Posting Date**</b>	9(08)		Posting Date of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid date.</li> </ul>
4	<b>Transaction Reference Number**</b>	X(24)		Reference Number of a transaction.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> </ul>

## Phone (31)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
5	Sequence Number**	9(10)		Transaction Sequence Number assigned by the Processor during the posting process to uniquely identify a transaction within a posting run.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be numeric.</li> </ul>
6	Call To Number	9(15)		Destination phone number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
7	Call To City	X(14)		Destination city.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
8	Call To State/Province Code	X(04)		Destination state/province code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid state/province code for the Call To country.</li> </ul>
9	Call To Country	9(05)		Destination country.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid country code.</li> </ul>
10	Call From Number	9(15)		Origination phone number.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be numeric.</li> </ul>
11	Call From City	X(14)		Origination city.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
12	Call From State/Province Code	X(04)		Origination state/province code.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid state/province code for the Call From country.</li> </ul>
13	Call From Country	9(05)		Origination country.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided, must be a valid country code.</li> </ul>
14	Duration	9(06)		Call duration.	Format HHMMSS For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> <li>• If provided must be a valid time.</li> </ul>

## Phone (31)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
15	Connection Time	9(06)		Identifies what time the call was initiated.	Format HHMMSS For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be a valid 24 hours time.</li> </ul>
16	Call Type	X(02)		Identifies the type of call.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
17	Rate Period	X(06)		Identifies the rate in effect during the call.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
18	Discount Amount	9(16)		Discount amount applied to the call.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
19	Tax Amount	9(16)		Tax amount applied to the call.	Two decimal places are implied (1234 = 12.34). For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> <li>If provided, must be numeric.</li> </ul>
20	Optional Field 1	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
21	Optional Field 2	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
22	Optional Field 3	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
23	Optional Field 4	X(26)		Free format. May not contain nulls. If not in use, should be initialized to spaces.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>

## Phone (T31) Summary Notes:

The four primary key fields (Account Number (Field #2), Posting Date (Field #3), Transaction Reference Number (Field #4), and Sequence Number (Field #5)) uniquely identify a single Transaction (T5). For business situations requiring enhanced data relating to telephone charges, additional information may be desired to supplement the transactional data. For transactions involving telephone calls, this information is carried in the Phone (T31) records.

There are also four optional fields at the end of the record can also be used to carry additional information relevant to the Phone details.

## REFERENCE DATA– Type 99

The Reference Data record type contains information on reference data that an application might use. This record type is intended for the advanced user of the application, and can be structured to meet individual business needs. Reference data can be carried for various types of information such as airline, country, commodity, or other. Please contact your Visa representative for additional details as to how this reference data can be utilized.

Reference data (99)					
NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
1	Load Transaction Code	9(01)		Code which determines the action to be taken by Visa Systems on this record: either Add, or Change,	Values: 1 = Add the transaction 3 = Change the matching transaction 4 = Add if transaction does not exist, or change existing transaction.  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be 1, 3, or 4.</li> </ul>
2	Reference Type	9(02)		Identifies which reference data is being updated	Values: 1 = Airline 2 = Airport 3 = Commodity Code 4 = Country 5 = Currency 6 = Fleet Product 7 = MCC 8 = State/Province Code  For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required</b> and must be a valid value.</li> </ul>
3	Key Field	X(10)		Identifies the Key field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• <b>Required.</b></li> <li>• Must be a valid format for the type.</li> </ul>
4	Description 1	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>
5	Description 2	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>• Not required.</li> </ul>

## Reference data (99)

NO.	FIELD NAME	FIELD FORMAT	DATA SOURCE	DESCRIPTION	EDIT CRITERIA
6	Description 3	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
7	Description 4	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
8	Description 5	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
9	Description 6	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
10	Description 7	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
11	Description 8	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
12	Description 9	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
13	Description 10	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
14	Description 11	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
15	Description 12	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
16	Description 13	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
17	Description 14	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
18	Description 15	X(50)		Identifies optional field of the reference data.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li>Not required.</li> </ul>
19	Inactive Flag	9(01)		Specifies whether this reference data code is obsolete or valid.	Values: 0 = Code is still active 1 = Code is inactive For <i>Add/Change</i> : <ul style="list-style-type: none"> <li><b>Required</b> and must be a valid value.</li> <li>If not provided, 0 is implied.</li> </ul>
20	Effective Date	X(24)		Date that this reference information is effective.	For <i>Add/Change</i> : <ul style="list-style-type: none"> <li><b>Required.</b></li> </ul>

## Reference Data (T99) Summary Notes:

This record type is intended for the advanced user who wants to provide and report on enhanced detail information with respect to reference data. Its use should be restricted to those situations, and is intended for future use.

## Appendix A: Changes from VCF 3.0 to VCF 4.0

The upgrade from VCF 3.0 to 4.0 expands Visa’s Enhanced Data capabilities. The following table summarizes all data format changes from VCF 3.0 (InfoSpan 3.0 Format) to VCF 4.0. Besides changes to existing fields, most record types include new fields. Eight new record types were also added. These changes are summarized in the table below. **Changes incorporated into the VCF 4.0 specification to bring it to its current revision of 4.3 are found following this table.**

One change affects almost all record types: the format of the Account Number field has changed from 9(19) to X(19). Although the 16-digit card account must still be numeric, this change allows more flexibility for populating the remaining 3 positions in the field. Account number fields using less than 19 positions and using field padding should left justify and pad spaces to the right. Account numbers in VCF should never use zeros for padding.

### Revisions to Data Formats in Visa Commercial Format 4.0

RECORD TYPE	FIELD	CHANGE
<b>(1) Account Balance</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(9) Past Due Count</b>	Added one new value (6 = 6 Billing cycles) and changed value 5 definition to “5 Billing Cycles” in the edit criteria
	<b>(17) Amount Past Due</b>	Five Billing Cycles has been renamed from Past Due four Plus Cycles Amount
	<b>(18) – (35)</b>	Added non-required fields
<b>(2) Car Rental Summary</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(32) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(34) – (37)</b>	Added non-required fields
<b>(3) Card Account</b>	<b>(3) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(9) Card Type</b>	Has four new values (4, 5, 6, 7) and one definition change (3 = Business Credit instead of Small Business)
	<b>(15) Billing Account Number</b>	Changed format from 9(19) to X(19)
	<b>(28) – (47)</b>	Added non-required fields
<b>(4) Cardholder</b>	<b>(12) Postal Code</b>	Changed format from X(10) to X(14)
	<b>(19) E-mail Address</b>	Changed format from X(254) to X(128)
	<b>(20) – (35)</b>	Added non-required fields
<b>(5) Card Transaction</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(13) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(32) Customer Code/CRI</b>	Now represents the true Customer Code/CRI
	<b>(33) Purchase ID</b>	Now represents the true Purchase ID
	<b>(37) Order Type Code</b>	Has a new value (9) in the edit criteria
	<b>(40) – (76)</b>	Added fields

## Revisions to Data Formats in Visa Commercial Format 4.0

RECORD TYPE	FIELD	CHANGE
<b>(6) Company</b>	<b>(9) Postal Code</b>	Changed format from X(10) to X(14)
	<b>(12) Card Type</b>	Has four new values (4, 5, 6, 7) and one definition change (3 = Business Credit instead of Small Business)
	<b>(18) – (21)</b>	Added non-required fields
<b>(7) Line Item Detail</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(26) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(28) – (34)</b>	Added non-required fields
<b>(8) Line Item Summary</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(10) Destination Postal Code</b>	Changed format from X(10) to X(14)
	<b>(11) Source Postal Code</b>	Changed format from X(10) to X(14)
	<b>(23) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(25) – (32)</b>	Added non-required fields
<b>(9) Lodging Summary</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(9), (11), (12), (13), (14), (15), (16), (17), (18), (19), and (20)</b>	These field names have had “Total” added
	<b>(24) Lodging Nights</b>	Changed format from 9(02) to 9(03)
	<b>(32) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(34) – (37)</b>	Added non-required fields
<b>(10) Organization</b>	<b>(21) Contact Postal Code</b>	Changed format from X(10) to X(14)
	<b>(24) Contact E-mail Address</b>	Changed format from X(254) to X(140)
	<b>(25) – (33)</b>	Added non-required fields
<b>(11) Period</b>	<b>(4) Card Type</b>	Has four new values (4, 5, 6, 7) and one definition change (3 = Business Credit instead of Small Business)
	<b>(8) – (11)</b>	Added non-required fields
<b>(14) Passenger Itinerary</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(25) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(27) – (36)</b>	Added non-required fields
<b>(15) Leg-Specific Information</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(12) Stopover Code</b>	Definitions have been revised in the edit criteria
	<b>(25) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(27) – (33)</b>	Added non-required fields
<b>(16) Supplier</b>	<b>(4) Supplier City</b>	Changed format from X(13) to X(14)

## Revisions to Data Formats in Visa Commercial Format 4.0

RECORD TYPE	FIELD	CHANGE
	<b>(5) Supplier State/Province Code</b>	Changed format from X(03) to X(04)
	<b>(6) Supplier ISO Country Code</b>	Changed format from 9(03) to 9(05)
	<b>(7) Supplier Postal Code</b>	Changed format from 9(09) to X(14)
	<b>(9) Supplier Address</b>	Description has been added
	<b>(10) Merchant Profile Service Identifier (MPS-ID)</b>	Name has been changed from Visa Supplier Identification Number
	<b>(13) Mailing Address</b>	Changed format from X(62) to X(30)
	<b>(22) Sole Proprietor Owner Middle Initial</b>	Changed format from X(01) to X(02)
	<b>(28) TIN Type Code</b>	Changed format from X(01) to 9(01)
	<b>(30) Supplier Fax Number</b>	Changed format from 9(15) to X(15)
	<b>(31) Supplier Reservation Phone Number</b>	Changed format from 9(15) to X(15)
	<b>(37) Alternate Supplier Postal Code</b>	Changed format from X(09) to X(14)
	<b>(41) 8A Expiration Date</b>	Changed format from 9(10) to 9(08)
	<b>(47) Incorporation Status Change Date</b>	Changed format from X(08) to 9(08)
	<b>(49) – (83)</b>	Added non-required fields
<b>(17) Fleet Service</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(20) Fuel Miscellaneous Tax Exemption Indicator</b>	Changed format from X(01) to 9(01)
	<b>(48) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(50) – (53)</b>	Added non-required fields
<b>(18) Fleet Product</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(6) Product Sequence Number</b>	Changed the edit criteria to accept values from 01 to 99 instead of 01 to 08
	<b>(7) Product Code</b>	Changed format from X(04) to X(02)
	<b>(14) Supplier Postal Code</b>	Changed format from X(10) to X(14)
	<b>(16) – (19)</b>	Added non-required fields
<b>(20) Temporary Services</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(10) Account Code/Cost Center</b>	Changed format from X(17) to X(18)
	<b>(11) Description</b>	Changed format from X(25) to X(26)
	<b>(12) Employee/Temp Name</b>	Changed format from X(26) to X(26)
	<b>(22) Requester Name or ID</b>	Changed format from X(15) to X(16)
	<b>(26) Supervisor/Reported To</b>	Changed format from X(25) to X(26)

## Revisions to Data Formats in Visa Commercial Format 4.0

RECORD TYPE	FIELD	CHANGE
	<b>(29) Reimbursement Attribute</b>	Changed format from X(01) to X(02)
	<b>(30) – (33)</b>	Added non-required fields
<b>(21) Shipping Services</b>	<b>(2) Account Number</b>	Changed format from 9(19) to X(19)
	<b>(8) Shipping/Courier Name</b>	Changed format from X(25) to X(26)
	<b>(11) Origin Zip code</b>	Changed format from X(09) to X(14)
	<b>(12) Origin Country Code</b>	Changed format from X(03) to 9(05)
	<b>(13) Destination Zip Code</b>	Changed format from 9(09) to X(14)
	<b>(14) Destination Country Code</b>	Changed format from X(03) to 9(05)
	<b>(23) Origin Sender</b>	Changed format from X(25) to X(26)
	<b>(25) Destination Receiver Name</b>	Changed format from X(25) to X(26)
	<b>(28) – (33)</b>	Added non-required fields
<b>(25) Headquarter Relationship</b>		Added record type
<b>(26) Lodging Detail</b>		Added record type
<b>(27) Car Rental Detail</b>		Added record type
<b>(28) Allocation</b>		Added record type
<b>(29) Allocation Description</b>		Added record type
<b>(30) Relationship</b>		Added record type
<b>(31) Phone</b>		Added record type
<b>(99) Reference Data</b>		Added record type
<b>Header/Trailer (Log)</b>	<b>(5) Record Type code</b>	Has new values in the edit criteria to support the new record types.
	<b>(8) Load File Format</b>	Must be 4.0 when producing a VCF 4.0 file layout
	<b>(9) – (12)</b>	Added required fields
	<b>(13) – (16)</b>	Added non-required fields

### Differences between VCF 4.0 Revision 1 and Revision 2

The primary focus of the modifications to the VCF 4.0 specification was the addition of explanatory information about the structuring of a VCF 4.0 transaction file and its structural components. The manual was also separated into a [Basic Record Types](#) section and an [Enhanced Record Types](#) section for ease of understanding. The descriptions of fields within each record type were clarified, and, in some cases, notes describing the field's applicability (or non-applicability) to a specific Region were added. Clearer notations were made about the primary key field(s) for each record type.

Additional supporting materials included in this new release are:

- Terminology and Key Concept sections
- Explanatory detail on billing periods and the use of individual accounts versus billing accounts, as well as ramifications for the VCF transaction file structure
- Enhanced information on structural hierarchies
- Information on the use of dual currency in the Latin America and Caribbean region
- Additional information concerning the building of a VCF 4.0 transaction file and the differences between Starter Data, Financial Data, and Enhanced Data.
- Expanded description of the VCF 4.0 file organization and structure
- Supplemental information on VCF 4.0 file certification and the processes required to successfully complete a certification
- Additional detail on the meaning and use of the Header/Trailer Sequence Number
- Descriptive information on the **system processes** necessary to produce VCF 4.0 transaction files
- Definitions of VCF file formats and delimiters, including formatting examples
- Summary Notes following each Record Type discussing key fields and key concepts to be noted in records of that specific record type
- Information on the use of the Item Sequence Number field and a description of its use
- An Appendix detailing Visa's multi-byte capabilities
- An Appendix describing Visa Europe's data requirements
- A chart detailing where each VCF 4.0 field is found within the set of VCF 4.0 record types
- An Appendix clarifying the referential integrity of a VCF 4.0 transaction file
- Supplementary clarifying information on the use of the VAT- and tax-related fields in the Card Transaction Record Type (T5)

### **Differences between VCF 4.0 Revision 2 and Revision 3**

There is one modification for Revision 3. Effective with the April 2009 VisaNet Business Enhancements release, Visa Fleet fuel product codes were modified to align with the industry standard published by the Petroleum Convenience Alliance for Technology Standards (PCATS). This new fuel product code list is under record type Fleet Service (17), number 7, field name Fuel Type.

## Appendix B: VCF Data Fields / VCF Records

VCF 4.0	Basic Records								Enhanced Records																			
	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99		
8A Classification Indicator														X														
8A Expiration Date														X														
Account Close Date		X																										
Account Code/Cost Center																	X											
Account Number	X	X		X				X	X	X	X	X	X		X	X	X	X		X	X	X	X		X			
Account Open Date		X																										
Account Type Flag		X																										
Acquirer BIN														X														
Acquiring BIN			X	X																								
Address Line 1			X																									
Address Line 2			X		X																							
Address Line 3			X		X																							
Allocated Amount																						X						
Allocated Date																						X						
Allocated Percentage																						X						
Allocation Accounting Code																						X						
Allocation Sequence Number																						X	X					
Alternate Supplier City														X														
Alternate supplier Country														X														
Alternate Supplier DBA Name														X														
Alternate Supplier Postal Code														X														
Alternate Supplier State/Province Code														X														
Amount Past Due Five Billing Cycles	X																											
Amount Past Due Four Billing Cycles	X																											
Amount Past Due One Billing Cycle	X																											
Amount Past Due Plus Billing Cycles	X																											
Amount Past Due Six Billing Cycles	X																											
Amount Past Due Three Billing Cycles	X																											
Amount Past Due Two Billing Cycles	X																											

## Basic Records

## Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Annual Fee Flag		X																								
Annual Fee Month		X																								
Arrival Date													X													
Arrival Time													X													
Austin-Tetra Number														X												
Authorization Number				X																						
Authorized User 1			X																							
Authorized User 2			X																							
Authorized User 3			X																							
Auto Towing								X													X					
Billing Account Number		X		X																						
Billing Amount				X																						
Billing Currency Code	X			X																						
Business Center Charges																				X						
Business Legal Name														X												
Call From City																									X	
Call From Country																									X	
Call From Number																									X	
Call From State/Province Code																									X	
Call to City																									X	
Call To Country																									X	
Call To Number																									X	
Call To State/Province																									X	
Call Type																									X	
Calling Card/Phone Type		X																								
Card Acceptor ID				X																						
Card Expire Date		X																								
Card Receipt Verification Flag		X																								
Card Type		X			X		X																			
Cardholder Identification		X	X																							
Cardholder Transaction Approval				X																						
Carrier Code													X													
Carrier Reference Number													X													
Cash Limit Amount		X																								
Charge-Off Amount		X																								
Charge-Off Date		X																								
Check In Date											X															

Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Check Indicator		X																								
Check-out date								X																		
City			X		X																					
City Fuel Sales Tax Amount															X											
City Fuel Sales Tax Exemption Indicator															X											
City Motor Fuel Tax Amount															X											
City Motor Fuel Tax Exemption Indicator															X											
City Pair Program Indicator		X																								
Class Code								X																		
Close Date																			X							
Closing Date	X																									
Commodity Code				X													X									
Company Identification			X		X	X	X												X							
Company Name					X																					
Conjunction Ticket Number													X													
Connection Time																								X		
Contact Address Line 1						X																				
Contact Address Line 2						X																				
Contact Address Line 3						X																				
Contact City						X																				
Contact Country Code						X																				
Contact E-mail address						X																				
Contact Fax Number						X																				
Contact First Name						X																				
Contact Last Name						X																				
Contact Phone Number						X																				
Contact Postal Code						X																				
Contact State/Province Code						X																				
Corporate Identification								X																		
Corporation Payment Indicator		X																								
Cost Center		X				X																				
Cost Center Code																							X			
Cost Center Description																							X			
County Fuel Sales Tax Amount															X											
County Fuel Sales Tax Exemption Indicator															X											
County Motor Fuel Tax Amount															X											

Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
County Motor Fuel Tax Exemption Indicator															X											
Coupon Number													X													
Credit Limit	X																									
Credit Rating		X																								
Credit Rating Date		X																								
Current Amount Due	X																									
Current Balance	X																									
Customer Code / CRI				X																						
Customer Reference Number																		X								
Customer VAT Number				X																						
Daily Rental Rate								X													X					
Daily Room Rate										X																
Date of Charge																				X						
Date of travel													X													
Days Rented								X																		
DDA Number				X																						
DDA Savings Number				X																						
Departure Date												X														
Departure Tax													X													
Departure Time													X													
Description						X											X					X	X			
Description 1																										X
Description 10																										X
Description 11																										X
Description 12																										X
Description 13																										X
Description 14																										X
Description 15																										X
Description 2																										X
Description 3																										X
Description 4																										X
Description 5																										X
Description 6																										X
Description 7																										X
Description 8																										X
Description 9																										X
Description of Other Charge																					X					

## Basic Records

## Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Destination Address																		X								
Destination Country Code										X								X								
Destination Postal Code										X																
Destination Receiver Name																		X								
Destination State/Province										X																
Destination State/Province Code																		X								
Destination Zip Code																		X								
Destination/Airport Code													X													
Disabled														X												
Disabled Veteran Indicator														X												
Discount Amount										X							X	X							X	
Discount rate																				X						
Dispute Amount				X																						
Dispute Date				X																						
Dispute Reason Code				X																						
Dispute Status Code				X																						
Disputed Amount	X																									
Domestic/International Indicator													X													
DOT Disadvantaged Business Enterprise														X												
Dun & Bradstreet Number														X												
Duration																									X	
Duty Amount										X																
Effective Date		X			X	X																		X		X
E-mail Address			X																							
Emboss Line 1		X																								
Emboss Line 2		X																								
Employee Count														X												
Employee ID			X																							
Employee/Temp Name																	X									
Employee/Temp Social Security Number																	X									
End Date							X										X									
Endorsement/ Restrictions												X														
Enriched Transaction Flag				X																						
E-Ticket Indicator												X														
Exchange Ticket Amount												X														
Exchange Ticket Number												X														

## Basic Records

## Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Extra Charge Code								X			X															
Extract ID				X																						
Extra-Mileage Charges								X													X					
Fare Basis													X													
Fax Number			X																							
Federal Organization Indicator					X																					
Federal Sales Tax Amount															X											
Federal Sales Tax Exemption Indicator															X											
Field Value																								X		
Final Allocation Flag																						X				
First Name			X																							
Fiscal Year Date					X																					
Fleet Service Indicator		X																								
Folio Cash Advances																					X					
Food/Beverage Charges																					X					
Franchise code														X												
Freight Amount										X																
Freight/Shipping VAT/Tax Amount										X																
Freight/Shipping VAT/Tax Rate										X																
Fuel Charges								X																		
Fuel Federal Excise Tax Amount															X											
Fuel Federal Excise Tax Exemption Indicator															X											
Fuel Gross Amount															X											
Fuel Miscellaneous Tax Amount															X											
Fuel Miscellaneous Tax Exemption Indicator															X											
Fuel Net Amount															X											
Fuel Quantity															X											
Fuel Type															X											
Fuel Unit Cost															X											
Fuel Unit of Measure Code															X											
G/L Sub-account		X				X																				
G/L Sub-account Description																						X				
G/L Sub-account Number																						X				
Gift Shop Purchases																				X						
Health Club Charges											X									X						

VCF 4.0	Basic Records										Enhanced Records															
	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Hierarchy Node		X	X			X																				
High Balance	X																									
Historically Black College / Univ - Minority Institution														X												
Home Phone Number			X																							
HQ Identification																			X							
HQ Name																			X							
HUB Zone Indicator														X												
Inactive Flag																										X
Incorporation Status Change Date														X												
Incorporation Status Code														X												
Insurance Charges								X													X					
Internet Indicator											X															
ISO Country Code			X		X																					
Issuer BIN														X												
Issuer Identification																			X							
Issuer Name					X																					
Issuer-Defined Usage Code				X																						
Item Commodity Code									X																	
Item Descriptor									X																	
Item Discount Amount									X																	
Item Level Usage Code									X																	
Item Product Code									X																	
Item Sequence Number									X								X	X		X	X		X			
Item Total Amount									X																	
Job Code																	X									
Key Field																										X
Last Credit Limit Change Date		X																								
Last Item Indicator									X																	
Last Maintenance Date NAR		X																								
Last Name			X																							
Last Payment Amount	X																									
Last Payment Date	X																									
Last Revision Date		X																								
Late Return Charges/Hourly Rate								X																		
Laundry charges																				X						
Lead Bank Flag																			X							

Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11		T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Leg Number														X													
Level 3 Tier 1 Indicator															X												
Level 3 Tier 2 Indicator															X												
Level 3 Tier 3 Indicator															X												
Level 3 Tier 4 Indicator															X												
Level II Capture Indicator Code															X												
Level III Capture Indicator Code															X												
Line Item Matched Indicator				X																							
Line Item Sales Tax Charged Flag										X																	
Line Item Source										X																	
Load Transaction Code	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lodging Nights												X															
Lost/Stolen Date		X																									
Mail Stop			X																								
Mailing Address															X												
Mailing City															X												
Mailing Country															X												
Mailing State/Province															X												
Manager First Name						X																					
Manager Last Name						X																					
Manager Phone Number						X																					
Manager Title						X																					
Manager Training Date						X																					
Matched Indicator				X																							
Memo Post Flag				X																							
Merchant Category Code				X					X	X	X	X	X	X	X	X	X										
Merchant Profile Service Identifier															X												
Merchant Profile Service Identifier (MPS-ID)				X																							
Merchant Type															X												
Message Identifier				X					X	X	X	X	X	X		X	X	X	X			X					
Middle Name			X																								
Mini-bar charges																						X					
Minority Owned Status Code															X												
Miscellaneous Expense Amount																		X									
Miscellaneous Expense Indicator																		X									

VCF 4.0	Basic Records								Enhanced Records																			
	T1	T3	T4	T5	T6	T10	T11		T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99	
Miscellaneous Field 1			X																									
Miscellaneous Field 1 Description			X																									
Miscellaneous Field 2			X																									
Miscellaneous Field 2 Description			X																									
Movie charges																					X							
Net Amount																			X									
No Show Indicator									X			X																
Non-Fuel Federal Excise Tax Amount																X												
Non-Fuel Federal Excise Tax Exemption Indicator																X												
Non-Fuel Gross Amount																X												
Non-Fuel Miscellaneous Tax Amount																X												
Non-Fuel Miscellaneous Tax Exemption Indicator																X												
Non-Fuel Net Amount																X												
Non-Fuel State and Local Sales Tax Amount																X												
Non-Fuel State and Local Sales Tax Exemption Indicator																X												
Non-Profit Entity																X												
Number of Legs												X																
Number of Packages																			X									
Object Type																									X			
Odometer Reading																X												
One-way Drop-off charges									X																			
Optional Field 1	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Optional Field 2	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Optional Field 3	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Optional Field 4	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Order Date											X																	
Order Type Code				X																								
Organization Hierarchy Management Indicator					X																							
Origin Address																			X									
Origin Country Code																			X									
Origin Sender Name																			X									
Origin State/Province Code																			X									
Origin Zip Code																			X									
Original Accounting Code																							X					

Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Origination Airport/Railroad Code													X													
Other Charge																				X	X					
Other Charge Code																				X						
Other Charges								X																		
Overtime Hours Worked																	X									
Overtime Rate																	X									
Parent Field Value																								X		
Parent Hierarchy Node						X																				
Parent Object Type																								X		
Parent Tree ID																								X		
Parent Visa Supplier Identification Number														X												
Passenger Name												X														
Passenger Specific Data												X														
Past Due Amount	X																									
Past Due Count	X																									
Past Due Cycles Count	X																									
Past Due Five Billing Cycles Count	X																									
Past Due Four Billing Cycles Count	X																									
Past Due One Billing Cycle Count	X																									
Past Due Plus Billing Cycles Count	X																									
Past Due Six Billing Cycles Count	X																									
Past Due Three Billing Cycles Count	X																									
Past Due Two Billing Cycles Count	X																									
Patriot Act Excluded Party List Indicator																X										
Payment Due Date	X																									
Period	X			X			X																			
Period Complete Indicator							X																			
Phone Number			X																							
Pickup Date																		X								
Postal Code					X			X																		
Posting date				X				X	X	X	X	X	X		X	X	X	X		X	X	X	X	X	X	X
Pre-funded Indicator		X																								
Previous Balance	X																									

Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Primary NAICS code														X												
Primary Standard Industrial Classification Code (SIC)														X												
Processing Date																			X							
Processor Addendum Key				X				X	X	X	X	X	X		X	X					X					
Processor Identification																			X							
Product Code																X										
Product Sequence Number																X										
Purchase ID								X	X	X	X	X	X		X	X					X					
Purchase Identification				X																						
Purchase Identification Format				X																						
Purchase Type															X											
Quantity									X																	
Rate																	X									
Rate Indicator																	X									
Rate Period																								X		
Reason Status Code		X																								
Reference Type																										X
Regular Hours Worked																	X									
Regular Mileage Charges								X																		
Reimbursement Attribute																	X	X								
Renter Name								X																		
Reporting Currency Code																			X							
Requester Name or ID																	X									
Reserved Field														X												
Reserved for future use				X																						
Return Location								X																		
Room Rate																										X
Room Tax 2 Amount																										X
Room Tax 3 Amount																										X
Room Tax 4 Amount																										X
Room Tax Amount																										X
Routing Number				X																						
Sales Tax Amount																	X									
Sales Volume														X												
SBA Participant Indicator														X												
Second hierarchy node representation						X																				
Secondary NAICS code														X												

Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Secondary Standard Industrial Classification Code (SIC)														X												
Secondary State Fuel Tax Amount															X											
Secondary State Fuel Tax Exemption Indicator															X											
Sequence Number				X				X	X	X	X	X	X		X	X	X	X		X	X	X	X		X	
Service Class													X													
Service Description																		X								
Service Disabled Veteran Owned Small Business														X												
Service Identifier									X	X																
Service Type															X											
Shipping/Courier Name																		X								
Small Disadvantaged Business Indicator														X												
Sole Proprietor Owner First Name														X												
Sole Proprietor Owner Last Name														X												
Sole Proprietor Owner Middle Initial														X												
Source				X							X															
Source Amount				X				X	X	X	X	X	X		X	X										
Source Country Code										X																
Source Currency Code				X						X																
Source Postal Code										X																
Spending Limit		X			X																					
SSN Other ID			X																							
Start Date							X										X		X							
State Motor Fuel Tax Amount															X											
State Motor Fuel Tax Exemption Indicator															X											
State/Province Code			X		X																					
Statement Date				X																						
Statement Type		X																								
Status Code		X																								
Status Date		X																								
Stopover Code													X													
Subtotal Amount																	X									
Supervisor/Reported To																	X									
Supplier Address														X												
Supplier City				X										X												

Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Supplier Email Address														X												
Supplier Fax Number														X												
Supplier Information Refusal Indicator														X												
Supplier ISO Country Code				X										X												
Supplier Name				X				X	X	X	X	X	X	X	X	X										
Supplier Order Number				X																						
Supplier Out of Business Date														X												
Supplier Ownership Change Date														X												
Supplier Phone Number														X												
Supplier Postal Code				X				X	X	X	X	X	X	X	X	X										
Supplier Reservation Phone Number														X												
Supplier State/Province Code				X										X												
Supplier VAT Number				X																						
Task Order Number		X				X																				
Tax 1 Amount																							X			
Tax 2 Amount																							X			
Tax 2 Amount Included Code				X																						
Tax Amount				X														X							X	
Tax Amount Included Code				X																						
Tax Identification Number (TIN)														X												
Tax2 Amount				X																						
Taxpayer Name														X												
TCN Passenger Name												X														
Telephone Charges								X												X	X					
Third hierarchy node representation						X																				
Ticket Indicator												X														
Ticket Issue Date												X														
Ticket Number												X														
Time Sheet Number																	X									
TIN Match Indicator														X												
TIN Type Code														X												
Total Business Center Charges											X															
Total Fare Amount												X														
Total Fee Amount												X														
Total Folio Cash Advances											X															

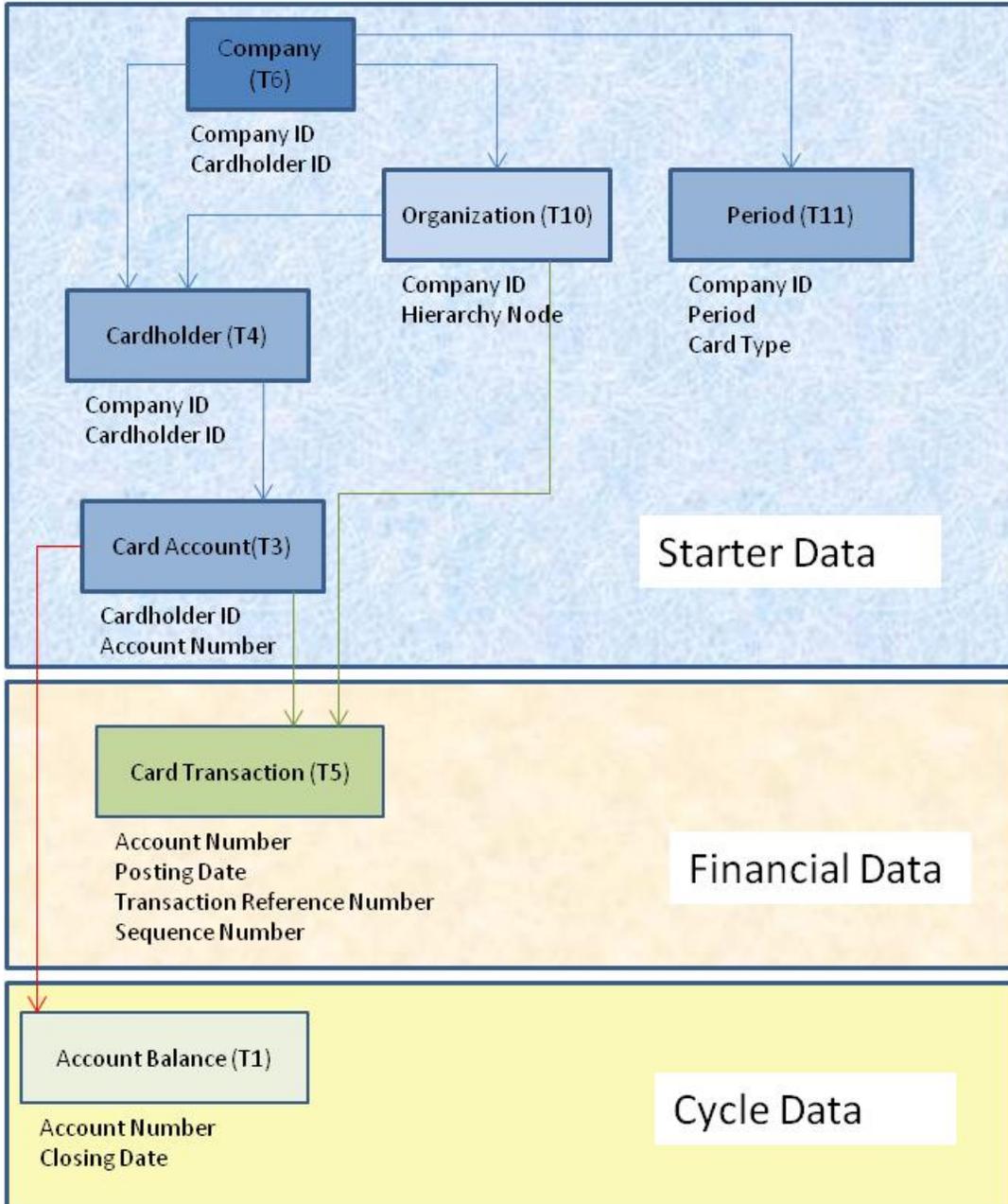
Basic Records

Enhanced Records

VCF 4.0	T1	T3	T4	T5	T6	T10	T11	T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99
Total Food/Beverage Charges											X															
Total Gift Shop Purchases											X															
Total Laundry Charges											X															
Total Mini-bar Charges											X															
Total Movie Charges											X															
Total Non-Room Charges											X															
Total Other Charges											X															
Total Prepaid Expenses											X															
Total Room Tax Amount											X															
Total Tax Amount											X	X														
Total Tax/VAT								X																		
Total Telephone Charges											X															
Total Valet Parking Charges											X															
Tracking Number																		X								
Training Date			X																							
Transaction Cycle Limit		X																								
Transaction Daily Limit		X																								
Transaction Date				X				X	X	X	X	X	X		X	X										
Transaction Reference Number				X				X	X	X	X	X	X		X	X	X	X		X	X	X	X		X	
Transaction Spending Limit		X																								
Transaction Time				X																						
Transaction Type Code				X																						
Transfer Account Number		X																								
Travel Agency Code												X														
Travel Agency Name												X														
Travel Obligation Number												X														
Tree ID						X																		X		
Type Supply									X																	
Unit Cost									X																	
Unit Measure									X									X								
Usage Code				X																						
User Data 1				X																						
User Data 1 description				X																						
User Data 2				X																						
User Data 2 description				X																						
User Data 3				X																						
User Data 3 description				X																						

VCF 4.0	Basic Records								Enhanced Records																			
	T1	T3	T4	T5	T6	T10	T11		T2	T7	T8	T9	T14	T15	T16	T17	T18	T20	T21	T25	T26	T27	T28	T29	T30	T31	T99	
User Data 4				X																								
User Data 4 description				X																								
User Data 5				X																								
User Data 5 description				X																								
Valet Parking Charges																					X							
VAT / Tax Rate										X						X												
VAT Amount				X																								
VAT Reference Number											X																	
VAT/Tax Amount										X																		
Vehicle ID			X																									
Veteran Indicator															X													
Veteran Owned Small Business															X													
Vietnam Era Veteran Indicator															X													
Visa Commerce Buyer ID			X																									
Visa Commerce Batch ID				X																								
Visa Commerce Seller ID															X													
Vise Commerce Payment Instruction Date				X																								
Weekly Rental Rate									X																			
Weight																			X									
Woman Owned Small Business															X													
Women Owned Indicator															X													

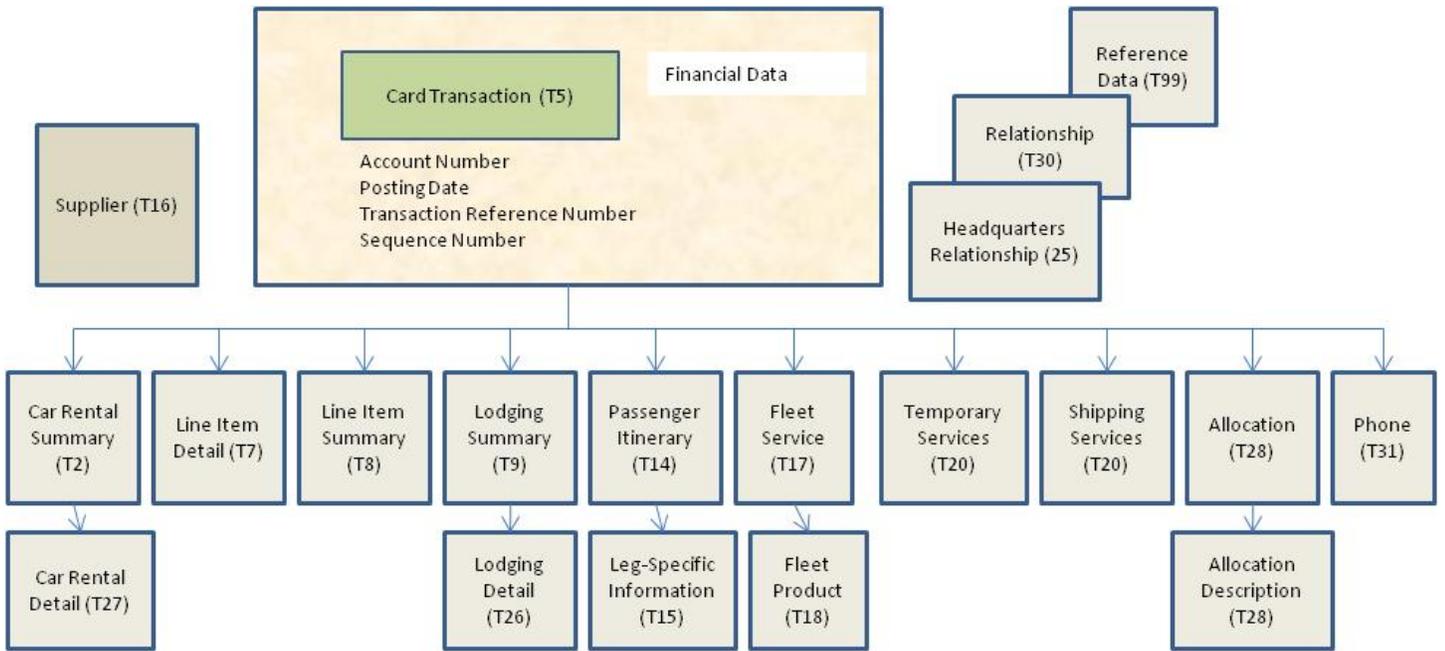
## Appendix C: Record Types and Relationships



The fields listed beneath each record are the key fields for that record.

Arrows show dependencies: A box (Record Type) above and pointing to another box (Record Type) must be created before the box it points to.

The enhanced record types are dependent on the Card Transaction Record (T5), which must be loaded prior to the enhanced data associated with it. That representation is found in the figure below:



## Appendix D: Visa Europe Data Requirements

The table in this section lists the fields that are of use for Visa Europe Regions originating Visa Purchasing transactions. If you have any questions regarding this section, and are a Visa member or financial institution, please contact Visa Europe at your country specific number, or e-mail us at [vevimquery@visa.com](mailto:vevimquery@visa.com)

Record Type	No	Field Name	Proposed Content	Source	Comments
5	67	VAT status flag	E or N or X	Issuer VAT reporting decision process	Defines whether transaction is VAT Evidence [E]; Not VAT Evidence (failed validation) [N] or Not from a VP VAT capable merchant [X]
5	69	Optional Field 1		VGIS – InvoiceSummary\ActualPayment\Ref"NCT"	Contains VGIS element Ref NCT
5	70	Optional Field 2		SVAT / LID – TC50 PurchA (100-114)	Norway VAT requirement – Delivery address
5	71	Optional Field 3		SVAT / LID – TC50 PurchA (77-86)	Norway VAT requirement – Delivery postcode
5	72	Optional Field 4		VGIS – InvoiceHeader\Currency	Invoice Currency Code
5	73	Reserved Field	GIL, GLL, NIL, NLL, NON	VGIS – InvoiceHeader\TaxTreatment	Tax Treatment
5	74	Reserved Field		Not Evidence Reason	Where transaction is Not Evidence (Record Type 5 Field 67 = N) provide narrative reason
5	75	Reserved Field		SVAT / LID – TC50 PurchA (87-96)	Netherlands VAT requirement – Supplier Post Code
5	76	Reserved Field		SVAT / LID – TC50 PurchA (100-114)	Netherlands VAT requirement – Supplier Street number
7	31	Optional Field 1		VGIS – InvoiceDetails\POLineNum	Line level customer specified reference / PO Line number. Additional to Item Product Code
7	32	Optional Field 2		VGIS – InvoiceDetails\LineDiscountInfo\DiscountPercent	Line Level Percent Discount
8	13	VAT Reference Number		N/A	Must not be used for Supplier Invoice Number

## Appendix E: VCF 4.0 Multi-Byte Capabilities

Visa supports processing of VCF 4.0 variable length tab-delimited inbound in multi-byte characters (Simplified Chinese or Traditional Chinese only). The inbound file will be validated, loaded and processed to generate and deliver a VCF 4.0 tab-delimited outbound.

The table in this section lists the fields that support multi-byte data in BIG5 (for Traditional Chinese), GB2312 (for Simplified Chinese) and UTF-8 character sets. Please note that field-length is in number of bytes. Since one multi-byte character can take more than one byte, actual number of characters that fit into a particular field will be less than the field-length specified in number of bytes. Any overflow characters will be truncated to fit into specified field-length.

Multi-byte Table				
Record	Field #	VCF Field Name	Byte Length	Comments
T1 - Account Balance	32	OPTIONAL FIELD 1	X(26)	
	33	OPTIONAL FIELD 2	X(26)	
	34	OPTIONAL FIELD 3	X(26)	
	35	OPTIONAL FIELD 4	X(26)	
T2 - Car Rental Summary	4	TRANSACTION REFERENCE NUMBER	X(24)	
	15	RENTER NAME	X(40)	
	20	RETURN LOCATION	X(26)	
	23	CORPORATE IDENTIFICATION	X(16)	
	26	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	27	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be car rental agreement number.
	31	SUPPLIER NAME	X(26)	
	32	SUPPLIER POSTAL CODE	X(14)	
	33	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.

Record	Field #	VCF Field Name	Byte Length	Comments
T2 - Car Rental Summary	34	OPTIONAL FIELD 1	X(26)	
	35	OPTIONAL FIELD 2	X(26)	
	36	OPTIONAL FIELD 3	X(26)	
	37	OPTIONAL FIELD 4	X(26)	
T3 - Card Account	4	HIERARCHY NODE	X(40)	
	16	COST CENTER	X(50)	
	17	G/L SUB ACCOUNT CODE	X(76)	
	26	TASK ORDER NUMBER	X(26)	
	40	EMBOSS LINE 1	X(50)	
	41	EMBOSS LINE 2	X(50)	
	44	OPTIONAL FIELD 1	X(26)	
	45	OPTIONAL FIELD 2	X(26)	
	46	OPTIONAL FIELD 3	X(26)	
	47	OPTIONAL FIELD 4	X(26)	
T4 - Cardholder	4	HIERARCHY NODE	X(40)	
	5	FIRST NAME	X(20)	
	6	LAST NAME	X(20)	
	7	ADDRESS LINE 1	X(40)	
	8	ADDRESS LINE 2	X(40)	
	9	CITY	X(20)	
	12	POSTAL CODE	X(14)	
	13	ADDRESS LINE 3	X(40)	

Record	Field #	VCF Field Name	Byte Length	Comments
T4 - Cardholder	14	MAIL STOP	X(14)	
	15	PHONE NUMBER	X(14)	
	16	FAX NUMBER	X(14)	
	17	SSN OTHER ID	X(20)	
	19	E-MAIL ADDRESS	X(128)	
	20	AUTHORIZED USER 1	X(26)	
	21	AUTHORIZED USER 2	X(26)	
	22	AUTHORIZED USER 3	X(26)	
	23	EMPLOYEE ID	X(10)	
	24	HOME PHONE NUMBER	X(14)	
	25	MIDDLE NAME	X(30)	
	26	VISA COMMERCE BUYER ID	X(19)	
	27	VEHICLE ID	X(20)	
	28	MISCELLANEOUS FIELD 1	X(16)	
	29	MISCELLANEOUS FIELD 1 DESCRIPTION	X(26)	
	30	MISCELLANEOUS FIELD 2	X(16)	
	31	MISCELLANEOUS FIELD 2 DESCRIPTION	X(26)	
	32	OPTIONAL FIELD 1	X(26)	
	33	OPTIONAL FIELD 2	X(26)	
	34	OPTIONAL FIELD 3	X(26)	
35	OPTIONAL FIELD 4	X(26)		
T5 - Card Transaction	4	TRANSACTION REFERENCE NUMBER	X(24)	
	8	CARD ACCEPTOR ID	X(26)	

Record	Field #	VCF Field Name	Byte Length	Comments
T5 - Card Transaction	9	SUPPLIER NAME	X(26)	
	10	SUPPLIER CITY	X(14)	
	13	SUPPLIER POSTAL CODE	X(14)	
	26	SUPPLIER VAT NUMBER	X(20)	
	27	SUPPLIER ORDER NUMBER	X(25)	
	28	CUSTOMER VAT NUMBER	X(14)	
	32	CUST CODE/CRI	X(50)	
	33	PURCHASE ID	X(76)	
	38	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	39	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	54	USER DATA 1	X(20)	
	55	USER DATA 1 DESCRIPTION	X(20)	
	56	USER DATA 2	X(20)	
	57	USER DATA 2 DESCRIPTION	X(20)	
	58	USER DATA 3	X(20)	
	59	USER DATA 3 DESCRIPTION	X(20)	
	60	USER DATA 4	X(20)	
	61	USER DATA 4 DESCRIPTION	X(20)	
	62	USER DATA 5	X(20)	
	63	USER DATA 5 DESCRIPTION	X(20)	
64	VISA COMMERCE BATCH ID	X(20)		
68	SOURCE	X(10)		
69	OPTIONAL FIELD 1	X(256)		

Record	Field #	VCF Field Name	Byte Length	Comments
T5 - Card Transaction	70	OPTIONAL FIELD 2	X(256)	
	71	OPTIONAL FIELD 3	X(256)	
	72	OPTIONAL FIELD 4	X(256)	
	73	RESERVED FIELD 1	X(30)	
	74	RESERVED FIELD 2	X(30)	
	75	RESERVED FIELD 3	X(30)	
	76	RESERVED FIELD 4	X(30)	
T6 - Company	3	COMPANY NAME	X(80)	
	4	ADDRESS LINE 1	X(80)	
	5	ADDRESS LINE 2	X(80)	
	6	CITY	X(20)	
	9	POSTAL CODE	X(14)	
	13	ISSUER NAME	X(40)	
	16	ADDRESS LINE 3	X(80)	
	18	OPTIONAL FIELD 1	X(26)	
	19	OPTIONAL FIELD 2	X(26)	
	20	OPTIONAL FIELD 3	X(26)	
	21	OPTIONAL FIELD 4	X(26)	
T7 - Line Item Summary	4	TRANSACTION REFERENCE NUMBER	X(24)	
	7	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	8	ITEM COMMODITY CODE	X(16)	
	9	ITEM DESCRIPTOR	X(26)	
	12	UNIT MEASURE	X(12)	

Record	Field #	VCF Field Name	Byte Length	Comments
T7 - Line Item Summary	19	ITEM PRODUCT CODE	X(12)	
	21	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be Supplier Order number.
	25	SUPPLIER NAME	X(26)	
	26	SUPPLIER POSTAL CODE	X(14)	
	27	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	30	LINE ITEM SOURCE	X(10)	
	31	OPTIONAL FIELD 1	X(26)	
	32	OPTIONAL FIELD 2	X(26)	
	33	OPTIONAL FIELD 3	X(26)	
	34	OPTIONAL FIELD 4	X(26)	
T8 - Line Item Detail	4	TRANSACTION REFERENCE NUMBER	X(24)	
	6	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	10	DESTINATION POSTAL CODE	X(14)	
	11	SOURCE POSTAL CODE	X(14)	
	13	VAT REFERENCE NUMBER	X(16)	
	18	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be Supplier Order number.
	22	SUPPLIER NAME	X(26)	
	23	SUPPLIER POSTAL CODE	X(14)	
	24	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	28	SOURCE	X(10)	
29	OPTIONAL FIELD 1	X(26)		

Record	Field #	VCF Field Name	Byte Length	Comments
T8 - Line Item Detail	30	OPTIONAL FIELD 2	X(26)	
	31	OPTIONAL FIELD 3	X(26)	
	32	OPTIONAL FIELD 4	X(26)	
T9 - Lodging Summary	4	TRANSACTION REFERENCE NUMBER	X(24)	
	26	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	27	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be Folio number.
	31	SUPPLIER NAME	X(26)	
	32	SUPPLIER POSTAL CODE	X(14)	
	33	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	34	OPTIONAL FIELD 1	X(26)	
	35	OPTIONAL FIELD 2	X(26)	
	36	OPTIONAL FIELD 3	X(26)	
	37	OPTIONAL FIELD 4	X(26)	
T10 - Organization	3	HIERARCHY NODE	X(40)	
	4	PARENT HIERARCHY NODE	X(40)	
	6	DESCRIPTION	X(40)	
	7	MANAGER FIRST NAME	X(20)	
	8	MANAGER LAST NAME	X(20)	
	9	MANAGER TITLE	X(40)	
	11	MANAGER PHONE NUMBER	X(14)	
	12	TASK ORDER NUMBER	X(26)	

Record	Field #	VCF Field Name	Byte Length	Comments
T10 - Organization	13	CONTACT FIRST NAME	X(20)	
	14	CONTACT LAST NAME	X(20)	
	15	CONTACT ADDRESS LINE 1	X(40)	
	16	CONTACT ADDRESS LINE 2	X(40)	
	17	CONTACT ADDRESS LINE 3	X(40)	
	18	CONTACT CITY	X(20)	
	21	CONTACT POSTAL CODE	X(14)	
	22	CONTACT PHONE NUMBER	X(16)	
	23	CONTACT FAX NUMBER	X(16)	
	24	CONTACT E-MAIL ADDRESS	X(140)	
	25	SECOND HIERARCHY NODE REPRESENTATION	X(56)	
	26	THIRD HIERARCHY NODE REPRESENTATION	X(56)	
	28	COST CENTER	X(50)	
	29	G/L SUBACCOUNT	X(76)	
	30	OPTIONAL FIELD 1	X(26)	
	31	OPTIONAL FIELD 2	X(26)	
32	OPTIONAL FIELD 3	X(26)		
33	OPTIONAL FIELD 4	X(26)		
T11 - Period	8	OPTIONAL FIELD 1	X(26)	
	9	OPTIONAL FIELD 2	X(26)	
	10	OPTIONAL FIELD 3	X(26)	
	11	OPTIONAL FIELD 4	X(26)	

Record	Field #	VCF Field Name	Byte Length	Comments
T14 - Passenger Itinerary	4	TRANSACTION REFERENCE NUMBER	X(24)	
	8	TRAVEL AGENCY NAME	X(26)	
	10	TICKET NUMBER	X(14)	
	11	PASSENGER SPECIFIC DATA	X(20)	
	12	EXCHANGE TICKET NUMBER	X(14)	
	18	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	19	ENDORSEMENT RESTRICTIONS	X(20)	
	20	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be used for matching.
	24	SUPPLIER NAME	X(26)	
	25	SUPPLIER POSTAL CODE	X(14)	
	26	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	27	PASSENGER SPECIFIC DATA	X(50)	
	31	OPTIONAL FIELD 1	X(26)	
	32	OPTIONAL FIELD 2	X(26)	
	33	OPTIONAL FIELD 3	X(26)	
	34	OPTIONAL FIELD 4	X(26)	
	35	TRAVEL OBLIGATION NUMBER	X(13)	
	36	TCN PASSENGER NAME	X(50)	
T15 - Leg-specific Information	4	TRANSACTION REFERENCE NUMBER	X(24)	
	10	FARE BASIS	X(08)	
	14	CARRIER REFERENCE NUMBER	X(06)	

Record	Field #	VCF Field Name	Byte Length	Comments
T15 - Leg-specific Information	18	CONJUNCTION TICKET NUMBER	X(14)	
	19	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	20	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be used for matching.
	24	SUPPLIER NAME	X(26)	
	25	SUPPLIER POSTAL CODE	X(14)	
	26	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	30	OPTIONAL FIELD 1	X(26)	
	31	OPTIONAL FIELD 2	X(26)	
	32	OPTIONAL FIELD 3	X(26)	
	33	OPTIONAL FIELD 4	X(26)	
T16 - Supplier	3	SUPPLIER NAME	X(30)	
	4	SUPPLIER CITY	X(14)	
	7	SUPPLIER POSTAL CODE	X(14)	
	9	SUPPLIER ADDRESS	X(30)	
	11	BUSINESS LEGAL NAME	X(30)	
	12	ALTERNATE SUPPLIER DBA NAME	X(30)	
	13	MAILING ADDRESS	X(30)	
	20	SUPPLIER PHONE NUMBER	X(15)	
	21	SOLE PROPRIETOR OWNER FIRST NAME	X(25)	
	22	SOLE PROPRIETOR OWNER MIDDLE NAME	X(02)	This field is only 2 bytes long and in most instances cannot hold any multibyte data. If the first multibyte character for owner middle initial in the inbound file takes more than 2 bytes, then only a "blank" will appear in this field in database as well as in the outbound file.

Record	Field #	VCF Field Name	Byte Length	Comments
T16 - Supplier	23	SOLE PROPRIETOR OWNER LAST NAME	X(25)	
	29	SUPPLIER E-MAIL ADDRESS	X(40)	
	30	SUPPLIER FAX NUMBER	X(15)	
	31	SUPPLIER RESERVATION PHONE NUMBER	X(15)	
	35	ALTERNATE SUPPLIER CITY	X(15)	
	37	ALTERNATE SUPPLIER POSTAL CODE	X(14)	
	49	MAILING ADDRESS	X(20)	
	57	VISA COMMERCE SELLER ID	X(19)	
	58	RESERVED FOR FUTURE USE	X(12)	
	59	OPTIONAL FIELD 1	X(26)	
	60	OPTIONAL FIELD 2	X(26)	
	61	OPTIONAL FIELD 3	X(26)	
	62	OPTIONAL FIELD 4	X(26)	
	73	TAXPAYER NAME	X(40)	
	75	RESERVED FIELD 1	X(30)	
	76	RESERVED FIELD 2	X(30)	
	77	RESERVED FIELD 3	X(30)	
	78	RESERVED FIELD 4	X(30)	
	79	RESERVED FIELD 5	X(30)	
T17 - Fleet Service	4	TRANSACTION REFERENCE NUMBER	X(24)	
	15	ODOMETER READING	X(08)	
	22	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions

Record	Field #	VCF Field Name	Byte Length	Comments
T17 - Fleet Service	43	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be supplier order number.
	47	SUPPLIER NAME	X(26)	
	48	SUPPLIER POSTAL CODE	X(14)	
	49	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	50	OPTIONAL FIELD 1	X(26)	
	51	OPTIONAL FIELD 2	X(26)	
	52	OPTIONAL FIELD 3	X(26)	
	53	OPTIONAL FIELD 4	X(26)	
T18 - Fleet Product	4	TRANSACTION REFERENCE NUMBER	X(24)	
	8	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	9	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be supplier order number.
	13	SUPPLIER NAME	X(26)	
	14	SUPPLIER POSTAL CODE	X(14)	
	15	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	16	OPTIONAL FIELD 1	X(26)	
	17	OPTIONAL FIELD 2	X(26)	
	18	OPTIONAL FIELD 3	X(26)	
	19	OPTIONAL FIELD 4	X(26)	
T20 - Temporary Services	4	TRANSACTION REFERENCE NUMBER	X(24)	

Record	Field #	VCF Field Name	Byte Length	Comments
T20 - Temporary Services	7	MESSAGE IDENTIFIER	X(15)	An identifying field used to link draft data with related TC50 text message transactions
	10	ACCOUNT CODE/COST CENTRE	X(18)	
	11	DESCRIPTION	X(26)	
	12	EMPLOYEE/TEMP NAME	X(26)	
	19	JOB CODE	X(12)	
	22	REQUESTOR NAME OR ID	X(16)	
	26	SUPERVISOR/REPORTED TO	X(26)	
	28	COMMODITY CODE	X(12)	
	30	OPTIONAL FIELD 1	X(26)	
	31	OPTIONAL FIELD 2	X(26)	
	32	OPTIONAL FIELD 3	X(26)	
	33	OPTIONAL FIELD 4	X(26)	
T21 - Shipping Services	4	TRANSACTION REFERENCE NUMBER	X(24)	
	7	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	8	SHIPPING/COURIER NAME	X(26)	
	9	TRACKING NUMBER	X(22)	
	11	ORIGIN ZIP CODE	X(14)	
	13	DESTINATION ZIP CODE	X(14)	
	15	CUSTOMER REFERENCE NUMBER	X(17)	
	20	SERVICE DESCRIPTION	X(24)	
	23	ORIGIN SENDER NAME	X(26)	
	24	ORIGIN ADDRESS	X(20)	

Record	Field #	VCF Field Name	Byte Length	Comments
T21 - Shipping Services	25	DESTINATION RECEIVER NAME	X(26)	
	26	DESTINATION ADDRESS	X(20)	
	30	OPTIONAL FIELD 1	X(26)	
	31	OPTIONAL FIELD 2	X(26)	
	32	OPTIONAL FIELD 3	X(26)	
	33	OPTIONAL FIELD 4	X(26)	
T25 - Headquarter Relationship	6	HQ NAME	X(80)	
	12	OPTIONAL FIELD 1	X(26)	
	13	OPTIONAL FIELD 2	X(26)	
	14	OPTIONAL FIELD 3	X(26)	
	15	OPTIONAL FIELD 4	X(26)	
T26 - Lodging Detail	4	TRANSACTION REFERENCE NUMBER	X(24)	
	25	DESCRIPTION OF OTHER CHARGE	X(20)	
	27	MESSAGE IDENTIFIER	X(16)	An identifying field used to link draft data with related TC50 text message transactions
	28	PURCHASE ID	X(50)	Number assigned by the merchant to the transaction. May be Folio number.
	29	PROCESSOR ADDENDUM KEY	X(52)	Value used to link the T5 to this record. If present, this field will be used for matching.
	30	OPTIONAL FIELD 1	X(26)	
	31	OPTIONAL FIELD 2	X(26)	
	32	OPTIONAL FIELD 3	X(26)	
	33	OPTIONAL FIELD 4	X(26)	

Record	Field #	VCF Field Name	Byte Length	Comments
T27 -Car Rental Detail	4	TRANSACTION REFERENCE NUMBER	X(24)	
	13	OPTIONAL FIELD 1	X(26)	
	14	OPTIONAL FIELD 2	X(26)	
	15	OPTIONAL FIELD 3	X(26)	
	16	OPTIONAL FIELD 4	X(26)	
T28 - Allocation	4	TRANSACTION REFERENCE NUMBER	X(24)	
	7	G/L SUB-ACCOUNT NUMBER	X(76)	
	8	G/L SUB-ACCOUNT NUMBER DESCRIPTION	X(50)	
	9	COST CENTRE CODE	X(76)	
	10	COST CENTRE DESCRIPTION	X(50)	
	16	DESCRIPTION	X(100)	
	18	ALLOCATION ACCOUNTING CODE	X(150)	
	19	ORIGINAL ACCOUNTING CODE	X(150)	
	20	OPTIONAL FIELD 1	X(26)	
	21	OPTIONAL FIELD 2	X(26)	
	22	OPTIONAL FIELD 3	X(26)	
	23	OPTIONAL FIELD 4	X(26)	
T29 - Allocation Description	4	TRANSACTION REFERENCE NUMBER	X(24)	
	8	DESCRIPTION	X(100)	
	9	OPTIONAL FIELD 1	X(26)	
	10	OPTIONAL FIELD 2	X(26)	

Record	Field #	VCF Field Name	Byte Length	Comments
T29 - Allocation Description	11	OPTIONAL FIELD 3	X(26)	
	12	OPTIONAL FIELD 4	X(26)	
T30 - Relationship	3	FIELD VALUE	X(40)	
	6	PARENT FIELD VALUE	X(40)	
	9	OPTIONAL FIELD 1	X(26)	
	10	OPTIONAL FIELD 2	X(26)	
	11	OPTIONAL FIELD 3	X(26)	
	12	OPTIONAL FIELD 4	X(26)	
T31 - Phone	4	TRANSACTION REFERENCE NUMBER	X(24)	
	7	CALL TO CITY	X(14)	
	11	CALL FROM CITY	X(14)	
	20	OPTIONAL FIELD 1	X(26)	
	21	OPTIONAL FIELD 2	X(26)	
	22	OPTIONAL FIELD 3	X(26)	
	23	OPTIONAL FIELD 4	X(26)	

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