



SmartClean INPUT FILE FORMAT REQUIREMENTS

It is important that your file be formatted properly so the SmartClean system may process your list. The following are the requirements for a properly formatted file:

File Names:

- Must be less than 50 characters in length
- Must consist of only alphanumerics (0-9, a-z, A-Z) and the special characters \$-_+!*'()
- Each uploaded file must have a unique file name
- A maximum of 50 files may be uploaded per job

File Content:

Mailing and Email List files

- Must be a comma or tab delimited .txt or csv file. Excel files may be uploaded, but may result in delayed processing – It is recommended that Excel files be converted to .txt prior to uploading.
- Each record in the file may contain up to 50 fields of information, each field may be 60 characters in length.
- A header record with field names is optional.

Telephone List files (for Wireless Identification)

- Must be a comma or tab delimited .txt or .csv file with the 10 digit telephone number in the first field

Uploaded Files:

- Multiple files may be uploaded individually or zipped together and uploaded. Once uploaded:
 - For Merge/Purge, files may be flagged as suppression only (Suppression files will not be included on output file.)
 - For Merge/Purge files, Priority codes 1 to 50 will be assigned in order of upload. Once all files have been uploaded, assigned priorities may be changed.
 - Special notes for each file and for the job may be entered (Special requirements may delay processing.)

Sample File:

```
"LAST_NAME","FIRST_NAME","CARE_OF","ADDRESS","CITY","STATE","ZIP","ZIP4","OTHER"  
"BASELICE","VICTORIA",,"4 NORTHWOOD CT","NEW ROCHELLE","NY","10804","1513","DATA"  
"ARCHBOLD","ELLARD","82 HENDRICKS AVE","STATEN ISLAND","NY","10301","2314","DATA"  
"SCOGIN","JAMES","JOHN SMITH","214 BEAVER CREEK PKWY","PELHAM","AL","35124","2649","DATA"
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