

EFFECTIVE SEPTEMBER 2008

**BPN Complete Data File Layout
CCR v4.08.02.2**

File Name – Daily: BCD40822_yyddd

File Name – Monthly Refresh: BCR40822_yyddd

Data Element	Type	Max Length
DUNS	CHAR	9
DUNS-PLUS4	CHAR	4
CAGE CODE	CHAR	5
CCR EXTRACT CODE Refresh file: Active, 'A', Expired, 'E' send complete record. Daily updates: 1 = Delete send DUNS, DUNS +4, CAGE Code 2 = New send complete record 3 = Update send complete record 4 = Expired send DUNS, DUNS +4, CAGE Code	CHAR	1
REGISTRATION DATE (mmddccyy)	CHAR	8
RENEWAL DATE (mmddccyy)	CHAR	8
LEGAL BUS NAME	CHAR	120
DBA NAME	CHAR	60
COMPANY DIVISION	CHAR	60
DIVISION NUMBER	CHAR	10
ST ADD (1)	CHAR	55
ST ADD (2)	CHAR	55
CITY	CHAR	35
STATE OR PROVINCE	CHAR	50
POSTAL CODE	CHAR	35
COUNTRY CODE	CHAR	3
BUS START DATE (mmddccyy)	CHAR	8
FISCAL YEAR END CLOSE DATE (mmdd)	CHAR	4
CO SECURITY LEVEL	CHAR	15
EMPLOYEE SECURITY LEVEL	CHAR	15
CORPORATE URL	CHAR	200
ORGANIZATIONAL TYPE	CHAR	2
STATE OF INC	CHAR	2
COUNTRY OF INC	CHAR	3
BUS TYPE COUNTER	CHAR	4
BUS TYPE STRING: Holds X codes to correspond with counter. See **Counter Examples.	CHAR	300
SIC CODE COUNTER	CHAR	4
SIC CODE STRING: Repeat the following one entry for each SIC code in the Partner's file to correspond with counter STD_IND_CL_CD_1368 SIC Code from SIC_CODES	CHAR	50,000

Data Element	Type	Max Length
SIC_SECD_4829 Second SIC Code from SIC_CODES See **Counter Examples.		
NAICS CODE COUNTER	CHAR	4
NAICS CODE STRING: Holds X codes, with related Small Business indicator and Emerging Small Business indicator to correspond with counter. See **Counter Examples.	CHAR	12,000
FSC CODE COUNTER	CHAR	4
FSC CODE STRING: Holds X codes to correspond with counter. See **Counter Examples.	CHAR	3,500
PSC CODE COUNTER	CHAR	4
PSC CODE: Holds X codes to correspond with counter. See **Counter Examples.	CHAR	3,500
CREDIT CARD (y/n)	CHAR	1
CORRESPONDENCE FLAG (M=U.S. Mail, F=Fax, E=Email)	CHAR	1
MAILING ADD POC (FE)	CHAR	60
MAILING ADD ST ADD (1)	CHAR	55
MAILING ADD ST ADD (2)	CHAR	55
MAILING ADD CITY	CHAR	35
MAILING ADD POSTAL CODE	CHAR	35
MAILING ADD COUNTRY CODE	CHAR	3
MAILING ADD STATE OR PROVINCE	CHAR	50
PREVIOUS BUS POC (B3)	CHAR	60
PREVIOUS BUS ST ADD (1)	CHAR	55
PREVIOUS BUS ST ADD (2)	CHAR	55
PREVIOUS BUS CITY	CHAR	35
PREVIOUS BUS POSTAL CODE	CHAR	35
PREVIOUS BUS COUNTRY CODE	CHAR	3
PREVIOUS BUS STATE OR PROVINCE	CHAR	50
PARENT POC (GL)	CHAR	60
PARENT DUNS NUMBER	CHAR	13
PARENT ST ADD (1)	CHAR	55
PARENT ST ADD (2)	CHAR	55
PARENT CITY	CHAR	35
PARENT POSTAL CODE	CHAR	35
PARENT COUNTRY CODE	CHAR	3
PARENT STATE OR PROVINCE	CHAR	2
GOVT PARENT POC (QW)	CHAR	60
GOVT PARENT ST ADD (1)	CHAR	55
GOVT PARENT ST ADD (2)	CHAR	55
GOVT PARENT CITY	CHAR	35
GOVT PARENT POSTAL CODE	CHAR	35
GOVT PARENT COUNTRY CODE	CHAR	3

Data Element	Type	Max Length
GOVT PARENT STATE OR PROVINCE	CHAR	50
GOVT BUS POC (60)	CHAR	60
GOVT BUS ST ADD (1)	CHAR	55
GOVT BUS ST ADD (2)	CHAR	55
GOVT BUS CITY	CHAR	35
GOVT BUS POSTAL CODE	CHAR	35
GOVT BUS COUNTRY CODE	CHAR	3
GOVT BUS STATE OR PROVINCE	CHAR	50
GOVT BUS U.S. PHONE	CHAR	30
GOVT BUS U.S. PHONE EXT	CHAR	10
GOVT BUS NON-U.S. PHONE	CHAR	30
GOVT BUS FAX U.S. ONLY	CHAR	30
GOVT BUS EMAIL	CHAR	80
ALT GOVT BUS POC (60)	CHAR	60
ALT GOVT BUS ST ADD (1)	CHAR	55
ALT GOVT BUS ST ADD (2)	CHAR	55
ALT GOVT BUS CITY	CHAR	35
ALT GOVT BUS POSTAL CODE	CHAR	35
ALT GOVT BUS COUNTRY CODE	CHAR	3
ALT GOVT BUS STATE OR PROVINCE	CHAR	50
ALT GOVT BUS U.S. PHONE	CHAR	30
ALT GOVT BUS U.S. PHONE EXT	CHAR	10
ALT GOVT BUS NON-U.S. PHONE	CHAR	30
ALT GOVT BUS FAX U.S. ONLY	CHAR	30
ALT GOVT BUS EMAIL	CHAR	80
PAST PERF POC (R2)	CHAR	60
PAST PERF ST ADD (1)	CHAR	55
PAST PERF ST ADD (2)	CHAR	55
PAST PERF CITY	CHAR	35
PAST PERF POSTAL CODE	CHAR	35
PAST PERF COUNTRY CODE	CHAR	3
PAST PERF STATE OR PROVINCE	CHAR	50
PAST PERF U.S. PHONE	CHAR	30
PAST PERF U.S. PHONE EXT	CHAR	10
PAST PERF NON-U.S. PHONE	CHAR	30
PAST PERF FAX U.S. ONLY	CHAR	30
PAST PERF EMAIL	CHAR	80
ALT PAST PERF POC (R2)	CHAR	60
ALT PAST PERF ST ADD (1)	CHAR	55
ALT PAST PERF ST ADD (2)	CHAR	55
ALT PAST PERF CITY	CHAR	35
ALT PAST PERF POSTAL CODE	CHAR	35
ALT PAST PERF COUNTRY CODE	CHAR	3
ALT PAST PERF STATE OR PROVINCE	CHAR	50

Data Element	Type	Max Length
ALT PAST PERF U.S. PHONE	CHAR	30
ALT PAST PERF U.S. PHONE EXT	CHAR	10
ALT PAST PERF NON-U.S. PHONE	CHAR	30
ALT PAST PERF FAX U.S. ONLY	CHAR	30
ALT PAST PERF EMAIL	CHAR	80
ELEC BUS POC (ZR)	CHAR	60
ELEC BUS ST ADD (1)	CHAR	55
ELEC BUS ST ADD (2)	CHAR	55
ELEC BUS CITY	CHAR	35
ELEC BUS POSTAL CODE	CHAR	35
ELEC BUS COUNTRY CODE	CHAR	3
ELEC BUS STATE OR PROVINCE	CHAR	50
ELEC BUS U.S. PHONE	CHAR	30
ELEC BUS U.S. PHONE EXT	CHAR	10
ELEC BUS NON-U.S. PHONE	CHAR	30
ELEC BUS FAX U.S. ONLY	CHAR	30
ELEC BUS EMAIL	CHAR	80
ALT ELEC BUS POC (ZR)	CHAR	60
ALT ELEC BUS ST ADD (1)	CHAR	55
ALT ELEC BUS ST ADD (2)	CHAR	55
ALT ELEC BUS CITY	CHAR	35
ALT ELEC BUS POSTAL CODE	CHAR	35
ALT ELEC BUS COUNTRY CODE	CHAR	3
ALT ELEC BUS STATE OR PROVINCE	CHAR	50
ALT ELEC BUS U.S. PHONE	CHAR	30
ALT ELEC BUS U.S. PHONE EXT	CHAR	10
ALT ELEC BUS NON-U.S. PHONE	CHAR	30
ALT ELEC BUS FAX U.S. ONLY	CHAR	30
ALT ELEC BUS EMAIL	CHAR	80
CERTIFIER POC (CE)	CHAR	60
CERTIFIER U.S. PHONE	CHAR	30
CERTIFIER U.S. PHONE EXT	CHAR	10
CERTIFIER NON-U.S. PHONE	CHAR	30
CERTIFIER FAX U.S. ONLY	CHAR	30
CERTIFIER EMAIL	CHAR	80
ALT CERTIFIER POC (IC)	CHAR	60
ALT CERTIFIER U.S. PHONE	CHAR	30
ALT CERTIFIER U.S. PHONE EXT	CHAR	10
ALT CERTIFIER NON-U.S. PHONE	CHAR	30
CORP INFO POC (CN)	CHAR	60
CORP INFO U.S. PHONE	CHAR	30
CORP INFO U.S. PHONE EXT	CHAR	10
CORP INFO NON-U.S. PHONE	CHAR	30
CORP INFO FAX U.S. ONLY	CHAR	30

Data Element	Type	Max Length
CORP INFO EMAIL	CHAR	80
OWNER INFO POC (OW)	CHAR	60
OWNER INFO U.S. PHONE	CHAR	30
OWNER INFO U.S. PHONE EXT	CHAR	10
OWNER INFO NON-U.S. PHONE	CHAR	30
OWNER INFO FAX U.S. ONLY	CHAR	30
OWNER INFO EMAIL	CHAR	80
HEADQUARTER PARENT POC (HQ)	CHAR	60
HQ PARENT DUNS NUMBER	CHAR	13
HQ PARENT ST ADD (1)	CHAR	55
HQ PARENT ST ADD (2)	CHAR	55
HQ PARENT CITY	CHAR	35
HQ PARENT POSTAL CODE	CHAR	35
HQ PARENT COUNTRY CODE	CHAR	3
HQ PARENT STATE OR PROVINCE	CHAR	2
HQ PARENT PHONE	CHAR	30
DOMESTIC PARENT POC (DM)	CHAR	60
DOMESTIC PARENT DUNS NUMBER	CHAR	13
DOMESTIC PARENT ST ADD (1)	CHAR	55
DOMESTIC PARENT ST ADD (2)	CHAR	55
DOMESTIC PARENT CITY	CHAR	35
DOMESTIC PARENT POSTAL CODE	CHAR	35
DOMESTIC PARENT COUNTRY CODE	CHAR	3
DOMESTIC PARENT STATE OR PROVINCE	CHAR	2
DOMESTIC PARENT PHONE	CHAR	30
GLOBAL PARENT POC (GL)	CHAR	60
GLOBAL PARENT DUNS NUMBER	CHAR	13
GLOBAL PARENT ST ADD (1)	CHAR	55
GLOBAL PARENT ST ADD (2)	CHAR	55
GLOBAL PARENT CITY	CHAR	35
GLOBAL PARENT POSTAL CODE	CHAR	35
GLOBAL PARENT COUNTRY CODE	CHAR	3
GLOBAL PARENT STATE OR PROVINCE	CHAR	2
GLOBAL PARENT PHONE	CHAR	30
DNB MONITORING LAST UPDATED	CHAR	10
DNB MONITORING STATUS	CHAR	1
DNB MONITORING CORP NAME	CHAR	120
DNB MONITORING DBA	CHAR	60
DNB MONITORING ST ADD (1)	CHAR	55
DNB MONITORING ST ADD (2)	CHAR	55
DNB MONITORING CITY	CHAR	35
DNB MONITORING POSTAL CODE	CHAR	35
DNB MONITORING COUNTRY CODE	CHAR	3
DNB MONITORING STATE OR PROVINCE	CHAR	50

Data Element	Type	Max Length
EDI (y/n)	CHAR	1
TAX PAYER ID NUMBER	CHAR	9
AVG NUMBER OF EMPLOYEES	CHAR	15
ANNUAL RECEIPTS	CHAR	15
SOCIAL SECURITY NUMBER	CHAR	9
AUSTIN TETRA NUMBER	CHAR	10
AUSTIN TETRA PARENT NUMBER	CHAR	10
AUSTIN TETRA ULTIMATE NUMBER	CHAR	10
AUSTIN TETRA PCARD FLAG	CHAR	1
FINANCIAL INSTUTE	CHAR	30
ACCOUNT NUMBER	CHAR	20
ABA ROUTING ID	CHAR	50
PAYMENT TYPE (c or s)	CHAR	1
LOCKBOX NUMBER	CHAR	20
AUTHORIZATION DATE (mmddyyyy)	CHAR	8
EFT WAIVER (add logic used in CEFT file for users using EFT Waiver flag)	CHAR	1
ACH U.S. PHONE	CHAR	30
ACH NON-U.S. PHONE	CHAR	30
ACH FAX	CHAR	30
ACH EMAIL	CHAR	80
REMIT INFO POC (RI)	CHAR	60
REMIT INFO ST ADD (1)	CHAR	55
REMIT INFO ST ADD (2)	CHAR	55
REMIT INFO CITY	CHAR	35
REMIT INFO STATE OR PROVINCE	CHAR	50
REMIT INFO POSTAL CODE	CHAR	35
REMIT INFO COUNTRY CODE	CHAR	3
ACCOUNTS REC POC (AF)	CHAR	60
ACCOUNTS REC U.S. PHONE	CHAR	30
ACCOUNTS REC U.S. PHONE EXT	CHAR	10
ACCOUNTS REC NON-U.S. PHONE	CHAR	30
ACCOUNTS REC FAX U.S. ONLY	CHAR	30
ACCOUNTS REC EMAIL	CHAR	80
MARKETING PARTNER ID NUMBER (MPIN)	CHAR	9
NAICS EXCEPTIONS COUNTER	CHAR	4
NAICS EXCEPTIONS STRING: Holds X code groups to correspond with counter.	CHAR	1,100
EXTERNAL CERTIFICATION COUNTER	CHAR	4
EXTERNAL CERTIFICATION STRING: Holds X codes to correspond with counter.	CHAR	50
SBA CERTIFICATION COUNTER	CHAR	4
SBA CERTIFICATION STRING: Holds X program participation and expiration date groups to correspond	CHAR	110

Data Element	Type	Max Length
with counter		
CCR NUMERICS COUNTER	CHAR	4
CCR NUMERICS CODE STRING: Holds X related "Numbers" groups to correspond with counter. See **Counter Examples	CHAR	1589
FLAGS COUNTER	CHAR	4
FLAGS STRING: Holds X flag code and value groups to correspond with counter	CHAR	100
DISASTER RESPONSE COUNTER	CHAR	4
DISASTER RESPONSE STRING: Holds X disaster response area serviced code and area code value groups to correspond with counter.	CHAR	70
END-OF-RECORD INDICATOR = "!end"	CHAR	4

These elements will be delimited by double quotes and separated by a comma. Please see examples for the repeating fields beginning on the next page.

**Repeating Field (Counter) Examples:

The following are examples of how the counters work in relation to Business Type, SIC, NAICS, FSC, PSC codes and other repeating value fields.

The counters will read 0000 followed by an empty string in the event that there are no codes of that type for the trading partner. Where the counter is 0001 or greater, the codes will be disseminated consecutively in one string with a period separating each code or code group in the string. In these examples the  character represents a space for an easier concept of the counts.

... "0002", "B2.FK", "0005", "0251.45210001.6233.62330001.62330003", "0003", "123123YN.237990EN.541340EY", "0000", "", "0001", "1234", "N", "M", ...

The portion of the Extract File definition that goes along with the above example from Business Types through PSC Codes (and following two non-repeating fields) is reproduced here for your reference:

BUS TYPE COUNTER	CHAR	4
BUS TYPE STRING: Holds X codes to correspond with counter. See **Counter Examples.	CHAR	300
SIC CODE COUNTER	CHAR	4
SIC CODE STRING: Repeat the following one entry for each SIC code in the Partner's file STD_IND_CL_CD_1368 SIC Code from SIC_CODES SIC_SECD_4829 Second SIC Code from SIC_CODES	CHAR	50,000
NAICS CODE COUNTER	CHAR	4
NAICS CODE STRING: Holds X codes, with related Small Business indicator and Emerging Small Business indicator to correspond with counter. See **Counter Examples.	CHAR	12,000

FSC CODE COUNTER	CHAR	4
FSC CODE STRING: Holds X codes to correspond with counter. See **Counter Examples.	CHAR	3,500
PSC CODE COUNTER	CHAR	4
PSC CODE STRING: Holds X codes to correspond with counter. See **Counter Examples.	CHAR	3,500
CREDIT CARD (y/n)	CHAR	1
CORRESPONDENCE FLAG (M=U.S. Mail, F=Fax, E=Email)	CHAR	1

In the above example:

0002 is the business type counter followed by 2 business type codes.

0005 is the SIC code counter followed by 5 SIC codes.

0003 is the NAICS code counter followed by 3 NAICS codes with SBA indicators.

0000 is the FSC code counter followed a string containing one space.

0001 is the PSC code counter followed by 1 PSC code.

Further examples of other repeating fields:

"**0002**", "237990YN", "541340NYNN", "**0003**", "DFDY.DCAY.VTNN", "**0003**", "A420070606.A620
070624.XX", "**0002**", "LS^1239^183545000^0^0.BK^220000^0^0^0", "**0001**", "NPDY", "**0003**",
"CTYAL058.MSA1000.STAAL", "!end"

In the above example:

0002 is the NAICS exceptions counter followed by 2 NAICS codes with SBA exceptions indicators. * See NAICS exceptions explanation.

0003 is the External Certification counter followed by 3 External Certification types with External Certification indicators. *See External certification explanation.

0003 is the SBA Certification counter followed by 3 SBA Certification types and expiration dates. *See SBA Certification explanation.

0002 is the CCR NUMERICS counter followed by 2 Numerics sets. * See CCR Numerics explanation.

0001 is the CCR Flags counter followed by 1 Flags code and value. *See FLAGS explanation.

0003 is the CCR Disaster counter followed by 3 Disaster Response codes and values. *See Disaster Response explanation

*NAICS exceptions explanation:

There will always be a NAICS Exception counter field for the number of NAICS exceptions in each record and additional fields for each NAICS exception the profile has.

There are 12 NAICS codes with possible size exceptions. And there are from two to four exceptions for each of these NAICS codes. The first 6 positions of NAICS EXCEPTIONS is the NAICS code, followed by a 'Y', 'N' or space in each of the next four spaces. Reference "NAICS Size Exception Standards" at <http://www.ccr.gov/ccrextracts.aspx> for a complete list of possible NAICS Exceptions.

NAICS EXCEPTIONS COUNTER	CHAR	4
NAICS EXCEPTIONS: Holds X code groups to correspond with counter.	CHAR	1,100

***External Certification explanation:**

There will always be an External Certification counter field for the number of External Certifications in each record and additional fields for each External Certification the profile has.

The first 3 positions of External Certifications is an External code, followed by a 'Y', 'N', or 'U' in the 4th position. Reference "CCR External Certs Codes" at <http://www.ccr.gov/ccrextracts.aspx> for a complete list of possible External Certification codes.

EXTERNAL CERTIFICATION COUNTER	CHAR	4
EXTERNAL CERTIFICATION STRING: Holds X code groups to correspond with counter.	CHAR	50

In External Certifications a **Y** indicates the Certification has been checked and *it applies* to this registration. An **N** indicates the Certification has been checked and it *does not apply* to this registration. A value of **U** indicates this has not yet been checked with the certifying authority so application to this registration is *unknown*.

***SBA Certification explanation:**

There will always be an SBA Certification counter field for the number of SBA Certifications in each record and additional fields for each SBA Certification the profile has.

The first 2 positions of SBA Certifications is an SBA business code followed by an expiration date in CCYYMMDD format (spaces where no expiration date is present).

The possible SBA business Codes are:

JT	SBA Certified 8A Joint Venture
A6	SBA Certified 8A Program Participant
XX	SBA Certified Hub Zone Firm
A4	SBA Certified Small Disadvantaged Business

SBA CERTIFICATION COUNTER	CHAR	4
SBA CERTIFICATION STRING: Holds X program participation and expiration date groups to correspond with counter	CHAR	110

***CCR Numerics explanation:**

CCR Numerics are various CCR values that are further defined as noted below. There will always be a CCR Numerics counter field for the number of CCR Numerics in each record and additional fields for each numeric set the profile has.

The first 2 positions of CCR Numerics is a numeric identification code, followed by a set of '^' delimited numbers. Reference "CCR Numerics Interpretation" at <http://www.ccr.gov/ccrextracts.aspx> for a complete list of possible Numeric codes. The entire field of code, numbers, and delimiters may reach 158 characters as shown below. The internal maximum is 38 characters for each number although this will seldom occur.

CCR_NUMERICS COUNTER	CHAR	4
CCR NUMERICS CODE STRING: Holds X related "Numbers" groups to correspond with counter. See **Counter Examples	CHAR	1589

Breakdown of the example CCR Numbers portion show in the example above:

... "0002", "LS^1239^183545000^0^0. BK^ 220000^0^0^0" ...

0002 = Two occurrences

LS = Location Size (Per CCRNumerics.csv)

1239 = Location Employees (Per CCRNumerics.csv)

183545000 = Location Receipts (Per CCRNumerics.csv)

0 = Unused (Per CCRNumerics.csv)

0 = Unused (Per CCRNumerics.csv)

BK = SBA NAICS Banking Size (Per CCRNumerics.csv)

2200001239 = Total Assets from 4th qtr, preceding year (Per CCRNumerics.csv)

0 = Unused (Per CCRNumerics.csv)

0 = Unused (Per CCRNumerics.csv)

0 = Unused (Per CCRNumerics.csv)

*CCR FLAGS explanation:

There will always be a FLAGS counter field for the number of FLAGS in each record.

The first 3 positions of FLAGS STRING is a FLAGS code followed by a FLAG value. Various flags may have differing values, but most will be "Y", "N", or space with "Y" meaning the flag is turned *on*, "N" meaning the flag is turned *off*, and the space meaning the flag has not been set at all by the registrant.

With release 4082 the only FLAGS code is:

NPD	No Public Display	Values: Y, N, space
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Reference "CCR Flags Interpretation" at <http://www.ccr.gov/ccrexttracts.aspx> for a complete list of possible CCR Flag codes and values.

FLAGS COUNTER	CHAR	4
FLAGS STRING: Holds X flag code and value groups to correspond with counter	CHAR	100

*CCR Disaster Response explanation:

CCR Disaster Response contains various CCR values that are further defined as noted below.

There will always be a Disaster Response counter field for the number of Disaster Responses in each record and an additional field for each Disaster Response location set the profile has.

The first three positions of a Disaster Response represent an area serviced code, followed by an area code. State area codes are two positions, County area codes are five positions and Metropolitan Service Area area codes are four positions. An area serviced code of "ANY" will not

be followed by an area code. Reference "CCR Disaster Response Interpretation" at <http://www.ccr.gov/ccrexttracts.aspx> for a complete list of possible Disaster Response codes. The entire field of code, numbers, and delimiters may reach 70 characters as shown below.

The possible Disaster Response Serviced Area Codes are:

ANY	Any area
STA	State
CTY	County
MSA	Metropolitan Service Area

DISASTER RESPONSE COUNTER	CHAR	4
DISASTER RESPONSE STRING: Holds X disaster response area serviced code and area code value groups to correspond with counter	CHAR	70

Breakdown of the example Disaster Response portion shown in the example above:

. . . "0003","CTYAL058.MSA1000.STAAL ". . .

0003= Three occurrences

CTY = County code

AL058 = Saint Clair (Per ST_County.csv)

MSA = Metropolitan Service Area code

1000 = Birmingham, AL (Per MSA_List.csv)

STA = State code

AL = Alabama (Per STATE_List.csv)

**Header/Trailer

Each file will contain a header and a trailer record which will identify the file.

Header record layout:

- "BOF BPN COMPLETE "
- ccyymmdd hhmmss
- sequence number 9999999
- record count always zeros 9999999
- CCR version number
- Example—BOF BPN COMPLETE 20040120 030102 0000022 0000000 V40822

Trailer record layout:

- "EOF BPN COMPLETE "
- ccyymmdd hhmmss
- sequence number 9999999
- record count 9999999
- CCR version number
- Example—EOF BPN COMPLETE 20040120 030102 0000022 0002087 V40822