Trade Creditors Standing Data

Requirements

- Data submitted should meet this data specification i.e. include all of the field names listed below.
- There are 4 additional fields included that are optional to aid filtering
- Standing data should be current at the date of extraction (30 September 2026) and should exclude dormant or suspended creditors.
- To avoid processing delays, please upload both trade creditor files simultaneously.

Field name	Data format	Comments
Creditor reference	Character	This is the unique identifier for an individual creditor. This can be in the form of a numeric or alphanumeric string.
Site ID	Character	If Creditors have more than one address, there should be a different record for each but separately identifiable via this Site ID. If a Site ID is provided in this standing data file, it should also be included on the payments history file so that there is a unique linking field between the two datasets. This will make it possible to: (a) establish cumulative payments to individual trade creditor sites; and (b) attach the trade creditor names to each transaction on the payments history file.
Creditor name	Character	
Company Registration Number (CRN)	Character	This will be either 8 numeric characters or 2 letters and 6 numeric characters. Leave the field blank if you do not record this.
Address 1	Character	If the address is held in a single field, use the Address 1 field.
Address 2	Character	
Address 3	Character	
Address 4	Character	

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Field name	Data format	Comments
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field should improve address matching
Telephone number	Character	This may or may not have the area/STD code. It should be output as a character field so the leading zeros are not lost.
Bank sort code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, e.g. 20-45-23.
Bank account number	Character	Usually 8 numeric characters.
Building Society Roll number or reference	Character	Building societies have a roll number or reference which indicates the individual account where payments are disbursed to after being paid into a single holding account. This should be blank for normal bank accounts.
Creditor type	Character	This field only needs to be populated if you are unable to provide just trade creditors data i.e. the submission includes other types of creditors. For example, ’0 = trade creditor, 1 = benefits, 2 = payroll, 3 = factor, 4 = grants, 5 = temporary/one-off, etc. Then provide a key to the codes used. If this type of identifier is not available from the system it would be to your advantage to populate this field to enable you to filter the output more easily and focus resources on what you may deem to be the most worthwhile matches.
The fields below are optional. They have been included as an additional aid to filtering the matches.		
General Ledger Code	Character	Optional
VAT Registration Number	Character	Optional
Credit Note	Character	Optional, insert Y or N

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Field name	Data format	Comments
Prepayment	Character	Optional, insert Y or N

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