

SAP	Adoption Date*	Prefix	First Name*	Last Name*	Address*	City*	State*	Zip*	Phone	Email	Email Optin	Species*	Pet Birthdate*	Pet Name*	Adoption Location*	Retail Partner
600000	9/1/2022	Mr	John	Doe	1000 Main St	Trestville	TN	33333	1234567890	jdoes@test.com	Y	Canine	8/1/2021	Doogie	Retail Partner Adoption	PetCo
600000	9/1/2022	Ms	Jane	Smith	123 Cedar Ln	Kansas City	MO	44444	2225554444	jane@email.com	N	Feline	6/24/2021	Spot	Shelter Adoption	
600000	9/1/2022	Ms	Jane	Smith	123 Cedar Ln	Kansas City	MO	44444	2225554444	jane@email.com	N	Feline	7/10/2021	Fluffy	Adoption Event	
600000	9/2/2022	Mike	Mike	Jones	222 5th Ave	St. Louis	MO	51684		mjones@test.com	Y	Canine	5/15/2021	Murphy	Retail Partner Adoption	PetSmart
600000	9/5/2022	Ms	Sarah	Anderson	800 First St	Topeka	KS	61800	5448231145	sma@test.com	Y	Feline	10/24/2021	Cooper	Retail Partner Adoption	Pet Supplies Plus

* required

Tips																
6-digit Hill's Ship To Account Number	Date of adoption: mm/dd/yyyy	Mr, Mrs, Dr	First name of adopter	Last name of adopter	Mailing address of adopter	City of adopter address	2-character State abbreviation of adopter address	Zip/Postal Code of adopter address	Phone number: must be in 10 digit format including area code, with no punctuation	Email address must be in proper e-mail format, i.e., xxxxx@xxxx.xxx	Email Optin must be "Y" or "N": Y = Yes, N = No	Please enter Canine or Feline	Birthdate of pet: mm/dd/yyyy	Name of adopted pet	Location of pet adoption: Retail Partner Adoption, Shelter Adoption, Adoption Event	Adoption retail partner: PetCo, PetSmart, Pet Supplies Plus, Tractor Supply, Other

Frequently Asked Questions

- Can I create my own template? The new Adopter Name excel template provided on the shelter web portal is already in the required format. You may download information from your current shelter software and setup your own adopter report including our required fields, however the header fields must exactly match the Adopter Name excel template or the file will be rejected when trying to upload. You would then receive a "files rejected" error message.
- How do I know what to use for the "Adoption Location"?
This field is referring to where the adoption took place:
Shelter Adoption – An adoption performed at your physical shelter location.
Adoption Event – An adoption performed at Shelter sponsored event at an "off site" location.
Retail Partner Adoption – An adoption performed at a Pet Food Retailer i.e: PetSmart, Petco, etc.
What if the "Retail Partner" we use is not listed? Please utilize the "other" field as your answer.
- If I have additional questions or issues with the upload, who do I contact? Please contact the Shelter Helpline at 1-866-283-1217 or send an email to shelters@hillspet.com.