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## Company Import

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### Overview

This file allows the import of Company records from a standard Comma Delimited file into the RMS system.

You must be able to provide a CSV file in the format as indicated below. It may be necessary to seek technical advice in order to create your file in the format that RMS requires.

### Sample File - Pending

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### Important Information

- The file to be imported must be in a comma delimited CSV format (Field Delimiter).
- If a data field within this file contain commas, it should be surrounded with "double quotes" (Text Delimiter).
- Line returns should be replaced with the pipe character '|'. (Usually found on the backslash key).
- Microsoft Excel is able to save using a CSV format that should match these requirements.
- RMS is able to determine whether the first record is a header record or not, thus it is not necessary to strip the header record (field names) prior to the import
- Legacy Company ID's are saved to Company Spare Field 1 and used by subsequent imports to look up reservations.

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### Field Order - All fields must not contain commas

Order	Field Name	Field Type	Required	Unique	Max Characters	RMS Equivalent
1	Company Name	Alpha Numeric	Y	Y	50	Short Description



Order	Field Name	Field Type	Required	Unique	Max Characters	RMS Equivalent
2	Address Line 1	Alpha Numeric	N	N	50	Address Line 1
3	Address Line 2	Alpha Numeric	N	N	50	Address Line 2
4	Town/Suburb	Alpha Numeric	N	N	50	Town/Suburb
5	State	Alpha Numeric	N	N	3	State
6	Postcode	Alpha Numeric	N	N	15	Postcode
7	Contact	Alpha Numeric	N	N	35	Main Contact Name
8	Phone	Alpha Numeric	N	N	15	Phone
9	Fax	Alpha Numeric	N	N	15	Fax
10	Email	Alpha Numeric	N	N	100	Email
11	Web Address	Alpha Numeric	N	N	100	Web Address
12	ABN	Alpha Numeric	N	N	20	ABN
13	Spare 1	Alpha Numeric	N	N	50	Company Spare 1

