Company Cars Import Specification

This specification document is for a Company Cars import file for the creation of new company vehicles for users.

Important Information

Only include an optional data field heading if a data change needs to be made.

General Rules

- File must be .csv.
- Column headers are required for data fields that need updating. Header names are space and case insensitive.
- If the file does not contain the required data fields, the whole CSV file will be rejected.
- If the file contains any extra headers not recognised, the whole CSV file will be rejected.
- If any data field on a record has an error, the record is skipped, and processing moves onto the next record.
- The maximum number of records/users is 10,000 per CSV file import
- Character limits include spaces

Data Field Heading	Required	Data Type	Field Description
Email	Yes	Text	Must be the exact email address registered on the user profile
Reimbursable	Yes	Text	Sets how the user pays for fuel. Set to **Yes** or **No**. **Yes** - sets Company Car as 'Out of Pocket'. **No** - sets Company Car as 'Company/Fuel card'.
Make	Yes	Text	Sets the make of the vehicle. Max Character Limit: 128 Characters
Model	Yes	Text	Sets the model of the vehicle. Max Character Limit: 128 Characters
Fuel Type	Yes	Text	Sets the fuel type of the vehicle. Must be set to one of the following: **Diesel** **Electric** **LPG** **Petrol** **Any**
Engine Size	Yes	Text	Sets the engine size of the vehicle.

Data Field Heading	Required	Data Type	Field Description
Hide Personal Car Mileage Option	Yes	Boolean	Set as **Yes** or **No**. **Yes** - remove the user profile setting 'create a personal car mileage expense'. **No** - leave 'create personal car mileage expense' ticked for the user profile setting.
Only include additional columns where data changes are required.			
Registration	No	Text	Sets the vehicle registration. Max Character Limit: 128 Characters

Custom Field Information

When importing Company Cars, you can also populate any custom fields. To set a custom field, a column must be present in the file which matches the exact name of the custom field.

When present the system will try to parse the value from the file into the data type of the custom field e.g. for a custom field that is a list, the file must contain one of the values present in the list, or for a numeric custom field, the file must contain a valid number. An error will be raised if an incorrect value is given.

The required flag of the custom field is also adhered to, *but only if the column is present in the file*.

Data Field Heading	Required	Data Type	Field Description
Custom Field Name	No	Determined by custom field type created	Sets Company Cars custom field data. A custom field is used to capture additional company-specific data in the Admin area Company Cars. Max Character Limit: 128 Characters

Key – Data Type

Text = Data consisting of or using both letters, numbers, and special characters.
Boolean = Boolean fields will be treated as true if they contain **true**, **yes,** or **1**, and false if they contain **false**, **no** or **0**. These are case insensitive.
List = Where a field allows a list of multiple values, these must be pipe separated (|). They can also be quoted if they contain commas. E.g. Sales|Marketing|"Management, UK".