

# Single Entry import file formats

## File format for Single Entries

The generic file format is described in [Generic file format \(Extended\)](#). This documents describes all available import fields.

Each line import one single ticket. If an existing order contains several tickets with the same seat category, same tarif, same contingent, they have to be duplicated.

## Examples

File	Modified
Microsoft Excel Spreadsheet Single entry example 1.xlsx	Mar 14, 2023 by rks

Field code	Field type	Mandatory	Description
INSTITUTION	Code	Yes	Institution code owning the data to be imported.
ORGANIZATION	Code	Yes	Organization code owning the data to be imported. If leave it empty, the institution code will be used.
ORDER_NR	Number	Yes	If leave it empty, order number will be set while importing by default. One line is one ticket. So each line is a unique order number if leave it empty. Many tickets can be in an order if leave them the same order number. This number can be started from 1 in a new data file. Then it will be given new one while importing. This will be file number also.
ORDER_DATE	Date	Yes	Buying date. If leave it empty, it will be imported date by default.
OPERATION_TY PE	Enum	Yes	Allowed values: SALE or RESERVATION.
CONFIRMATION_ DATE	Date	No	Expiration date to confirm reservation.
REMARK	Text 2000	No	Internal remark of order.
BUYING_CONTA CT_NR	Number	No	Contact number who buys the order. If leave it empty, the sale will be anonymous by default.
ORIGIN_COUNTRY	Text 50	No	Country of buying contact (only if buying contact is not specified).
ORIGIN_REGION	Text 50	No	Region of buying contact (only if buying contact is not specified).
ORIGIN_ZIPCODE	Text 50	No	Zip code of buying contact (only if buying contact is not specified).
SEASON	Code	Yes	Season code of single entry (event/competition).
EVENT	Code	Yes	Product code of single entry (event/competition).
START_TIME	Timesta mp	Yes	Start date time of performance.
TARIFF	Code	Yes	Tariff code.
CONTINGENT	Code	No	Contingent code.
SEAT_CATEGORY	Code	Yes	Seat category code.
PRICE	Amount	Yes	Price of ticket * 100 (so that 25\$ = 2500).
CHARGE	Amount	No	Charge of ticket * 100 (so that 1\$ = 100).
VAT	Percent age	Yes	If leave it empty, it will be 0 while importing by default. Vat rate in percent * 100 (so that 1% = 100). Choose the rate that active and valid following this: Valid from date of vat rate <= ORDER_DATE <= Valid to date of vat rate.
PAYMENT_DATE	Date	Yes if SALE	If leave it empty, the operation type is SALE and the price is not 0, the order date will be used by default. Means it can be imported date if the order date is not given.
SEAT_NUMBER	SeatNu mber	Yes when seated event	If leave it empty, the single entry will be imported in a non-numbered zone according to the seat category by default.

CULTURAL_CONTACT_NR	Number	No	Contact number who is ticket holder. If leave it empty and first/last name are empty, the buying contact will be used by default. Means it can be imported as anonymous if the buying contact is not given.
BENEFICIARY_FIRSTNAME	Text 50	No	Beneficiary first name (only if cultural contact is not specified).
BENEFICIARY_LASTNAME	Text 50	No	Beneficiary last name (only if cultural contact is not specified).
TICKET_STATE	Enum	Yes if SALE	If leave it empty, the operation type is SALE, it will be NOT_PRINTED by default. Allowed values: NOT_PRINTED, PRINTED, CONTROLLED.
GENERATION_DATE	Date	Yes if PRINTED or CONTROLLED	If leave it empty and the ticket has been printed or controlled, the order date will be used by default. Means it can be imported date if the order date is not given.
BARCODE	Text 50	Yes if PRINTED or CONTROLLED	If leave it empty and the ticket has been printed or controlled, it will be generated following import rules by default.
TAX_NUMBER	Text 50	Yes if PRINTED or CONTROLLED	If leave it empty and the ticket has been printed or controlled, it will be generated following import rules by default.
SHIPMENT_DATE	Date	No	If leave it empty, the order date will be used by default. Means it can be imported date if the order date is not given.
SHIPMENT_MODE	Code	No	If leave it empty and the ticket has been printed or controlled, it will be imported following import rules by default.