

# Membership import file formats

## File format for memberships

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

### Examples

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

### Fields

Field code	Field type	Mandatory	Description
INSTITUTION	Code	Yes	Institution code owning the data to be imported.
ORGANIZATION	Code	No	Organization code owning the data to be imported. If leave it empty, the institution code will be used.
ORDER_NR	Number	No	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	No	Buying date. If leave it empty, it will be imported date by default.
OPERATION_TYPE	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_CONTACT_NR	Number	Yes	Contact number who buys the order. Mandatory because a membership needs a contact.
SEASON	Code	Yes	Season code of membership.
MEMBERSHIP	Code	Yes	Product code of membership.
VALIDITY_BEGIN	Timestamp	Yes	The date starts to validate.
VALIDITY_END	Timestamp	Yes	The date stops to validate.
TARIFF	Code	Yes	Tariff code.
PRICE	Amount	Yes	Price of ticket * 100 (so that 25\$ = 2500).
CHARGE	Amount	No	Charge of ticket * 100 (so that 1\$ = 100).
VAT	Percentage	No	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	No	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.
MEMBERSHIP_NR	Number	No	Each membership has a unique number to know how many memberships have been published. In importation, it helps to define ticket to check between data excel file and database system after importing. This number can be started from 1 in a new data file. Then it will be given new one while importing.
CULTURAL_CONTACT_ACT_NR	Number	No	Contact number who is ticket holder. If leave it empty and first/last name are empty, the buying contact number will be used by default.
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	Mandatory when the operation type is SALE. Allowed values: NOT_PRINTED, PRINTED, CONTROLLED.

GENERATION_DATE	Date	No	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	No	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	No	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.