Location data	Definition	Length Max	Format	Example of format to use	Mandatory or Optional	Additional Info and Guidelines	ACRISS Cloud Export		
Company location ref	Car rental company's unique reference for this rental location.	3-10	Alphanumeric characters. No special characters allowed	PSRQ22	Mandatory	Must be between 3 and 10 characters and contain only letters and numbers. It should always start with a letter.	yes		
City IATA Code	The IATA city code of the location	3	No special characters allowed	PAR	Mandatory	City IATA code	yes		
Airport IATA Code	The IATA airport code	3	No special characters allowed	CDG	Mandatory if airport location	If the office is located at an airport, Airport IATA code is mandatory. If it is not an airport location leave the field blank	yes		
Vicinity	Vicinity identifier, showing where in the city the car rental office is located.	1	Alpha character. Pre-defined list of values. • If the Assoc Airport field is filled, the possible vicinity codes are: T, O. • If the Assoc Airport field is empty, the possible vicinity codes are: C, N, E, W, S, R, P, H, X.	T	Mandatory	• If the Assoc Airport field is filled, the possible vicinity codes are: T - In terminal counter O - Off terminal service • If the Assoc Airport field is empty, the possible vicinity codes are: C - City N - North E - East W - West S - South R - Resort P - Port/Ferry H - Hotel X - Railway F - Fixed Base M - Military	yes		
Identifier	A two digit number used to differentiate between different rental locations in the same city.	2	Numeric characters. No special characters allowed	01	Mandatory	For example, PART01, PART02. If you enter a single digit, a leading 0 will be added automatically.	yes		
GDS location ref	Read-only field generated by merging the entries from the City code, Vicinity and Identifier fields.	6	City IATA code + Vicinity + Identifier	PART01	Optional		no		
Terminals	Terminals associated with a rental location.	-	Alphanumeric characters. No special characters allowed. Pre-defined list of values	2C	Mandatory if airport location	This field appears if the Airport IATA Code is filled.	yes		
Inventory location	Indicates whether the inventory is supplied by the listed location itself or by another location.	6	No special characters allowed	n/a	Optional	If the car inventory is supplied by: • This location: Leave the field blank • Another location: Enter the location reference for that other location.	no		
Effective date	The date this location becomes effective.	-	DDMMMYYYY	31JUL2022	Mandatory		yes		
Discontinue date	The date this location becomes non-effective.	-	DDMMMYYYY	31JUL2022	Optional	Discontinue date can be used to specify, for example, that the location is temporarily or permanently closed for business.	yes		
Location Ownership	Indicates the ownership status of the location.	-	Pre-defined list of values: • Corporate • Franchisee	Corporate Franchisee	Mandatory	If the location is owned by the car rental company, select **Corporate**. If the location is owned by a licensee, select **Franchisee**. If this field is currently blank or left blank it is assumed to be a Corporate location. This field should not be visible to the customer/traveller, but can be shared with the Travel Seller upon request.	yes		
Street	The Street details of the location address		Alpha characters. No special characters allowed, except space, () / -	n/a	Mandatory	Location address	yes		
No.	The House number of the location address	5	Numeric characters. No special characters allowed, except space, / and -	205	Optional	Location address	yes		
Postcode	The Postal Code of the location address	10	Alphanumeric characters. No special characters allowed, except space and -	06200	Mandatory	Location address	yes		
City	The City of the location address	35	Alpha characters. No special characters allowed, except space and - ' , . () /#&*?	Nice	Mandatory	Location address	yes		
State	The State of the location address	2	Alpha characters. No special characters allowed.	n/a	Optional	Location address	yes		
Country	The Country Code of the location address	2	Alpha characters. No special characters allowed.	FR	Mandatory	Location address	yes		
Display name	Location display name different to your car company name.	11	Alphanumeric characters. Special characters like space, & _ - / * allowed.	Avis	Optional	Location address. Complete this field only if you want the location to be displayed with a car company name that is different to the one specified for the location details.	no		

Location Name	The location name, a landmark or the name of the station, hotel or parking.	70	Alpha characters. Special characters like space, ' - / . , ( ) # & * : allowed.	Eiffel Tower	Optional	Location address	no		
Telephone1	The telephone number that the public can use to call this location.	15	Two separate fields: one for a predefined country code and another one for a phone number. Country code and phone number should contain 15 digits max. 1. Country code: predefined values, alphamumeric format, special characters like +- allowed (e.g., +33, +1 418) 2. Phone number: Spaces or special characters are not allowed (e.g. 305653477)	Field1: +33 Field2: 624883177	Mandatory	Telephone number could be sent to Travel Sellers in different formats. Each GDS to define own format to use. The preferable format is the following: 1418 6988755. Phone number could be sent in one or two different columns (one for country code and another one for the number). Possible formats: = One field: 1418 6988755 or 14186988755 = Two fields: Field 1: 1418 Field 2: 6988755 Otherwise, country code to have alpha-numeric values, whereas tel number should not contain spaces or special characters = One field: +1-418 6988755 or +114186988755 = Two fields: Field 1: +1-418 Field 2: 6988755	yes		
Telephone1 Purpose	A brief description for the telephone number.	-	Pre-defined list of values: • General • Reservations • Customer Service • Drivers with Disabilities • Local number • Fax • Counter	General	Mandatory		yes		
Telephone2	The telephone number that the public can use to call	15	Two separate fields: one for a predefined country code and another one for a phone number. Country code and phone number should contain 15 digits max. 1. Country code: predefined values, Alpha/Numerical format (e.g., +33, +1-418) 2. Phone number: Spaces or special characters are not allowed (e.g. 305653477)	Field1: +1 Field2: 624883177	Optional	Telephone number could be sent to Travel Sellers in different formats. Each GDS to define own format to use. The preferable format is the following: 1418 6988755. Phone number could be sent in one or two different columns (one for country code and another one for the number). Possible formats: = One field: 1418 6988755 or 14186988755 = Two fields: Field 1: 1418 Field 2: 6988755 Otherwise, country code to have alpha-numeric values, whereas tel number should not contain spaces or special characters = One field: +1-418 6988755 or +114186988755 = Two fields: Field 1: +1-418 Field 2: 6988755	no		
Telephone 2 Purpose	A brief description for the telephone number	-	Pre-defined list of values: • General • Reservations • Customer Service • Drivers with Disabilities • Local number • Fax • Counter	Customer Service	Optional		no		
Fax	Fax number	15	Two separate fields: one for a predefined country code and another one for a fax number. Country code and fax number should contain 15 digits max. 1. Country code: predefined values, Alpha/Numerical format (e.g., +33, +1-418) 2. Fax number: Spaces or special characters are not allowed (e.g. 305653477)	Field1: +1 Field2: 624883177	Optional		no		
Email1	Email address of the Car rental station	80	Alphanumeric characters. Special characters are allowed except space, leading dot, trailing dot and consecutive special characters.	info@company.com	Optional		yes		

Email1 purpose	A brief description for the email purpose	-	Pre-defined list of values: • General • Reservations • Customer Service • Drivers with Disabilities • Local number • Fax • Counter	General	Optional	Email purpose should be sent to the Travel Seller together with the email.	yes		
Email2	Additional email address of the Car rental station	80	Alphanumeric characters. Special characters are allowed except space, leading dot, trailing dot and consecutive special characters.	info@company.com	Optional		no		
Email2 purpose	A brief description for the email purpose	-	Pre-defined list of values: • General • Reservations • Customer Service • Drivers with Disabilities • Local number • Fax • Counter	Counter	Optional		no		
Hours of operation	The times for each day of the week that the location is open and closed	-	Operational hours per each day of the week. hh:mm with a minimum of 1 set and maximum of 6 (within 24 hours). 24-hour clock format	MON 1. 08:00 - 11:45 2. 14:00 - 16:00 3. 16:00 - 20:00 4. 20:00 - 21:00 5. 21:30 - 22:00 6. 23:00 - 23:30	Mandatory		yes		
Out of hours Pick- Up	Indicates that out-of-hours car pick-up is possible	1	Alpha characters. No special characters allowed. Pre-defined list of values: • A - Allowed • N - Not allowed • C - Conditional	A	Optional	The checkbox to be optional. If implemented on GDS side, the checkbox should have the following behaviour: • "Allowed" should be used to indicate that this location supports out of hours pick-up. If enabled, the out of hours pick-up remark should be made mandatory. Availability traffic is sent to the car provider even if pick-up hour is different from the location opening hours • " Not allowed" should be used to indicate that this location does not support out of hours pick-up. If enabled, the out of hours pick-up remark should not appear. Availablity traffic should not be sent to the car provider if pick-up is different from the opening hours of the location • "Conditional" should be used to indicate that this location may support out of hours pick-up. If enabled, the out of hours pick-up remark should be made mandatory. Availability traffic is sent to the car provider even if pick-up hour is different from the location opening hours As this field is optional, each GDS may decide to implement it or not.	No		
Out of hours Pick-up remark	Additonal information to communicate for car pick-up	-	Alphanumeric characters. Special characters allowed.	The rental location is currently closed, but you can pick up your keys from the secure key box located next to our counter. Use the access code sent to you by email or SMS to open the box.	Optional	Free Text	no		

Out of hours Drop-off	Indicates that out-of-hours car drop-off is possible	1	Alpha characters. No special characters allowed Pre-defined list of values: • A - Allowed • N - Not allowed • C - Conditional	A	Optional	The checkbox to be optional. If implemented on GDS side, the checkbox should have the following behaviour: • "Allowed" should be used to indicate that this location supports out of hours drop-off. If enabled, the out of hours drop-off remark should be made mandatory. Availability traffic is sent to the car provider even if drop-off hour is different from the location opening hours • "Not allowed" should be used to indicate that this location does not support out of hours drop-off. If enabled, the out of hours drop-off remark should not appear. Availablity traffic should not be sent to the car provider if drop-off is different from the opening hours of the location • "Conditional" should be used to indicate that this location may support out of hours drop-off. If enabled, the out of hours drop-off remark should be made mandatory. Availability traffic is sent to the car provider even if drop-off hour is different from the location opening hours As this field is optional, each GDS may decide to implement it or not.	no		
Out of hours Drop-off remark	Additonal information to communicate for car drop-off	-	Alphanumeric characters. Special characters allowed.	You can drop off the keys in the secure key return box located next to our rental counter. Please ensure the vehicle is locked and parked in our designated return area before depositing the keys.	Optional	Free Text	no		
Collection	Indicates whether the rental location can collect vehicles	1	Alpha characters. No special characters allowed. Pre-defined list of values: • Y - Yes • N - No	Y	Mandatory		yes		
Delivery	Indicates whether the rental location can deliver vehicles	1	Alpha characters. No special characters allowed. Pre-defined list of values: • Y - Yes • N - No	N	Mandatory		yes		
Shuttle	Type of shuttle service needed to reach the car rental location located at an airport (vicinity code T or O)	-	Pre-defined list of values: • IN - Counter/Desk in Terminal and Walk to Vehicle • S-IN - Counter/Desk In Terminal, Shuttle to Vehicle • S-ON - Take Car Rental Shuttle to Counter/Desk on Airport • CALL - Call for Car Company Pick Up. • SAON - Take Airport Bus/Shuttle to Car Rental Locations on Airport Grounds *Not Car Rental Shuttle* • MULT - Take Airport Bus/Shuttle to Central Point then Car Rental Shuttle to Location on Airport Grounds • OFF - No Counter/Desk in Terminal, Car Rental Shuttle to Location Off Airport Grounds or Further than 8 KM	IN	Optional		no		
Detailed location information	Detailed information on how to reach the car rental office	-	Alphanumeric characters. Special characters allowed.	Please follow the signs to the Car Rentals area located on the Arrivals level, just past baggage claim. Our counter is clearly marked and situated next to the main exit doors.	Optional	Free text field			
Latitude	Latitude of the car rental station. Latitude represents the distance north or south of the equator.	9	±DD.D Only decimal values accepted. The value should include a decimal point. Input values may include a + or - prefix.	40.20361	Mandatory	Car providers can provide as many digits after the dot as supported by each GDS	yes		
Longitude	Longitude of the car rental station. Longitude represents the distance east or west of the Prime Meridian.	10	±DDD.D Only decimal values accepted. The value should include a decimal point. Input values may include a + or - prefix	-075.00417	Mandatory	Car providers can provide as many digits after the dot as supported by each GDS	yes		

Last updated	The date and time of the last update of the rental location information.	-	DDMMMYYYY	31JUL2022	Optional		no		
Drop-Off only	Indicates whether the locatioj is drop-off only	1	Alpha characters. No special characters allowed. Pre-defined list of values: • Y - Yes • N - No	N	Optional		no		
Pick-Up only	Indicates whether the locatioj is pick-up only	1	Alpha characters. No special characters allowed. Pre-defined list of values: • Y - Yes • N - No	N	Optional		no		
Restricted Location	Corporate locations that are only available to certain customers	1	Alpha characters. No special characters allowed. Pre-defined list of values: • Y - Yes • N - No	Y	Optional		yes		