



# DATA DICTIONARY

Provided in conjunction with CAP xx



Booking	
Description:	The primary source of booking data regarding an ATOL booking
Parent Of:	Passenger Flight Accommodation Cruise Booking Payment Car Hire Other Holiday Component Booking Note
Child To:	
File Name:	Booking_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to the booking being updated
Notes:	The Booking file will be made up of fields as defined below.  Where fields are marked as mandatory, they must be populated.  Non-mandatory fields imply they are non-mandatory where not available, but if this data is available, it must be provided.

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the booking			Y
ATOL Certificate Number	ATOL_Certificate_Number	Text	The ATOL Certificate issued for the booking			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking as created by the ATOL holder			Y
Additional (Second) Reference	Additional_Ref	Text	If you provide another unique booking or sale reference that might be quoted by consumers, please enter it here			
Booking Type	Booking_Type	Text	The type of licensed sale	PK = Single Contract Package MP = Multi Contract Package FO = Flight Only AT = ATOL-to-ATOL		Y
Booking Date	Booking_Date	Date	The date the booking was first made with the ATOL Holder			Y

Booking Start Date	Booking_Start_Date	Date	The first date of the trip			Y
Booking End Date	Booking_End_Date	Date	The last date of the trip			Y
Number of Nights Away	Number_Of_Nights_Away	Numeric	The number of nights away on the trip. (Note: mostly a calculation between dates, but occasionally time zones can adjust this)	Natural Number		
Booking Gross Invoice Value	Booking_Gross_Invoice_Value	Money	The gross monetary value of the trip			Y
Sale Type	Sale_Type	Text	Indicator to show if the booking was sold direct to the consumer or via a 3 <sup>rd</sup> party	D = Direct Sale A = 3 <sup>rd</sup> Party Agent Sale	If not D there must be "Booking Agent" information supplied	Y
Booking Status	Booking_Status	Numeric	A flag to identify if this is a cancelled booking as defined in "Generic File Format" earlier in this document	1 = Cancelled Booking 0 = Normal Booking		Y
Booking Fee	Booking_Fee	Money	The total value of all booking fees on the booking	0.00 for no value		Y
Amendment Fee	Amendment_Fee	Money	The total value of all amendment fees on the booking	0.00 for no value		Y
Cancellation Fee	Cancellation_Fee	Money	The total value of all cancellation fees on the booking	0.00 for no value		Y
Insurance Fee	Insurance_Fee	Money	The total value of any insurance purchased on a booking	0.00 for no value		Y
Balance Due Date	Balance_Due_Date	Date	The date the balance of monies was due			Y
Number of Passengers	Number_Of_Passengers	Number	The number of passengers assigned to the booking	Natural Number		Y
Travel Agent Name	Agent_Name	Text	The name of the travel agent the trip booking was booked through	If Sale Type = A, please enter the Agent Name.  If Sale Type = D, please enter NA		Y
Travel Agent Booking Ref	Agent_Booking_Ref	Text	A booking reference used by the Travel Agent			
Travel Agent Commission	Agent_Commission	Money	The financial value of the travel agent's commission	0.00 for no value or not applicable		Y
VAT on Commission	Agent_Commission_VAT	Money	The financial value of the VAT	0.00 if not applicable due to		Y

			on the commission	not being VAT registered or not being an Agent booking		
Travel Agent Email Address 1	Agent_Email_Address_1	Text	The email address of the travel agent that made the booking			
Travel Agent Email Address 2	Agent_Email_Address_2	Text	A second email address of the travel agent that made the booking			
Travel Agent Phone Number 1	Agent_Phone_1	Text	A contact phone number for the travel agent that made the booking			
Travel Agent Phone Number 2	Agent_Phone_2	Text	A second contact phone number for the travel agent that made the booking			
Trade Association Name	Trade_Association_Name	Text	The name of the trade association the travel agent is a member of (if known)	<p>If Sale Type = A and the Agent is a Trade Association member, please enter the Trade Association name, if known.</p> <p>If Sale Type = A and you do not know the Trade Association name, please enter NA.</p> <p>If Sale Type = A and the Agent is not part of a Trade Association, please enter NA.</p> <p>If Sale Type = D, please enter NA.</p>		Y
Trade Association Code	Trade_Association_Code	Text	The Travel Agents account number for the trade association (if known)	<p>If Sale Type = A and the Agent is a Trade Association member, please enter the Trade Association Code, if known.</p> <p>If Sale Type = A and you do not know the Trade Association Code, please enter NA.</p> <p>If Sale Type = A and the Agent is not part of a Trade Association, please enter NA.</p>		Y

				If Sale Type = D, please enter NA.		
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Flight	
Description:	Details regarding flights booked in relation to a booking
Parent Of:	Passenger Flight
Child To:	Booking
File Name:	Flight_ <ATOLNumber>_ <YYYYMMDD>_ <HHMMSS>.txt
Update Process:	Resupply all entity files related to the booking being updated
Notes:	<p>The Flight file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory, they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A Flight row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number provided in the associated Booking file supplied in parallel.</p> <p>There should be one row for each separate flight, so for most bookings there will be two rows, outbound and return.</p> <p>There is no maximum limit to the number of Flights per Booking but there must be a minimum of one.</p> <p>Note: The Booking file will always be loaded before a flight file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the trip			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the flight belongs to		Must be a Booking Reference provided in the booking data	Y
Flight Number	Flight_Number	Text	The flight number for the flight			Y
Departure Airport	Departure_Airport	Text	The IATA code for the departure airport	IATA Code		Y
Arrival Airport	Arrival_Airport	Text	The IATA code for the arrival airport	IATA Code		Y
Departure Date	Departure_Date	Date	The date of departure, local to the country of departure			Y
Departure Time	Departure_Time	Time	The local time of the flight departure	HH:MM		Y
Arrival Date	Arrival_Date	Date	The scheduled arrival date at			Y

			the destination country			
Arrival Time	Arrival_Time	Time	The scheduled local arrival time	HH:MM		Y
Flight Carrier	Flight_Carrier	Text	The airline performing the flight	As held by ATOL holder		Y
Flight Cost	Flight_Cost	Money	Total cost of the seats booked on this flight			Y
Flight Money Paid to Carrier	Flight_Money_Carrier	Money	Amount of money paid to carrier if carrier is third party to ATOL Holder	0.00 if nothing paid		Y
Number of Seats Booked	Number_Of_Seats_Booked	Number	The total number of seats booked for this flight	Natural Number		Y
Number of Bags Booked	Number_Of_Bags_Booked	Number	The total number of Hold bags booked on this flight	Natural Number	Enter 0 for no bags booked	Y
Total Weight Of Bags Booked	Total_Weight_Of_Bags_Booked	Number	The total weight of hold bags booked for this flight in KG	Natural Number	Enter 0 for no bags booked	Y

Passenger	
Description:	The information regarding the passengers booked on a booking
Parent Of:	Passenger Contact Detail Passenger Flight
Child To:	Booking
File Name:	Passenger_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to the booking being updated
Notes:	<p>The Passenger file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory, they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A Passenger row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number provided in the associated Booking file supplied in parallel.</p> <p>There is no maximum limit to the number of Passenger records, but there must be a minimum of one record which must be for the bookings Lead Passenger. There must be one record for each passenger.</p> <p>Note: The Booking data file will always be loaded prior to a Passenger file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
Passenger Identifier	Passenger_Identifier	Text	A unique identifier for the passenger that can be used to relate other passenger information in the other entity files supplied at the same time i.e. Passenger Contact Details and Passenger Flight. This can be an ID you hold in your systems or an id you generate for the purpose of providing the passengers on a booking. A sequential number for example is fine.	Your choice		Y
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the holiday			Y



Booking Reference	Booking_Ref	Text	The internal booking reference for the booking as created by the ATOL holder		Must be a Booking Reference provided in the booking data	Y
Lead Passenger	Lead_Passenger	Numeric	An indicator as to whether a passenger is a lead passenger on the booking	1 = Lead Passenger 0 = Not Lead Passenger	As a minimum, a record for the lead passenger is required	Y
Passenger Title	Passenger_Title	Text	A title such as Mr, Miss, Dr as provided by the passenger			
Passenger Forename	Passenger_Forename	Text	The forename of the passenger			Y
Passenger Surname	Passenger_Surname	Text	The surname of the passenger			Y
Passenger Date of Birth	Passenger_DOB	Date	The date of birth of the passenger			Y
Passenger Type	Passenger_Type	Text	A flag to indicate a passenger type	A = Adult C = Child I = Infant		Y
Passenger PRM	Passenger_PRM	Text	A comma separated list of PRM codes relevant to the passenger e.g. BLND,WCOB,SV AN	Recommend use of IATA recognised Special Service Request codes		
Passenger Medical	Passenger_Medical	Text	Other relevant medical information regarding a passenger that impacts their travel			

Passenger Contact Detail	
Description:	The contact details for a passenger, e.g. phone, email, fax etc.
Parent Of:	
Child To:	Passenger
File Name:	PassengerContactDetail_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Passenger Contact Detail file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory, they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A Passenger Contact Detail row of data must contain a Passenger ID that correlates to a Passenger ID in an associated Passenger file that is supplied in parallel.</p> <p>Note: The Passenger file will always be loaded before Passenger Contact Detail.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
Passenger Identifier	Passenger_Identifier	Text	A reference to identify the passenger the contact information belongs to	Your choice	Must be an entry in the Passenger file supplied in parallel	Y
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the trip			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the passenger belongs to		Must be a Booking Reference provided in the booking data	Y
Contact Detail Type	Contact_Type	Text	The type of contact method being provided	E = Email T = Telephone	Due to a mobile phone number often being provided as home contact details, no separation is needed, just add multiple entries with a T flag	Y
Contact Detail	Contact_Detail	Text	The contact detail information e.g. Phone number, email address etc.			Y

Passenger Flight	
Description:	Details linking passenger on specific flights
Parent Of:	
Child To:	Passenger Flight
File Name:	PassengerFlight_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Passenger Flight file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory, they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A Passenger Flight row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number already provided in the Booking file supplied in parallel.</p> <p>Note: The Passenger and Flight files will always be loaded before a Passenger Flight file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the trip			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the flight belongs to		Must be a Booking Reference provided in the booking data	Y
Flight Number	Flight_Number	Text	The reference to the Flight Number as provided in a parallel Flight File for the Booking Reference			Y
Departure Date	Departure_Date	Date	The reference to the flight Departure Date for the above Flight Number on the above Booking Reference			Y
Passenger Identifier	Passenger_Identifier	Text	The reference to a Passenger ID provided for this Booking Reference in the parallel Passenger File			Y
Flight PNR	Flight_PNR	Text	The PNR for the flight booking as			Y

			provided by the airline			
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Accommodation	
Description:	The information regarding the accommodation for a booking
Parent Of:	
Child To:	Booking
File Name:	Accommodation_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Accommodation file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory, they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>An accommodation row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number already provided in the Booking file supplied in parallel.</p> <p>Note: The Booking file will always be loaded before an Accommodation file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the trip			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the accommodation belongs to		Must be a Booking Reference provided in the booking data	Y
Accommodation Supplier	Accomm_Supplier	Text	The name of the accommodation or bed bank provider			Y
Accommodation Name	Accomm_Name	Text	The name of the accommodation			Y
Accommodation Booking Ref	Accomm_Booking_Ref	Text	The booking reference for the accommodation as provided by the supplier			
Country ISO Code	Country_ISO_Code	Text	Reference to the country list of the accommodation	The ISO alpha 3 code for the country the accommodation is in		Y
Accommodation Location	Accomm_Location	Text	The name of the city, town or resort where the accommodation is located			Y
Board Basis	Board_Basis	Text	The board basis for the accommodation	As held by ATOL holder		Y

Accommodation Start Date	Accomm_Start_Date	Date	The start date for the accommodation			Y
Accommodation End Date	Accomm_End_Date	Date	The date of departure from the accommodation			Y
Accommodation Cost	Accomm_Cost	Money	Total cost of this accommodation booking			Y
Room Quantity	Room_Quantity	Numeric	The number of rooms booked at this accommodation booking	Natural Number		Y
Passenger Quantity	Passenger_Quantity	Numeric	The number of passengers staying at this accommodation booking	Natural Number		Y

Cruise	
Description:	The information regarding the cruise that may exist for a booking
Parent Of:	
Child To:	Booking
File Name:	Cruise_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Cruise file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A Cruise row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number already provided in the Booking file supplied in parallel.</p> <p>Note: The Booking file will always be loaded before a Cruise file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the trip			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the cruise belongs to		Must be a Booking Reference provided in the booking data	Y
Cruise Supplier	Cruise_Supplier	Text	The name of the cruise provider			Y
Cruise Ship Name	Cruise_Ship_Name	Text	The name of the cruise ship			Y
Cruise Booking Ref	Cruise_Booking_Ref	Text	The booking reference for the cruise as provided by the supplier			
Cruise Departure Country ISO Code	Cruise_Departure_Country_ISO_Code	Text	Reference to the country of departure of the cruise	The ISO alpha 3 code		Y
Cruise Departure Port	Cruise_Departue_Port	Text	The port or town name of the cruise departure			Y
Cruise Final Destination Country ISO Code	Cruise_Final_Destination_ISO_Code	Text	Reference to the country of the final destination for the cruise for this booking	The ISO alpha 3 code		Y
Cruise Final Destination Port	Cruise_Final_Destination_Port	Text	The port or town name of the cruise final destination for this booking			Y

Cruise Start Date	Cruise_Start_Date	Date	The start date for the cruise			Y
Cruise End Date	Cruise_End_Date	Date	The end date of cruise			Y
Cruise Cost	Cruise_Cost	Money	Total cost of this cruise			Y
Cabin Quantity	Cabin_Quantity	Numeric	The number of cabins booked on this cruise booking	Natural Number		Y
Passenger Quantity	Passenger_Quantity	Numeric	The number of passengers on this cruise booking	Natural Number		Y



Car Hire	
Description:	The information regarding the car hire that may exist for a booking
Parent Of:	
Child To:	Booking
File Name:	CarHire_ <ATOLNumber>_ <YYYYMMDD>_ <HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Car Hire file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A car hire row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number already provided in the Booking file supplied in parallel.</p> <p>Note: The Booking file will always be loaded before a Car Hire file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the trip			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the car hire belongs to		Must be a Booking Reference provided in the booking data	Y
Car Hire Supplier	Car_Hire_Supplier	Text	Name of car hire supplier			Y
Car Hire Start Date	Car_Hire_Start_Date	Date	Date of car hire start			Y
Car Hire End Date	Car_Hire_End_Date	Date	Date of car hire end			Y
Car Hire Pick Up	Car_Hire_Pick_Up	Text	Car Hire pick up location			Y
Car Hire Drop Off	Car_Hire_Drop_Off	Text	Car Hire drop off location			Y
Car Hire Cost	Car_Hire_Cost	Money	The amount paid for the car hire			Y
Car Hire Ref	Car_Hire_Ref	Text	Reference number as supplied by Car Hire company			

Other Holiday Component	
Description:	The information regarding other components that may exist for a booking
Parent Of:	
Child To:	Booking
File Name:	OtherHolidayComponent_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Other Holiday Component file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>An Other Holiday Component row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number already provided in the Booking file supplied in parallel.</p> <p>Note: The Booking file will always be loaded before an Other Holiday Component file.</p> <p>Other holiday components could be trips, transfers etc.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the holiday			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the Other Holiday Component belongs to		Must be a Booking Reference provided in the booking data	Y
OHC Supplier	OHC_Supplier	Text	The name of the supplier offering the Other Holiday Component			Y
OHC Description	OHC_Desc	Text	The description of the Other Holiday Component			Y
OHC Start Date	OHC_Start_Date	Date	The start date of the Other Holiday Component			Y
OHC End Date	OHC_End_Date	Date	The end date of the Other Holiday Component			Y
OHC Reference	OHC_Ref	Text	Reference number as supplied by Other Holiday			

			Component supplier			
OHC Cost	OHC_Cost	Money	Cost of the Other Holiday Component			Y

Booking Payment	
Description:	The information regarding payment made in relation to a booking
Parent Of:	
Child To:	Booking
File Name:	BookingPayment_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Booking Payment file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A Booking Payment row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number already provided in the Booking file supplied in parallel.</p> <p>Any refunds should be included with a negative value, including (for example) bounced cheques, chargebacks, failed DD payments.</p> <p>Note: The Booking file will always be loaded before a Booking Payment file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the trip			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the payment belongs to		Must be a Booking Reference provided in the booking data	Y
Payment Date Time	Payment_Date_Time	DateTime	The date and timestamp the payment occurred			Y
Payment Amount	Payment_Amount	Money	The amount the payment was for			Y
Payment Source	Payment_Source	Text	A flag as to whether the payment was direct from a Consumer or from the Travel Agent	'Consumer' or 'Travel Agent'		Y
Payment Method	Payment_Method	Text	The reference to the payment method used such as Cash, Credit Card, Paypal etc.	Enter a value from the below list: <ul style="list-style-type: none"> <li>BACS/Bank Transfer</li> <li>eMoney/e Wallet Payment</li> </ul>		Y

				<ul style="list-style-type: none"> <li>• ACAS/TAPS/SPS</li> <li>• Cash</li> <li>• Cheque</li> <li>• Credit Card</li> <li>• Debit Card</li> <li>• Finance Agreement</li> <li>• Gift Card (paid for)</li> <li>• Vouchers (paid for)</li> <li>• Compensation Voucher (not paid for)</li> <li>• DD - Direct Debit</li> <li>• VRP - Variable Recurring Payment</li> <li>• Transfer from another booking</li> <li>• Competition winner</li> <li>• Refund</li> <li>• Other</li> </ul>		
Payment Method Other	Payment_Method_Other	Text	If "Other" is entered in Payment Method, please define the Other payment method here. If Payment Method is not Other, please enter 'NA' without the quotes			Y
Payment Number	Payment_Number	Text	The payment number often provided as part of a transaction			
Payment Description	Payment_Note	Text	Any note associated with the payment			
Mandate Number	Mandate_Number	Text	The DD mandate or DD payment number	The mandate number if direct debit payments, otherwise, enter 'NA' without the quotes	Direct Debit payments only	Y
IIN Identifier	IIN_Card_Identifier	Numeric	The proportion of the payment card number that identifies the IIN/BIN	Numeric digits only, either a 6 or 8 digit IIN	Consumer payment cards only	
Last 4 Digits	Last_Four_Digits	Numeric	The last 4 digits (or 4 digits held) of a payment card when used for payment	Numeric digits only	Consumer payment cards only	

Booking Note	
Description:	Any sales 'notes' made in relation to a booking e.g. "spoke to customer on Thursday advising of the additional in resort fee to be paid locally"
Parent Of:	
Child To:	Booking
File Name:	BookingNote_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Update Process:	Resupply all entity files related to this booking
Notes:	<p>The Booking Note file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory they must be populated. Non-mandatory fields imply they are non-mandatory where not available, but if this data is available it must be provided.</p> <p>A Booking Note row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number already provided in the Booking file supplied in parallel.</p> <p>Note: The Booking file will always be loaded before a Booking Note file.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the holiday			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking the booking note belongs to		Must be a Booking Reference provided in the booking data	Y
Note Date Time	Note_Date_Time	DateTime	The Date and Timestamp from the system the note was entered into	YYYY-MM-DD HH:MM:SS		Y
Note Description	Note_Text	Text	The text of the note			Y

## Deletions

As previously described, deletions of data are only to be performed as an absolute last resort.

Deletions should only occur when data was provided in error, not where data is incorrect. An example of data supplied in error could be where “test records” were accidentally provided. Most other scenarios such as incorrect data/missing data should be provided as “updates” as described in the Generic File Format section of this document.

Should deletions be provided, the format of the file is as below following any additional rules defined in the Generic File Format section.

Deletion only occurs for a whole booking. When the Booking ID is provided for deletion, the booking and all related entity data is deleted, e.g. For booking RFG1234 to be deleted, all flights, accommodation, passengers etc. related to booking RFG1234 will be deleted also.

Deletion	
Description:	Information regarding data rows for deletion
Parent Of:	
Child To:	Booking
File Name:	Delete_<ATOLNumber>_<YYYYMMDD>_<HHMMSS>.txt
Notes:	<p>The Deletion file will be made up of fields as defined below.</p> <p>Where fields are marked as mandatory, they must be populated.</p> <p>A Deletion row of data must contain a Booking Reference and ATOL Number that correlate to a Booking Reference and ATOL Number previously provided.</p> <p>Note: The Deletion file will always be loaded first.</p>

Attribute Name (Logical)	Field Name (For file)	Attribute Data Type (Logical)	Attribute Description	Format (In addition to above generic formats)	Notes	Mandatory?
ATOL Number	ATOL_Number	Text	The ATOL Number of the company protecting the holiday that is being requested to be deleted			Y
Booking Reference	Booking_Ref	Text	The internal booking reference for the booking to be deleted			Y

## Order of File Processing

A consistent order of processing the files is key to ensure we load data correctly.

Data files will be loaded in the following order:

- Deletion
- Booking
- Passenger
- Passenger Contact Detail
- Flight
- Passenger Flight
- Accommodation
- Cruise
- Car Hire
- Other Holiday Component
- Booking Payment
- Booking Note



## Rejections

### Reasons for Rejection

Files will be rejected for the following reasons:

- Incorrect file names
- Incorrect number of fields in a file
- Incorrect field names
- Incorrect data types or field content based on definitions in this file
- Missing mandatory fields
- Not providing the minimum set of Booking, Passenger, Passenger Contact Detail, Flight, Passenger Flight and Booking Payment files at the same time
- Any file without related bookings in a parallel Booking file

Rejections, and the order of validation, will be handled as follows:

1. If file checks result in the following errors:

- File Names incorrect format
- Field Names incorrect
- Quantity of Fields in a file is incorrect

**Result:** Whole file is rejected and all files in the batch currently being run are rejected.

2. If formats or validation rules of a data row fail:

**Result:** The data row is rejected the no information about that booking is updated or loaded in this batch. The rest of the file processed.

3. If a Deletion file is provided and the booking is not there:

**Result:** The data row is rejected, the rest of the file processed