



# GUEST REGISTRATION FORM IMPORT FILE SPECIFICATIONS

Version 1.4

## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>
August 29, 2018	1.0	Initial specifications of the import file specifications for the guest registration form.
July 15, 2019	1.1	Specifications updated to include guest nationality and the removal of document issue date
October 28, 2019	1.2	Specifications updated to remove discount amount and include fields to indicate no-shows and notes related to any discount given.
May 15, 2020	1.3	Specifications updated to include the type of space rented to the guest. This could be a bed, room, or unit.
September 14, 2020	1.4	Specifications updated to include changes to field length and additional clarifications to field description and rules.

# Belize Tourism Board Guest Registration Form Import File Specifications

Accommodation properties have the facility to submit their guest registration forms in an import file that will be read by an automated service. The records within that file will then be used to create the guest registration form records. Table 1 below defines the valid format and structure of the import file. It is important that the file conforms to the pre-defined structure so that it can be properly and accurately processed. In addition to the structure defined in table 1, the following rules must be followed when preparing the file:

1. The import file must be a comma-separated values plain text file format (.csv).
2. Each field within the file must be delimited by a comma (,) character.
3. There should not be any header record in the file. All records will be evaluated as a valid guest registration form.
4. The control id must be the same on all records. Furthermore, the control id for the record must be the same as the property submitting the file for upload.
5. Numeric values should be presented unformatted, without commas or currency symbols. Eg. A value of \$3,930.00 should be presented simply as 3930.00.
6. None of the fields should contain the comma (,) character. In cases where that might be necessary, such as for notes, the entire field should be enclosed in double quote (“”).
7. All records should have the same number of fields. Current version has a total of 34 entry fields.
8. Each file submitted by the accommodation property should have a unique name for that property. A check will be performed during loading to prevent files with the same name from being loaded multiple times for the same property.
9. All fields indicated with requirement as 'Yes' must have data and cannot be left blank. Data in optional fields should still follow according to the import file format structure.
10. To accommodate for ver.1.2, if field number 34 for Rental Space Type is missing, the system will default to consider the rental space type as 'room'.

Table 1 - Guest Registration Form Import File Structure

Field No.	Field Name	Description	Data Type	Field Length	Dec. Length	Req.	Field Validation Rules
1	Control ID	The control ID is a 8-digit alphanumeric ID that uniquely identifies you as an account holder with the BTB and provided on your license	Character	15	N/A	Yes	Example = HOT0034  Note: this is the unique control id that BTB assigns to each property. This value must be the same for all records within the file
2	Last Name	The last name of the primary guest	Character	50	N/A	Yes	Example = Smith
3	First name	The first name of the primary guest	Character	50	N/A	No	Example = John
4	Middle Name	The middle name of the primary guest	Character	50	N/A	No	Example = Mathew

5	Guest Nationality	The country code of the guest's nationality according to the document provided by the primary guest	Character	2	N/A	Yes	Example = US  Note: This should be the ISO 3166-1 alpha-2 code of the country. The listing can be found at <a href="https://www.iso.org/iso-3166-country-codes.html">https://www.iso.org/iso-3166-country-codes.html</a>
6	Residential Address	The residential address of the primary guest	Character	100	N/A	No	Example = 2342 Santa Mona Rd.
7	City/Town/Village	The residential city/ town/ village of the primary guest	Character	50	N/A	Yes	Example = Denver
8	State/Province/District	The residential state/ province/ district of the primary guest	Character	25	N/A	Yes	Example = Colorado
9	Zip Code	The residential zip code of the primary guest	Character	10	N/A	No	Example = 11111
10	Residential Country	The residential country code of the primary guest	Character	2	N/A	Yes	Example = US  Note: This should be the ISO 3166-1 alpha-2 code of the country. The listing can be found at <a href="https://www.iso.org/iso-3166-country-codes.html">https://www.iso.org/iso-3166-country-codes.html</a>
11	Phone Number	The phone number of the primary guest	Character	15	N/A	No	Example = +18135551425
12	Email Address	The email address of the primary guest	Character	50	N/A	No	Example = JohnSmith@gmail.com
13	Document Type	The type of document used by the primary guest as a form of identification	Character	25	N/A	No	Example = Passport  Valid Values = Passport Social Security Drivers License
14	Document Number	The number of the document used by the primary guest	Character	20	N/A	No	Example = P067263
15	Doc. Issue Country	The country that issued the document used by the primary guest	Character	2	N/A	No	Example = US  Note: This should be the ISO 3166-1 alpha-2 code of the country. The listing can be found at <a href="https://www.iso.org/iso-3166-country-codes.html">https://www.iso.org/iso-3166-country-codes.html</a>
16	Doc. Expiration Date	The date the primary guest's document expires	Character	10	N/A	No	Format = YYYY/MM/DD  Example = 2027/03/14  Note: This format is used to explicitly eliminate confusion between dates in MDY and DMY formats
17	Number of Adults	The number of adults staying in the room	Numeric	3	0	Yes	Example = 2
18	Number of Children	The number of children staying in the room	Numeric	3	0	Yes	Example = 1
19	Rental Space Number	The rental space name or number the guest stayed	Character	50	N/A	No	Example = B401
20	Nights of Stay	The number of nights the guest(s) stayed by calculating the Check-in and Check-out Date	Numeric	3	2	Yes	Example = 3  Note: This is defined as a numeric field that allow for the use of decimals (0.1 per hour) to accommodate properties that have hourly rates.

21	Check In Date	The date the guest checks in	Character	10	N/A	Yes	Format = YYYY/MM/DD  Example = 2018/08/14  Note: This format is used to explicitly eliminate confusion between dates in MDY and DMY formats
22	Check out Date	The date the guest checks out	Character	10	N/A	Yes	Format = YYYY/MM/DD  Example = 2018/03/17  Note: This format is used to explicitly eliminate confusion between dates in MDY and DMY formats
23	Hotel Invoice Number	The hotel invoice number issued	Character	30	N/A	No	Example = 78273
24	Reference Number	Reference number related to the guest's stay such as reservation number or manual form number	Character	30	N/A	No	Example = 6871280
25	Tax Exempt	Indicator if the stay was exempt from taxes	Character	1	N/A	Yes	Example = Y  Valid Values = Y N  Note: If 'Y', 'Accommodation Tax Amount' should be zero (0) value. Must also go on the BTB Portal after the GRF file upload to attach exemption letter so that GRF status can be changed to 'completed' for MATR submission
26	Complimentary Stay	Indicator if the stay was complimentary	Character	1	N/A	Yes	Example = Y  Valid Values = Y N  Note: If 'Y', 'Average Daily Rate', 'Accommodation Charges', and 'Accommodation Tax Amounts' should be zero (0) values
27	Average Daily Rate	The average daily rate charged for the rental space per night without the accommodation tax.  Formula = 'Accommodation Charges' divided by the 'Nights of Stay'	Numeric	6	2	Yes	Example = 340.00  Note: This number should not be formatted to include the comma separator.
28	Accommodation Charges	The total amount of charges before tax paid by the guest(s) also known as the Gross Accommodation charges.  Our system calculates the net 'Total Charges' automatically on the backend with sum of 'Accommodation Charges' and the 'Accommodation Tax Amount'.	Numeric	6	2	Yes	Example = 1020.00  Note: This number should not be formatted to include the comma separator.
29	Accommodation Tax Rate	The accommodation tax rate applied to the accommodation charges	Numeric	6	2	Yes	Example = 9.0

							Note: This value must be a standard '9' in all records as the current 9% tax rate unless advised by the BTB
30	Accommodation Tax Amount	The amount of the accommodation tax paid by guest(s)  Formula = 'Accommodation Charges' multiplied by the 'Accommodation Tax Rate'	Numeric	6	2	Yes	Example = 91.80  Note: This number should not be formatted to include the comma separator.
31	Notes	Any additional notes, conditions, special requests during the guest stay	Character	255	N/A	No	
32	No-Show	Indicator if reserved guest did not show up for the rental stay but non-refundable fees was collected for blocking the rental space.  Please ensure 'Accommodation Charges' are adjusted to only reflect revenues collected.	Character	1	N/A	Yes	Example = Y  Valid Values = Y N  Note: If 'Y', must change 'Number of Adults', 'Number of Children' and 'Nights of Stay' to zero '0' values
33	Discounts Offered	Notes for reference on discounts provided to the guest(s) already included in the 'Accommodation Charges'.  Used only as a reference indicator and not as a system calculated field.	Character	255	N/A	No	Example = 10% offered
34	Rental Space Type	Indicator of the type of rental space used.  Room: an enclosed area sold as a single rental space - eg. Hotels  Unit: more than one room sold together as a single rental space - eg. Condos  Bed: one bed sold as a single rental space - eg. Hostels	Character	15	N/A	Yes	Example = 'Room'  Valid Values = Room Unit Bed  Note: To accommodate for ver.1.2, if field # 34 is missing, system will default to consider the rental space type as 'room'.