Generic Upload File specifications

Version	1.4
Version control	1.4 - Data element CountryOfResidence is replaced by CityOfResidence
	1.3 – Additional data elements added for screening Cardholders by XXImo FS
	1.2 – Remarks Data elements updated
	1.1 - Additional data elements added to support XXImo Belgium customers
	1.0 - Initial version
Format	CSV, semi colon separated.
File name	CountryCode_AccountId_Import_datetimestamp.csv
	e.g., NL_ 150111111_Import_20220527143400.csv
Connectivity	sFTP

Additional remarks

1. XXImo will initiate the set-up of the sFTP and the configuration of the folders.
2. The Account-ID needs to be applied in file name. The Account-ID will be provided by XXImo prior to the start of the testing activities and/or first production processes. This is needed for the automated processing activities of XXImo.
3. The naming of each data element needs to be respected.
4. The order of the data elements may differ if the naming is respected.
5. A request for terminating an account will lead to applying the status 'Pending Closed' to an account. This status can no longer be adjusted by the customer. An automated process of XXImo will change the status to 'Closed' after a period of 30 days. In between these statuses transaction(s) can be processed on the financial account.
6. When a Cardholder account status has been modified to 'Pending Closed' of 'Closed' because of a termination request it is no longer possible to request modifications of the account nor the underlying tokens (i.e., cancelling the termination or changing data or settings).
7. Re-opening an account is not supported, the underlying tokens have been blocked a result if the termination request.

Specifications

Field	Optional / Mandatory	Attribute	Length	Description / Remarks
CustomerId	Mandatory	Numeric	50	Field to be used for the external-ID of the Customer. XXImo will provide the Customer-ID after creation of the account.
WorkdayID	Mandatory	String	64	Field to be used by the customer for the external-ID of the End-user.
CorporateKey	Optional	String	64	Dedicated field for specific customers. Contact your Account Manager if there are any questions.
RecordType	Mandatory	String	n.a.	Supported values are: - '**New**' - '**Update**' - '**Terminate**' Record types 'Edit' and 'Terminate' are not supported for all customers, contact your Account Manager if there are any questions.
HireDate	Optional	DateString	n.a.	Format: YYYY-MM-DD Future start date of the creation of the user account and its configuration.
TerminationDate	Optional	DateString	n.a.	Format: YYYY-MM-DD Future end date of the closure of the accounts and tokens.
EndofContractDate	Optional	DateString	n.a.	Field is currently not in use. Format: YYYY-MM-DD Future end date of temporary contactors
Gender	Optional	String	n.a.	Supported values are: - '**Male**' - '**Female**' - '**Unknown**'
Initials	Mandatory	String	10	Example: A.A.
GivenNames	Mandatory	String	100	All of the first names of the person. Data is needed for screening purposes.
FirstName	Mandatory	String	50	
LastNamePrefix	Optional	String	10	Field used for the "infix", or "tussenvoegsel".
LastName	Mandatory	String	50	
Email	Mandatory	String	100	The email address will be used for User-ID of the front-end as well as for communication purposes.
Phone	Optional	String	30	Format to be applied: 0031 (for The Netherlands), 0032 (for Belgium) etc. Eg: 0031612345678
MobilePhone	Optional	String	30	Format to be applied: 0031 (for The Netherlands), 0032 (for Belgium) etc. Eg: 0031612345678
BirthDate	Mandatory	DateString	n.a.	Format: YYYY-MM-DD
PlaceOfBirth	Mandatory	String	75	Data is needed for screening purposes.
Nationality	Mandatory	String	3	The nationality needs to be delivered in ISO3 format.
Function	Optional	String	100	Job title. If present, will be shown in XXImo front ends, and could be included in (custom) reports.
FunctionGroup	Optional	String	100	If present, will be shown in XXImo front ends, and could be included in (custom) reports.
Department	Optional	String	100	If present, will be shown in XXImo front ends, and could be included in (custom) reports.
CostCenter	Optional	String	100	This field can be applied when the end-user/employee is linked to dedicated cost center (code) for expense claims / payroll activities
Division	Optional	String	100	If present, will be shown in XXImo front ends, and could be included in (custom) reports.
Licenseplate	Optional	String	25	Format: AA101A, lower case and signs i.e. '-' are not supported. Data needed for XXImo Mobile Parking and XXImo Scan & Go Parking (both subsettings within the Mobility Service 'Parking')
Profile	Mandatory	String	50	Profile codes are based on mobility policy arrangements. These arrangements are configured by XXImo based upon the requirements of the Customer. The name of the Profile/arrangement need to be provided in this field for the creation of the account and the configuration of optional tokens, products and services. For prepaid Customers the amount for the periodical top-up should be part of the Profile

MobilityBudget	Optional	Decimal	Max(5.2)	Dedicated field for postpaid customers when the end-user is authorized for Mobility Budget functionality. This functionality can only be supported in combination with a monthly payroll.
WorkStreet	Optional	String	75	If the work address data is delivered by the customer, the data will used in the processes related to expense management (reimbursement claims) and payrolling and will be prefilled in the front-end applications. The country code needs to be delivered in ISO2 format.
WorkHouseNumber	Optional	String	10	
WorkHouseNumberExtension	Optional	String	10	
WorkZipCode	Optional	String	25	
WorkCity	Optional	String	75	
WorkCountryCode	Optional	String	2	
PrivateStreet	Optional	String	75	If the private address data is delivered by the customer, the data will be used for the despatch of physical token(s) to the provided private address. If the private address data is not delivered, the physical tokens will be delivered to address data stored on Customer account level.
PrivateHouseNumber	Optional	String	10	
PrivateHouseNumberExtension	Optional	String	10	
PrivateZipCode	Optional	String	25	
PrivateCity	Optional	String	75	
PrivateCountryCode	Optional	String	2	
CityOfResidence	Mandatory	String	50	Madatory field needed for screening purposes. Private address data is optional and therefore CityOfResidence is a mandatory field. The country code needs to be delivered in ISO2 format.
Culture	Mandatory	String	15	Default language setting, used in email communication and on the front-end applications. Supported languages are: - XXImo The Netherlands: **nl-NL** and **en-GB** - XXImo Belgium: **nl-BE**, **fr-BE** and **en-GB** - XXImo Germany: **de-DE** and **en-GB** Under scores are <u>not</u> supported in the language settings. The end-user is able to switch to another language that the app or web application supports, the default language stored in the XXImo platform is being respected during each new session or log-in.
LineManagerWorkdayID	Optional	String	100	Field to be used when the Manager Approval functionality is activated for the Customer account.
UserName	Optional	String	100	Field for the email address that the end-user will use for login purposes. This field needs to be applied for SSO customers where the end-users/employees have an email address for communication purposes and an email address for login purposes on XXImo's Front-end applications. Contact your Account Manager if there are any questions regarding this field.
AccountSubType	Optional	Numeric	1	Possible values; - 1 => Business accounts (default for all Dutch and German end-users) - 2 => Mobility Budget account (specifically for Belgium end-users) - 3 => Flex / Cafetaria Plan (specifically for Belgium end-users)
Limit	Optional	Decimal	Max(10.2)	A value needs to be applied if an overrule of the configured amount in the Profile/arrangement is needed. This field needs to be applied for the Mobility Budget and Flex / Cafetaria propositions where the monthly budget top-up amount is calculated for an individual employee
YearlyTopDown	Optional	Boolean	n.a.	This field can only be applied for accouns with AccountSubType 'Flex / Cafetaria' where the yealry top-down process is an option (for AccountSubType 2; Mobility Budget the yealry top-down is mandatory). Possible values: - True - False