

# CSV File Format - Partner Payment Terminals Import

This documentation describes the CSV file format to use for importing partner payment terminals (POS) into the Loop system.

## Overview

The CSV file must contain a header row and one row per payment terminal to import. The file must be UTF-8 encoded and use the comma ( , ) as separator.

## File Structure

### Column Headers

The CSV file must start with a header row with the following columns (in order: always required fields, conditional `subid`, then optional fields):

```
mid, country_code, name, acquirer_id, subid, company_registration_number, category_code, naf, street, zip_code, city
```

## Field Description

### Required Fields

Column	Type	Description	Example
<code>mid</code>	String	POS ID (unique terminal identifier)	1234567890
<code>country_code</code>	String	ISO 3166-1 alpha-2 country code (2 letters)	FR , BR , ES
<code>name</code>	String	Establishment name	Restaurant Le Gourmet

### Conditionally required field: `subid`

The `subid` column (sub-merchant ID) is **required** for any terminal that has a sub-merchant identifier. If your terminals do not use a sub-merchant ID, leave this field empty.

Column	Type	Description	Example
<code>subid</code>	String	Sub-merchant ID (secondary identifier)	SUB001

### Optional Fields

Column	Type	Description	Example
acquirer_id	String	Acquirer identifier (payment network / processor)	123
company_registration_number	String	Company registration number (e.g. SIRET in France)	12345678901234
category_code	String	MCC (Merchant Category Code)	5812 , 5814
naf	String	NAF code (French activity classification)	5610A , 4724Z
street	String	Street address	50 chemin des pins
zip_code	String	Postal code	75001 , 69000
city	String	City	Paris , Lyon

## Important Rule: Category\_code or NAF

⚠ **Important:** You may fill **either** the `category_code` (MCC) field **or** the `naf` (NAF code) field, or both.

**Priority rule:** If both fields are provided, **the MCC ( `category_code` ) will be used** and the NAF code will be ignored.

- If you only have the MCC code, use the `category_code` field
- If you only have the NAF code, use the `naf` field
- If you have both, you may provide both: the MCC will take priority

## CSV File Example

```
mid,acquirer_id,subid,company_registration_number,country_code,name,category_code,naf,street,zip_code,city
1234567890,21213,,123456789012,FR,Restaurant Le Gourmet,,5610A,50 Rue de la Paix,75001,Paris
9876543210,34532,SUB001,987654321012,FR,Boulangerie du Coin,,4724Z,12 Avenue des Champs,69000,Lyon
5555555555,,,,,BR,Padaria Central,5812,,Avenida Paulista 1000,01310-100,São Paulo
1111111111,,,,,ES,Restaurante Madrid,,,Calle Gran Vía 45,28001,Madrid
```

## Validation and Processing

### Automatic Validation

The system automatically performs the following validations:

1. **Data format:** Validation of each field format according to the schema

## Processing Report

After your file is processed, you will receive a CSV report containing:

- All rows from your original file
- A `status` column indicating `success` or `error`
- An `error_message` column with the error details when applicable

## Best Practices

1. **Encoding:** Always use UTF-8 encoding to avoid special character issues
2. **Separator:** Use the comma ( , ) as separator
3. **Quotes:** If a value contains a comma, wrap it in double quotes ( " )
4. **Subid:** Always provide `subid` when the terminal has a sub-merchant identifier; omit it only when not applicable
5. **Registration number:** Provide the company registration number ( `company_registration_number` ) when available to ensure meal voucher eligibility
6. **Verification:** Check your file before submission to avoid format errors

## Example with Values Containing Commas

```
mid,acquirer_id,subid,company_registration_number,country_code,name,category_code,naf,street,zip_code,city
1234567890,worldline,,123456789012,FR,"Restaurant Le Gourmet, Paris",,5610A,"50 Rue de la Paix, 1er étage",75001,Paris
```

## Support

For any questions regarding the CSV file format or the import process, contact your Swile representative.