Geolocation - How to manage the Excel file?

Corporate team will provide you an Excel file that you need to use as a template whenever you need to update your list of garages in Drupal. There are certain rules that need to be strictly followed so the file can be uploaded in Drupal and garages can be successfully display in the front page.

Below the rules to fulfil the Excel file before uploading it in Drupal:

⚠️ Do not modify or delete the names and order of the columns. The first line of the Excel file should be kept exactly as it is. The table is composed by 23 columns from A to W.

A	B	C	D	E	F	G
IDTIERS	NOAGREEMENT	NETWORK	NAME	NAME2	ADDRESS	ADDRESS2
	BUO954	AXIAL/EDRA	BUREAU ART CARROSSERIE SERVICES 94	PARIS	49 Rue DESNOUETTES	

H	I	J	K	L	M
ZIPCODE	CITY	PHONE	FAX	NOSIRET	BRANDS
75015		0614651447	0145540300	42259725200028	ABARTH;AIWAYS;ALFA ROMEO;ALPINE;ARVAL;ASTON MARTIN;AUDI;BENTLEY;BMW;CADILLAC;CITROEN;CUPRA;DACIA;DS;FERRARI;FI...

N	O	P	Q	R	S	T	U	V	W
TYPOLOGY	ACTIVITY	PREMIUM	COUNTRY	LATITUDE	LONGITUDE	EMAIL	WEBSITE2	WEBSITE	SRyE
Arval priority center	Body repair	P3	France	48.8357819	2.287736	oilfrance@orange.fr			0

- There is no limit of lines to be fulfilled with information of garages, but a file with too many lines/garages will probably take longer to be uploaded than a file with not that many garages.

- Each line should contain the information about one unique garage. You cannot group garages in the same line, neither fulfill more than one line with the information of the same garage.

- Except from the columns indicated in the table below as *Not used*, you should try to fulfill the table with as much information as possible. Some information such as Latitude and Longitude are essential for garages to be displayed in the map. Therefore, despite being able to upload the file in Drupal without this piece of information fulfilled on all lines, the result of the action might not be the expected one, as these garages will not be shown.

In the table below, we explain how to fulfil each column of the Excel file:

Column	Title	Description
A	IDTIERS	*Not used, leave it blank*
B	NOAGREEMENT	This info is not visible on the website
C	NETWORK	Garage group
D	NAME	Garage name
E	NAME2	⚠ Garage city (e.g.: Paris) (this is the good column to inform the city)
F	ADDRESS	Garage address
G	ADDRESS2	*Not used, leave it blank*
H	ZIPCODE	Garage zip code
I	CITY	*Not used, leave it blank* (⚠ Be careful, this is **NOT** the good column for city)
J	PHONE	Garage phone
K	FAX	*Not used, leave it blank*
L	NOSIRET	Garage siret
M	BRAND	List of brands covered by the garage. You can add several different brands by separating them with a semicolon. Do not repeat the brand in the same cell.
N	TYPOLOGY	The type of garage, according to definition by Global Ops. Choose between: • Arval priority center • Arval center • Arval approved center ⓘ If locally you use these names translated, you can fulfill the table with the translated terms.
O	ACTIVITY	Garage activity (e.g.: technical control, body repair). You can add different activities by separating them with a semicolon. ⓘ If locally you use these names translated, you can fulfill the table with the translated terms.
P	PREMIUM	Garage level, linked to the column **N**, according to definition by Global Ops. Fulfill with P1, P2 or P3 depending on the type of garage • Arval priority center = P1 • Arval center = P2 • Arval approved center = P3 ⓘ P1 garages will appear first in the list, when searching for a garage on the website
Q	COUNTRY	Garage country

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R	LATITUDE	The latitude of the garage ⚠ Be careful, it must be with a **point** and NOT a comma (e.g.: 48.870542)
S	LONGITUDE	The longitude of the garage ⚠ Be careful, it must be with a **point** and NOT a comma (e.g.: 2.371897)
T	EMAIL	Garage email
U	WEBSITE	*Not used, leave it blank*
V	WEBSITE2	*Not used, leave it blank*
W	SRYE	This is for **Pickup & Delivery** service • **0** means the garage does **NOT** provide Pickup & Delivery service • **1** means the garage **PROVIDES** Pickup & Delivery service

The next step is *How to import.*

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