Shared: Locations Import, Version 2

Specification

Last Revised: February 14 2022

Applies to these SAP Concur solutions:

☒ Expense
  ☒ Professional/Premium edition
  ☐ Standard edition

☐ Travel
  ☐ Professional/Premium edition
  ☐ Standard edition

☒ Invoice
  ☒ Professional/Premium edition
  ☐ Standard edition

☒ Request
  ☒ Professional/Premium edition
  ☐ Standard edition

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Revision History

Date	Notes / Comments / Changes
February 14, 2022	Updated where international location codes may be retrieved from the UN site
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
April 14, 2021	Updated the copyright year; no other changes; cover date not updated
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 15, 2020	Updated the copyright; no other changes; cover date not updated
August 27, 2019	Added the Permissions section
February 12, 2019	Updated the copyright; no other changes; cover date not updated
April 16, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 2 2018	Updated the cover and footer; no other changes; cover date not updated
January 22 2018	Updated the copyright and cover; no other changes; cover date not updated
January 22 2016	Changed from book "chapters" to stand-alone guides; no content changes
May 6 2015	Copyright change; no other content changes
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
December 13 2013	Addition of the Longitude and Latitude fields in both the 220 and 320 record sets
July 19 2013	Initial publication IATA is no longer available in the 220 and 320 records; this Version 2 import does not include the IATA column Added the new chapter and renumbered subsequent chapters

Locations Import, Version 2

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur support.

Section 2: IMPORTANT!

Concur Services

This import is used by Expense, Invoice, and Request.

Two Import Guides

There are separate guides for the different versions of the import:

- Locations Import, Version 1
  The IATA column in the 220 and 320 records is available but not used.

- Locations Import, Version 2
  The IATA column in the 220 and 320 records has been removed.

Before creating your data file, verify with Concur that you are using the proper import guide.

Section 3: Overview

A client uses this feature to import locations (cities). By importing location information, the client can add, remove (deactivate), and modify names of cities that appear in location lists in Expense, Invoice, and Request (travel request). Location information allows the user to choose a city and have the system automatically populate the fields on a report/request with city and associated information.

Concur performs the locations import; however, the client creates the import file and then passes it to Concur to import. This document explains how to set up the import data file.

Admin Page Available

The client can also update this information:

- **Rate Mappings in Travel Allowance:** Using options in the Expense Admin > Travel Allowance > Rates tab

- **Locations Tool:** One location at a time by using the **Locations** tool in:

  - Administration > Expense Admin

  - Administration > Invoice Admin

  - Administration > Request Admin

The *import* is best used when many changes are required; the *admin page* is best used when only a few changes are required. The Rate Mappings feature is used to also update when only a few changes are required.

  Refer to the *Shared: Locations Setup Guide* and the *Expense: Travel Allowance Setup Guide* for more information about the Locations feature.

Section 4: Locations Import – The Basic Process

The basic steps are described ***briefly*** here and then described ***in detail*** on the following pages:

- **Step 1:** The client creates an import data file, ensuring that it complies with the requirements of this specification.

- **Step 2:** The client moves the import data file to Concur.

  > **NOTE:** If the location import is not scheduled to run periodically, the client must contact Concur Client Support for assistance.
  >
  > Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

- **Step 3:** Concur runs a batch job that imports the data file.

Section 5: Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, UTF8

- **Default Field Delimiter:** Comma

- **Enclosing Character:** Quotation Mark

- **Record Delimiter:** CRLF

- **Data Record Layout:** Here are the record types in the Location import file. The record types are:

  ♦ 200 (New Location Importer)

  ♦ 210 (Add Location Name Importer)

  ♦ 220 (New Location With Location Type Importer)

  ♦ 230 (Add Location Name With Location Type Importer)

  ♦ 300 (Modify Location Importer)

  ♦ 310 (Modify Location Name Importer)

  ♦ 320 (Modify Location With Location Type Importer)

  ♦ 330 (Modify Location Name With Location Type Importer)

  ♦ 400 (New Subdivision Importer)

  ♦ 410 (Modify Subdivision Importer)

  ♦ 500 (New Administrative Region Importer)

  ♦ 510 (Modify Administrative Region Importer)

The record types are referenced in the tables on the following pages.

File Naming Conventions

The import file name should be of the format "<jobtype>_<entitycode>". The job type for a location import data file is "location." If an entity has the code t0000123abcd, then the file name for a location import data file would be "location_t0000123abcd".

Import Rules/Behavior

- Records are processed in the order they occur in the import file. For example, if a new subdivision is added (400 record), it must be earlier in the file than any locations (200 records) that will reference that subdivision.

- For new location imports (200-level records), the record will fail if any required field is missing (or fails a validation). If a missing or invalid field is not required, the remaining records will be imported.

- For 300-level records, if a location is deactivated or reactivated, then all location names associated with the records are also deactivated or reactivated.

- Clients should add locations using both alpha and numeric characters in the location code to make sure that client-created cities do not conflict with the alpha coding provided by the United Nations (UN).

Reviewing the Import Definition File (Feed ID "StandardLocationImport")

The following sections describe the file structure.

Location Codes

Each location in the import requires a location code to identify the location uniquely. The United Nations of the Economic Commission of Europe, a unit of the United Nations (UN), developed this coding scheme to facilitate international commerce. You may reference the **UN/LOCODE** standard published on the unece.org site.

If a client elects to add a location not coded by the United Nations, then the location code should be composed of both letters and numbers to avoid conflicts with new location codes added by the United Nations. The United Nations coding practice currently uses five alphabetic characters for the location code, with:

- The first two characters using the ISO two-character country abbreviation – and-

- The last three characters as unique identifiers within that country

NOTE: If a client adds a city to the locations list and that city later becomes part of the UN list, then a duplicate city may appear in the list. Concur does not automatically apply UN updates to the client database.

Country and Country Subdivision Codes

Country codes are based on the two-character alpha codes published in ISO 3166. Concur keeps country codes updated on client databases. A country code must already exist in the system before it can be referenced in the Locations import.

Country subdivision codes are based on the subset of ISO 3166-2 that is included in the United Nations location standard. Concur also keeps country subdivision codes updated. In Expense/Invoice/Request, the country subdivision code must be a unique sequence in the form <CC>-<SSS> where:

- CC is the two-character country code – and –

- SSS is *one to three* characters for a state or province

For example, US-WA is the code for United States – Washington State.

Location Types

There are two kinds of location types:

- **Standard:** United Nations locations

- **Rail:** Used to identify various rail vendors' train station codes (SNCF, Deutsche Bahn, Amtrak, etc.)

Optional for the Import

The information provided in the following tables *may* be included in the import file, as needed. To suit their specific requirements, clients may omit or include record types that are not mandatory for every import file. Within a record type, all fields must be represented, although optional fields may be blank.

200 - New Location Importer

To add a new location to the import – including country, subdivision, and administrative region (county) – clients must include the following information.

200: *Data for record ID "NewLocationImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	200	Y	Enter 200.	

Location Code	10 characters maximum	Y	Unique identifier for the location
			
			The information you enter here must be unique and must **not** already exist in the database.
			
			Use one of these formats:
			
			• **UN Locations:**
			   \<2 character country code\> +
			   \<3 character city code\>
			
			or
			
			• **Custom Locations:**
			   \<2 character country code\> +
			   \<3 unique digits\>
			
			or
			
			• \<unique zip or postal code\>
			
			or
			
			• \<at least one digit\> +
			   \<other characters\>	

Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai	

Name	Definition	Req?	Description	Client Field Definition
Administrative Region Name	48 characters maximum	N	Administrative region; typically represents the region/county in which the rate location is located Enter the region name; must already exist in the database. **NOTES:** • Use the 500 record to add a new administrative region name. • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 400 record to add a new country subdivision code.	
Country Code	2 characters maximum; case sensitive	Y	Country code, such as IN Enter the country code; must already exist in the database.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time because daylight savings time is ignored by the system.	

Below is a sample of the associated portion of an import file.

```
200,US001,Lake Hills Connector,,US-WA,US,-480

200,US002,Eastgate,King County,US-WA,US,-480
```

210 - Add Location Name Importer

A specific location may be known by multiple names in different languages, for example, München is the same as Munich. Using a single location code to link all of these names together allows for more consistent results when reporting on location-based information.

To add another name to an existing location code, clients provide the *existing* location code and the *additional* location name. For example, to list München (in addition to Munich) under the location code DEMUC, then the client would provide this data: 210,DEMUC,München

The user can then select either *München* or *Munich* in the location list. Either selection will result in the same location code.

210: Data for record ID "AddLocationNameImporter"

Name	Definition	Req?	Description	Client Field Definition
Record Type	210	Y	Enter 210	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as München	

Below is a sample of the associated portion of the import file.

```
210,DEMUC,München
```

220 - New Location With Location Type Importer

Clients use this record to add locations along with the distinction between:

- Standard locations (United Nations locations)
- Rail stations, where there might be a large number of stations within the same city

220: Data for record ID "NewLocationWithLocationTypeImporter"

Name	Definition	Req?	Description	Client Field Definition
Record Type	220	Y	Enter 220.	
Location Code	10 characters maximum	Y	Unique identifier for the location The information you enter here must be unique and must **not** already be in the database. Use one of these formats: • **UN Locations:** <2 character country code> + <3 character city code> *or* • **Custom Locations:** <2 character country code> + <3 unique digits > *or* • <unique zip or postal code> *or* • <at least one digit> + <other characters>	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai.	
Administrative Region Name	48 characters maximum	N	Administrative region; typically represents the region/county in which the rate location is located Enter the region name; must already exist in the database. **NOTES:** • Use the 500 record to add a new administrative region name. • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Name	Definition	Req?	Description	Client Field Definition
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 400 record to add a new country subdivision code.	
Country Code	2 characters maximum; case sensitive	Y	Country code, such as IN Enter the country code; must already exist in the database.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	

Name	Definition	Req?	Description	Client Field Definition
Parent Location Type Code	20 characters maximum	N	Defines the parent to this location, if any; for example, Paris is the parent location for Paris' many rail stations So: • If this location has a parent, enter STD. • If this location does not have a parent, leave blank. **NOTE:** Currently the RAIL location type codes cannot be parents.	
Parent Location Code	Alphanumeric	N	Enter the location code for the parent, for example, FRPAR (Paris); must already exist in the database. Note the following: • If the Parent Location Type Code is STD, then this field is required. • If the Parent Location Type Code is null and this field is filled, the parent location type is defaulted to STD. • Only locations with a location type of STD can be parent locations. • The parent location must have the same country code has the current location. • The parent location will be used for reporting purposes only.	
Longitude	Numeric, with 8 decimal max	N	Longitude from - 180 to 180 with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)	
Latitude	Numeric, with 8 decimal max	N	Latitude from - 90 to 90. with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)	
Future use fields 5 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
220,SMA07,Eastgate std,King County,US-WA,US,-480,
STD,STD,US001,47.37,122.20,,,,,,

220,SMA03,Lake Hill,King County,US-WA,US,-
480,RAIL_9F,STD,US002,47.37,122.20,,,,,,
```

230 - Add Location Name With Location Type Importer

Like the 210 record, this record is used to add additional names for the same location code.

230: Data for record ID "AddLocationNameWithLocationTypeImporter"

Name	Definition	Req?	Description	Client Field Definition
Record Type	230	Y	Enter 230	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Mumbai.	
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Future use fields 1 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
230,SMA00001,Phantom city,STD,,,,,,,,,,
```

300 - Modify Location Importer

To modify an existing location, for example, to remove it from the Location Helper, provide the following information in the file.

NOTE: If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.

300: Data for record ID "ModifyLocationImporter"

Name	Definition	Req?	Description	Client Field Definition
Record Type	300	Y	Enter 300.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Administrative Region Name	48 characters maximum	N	Enter the region name; must already exist in the database. **NOTE:** Use the 510 record to modify an administrative region name.	
Country Subdivision Code	6 characters maximum; case sensitive; must already be in the database.	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 410 record to modify a country subdivision code.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

The following sample of the associated portion of an import file.

300,US005,King County,,,

310 - Modify Location Name Importer

Clients use the 310 record to modify the location name or to activate or inactivate a name. To modify a location name, clients must provide the location code, old name, and new name, and whether the location should be active or not. This change affects only the indicated location name, not the entire location.

NOTE: If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.

310: Data for record ID "ModifyLocationNameImporter"

Name	Definition	Req?	Description	Client Field Definition
Record Type	310	Y	Enter 310.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Old Name	64 characters maximum	Y	Enter the old name of the location; must exactly match the location name currently in the system.	
New Name	64 characters maximum	N	Enter the new name of the location that will appear to users. This field is required only when the existing name record is being changed; not required to deactivate a name.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user	

Below is a sample of the associated portion of the import file.

310,ITFLR,Florence,Firenze,Y

320 - Modify Location With Location Type Importer

Like the 300 record, this record is used to modify, activate, or inactivate a location.

320: Data for record ID " ModifyLocationWithLocationTypeImporter "

Name	Definition	Req?	Description	Client Field Definition
Record Type	320	Y	Enter 320	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Administrative Region Name	48 characters maximum	N	Enter the region name; must already exist in the database. **NOTE:** Use the 510 record to modify an administrative region name.	
Country Subdivision Code	6 characters maximum; case sensitive	N	Country subdivision code; typically represents the state/province, such as IN-MH for Maharashtra in India Enter the country subdivision code; must already exist in the database. **NOTE:** Use the 410 record to modify a country subdivision code.	
Time Zone Offset	Integer	Y	Time that is offset from GMT, expressed as number of minutes ahead of or behind (-) GMT. Example: Seattle is GMT minus 8 hours, so the offset is -480. This offset should be based on standard time, because daylight savings time is ignored by the system.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

Name	Definition	Req?	Description	Client Field Definition
Location Type Code	20 characters maximum	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Parent Location Type Code	20 characters maximum	N	Defines the parent to this location, if any; for example, Paris is the parent location for Paris' many rail stations So: • If this location has a parent, enter STD. • If this location does not have a parent, leave blank. Note the following: • Currently the RAIL location type codes cannot be parents. • If the Parent Location Code is not null, this field is defaulted to STD if null.	
Parent Location Code	10 characters maximum;	N	Enter the location code for the parent, for example, FRPAR (Paris); must already exist in the database. Note the following: • If the Parent Location Type Code is STD, then this field is required. • If the Parent Location Type Code is null and this field is not null, the Parent Location Type Code is defaulted to STD if null.	
Longitude	Numeric, with 8 decimal max	N	Longitude from - 180 to 180 with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)	

Name	Definition	Req?	Description	Client Field Definition
Latitude	Numeric, with 8 decimal max	N	Latitude from - 90 to 90. with 8 decimal max Numeric with sign (- or not, + is not needed, defaulted)	
Future use fields 5 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
320,SMA02,King County,US-WA,,,STD,STD,US001,47.37,122.20,,,,,,
```

330 - Modify Location Name With Location Type Importer

Like the 310 record, this record is used to modify, activate, or inactivate a location name.

330: *Data for record ID "ModifyLocationNameWithLocationTypeImporter"*

Name	Definition	Req?	Description	Client Field Definition
Record Type	330	Y	Enter 330.	
Location Code	10 characters maximum	Y	Enter the location code; must already exist in the database.	
Old Name	64 characters maximum	Y	Enter the old name of the location; must exactly match the location name currently in the system.	
New Name	64 characters maximum	N	Enter the new name of the location that will appear to users. This field is required only when the existing name record is being changed; not required to deactivate a name.	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this location is active or inactive in the system and displayed to the user **Note:** If a location is deactivated or reactivated, then all associated location names are also deactivated or reactivated.	

Name	Definition	Req?	Description	Client Field Definition
Location Type Code	Alphanumeric	N	Enter one of these: • STD: Standard • RAIL_2C: SNCF • RAIL_2A: Deutsche Bahn • RAIL_2V: AMTRAK • RAIL_2R: VIA RAIL • RAIL_Z0: UK RAIL • RAIL_9F: Eurostar • RAIL_0Z: Swiss Federal Railways • RAIL_2H: Thalys Defaulted to 'STD' if null.	
Future use fields 1 - 10	Reserved for future use	N	Reserved for future use	

Below is a sample of the associated portion of an import file.

```
330,SMA04,Eastgate std4,Eastgate std5,,STD,,,,,,,,,,
```

400 - Add Subdivision Importer

Typically, subdivisions are maintained by Concur based on the UN-published list of subdivisions included in their locations standards. However, clients may need to add new subdivisions for countries not divided in the UN standard.

To add a subdivision, such as state or province, clients provide the following information.

400: Data for record ID "AddSubDivisionImporter"

Name	Definition	Req?	Description	Client Field Definition
Record Type	400	Y	Enter 400.	

Name	Definition	Req?	Description	Client Field Definition
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code. This must be a unique sequence in the form <CC>-<SSS> where CC is the two-character country code and SSS is up to three characters for a state or province. Example: US-WA (United States – Washington State) This data is typically maintained by Concur based on the ISO 3166-2 standard and the UN subset of the standard.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Name	64 characters maximum	Y	Enter the name that will appear to the user, such as Washington	

Below is a sample of the associated portion of the import file.

```
400,US-WA,US,Washington
```

410 - Modify Subdivision Importer

As stated previously, typically subdivisions are maintained by Concur, based on the UN-published list of subdivisions included in their locations standard and complying with ISO 3166-2. However, clients may sometimes need to activate or inactivate subdivisions.

To make a subdivision active or inactive, clients supply the following information.

410: Data for record ID "ModifySubDivisionImporter"

Name	Definition	Req?	Description	Client Field Definition
Record Type	410	Y	Enter 410.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	

Name	Definition	Req?	Description	Client Field Definition
Name	64 characters maximum	N	Enter the name that will appear to the user, such as São Paulo	
Active	1 character: active (Y) or inactive (N)	N	Determines whether this subdivision is active or inactive in the system and displayed to the user	

Below is a sample of the associated portion of the import file.

```
410,BR-SP,BR,São Paulo,Y
```

500 - Add Admin Region Importer

To add an administrative region, such as county, clients provide the following information.

500: *Data for record ID " AddAdminRegionImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	500	Y	Enter 500.	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	

Name	Definition	Req?	Description	Client Field Definition
Administrative Region Name	48 characters maximum	Y	Administrative region; typically represents the region/county in which the rate location is located. Administrative region further divides a subdivision. Enter the administrative region name. **NOTES:** • If this field has a value, then the Country Subdivision Code field must also have a value. • As of October 2009, the US-GSA rates have standardized on *county* names. • The language for this name is English.	

Below is a sample of the associated portion of the import file.

```
500,US,US-WA,Morgan County
```

510 - Modify Admin Region Importer

To change an administrative region name, clients supply the following information.

510: *Data for record ID " ModifyAdminRegionImporter "*

Name	Definition	Req?	Description	Client Field Definition
Record Type	510	Y	Enter 510	
Country Code	2 characters maximum; case sensitive	Y	Enter the country code; must already exist in the database.	
Country Subdivision Code	6 characters maximum; case sensitive	Y	Enter the country subdivision code; must already exist in the database.	
Existing Administrative Region Name	48 characters maximum	Y	Enter the existing administrative region name.	

Name	Definition	Req?	Description	Client Field Definition
New Administrative Region Name	48 characters maximum	Y	Enter the new administrative region name. **NOTES:** - If this field has a value, then the Country Subdivision Code field must also have a value. - As of October 2009, the US-GSA rates have standardized on *county* names. - The language for this name is English.	

Below is a sample of the associated portion of the import file.

```
510,US,US-WA,Morgan County,Chuck County
```

Section 6: Step 2: Move the Import Data File to Concur

When the file is complete and the client is ready to submit the import data file, the client works with Concur Client Support to move the import data file to Concur.

New clients have location imports set up as part of implementation. Existing clients who want to use this import must contact Concur Client Support for assistance.

NOTE: Clients can confirm whether or not an import schedule has been set up. A user assigned the Import/Extract Monitor role can view the import definitions and schedules that are configured for the entity.

Section 7: Step 3: Concur Imports the Data

On a pre-determined schedule, Concur runs the job that loads the import data file into the client's database. When the process is complete, Concur notifies the client by means of an automated job success email that the locations information has been updated. The changes are immediately available to users.

☼