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# Introduction

The document contains the format required for the list of new training providers to be imported into the Provider Portal. The file must be in a CSV format. Any fields containing a comma will need to be surrounded by double quotes ("). Fields cannot contain line feeds.

# Fields

The CSV file should contain the following fields. The first line of the CSV file should contain a header row using the field names specified in the following table.

| Field Name | Mandatory | Maximum Length | Notes |
| --- | --- | --- | --- |
| UKPRN | Yes | 8 | Must be numeric |
| Provider Name | Yes | 200 |  |
| Provider Type | Yes | 1 | Must be one of:  1 – Schools  2 – Further Education  3 – Higher Education  4 – Private class-based  5 – Private self-study  6 – Public sector community education  7 – Public sector other  8 – Voluntary sector education  9 – Private work-based |
| UPIN | No | 8 | Must be numeric |
| Providers Email Address | No | 255 | Generic email address for provider |
| Website | No | 255 | Provider’s website address |
| Telephone | No | 30 | Provider’s telephone number |
| Users Email Address | Yes | 255 | The email address for the user. This will be used for their username. |
| Users Name | Yes | 1000 | The name of the user |
| RoATPFFlag | Yes | 1 | Provider has been imported via Provider Import mechanism.  0 = false, 1 = true |