



**SafeDeposits
Scotland**

Bulk upload guidance



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safedepositsscotland.com

Bulk upload guidance

We have a bulk upload function for use when there are multiple deposits to be uploaded at the same time. Whilst the bulk upload function can be used for any number of deposits, if you wish to register just a few deposits you may prefer to register them individually using the 'ADD DEPOSIT' function.

Please note that the following guidance refers to .CSV file uploads. Software developers may prefer to use our .XML format.

Step 1

The bulk upload function requires the data to be supplied in a CSV spreadsheet and in a set format. To download a template please log into your account and select:

'Import' → 'Import Guides' → 'Sample .CSV file for upload with column names'.

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Import Guides

The instructions and definitions below highlight the current series of documents relating to the import of tenancy CSV or XML into the scheme.

The importing of tenancy data can be done at any time by a member or their representatives. You will need to log into the SafeDeposits Scotland website using the correct username and password and then go to the area marked "import".

	Data Definitions Document XML	<i>Last modified: 17th Aug 2012</i> 116.05kb
	Data Definitions Document CSV	<i>Last modified: 22nd Oct 2012</i> 81.28kb
	Sample Tenancy XML	<i>Last modified: 21st Jun 2012</i> 5.36kb
	Import Guidelines Document	<i>Last modified: 18th Apr 2012</i> 60.83kb
	Import Guidelines for CSV import	<i>Last modified: 18th Apr 2012</i> 40.91kb
	Sample .CSV file for upload with column names	<i>Last modified: 29th Jun 2012</i> 2.36kb

Tips for filling in the file:

- You must not delete any rows or columns, even if you do not use them. The system reads the file from left to right and top to bottom and the headings must remain.
- Each row in the CSV file is an individual tenant or landlord in a deposit, therefore each additional tenant or landlord should be listed in a new row.
- Any dates must be in the format dd/mm/yyyy.
- There should not be any symbols (i.e. *, &, >, etc.) in the file.

Step 2

Below is a table which includes details of the information which should be included in each column. All optional fields can be left blank although the column must not be moved or deleted.

Column	Column Name	Description	Content Requirements
	User		
A	user_pin	Personal Identification Number. This is the PIN of the SafeDeposits Scotland member. It is assigned by SafeDeposits Scotland and should be included in all data imports and exports. The ID is a four string combination of numbers.	Existing SafeDeposits PIN.
B	user_title	Title of the user (e.g. Mr, Mrs, Ms, Dr, etc.).	Up to 5 characters <i>(optional)</i> .
C	user_firstname	The first name of the user.	Between 2 and 30 characters.
D	user_surname	The surname of the user.	Between 2 and 30 characters.
E	user_company	Optional company name, usually if registering as an agent.	Up to 100 characters <i>(optional)</i> .
F	user_paon	The primary address or way of describing the building name or number of the tenancy address. This will typically contain the name or number of a house.	Up to 100 characters.
G	user_saon	The secondary address or way of describing the building name or number. This is only used when the name or number of a house is not enough (e.g. flat 2).	Up to 100 characters <i>(optional)</i> .
H	user_street	The name of the street or thoroughfare (e.g. Renking Street).	Between 1 and 100 characters.
I	user_locality	If applicable the second line of the address is usually an area or locality. The locality name refers to a neighborhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.	Up to 100 characters <i>(optional)</i> .

J	user_town	The town or city where the branch is located. The town name refers to a city or town that is not an administrative area or a suburb of an administrative area that does not form part of another town.	Between 3 and 100 characters.
K	user_administrative_area	The county where the town/city is located. This is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group.	Between 3 and 100 characters.
L	user_postcode	The code allocated by the post office to identify a group of postal delivery points (e.g. M1 2AB).	Up to 8 characters.
M	user_country	The country where the user is located (e.g. United Kingdom, France, Spain, etc.).	Up to 100 characters.
N	user_registration_type	We need you to confirm whether the landlord is registered with their local authority. If they are, we also need their landlord registration number.	These can be one of the following: "registered", "applied", "appealing" or "not registered".
O	user_registration_number	If the registration type is registered then this will need to be filled in. This is the number provided by the local authority (e.g. 12345/678/12345).	Between 3 and 100 characters.
P	user_phone	The phone number used to contact the user about issues relating to SafeDeposits Scotland.	Between 8 and 15 characters. Include any area codes and, if out of the UK, any international dialing codes.
Q	user_fax	The fax number used to contact the user about issues relating to SafeDeposits Scotland.	Between 8 and 15 characters. Include any area codes and if out of the UK, any international dialing codes (<i>optional</i>).
R	user_email	The email address used to contact the user about issues relating to SafeDeposits Scotland.	Up to 255 characters.
S	user_newsletter	Whether the user wishes to be signed up to our newsletter.	This can be either "y" for yes or "n" for no (<i>optional</i>).

T	deposit_import_reference	This is your unique import reference. This is only unique within your own deposits. This can be in any format you wish as this is your id. This is not used or visible on the website. In order for you to add or update a deposit this field is required. If you already have a deposit with this reference it will be updated with what you have provided. If you do not it will be created. Be careful not to mix these up or the system will overwrite data if another import reference is the same.	Between 1 and 100 characters.
U	deposit_paon	The primary address or way of describing the building name or number of the tenancy address. This will typically contain the name or number of a house.	Between 1 and 100 characters.
V	deposit_saon	The secondary address or way of describing the building name or number. This is only used when the name of number of a house is not enough (e.g. flat 2/3).	Up to 100 characters <i>(optional)</i> .
W	deposit_street	The name of the street or thoroughfare.	Between 3 and 100.
X	deposit_locality	The locality of the address (not a town or county).	Up to 200 characters.
Y	deposit_town	The town or city where the address is located.	Up to 100 characters.
Z	deposit_administrative_area	The county where the address is located.	Up to 100 characters <i>(optional)</i> .
AA	deposit_postcode	The postcode where the address is located.	Up to 8 characters.
AB	deposit_start_date	The date that the tenancy started. This is the date indicated on the tenancy agreement that the tenancy actually started.	10 characters in the format: dd/mm/yyyy (e.g. 04/04/2012).
AC	deposit_expected_end_date	The date that the tenancy is expected to end. This is usually the ish date; however, if the original tenancy agreement end date has already passed, but the tenancy has renewed due to tacit relocation, use an estimated future end date.	10 characters in the format: dd/mm/yyyy (e.g. 04/04/2013) <i>(optional)</i> .
AD	deposit_amount	The amount of deposit in pounds and pence described on the tenancy agreement. This can only be entered on adding the deposit and will be ignored from then on and cannot be updated.	1.00 to 999,999.99.

AE	deposit_amount_protected	The amount of deposit in pounds you wish to pay SafeDeposits Scotland. This cannot be more than the deposit amount.	1.00 to 999,999.99.
AF	deposit_registration_type	The landlord's registration status with their local authority.	Registered, applied, appealing or not registered.
AG	deposit_registration_number	The landlord's registration number if registered is selected above.	Up to 45 characters.
	Landlord		
AH	landlord_import_reference	This is your unique import reference. This is only unique within your own landlords and cannot be the same as the landlord ref provided for another deposit. This can be in any format you wish as this is your id. This is not used or visible on the website. In order for you to add or update a landlord this field is required. If you already have a landlord with this reference it will be updated if it is under the same deposit, otherwise an error will occur. If it does not it will be created. Be careful not to mix these up or the system will overwrite data if the import reference is the same.	Between 1 and 100 characters.
AI	landlord_title	Title of the landlord (e.g. Mr, Mrs, Ms, Dr, etc.).	Up to 5 characters <i>(optional)</i> .
AJ	landlord_firstname	The first name of the landlord.	Between 2 and 30 characters.
AK	landlord_surname	The surname of the landlord.	Between 2 and 30 characters.
AL	landlord_company	Optional company name, usually if registering as an agent.	Up to 100 characters <i>(optional)</i> .
AM	landlord_pao	The primary address or way of describing the building name or number of the tenancy address. This will typically contain the name or number of a house. The landlord's address can be c/o the letting agent.	Up to 100 characters.

AN	landlord_saon	The secondary address or way of describing the building name or number. This is only used when the name of number of a house is not enough (e.g. flat 2).	Up to 100 characters <i>(optional)</i> .
AO	landlord_street	The name of the street or thoroughfare (e.g. Renking Street).	Between 1 and 100 characters.
AP	landlord_locality	If applicable the second line of the address which is usually an area or locality. The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.	Up to 100 characters <i>(optional)</i> .
AQ	landlord_town	The town or city where the branch is located. The town name refers to a city or town that is not an administrative area or a suburb of an administrative area that does not form part of another town.	Between 3 and 100 characters.
AR	landlord_county	The county where the town/city is located. This is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group.	Between 3 and 100 characters.
AS	landlord_postcode	The code allocated by the post office to identify a group of postal delivery points (e.g. G2 4QY).	Up to 8 characters.
AT	landlord_country	The country that the landlord is located (e.g. United Kingdom, France, Spain, etc.).	Up to 100 characters.
AU	landlord_registration_type	We need you to confirm whether the landlord is registered with their local authority. If they are, we also need their landlord registration number.	These can be one of the following: “registered”, “applied”, “appealing” or “not registered”.
AV	landlord_registration_number	If the registration type is registered then this will need to be filled in. This is the number provided by the local authority (e.g. 12345/123/12345).	Between 3 and 100 characters.

AW	landlord_phone	The phone number used to contact the landlord about issues relating to SafeDeposits Scotland. This field is mandatory and can be c/o the letting agent.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialing codes.
AX	landlord_fax	The fax number used to contact the landlord about issues relating to SafeDeposits Scotland.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialing codes (<i>optional</i>).
AY	landlord_email	Email address used to contact the landlord about issues relating to SafeDeposits Scotland. This field is mandatory, and can be c/o the letting agent. This cannot be the same as any of the tenants.	Up to 255 characters.
AZ	landlord_newsletter	Whether the landlord wishes to be signed up to our newsletter.	This can be either “y” for yes or “n” for no.
	Tenant		
BA	tenant_import_reference	This is your unique import reference. This is only unique within your own tenants. This can be in any format you wish as this is your id. This is not used or visible on the website. In order for you to add or update a tenant this field is required. If you already have a tenant with this reference it will be updated if it is under the same deposit, otherwise an error will occur. If it does not exist it will be created. Be careful not to mix these up or the system will overwrite data if the import reference is the same.	Between 1 and 100 characters.
BB	tenant_title	Title of the tenant (e.g. Mr, Mrs, Ms, Dr, etc.).	Up to 5 characters (<i>optional</i>).
BC	tenant_firstname	The first name of the tenant.	Between 2 and 30 characters.
BD	tenant_surname	The surname of the tenant.	Between 2 and 30 characters.

BE	tenant_phone	The phone number used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenant's email address is not provided.	Between 8 and 15 characters. Include any area codes and if out of the UK any international dialing codes.
BF	tenant_email	Email address used to contact the tenant about issues relating to SafeDeposits Scotland. This field is mandatory if the tenant's phone number is not provided. This can also not be the same as any of the landlords associated with the deposit.	Up to 255 characters.
BG	tenant_tenancy_start_date	The date that the tenant moves into the tenancy. This is generally the date indicated on the tenancy agreement that the tenancy actually started.	10 characters in the format: dd/mm/yyyy (e.g. 04/04/2012).
BH	tenant_tenancy_end_date	The date that the tenant is scheduled to move out of the tenancy. This is generally the date indicated on the tenancy agreement that the tenancy is expected to end.	10 characters in the format: dd/mm/yyyy (e.g. 04/04/2012).
BI	tenant_lead_tenant	Whether this tenant is the lead tenant for this tenancy.	This can be either "1" for yes or "" for no.
BJ - DC	repayment_tenancy_end_date through to DC repayment_third_party_iban_number	These fields must be left blank.	
DF	tenant_company	Optional company name, usually if registering as a company.	Up to 100 characters (<i>optional</i>).
DG	tenant_tenant_company	If the tenant is a company, when this field is marked as 1, the title, first name and surname fields become optional, and the company field becomes mandatory.	This can be either "1" or "0".
DD	deposit_user_ref	This is the user ref field from the website which allow the user to enter a small "note" or non unique ref code for the deposit.	Up to 45 characters (<i>optional</i>).
DE	landlord_landlord_organisation	If the landlord is an organisation, when this field is marked as 1, the title, first name and surname fields become optional and the company field becomes mandatory.	This can be either "1" or "0".

Once all of the relevant fields have been filled in, save the file as a .CSV document.

Step 3

Select 'Import' → 'Choose Files' → select the saved .CSV file from your computer → then select 'Validate Only' in the 'Function' field. The 'Validate Only' option will highlight any errors prior to the file being imported.

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Import

File:	<input type="button" value="Choose Files"/> Sample - S...etting.csv	<small>Select the tenancy file from your computer using the "browse" button.</small>
Function:	<input type="button" value="Validate Only"/>	<small>To check your data without conducting a live import, select "Validate Only", otherwise the data will be automatically imported.</small>
Prescribed information	<input type="checkbox"/> ?	<small>Ticking this box will request a pre completed Prescribed information pdf for each new Deposit be generated a be available for download as zip file</small>
<input type="button" value="Import"/>		

Pending imports

The list below shows you currently pending imports.

Date	Position in the queue	Percentage complete	Landlords to process	Tenancies to process	Tenants to process	Repayments to process
There are no pending imports						

[Import logs](#)

You will be able to see the results of the validation in the import logs. If there are errors, please correct these and then validate the file again.

Step 4

Once the validation has returned no errors, you can import the file. Please repeat Step 3, this time selecting 'Validate and Import'. The imported file will show in the Import logs.

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Import

File:	<input type="button" value="Choose Files"/> No file chosen	<small>Select the tenancy file from your computer using the "browse" button.</small>
Function:	<input type="button" value="Validate and Import"/>	<small>To check your data without conducting a live import, select "Validate Only", otherwise the data will be automatically imported.</small>
Prescribed information	<input type="checkbox"/> ?	<small>Ticking this box will request a pre completed Prescribed information pdf for each new Deposit be generated a be available for download as zip file</small>
<input type="button" value="Import"/>		

Pending imports

The list below shows you currently pending imports.

Date	Position in the queue	Percentage complete	Landlords to process	Tenancies to process	Tenants to process	Repayments to process
There are no pending imports						

[Import logs](#)

The list below shows the tenancy imports you have performed.

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Date	Landlords		Tenancies		Tenants		Repayment		Failed Import <small>(Click for info)</small>	Import method	Validate Only	Zip	Pay Deposits
	New	Updated	New	Updated	New	Updated	New	Failed					
24th Apr 2015 13:01:44	0	0	0	0	0	0	0	0	0	Manual	yes	n/a	



Step 5 (optional)

Selecting the 'Prescribed information' tick box will provide you with a zip file containing the completed prescribed information forms.

If you have not created a prescribed information form using our system previously please complete the 'Tenancy agreement clause(s) which refer to the deposits' and the 'Circumstances in which all or part of the deposit may be retained at the end of the tenancy' fields in the 'MY

DETAILS' section of your account. For further information please see our guidance document on prescribed information forms

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Import

File:	Wds.com.local\SDS Files Browse...	Select the tenancy file from your computer using the "browse" button.
Function:	Validate and Import ▾	To check your data without conducting a live import, select "Validate Only", otherwise the data will be automatically imported.
Prescribed information	<input checked="" type="checkbox"/> ?	Ticking this box will request a pre-completed Prescribed information pdf for each new Deposit be generated a be available for download as zip file
Import		

Step 6

Select 'Pay Deposits' → 'Pay All' → 'Proceed' → select payment method → 'Confirm and print'.

If you wish to pay for any of the deposits at a later date select the option to 'remove' them from the 'pay deposits' screen. This will remove them from the payment batch, but they will remain in the 'Registered, not paid' section of your account and you can return to pay them later.

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Pay Deposits

Please find below a summary of the deposits you wish to make a payment for.

Please note we must hold the deposit in our designated account for you to comply with the Tenancy Deposit Scheme (Scotland) Regulations 2011.

Please check the details of each of the deposits, if you need to edit any of the details click on the edit buttons next to each deposit.

Description	Amount of the deposit you would like to pay	Options
14 Fitzroy Square G07 4EU Deposit Account number : DAN183209	600.00	Edit Remove
12 Fitzroy Square G07 4EU Deposit Account number : DAN183207	400.00	Edit Remove
13 Fitzroy Square G07 4EU Deposit Account number : DAN183208	800.50	Edit Remove
Total Amount	1800.50	

[Add Another Deposit](#)
[Remove All](#)
[Proceed](#)

Once all of the funds have been allocated to the individual deposit accounts, we will send a Deposit Protection Certificate to each tenant, landlord and letting agent.



**SafeDeposits
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