



This document provides a list of the fields included on the template for submitting your rooming list to a Starwood Hotels & Resorts property.

The following fields are mandatory when providing a rooming list -

1. Arrival_Date - Arrival date of the Reservation in mm/dd/yyyy format.
Example 01/05/2009
2. Departure_Date - Departure date of the Reservation in mm/dd/yyyy format. **Example 01/05/2009**
3. Room_Type - The type of room to reserve – Example, **NK (nonsmk king)**, **ND (nonsmk dbl)**, **NQ (nonsmk queen)**, **PND (poolside nonsmk dbl)**, **AR (accessible room)**, **CR (corner room)**, **CNQ (club nonsmk queen)**, **CNK (club nonsmk king)**, **CND (club nonsmk dbl)**, **CSK (club smk king)**, **JS (junior suite)**, **ES (executive suite)**, **PRES (presidential suite)**.
4. First_Name – First name of the Guest
5. Last_Name – Last name of the Guest
6. Email Address

The following fields are NOT mandatory however may be provided and will be included in the reservation –

7. Title – The Guest's title. Accepted Values are:
Mr.
Mrs.
Ms.
Miss
Dr.

Leave blank for all other title values.
8. CC_Type – The credit card type code. Accepted Values are:
AX – American Express
DC – Diners Club
DI – Discover

VM – Visa/Mastercard

9. CC_Number – The credit card number used for guarantee or payment.
Numeric data only without dashes or spaces.
10. CC_Expire_Date – The credit card expiration date – Use “**MMYY**” format.
Example, June of 2010 = “0610”
11. CC_First_Name – The credit card holder’s first name
12. CC_Last_Name – The credit card holder’s last name
13. Address – The street address portion of the guest’s address
14. City – The city portion of the address
15. State – The State/Province code for the address. Please use the designated 2-4 character codes attached to this document. Leave blank for non US or Canadian addresses.
16. Postal – The zip code or post code of the address.
17. Country – The country code for the address. Please use the 3 character country codes attached to this document.
18. Telephone – The guest’s telephone number, **entered in numeric values only**. Any non-numeric values will be ignored.

Share-With Reservations (more than one guest name sharing a room)

When two or more guest names are sharing a room, the procedure is as follows. For guest number 1, fill in the arrival date, departure date, room type, first name, last name and any other optional information. Guest number two must be on the next line with NO room type, arrival or departure date. This is the indicator that these guests are sharing the same room. If there are additional guests, follow the same procedure – on the next line, enter the name but do not enter the room type, arrival or departure date. Entering an arrival date, departure date and room type on the next line will make a reservation for another room.

Country Name Mapping

US	United States
CA	Canada
AF	AFGHANISTAN
AL	ALBANIA
DZ	ALGERIA
AD	ANDORRA
AO	ANGOLA
AI	ANGUILLA
AQ	ANTARCTICA
AG	ANTIGUA & BARBUDA
AR	ARGENTINA
AM	ARMENIA
AW	ARUBA
AU	AUSTRALIA
AT	AUSTRIA
AZ	AZERBAIJAN
BS	BAHAMAS
BH	BAHRAIN
BD	BANGLADESH
BB	BARBADOS
BY	BELARUS
BE	BELGIUM
BZ	BELIZE
BJ	BENIN
BM	BERMUDA
BT	BHUTAN
BO	BOLIVIA
BA	BOSNIA HERZEGOVINA
BW	BOTSWANA
BR	BRAZIL
VG	BRITISH VIRGIN ISLANDS
WI	BRITISH WEST INDIES
BN	BRUNEI
BG	BULGARIA
BF	BURKINA FASO
BI	BURUNDI
KH	CAMBODIA
CM	CAMEROON
CV	CAPE VERDE
KY	CAYMAN ISLANDS
CF	CENTRAL AFRICAN REPUBLIC

TD	CHAD
CL	CHILE
CN	CHINA
CX	CHRISTMAS ISLANDS
CC	COCOS/KEELING ISLANDS
CO	COLOMBIA
KM	COMOROS
CG	CONGO
CK	COOK ISLANDS
CR	COSTA RICA
CI	COTE D IVOIRE
HR	CROATIA
CU	CUBA
CY	CYPRUS
CS	CZECH REPUBLIC
YD	DEMOCRATIC YEMEN
DK	DENMARK
DJ	DJIBOUTI
DM	DOMINICA
DO	DOMINICAN REPUBLIC
TP	EAST TIMOR
EC	ECUADOR
EG	EGYPT
SV	EL SALVADOR
GQ	EQUATORIAL GUINEA
ER	ERITREA
EE	ESTONIA
ET	ETHIOPIA
FK	FALKLAND ISLANDS/MALVINAS
FO	FAROE ISLANDS
FJ	FIJI
FI	FINLAND
FR	FRANCE
GF	FRENCH GUIANA
PF	FRENCH POLYNESIA
GA	GABON
GM	GAMBIA
XA	GAZA
GE	GEORGIA, REPUBLIC OF
DE	GERMANY
GH	GHANA
GI	GIBRALTAR
GR	GREECE
GL	GREENLAND
GD	GRENADA
GP	GUADELOUPE

GT	GUATEMALA
GN	GUINEA
GW	GUINEA BISSAU
GY	GUYANA
HT	HAITI
XH	HELD TERRITORIES
HN	HONDURAS
HK	HONG KONG
HU	HUNGARY
IS	ICELAND
IN	INDIA
XI	INDIAN OCEAN ISLANDS
ID	INDONESIA
IR	IRAN
IQ	IRAQ
IE	IRELAND, REPUBLIC OF
IL	ISRAEL
IT	ITALY
JM	JAMAICA
JP	JAPAN
JO	JORDAN
KK	KAZAKHSTAN
KE	KENYA
KI	KIRIBATI
KP	KOREA, DEMOCRATIC PEOPLES REP
KR	KOREA, REPUBLIC OF
KW	KUWAIT
KG	KYRGYZSTAN
LA	LAOS
LV	LATVIA
LB	LEBANON
LS	LESOTHO
LR	LIBERIA
LY	LIBYAN ARAB JAMAHIRIYA
LI	LIECHTENSTEIN
LT	LITHUANIA
LU	LUXEMBOURG
MO	MACAU
MK	MACEDONIA
MG	MADAGASCAR
MW	MALAWI
MY	MALAYSIA
MV	MALDIVES, REPUBLIC OF
ML	MALI
MT	MALTA
MP	MARIANA ISLANDS

MH	MARSHALL ISLANDS
MQ	MARTINIQUE
MR	MAURITANIA
MU	MAURITIUS
YT	MAYOTTE
MX	MEXICO
FM	MICRONESIA
UM	MIDWAY, WAKE, JOHNSON ATOLL
MD	MOLDOVA
MC	MONACO
MN	MONGOLIA
MS	MONTSERRAT
MA	MOROCCO
MZ	MOZAMBIQUE
MM	MYANMAR
NA	NAMIBIA
NR	NAURU, REPUBLIC OF
NP	NEPAL
NL	NETHERLANDS
AN	NETHERLANDS ANTILLES
NC	NEW CALEDONIA
NZ	NEW ZEALAND
NI	NICARAGUA
NE	NIGER
NG	NIGERIA
NF	NORFOLK ISLAND
XB	NORTHERN IRELAND
NO	NORWAY
OM	OMAN
PK	PAKISTAN
PW	PALAU
PS	PALESTINIAN TERR., OCCUPIED
PA	PANAMA
PG	PAPUA NEW GUINEA
PY	PARAGUAY
PE	PERU
PH	PHILIPPINES
PL	POLAND
PT	PORTUGAL
PR	PUERTO RICO
QA	QATAR
RE	REUNION ISLAND/COMORD ISLAND
RO	ROMANIA
RU	RUSSIA
RW	RWANDA
AS	SAMOA, AMERICAN

WS	SAMOA, WESTERN
SM	SAN MARINO
SS	SAN SALVADOR
ST	SAO TOME AND PRINCIPE
SA	SAUDI ARABIA
SN	SENEGAL
SC	SEYCHELLES ISLAND
SL	SIERRA LEONE
SG	SINGAPORE
SK	SLOVAKIA
SI	SLOVENIA
SB	SOLOMON ISLANDS
SO	SOMALIA
ZA	SOUTH AFRICA
ES	SPAIN
LK	SRI LANKA
LC	ST LUCIA
SH	ST. HELENA
KN	ST. KITTS - NEVIS
PM	ST. PIERRE ET MIQUELON
VC	ST. VINCENT THE GRENADINES
SD	SUDAN
SR	SURINAME
SZ	SWAZILAND
SE	SWEDEN
CH	SWITZERLAND
CHF	SWITZERLAND FRENCH
CHD	SWITZERLAND GERMAN
SY	SYRIA
TW	TAIWAN
TJ	TAJIKISTAN
TZ	TANZANIA
TH	THAILAND
TG	TOGO
TO	TONGA
TT	TRINIDAD AND TOBAGO
TN	TUNISIA
TR	TURKEY
TM	TURKMENISTAN
TC	TURKS AND CAICOS ISLANDS
TV	TUVALU
UG	UGANDA
UA	UKRAINE
AE	UNITED ARAB EMIRATES
GB	UNITED KINGDOM
UY	URUGUAY

SU	USSR
UZ	UZBEKISTAN
VU	VANUATU
VA	VATICAN CITY STATE
VE	VENEZUELA
VN	VIETNAM
WF	WALLIS & FUTUNA ISLANDS
YE	YEMEN
YU	YUGOSLAVIA
ZR	ZAIRE
ZM	ZAMBIA
ZW	ZIMBABWE

State Name Mapping (US)

AK	ALASKA
AL	ALABAMA
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CO	COLORADO
CT	CONNECTICUT
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FL	FLORIDA
FM	FEDERATED STATES OF MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	NORTHERN MARIANA ISLANDS
MS	MISSISSIPPI
MT	MONTANA
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA

PR	PUERTO RICO
PW	PALAU
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WV	WEST VIRGINIA
WY	WYOMING

State Name/Province Mapping (Canada)

AB	ALBERTA
BC	BRITISH COLUMBIA
LB	LABRADOR
MB	MANITOBA
NB	NEW BRUNSWICK
NF	NEWFOUNDLAND
NS	NOVA SCOTIA
NU	NUNAVUT
NWT	NORTHWEST TERRITORIES
ON	ONTARIO
PE	PRINCE EDWARD ISLAND
QC	QUEBEC
SK	SASKATCHEWAN
YT	YUKON TERRITORY