

Guidelines for Hotel Address Data in Sabre HOD

Sabre HOD displays 3 address lines following the hotel name. Please use the following guidelines when submitting hotel address data.

Notes:

- Some European countries place zip before city while others do not. The order of these two does not matter as long as they are on line 2.
- For all entries, non-Sabre characters are not allowed.
- Many European languages contain diacritical marks. In many cases, since we do not have the appropriate accents available on the keyboard we will usually simply drop the mark, i.e. they will type 'e' instead of 'ë'. In these instances, there is no reference to the diacritical marks for the country. Where a valid substitution exists, it is listed. For countries that German is also considered an acceptable language – the German diacritical marks should be used for German addresses.
- Each line allows for 30 characters maximum.
- Please use the country name listed as this is the name that MapQuest recognizes.

US Properties

| | |
|---------------------------|---|
| Address line 1 | Street address of property. It is important that this be the true street address. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. "2" not TWO"). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name <space> 2-character state code <space> zip code (zip+4 optional) Please do not abbreviate city name. Please do not use a comma to separate city from state code. |
| Address line 3 (Optional) | Please use only if you feel that a description of the location is required, such as an intersection (I-80 and Main St.) |

US Territory Properties

| | |
|--------------------|------------------------------|
| Address line 1 & 2 | Follow the same format as US |
| Address line 3 | Guam (GU) |
| | Puerto Rico (PR) |
| | US Virgin Islands (VI) |

Canadian Properties

| | |
|----------------|--|
| Address line 1 | Street address of property. It is important that this be the true street address. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name <space> 2-character province code <space> postal code (with space after 3 rd character) Please do not abbreviate city name. Please do not use a comma to separate city from province code. |
| Address line 3 | Canada (CA) |

Austrian Properties

| | |
|-------------------|---|
| Address line 1 | Street address of property – Street followed by building numbers. It is important that this be the true street address. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name <space> Postal code (4 numbers) Please do not abbreviate city name. |
| Address line 3 | Austria (AT) |
| Diacritical Marks | Substitution |
| ü | ue - u |
| ö | oe - o |
| ä | ae - a |
| ß | Ss |

Belgium Properties

| | |
|-------------------|--|
| Address line 1 | Street address of property – Street followed by building numbers. It is important that this be the true street address. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name <space> Postal code (4 numbers)<space> sorting code Please do not abbreviate city name. |
| Address line 3 | Belgium (BE) |
| Diacritical Marks | Substitution |
| ü | ue - u |
| ö | oe - o |
| ä | ae - a |
| ß | Ss |

Denmark Properties

| | |
|----------------|--|
| Address line 1 | Street address of property – Street followed by building numbers. It is important that this be the true street address. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name <space> Postal code (4 numbers) Please do not abbreviate city name. |
| Address line 3 | Denmark (DK) |

France Properties

| | |
|----------------|--|
| Address line 1 | Street address of property – Street followed by building numbers. It is important that this be the true street address. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name <space> Postal code Please do not abbreviate city name. |
| Address line 3 | France (FR) |

German Properties

| | |
|-------------------|--|
| Address line 1 | Street address of property – Street followed by building numbers. It is important that this be the true street address. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name <space> Postal code (5 numbers) Please do not abbreviate city name. |
| Address line 3 | Germany (DE) |
| Diacritical Marks | Substitution |
| ü | ue - u |
| ö | oe - o |
| ä | ae - a |
| ß | Ss |

Great Britain Properties

| | |
|----------------|--|
| Address line 1 | Street address of property – Street followed by building name or numbers. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name<space>Postal Code (6-8 numbers) Please do not abbreviate city name. |
| Address line 3 | Great Britain (GB) |

Italian Properties

| | |
|----------------|--|
| Address line 1 | Street address of property – Street followed by building name or numbers. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name<space>Postal Code (5 numbers) Please do not abbreviate city name. |
| Address line 3 | Italy (IT) |

Luxembourg Properties

| | |
|-------------------|---|
| Address line 1 | Street address of property – Street followed by building name or numbers. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name<space>Postal Code (4 numbers) Please do not abbreviate city name. |
| Address line 3 | Luxembourg (LU) |
| Diacritical Marks | Substitution |
| ü | ue - u |
| ö | oe - o |
| ä | ae - a |

Netherlands Properties

| | |
|----------------|---|
| Address line 1 | Street address of property – Street followed by building name or numbers. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name<space>Postal Code (4 numbers and 2 alpha-numeric) <space> Province* Please do not abbreviate city name. |
| Address line 3 | The Netherlands (NL) |

*Province is not necessary to geocode

Spain Properties

| | |
|----------------|---|
| Address line 1 | Street address of property – Street followed by building name or numbers. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name<space>Postal Code (5 numbers) Province* Please do not abbreviate city name. |
| Address line 3 | Spain (ES) |

*Province is not necessary for geocoding

Sweden Properties

| | |
|----------------|---|
| Address line 1 | Street address of property – Street followed by building name or numbers. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name<space>Postal Code (5 numbers) Please do not abbreviate city name. |
| Address line 3 | Sweden (SE) |

Switzerland Properties

| | |
|----------------|---|
| Address line 1 | Street address of property – Street followed by building name or numbers. No PO Boxes. No intersections. Please use numerals for the street number, as opposed to spelling out the number (e.g. “2” not TWO”). Please do not abbreviate street name. Abbreviations are okay for street type (e.g. RD, ST, BLVD, AVE). |
| Address line 2 | City name<space>Postal Code (4 numbers) <space> sorting code (optional) Please do not abbreviate city name. |
| Address line 3 | Switzerland (CH) |

Japan Properties*

| | |
|----------------|---|
| Address line 1 | Number(Banchi) <space> Town(Chouiki) Please use hyphen (-) between numbers. Please don't use comma (,) before the town. <e.g.> 1-10-20 Nishi shinjuku = Nishi shinjuku 1 chome 10 ban 20 go |
| Address line 2 | City (shi, ku, cho, son) <space> (Optional:Prefecture (To, Dou, Fu, Ken)) <space> Postal Code (3digit <hyphen> 4digit) Please don't use comma at any place. Abbreviations are okay for Shi, To, Fu, Ken. <e.g.> Minato-ku Tokyo 100-0000 / Sakae-ku Nagoya 100-0000 Narita Chiba 100-0000 / Naha Okinawa 100-0000 / Ashigara-gun Kanagawa 100-0000 |
| Address line 3 | Japan (JP) You may input Postal Code before “Japan” if exceed 30 character in Address line 2. |

*Geocoding is not yet available in Japan

