

POSTAL CODE SERVICES

1.1.2015**1. SERVICE CONTENT**

The services consist of the postal code system and basic and changed information contained by domestic address files in a fixed format. The services are described below on a file-specific basis.

1.1 POSTAL CODE DATA FILE

The postal code data file contains the current general postal codes and names of postal outlets, as well as abbreviations of the outlets in Finnish and in Swedish. The file also indicates the primary municipality and region code for the postal code, and the language distribution in the municipality.

Postal code boundaries do not always follow the municipal boundaries; therefore, a single postal code can apply to one or more municipalities.

The information is updated once a week, with the updated material being available on Saturdays after 3:00 p.m.

The record description is in Appendix 1.

1.2 BASIC ADDRESS FILE

The basic address file contains the current general postal codes, outlet names and their abbreviations, street information at building number intervals, if required (if a single street is divided into several postal codes), municipality codes, and municipality names in Finnish and in Swedish. Municipality information is indicated at the street or building number level.

The information is updated once a week, with the updated material being available on Saturdays after 3:00 p.m.

The record description is in Appendix 2.

1.3 POSTAL CODE CHANGES

The service is used to update a postal code file which has been delivered earlier or downloaded by the customer. The file contains any changes that have taken place during the past month: new, changed, and discontinued postal codes and changes in postal outlet names, including abbreviations and codes in Finnish and in Swedish.

The municipality data in the file indicates the primary municipality of the postal code in question.

The information is updated once a month, with the material being available on the third weekday of each month. If there are no changes during an extraction period, the file will be blank.

The record description is in Appendix 3.

2. TERMS OF USE FOR THE SERVICES

The files are freely downloadable in the format and service channels presented in the service description. The data can be disclosed to third parties but it must be ensured that the recipient of the data is aware of the terms of use for the service as well as the download date.

2.1 USING THE SERVICES

The information provided is always based on the information included in Posti's postal code system. The system data is based on information provided for Posti by municipalities and postal code information updated by Posti. Posti does not check the information received from municipalities.

Posti delivers the information available to self-service channels.

2.2 THE CUSTOMER'S RESPONSIBILITIES

The customer is responsible for using current *Service Description and Terms of Use*. The document must be retrieved from Posti's [website](#) when necessary. Updating date of the document is indicated on the website.

The customer is responsible for retrieving the postal code material, unpacking packaged files, handling and using the material, and updating its systems.

The customer is responsible for ensuring that – upon any disclosure of the material to third parties – the recipient also receives the updated service description, terms of use, and the download date of the material.

2.3 POSTI'S RESPONSIBILITIES

Posti is responsible for offering updated information available for retrieval on time as set out in the service description, unless otherwise stated later in this section.

Posti is not responsible for damage caused by delayed, altered, or lost data due to equipment failure, communications or system disruptions, or other similar reasons.

Posti does not guarantee that the information is fully faultless. There may be errors in the information caused by recurring changes or the party reporting the changes. Posti is not responsible for errors in information that were not caused by Posti's negligence.

Posti is not responsible for any information user obligations towards third parties.

Posti is not responsible for the uninterrupted availability of service channels or the updating frequency of the information.

2.4 LIMITATION OF THE SERVICES

In the services, information about Åland Islands is only at a postal code level without any street data.

The services contain information about public postal codes.

3. SERVICE ACTIVATION

The material contained by the postal code services is available as self-services only. The material is available for free download without any separate agreement or order from the Posti website and FTP server.

Data records in the material have a fixed length. Material-specific field lists are attached to this document. The files are available as ZIP folders. The data files are in Unix format and new line character is LF (Line Feed). The character set is ISO Latin-1. Any changes in character sets are to be produced by the customer.

If required, the customer must obtain suitable unpacking software.

The latest material is also available as an unpackaged version in the `"/unzip"` subdirectory.

3.1 NAMING THE MATERIAL

The material is located in a single directory in Posti's server. The material has been named as follows:

Postcode File: PCF_<yyyymmdd>.zip
 Basic Address File: BAF_<yyyymmdd>.zip
 Postal Code Changes: POM_<yyyymmdd>.zip

<yyyymmdd> = extraction date.

Unpackaged version has extension `".dat"` instead of `".zip"`

3.2 RETRIEVING THE MATERIAL FROM THE POSTI WEBSITE

The service description and terms of use for the services, as well as frequently asked questions, are available at Posti's [website](#). The files are available for download on service-specific pages.

The material can be retrieved through a view of Posti's server. The page of the desired service contains instructions for downloading the material. The customer can save the selected file in its data medium by clicking the desired file (see above). The server view is browser-specific.

The material can be retrieved through a view of Posti's server, from where the customer can save the files selected in its data medium.

3.3 RETRIEVING THE MATERIAL FROM THE POSTI FTP SERVER

The material is available for download from Posti's FTP server at `ftp2.itella.com`. The FTP server is intended particularly for the automatic transfer of change files. The username required for login is `postcode` and the password is `postcode`.

The solutions required are determined by the customer's system environment and applications. If required, the customer needs to consult its technical experts.

The protocol is FTP (SSH/SFTP support will be available later).

3.4 ARCHIVE DIRECTORY

Previous files are available in the archive directory (`"/arch"`). Files are available for three months.

3.5 APPENDICES

Appendix 1: Postcode File Record Description
 Appendix 2: Basic Address File Record Description
 Appendix 3: Postal Code Changes Record Description

APPENDIX 1: Postcode File Record Description

| Data | Initial position | Length | Content |
|---|------------------|--------|--|
| 1. Record identifier | 1 | x (5) | POS NO. |
| 2. Running date | 6 | x (8) | yyyymmdd |
| 3. Postal code | 14 | x (5) | |
| 4. Postal code name in Finnish | 19 | x (30) | |
| 5. Postal code name in Swedish | 49 | x (30) | |
| 6. Postal code name abbreviation in Finnish | 79 | x (12) | |
| 7. Postal code name abbreviation in Swedish | 91 | x (12) | |
| 8. Date of entry into force | 103 | x (8) | yyyymmdd |
| 9. Type code | 111 | x (1) | 1 = Normal postcode 2 = PO Box postcode 3 = Corporate postal code 4 = Compilation postcode 5 = Reply Mail postcode 6 = SmartPOST (Parcel machine) 7 = Pick-up Point postcode 8 = Technical postcode |
| 10. Administrative region code | 112 | x (5) | [1] |
| 11. Administrative region name in Finnish | 117 | x (30) | [1] |
| 12. Administrative region name in Swedish | 147 | x (30) | [1] |
| 13. Municipality code | 177 | x (3) | |
| 14. Municipality name in Finnish | 180 | x (20) | |
| 15. Municipality name in Swedish | 200 | x (20) | |
| 16. Municipality language distribution code | 220 | x (1) | 1 = Finnish 2, 3 = bilingual 4 = Swedish |

Record length 220 characters

[1] International NUTS3-code and region name in Finnish and in Swedish.

APPENDIX 2: Basic Address File Record Description

| Data | Initial position | Length | Content |
|---|------------------|--------|---------------------|
| 1. Record identifier | 1 | x (5) | |
| 2. Running date | 6 | x (8) | yyyymmdd |
| 3. Postal code | 14 | x (5) | |
| 4. Postal code name in Finnish | 19 | x (30) | |
| 5. Postal code name in Swedish | 49 | x (30) | |
| 6. Postal code name abbreviation in Finnish | 79 | x (12) | |
| 7. Postal code name abbreviation in Swedish | 91 | x (12) | |
| 8. Street (location) name in Finnish | 103 | x (30) | |
| 9. Street (location) name in Swedish | 133 | x (30) | |
| 10. Blank | 163 | x (12) | |
| 11. Blank | 175 | x (12) | |
| 12. Building data type | 187 | x (1) | 1 = odd 2 = even |
| 13. Smallest building number (information about an odd/even building) | | | |
| 14. Building number 1 | 188 | x (5) | |
| 15. Building delivery letter 1 | 193 | x (1) | |
| 16. Punctuation mark | 194 | x (1) | |
| 17. Building number 2 | 195 | x (5) | |
| 18. Building delivery letter 2 | 200 | x (1) | |
| 19. Highest building number (information about an odd/even building) | | | |
| 20. Building number 1 | 201 | x (5) | |
| 21. Building delivery letter 1 | 206 | x (1) | |
| 22. Punctuation mark | 207 | x (1) | |
| 23. Building number 2 | 208 | x (5) | |
| 24. Building delivery letter 2 | 213 | x (1) | |
| 25. Municipality code | 214 | x (3) | |
| 26. Municipality name in Finnish | 217 | x (20) | |
| 27. Municipality name in Swedish | 237 | x (20) | |

Record length 256 characters

APPENDIX 3: Postal Code Changes Record Description

| Data | Initial position | Length | Content |
|--|------------------|--------|--|
| Record identifier | | 1 | x (4) |
| Level | | 5 | x (1) 1 = postal code level |
| Running date | | 6 | x (8) yyyyymmdd |
| Extraction start date | | 14 | x (8) yyyyymmdd |
| Extraction end date | | 22 | x (8) yyyyymmdd |
| Old postal code | | 30 | x (5) |
| Old postal code name in Finnish | | 35 | x (30) |
| Old postal code name in Swedish | | 65 | x (30) |
| Old postal code name abbreviation in Finnish | | 95 | x (12) |
| Old postal code name abbreviation in Swedish | | 107 | x (12) |
| Reserve | | 119 | x (131) |
| New postal code | | 250 | x (5) |
| New postal code name in Finnish | | 255 | x (30) |
| New postal code name in Swedish | | 285 | x (30) |
| New postal code name abbreviation in Finnish | | 315 | x (12) |
| New postal code name abbreviation in Swedish | | 327 | x (12) |
| Municipality code | | 339 | x (3) |
| Municipality name in Finnish | | 342 | x (20) |
| Municipality name in Swedish | | 362 | x (20) |
| Administrative region code | | 382 | x (2) [1] |
| Administrative region name in Finnish | | 384 | x (30) [1] |
| Administrative region name in Swedish | | 414 | x (30) [1] |
| Change date | | 444 | x (8) yyyyymmdd |
| Event code | | 452 | x (2) 1 = change of name 2 = postal code closed 3 = new postal code 4 = postal code merged 5 = postal code reactivation 6 = postal code replaced by new postal code |

Record length 453 characters

[1] Regions. The administrative region code is not unique. International NUTS3-code can be determined by region name.

Etelä-Savo FI131, Pohjois-Savo FI132, Pohjois-Karjala FI133, Kainuu FI134, Uusimaa FI181, Itä-Uusimaa FI182, Varsinais-Suomi FI183, Kanta-Häme FI184, Päijät-Häme FI185, Kymenlaakso FI186, Etelä-Karjala FI187, Satakunta FI191, Pirkanmaa FI192, Keski-Suomi FI193, Etelä-Pohjanmaa FI194, Pohjanmaa FI195, Keski-Pohjanmaa FI1A1, Pohjois-Pohjanmaa FI1A2, Lappi FI1A3, Ahvenanmaa FI200