

# Information Service Record Specification

Street Address in a single field

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## 1. Introduction

This record specification is intended for companies and organizations that use the Posti Information Service and receive the Information Service material in a separator-based file or file with a fixed format and length, and where the street address is in a single field.

In this record specification, "Customer" refers to the consumer or corporate customers or members of the company or organization that uses the Information Service.

## 2. General requirements

The material is submitted using the ISO-Latin-1 (ISO 8859-1) character set. By default, the information is submitted using separators (;), i.e., in .CSV (comma-separated-value) files. If required, the information can also be submitted in a fixed-length file.

## 3. Delivered information

Posti sends the changes observed in the Information Service to the company or organization using files described in this specification. Information about a single change is saved on a single row.

When using separators, the row length varies. A missing piece of information is presented using two successive semicolons. If fixed data is used, the row length can be a maximum of 666 characters. Any missing optional information is replaced by spaces.

### 3.1. Description of the delivered information

Mandatory information is described in the "Mand." column in the table.

Any changes to the previous record specification have been indicated in the "Change" column.

ID	Column	Data	Start pos.	Length	Mand.	Description	Change
1.	A	Posti's customer ID	1	(x) 11	M	Previously contract ID	X
2.	B	Service number	12	(x) 3	M	Information Service number	
3.	C	Data saving date	15	(x) 8	M	YYYYMMDD. Previously data selection date.	X
4.	D	Customer type	23	(x) 1	M	1 = person, 2 = company	
5.		Person's names				Field 4 = "1"	
5.1.	E	Name	24	(x) 70			
5.2.	F	Person's former last name	94	(x) 30			X
6.		Company or organization name				Field 4 = "2"	
6.1.	E	Company or organization business name	24	(x) 50			
6.2.	F	Company or organization operating name	74	(x) 50		New in use	X
7.	G	Identification data	124	(x) 25		Customer number, campaign number or other identifying data on the recipient. On the basis of this information, the company can allocate the updates to the correct customer.	
8.	H	Customer status	149	(9) 4		0 = Deceased person or terminated company/office 1 = Major person or operating company/office 2 = Minor person 9 = No information Previously delivery route	X
9.	I	Transaction code <sup>1)</sup>	153	(x) 1		See "Descriptions".	
10.	J	Address date	154	(x) 8		Effective date of the customer's address at Posti. To be presented in the format YYYYMMDD.	
11.		Customer's new/revised address				Domestic address	
11.1.	K	Postal code	162	(9) 5			
11.2.	L	Post office	167	(x) 30			

11.3.	M	Street address	197	(x) 71			
11.4.	N	Address family ID	268	(x) 30		Previously, delivery point ID	X
12.	O P Q R	Address on the delivery	298	(x) 136		The structure is the same as in Field 11 (Customer's new/revised address). The format follows the Posti address information system.	
13.		Foreign address				Field 9 = "3"	
13.1.	S T U V	Foreign address	434	(x) 4*50		The customer's new address if the customer has moved abroad. The address is saved in the format provided by the customer in the change of address notification.	
13.2.	W	Country ID	634	(x) 3			
13.3.	X	Country	637	(x) 30			

**Descriptions:**

1) Transaction code

Code	Description
0	Language selection unknown
1	Domestic address in Finnish
2	Domestic address in Swedish
3	Foreign address
4	Undelivered item, i.e. the item could not be delivered to the recipient or has been returned to Posti
5	<b>The new address cannot be provided (the address is unknown or subject to prohibition of transfer)</b>