ELECTRONIC SHIPPING TOOLS USER GUIDE

Desktop Version

Order Entry

Import File Specifications for

Householder Data

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1.   Introduction

1.1.   Purpose

The Purpose of this document is to provide a specification to create a householder Import File based on the Canada Post Householder Data Product for use with the Electronic Shipping Tools application.

1.2.   Householder Data

Householder Data provides users with the number of apartments, businesses, farms and houses served by Canada Post Corporation's various delivery modes. By using this data, mailers may determine their volume and distribution requirements for Unaddressed Admail mailings for Urban and Rural delivery installations. The householder data is available from the Canada Post Data Products Group and is available on CD-ROM or by download from the Canada Post FTP site on a 12-month subscription basis, which includes monthly updates.

The source of this data is a file called "house.txt" which is extracted from the Canada Post AMS each month. Please refer to the technical specifications file called "HH_SPEC_E_2005.pdf" for information about the layout and structure of the "house.txt" file.

1.3.   Import File

The Import File must be an ASCII flat file where character and non-integer numeric fields are enclosed in double quotes (") and delimited by the selected file delimiter character. Where no information is available, the system expects a blank entry (i.e. ""). Each record is separated by a carriage return. Records starting with a number sign (#) are considered comment lines and are skipped.

1.4.   Imported Items Error File Layout

For each Import File type there is a corresponding error file, which will have exactly the same layout as the corresponding Import File, with the error record being copied as is, from the Import File to the error file. One or more comment lines [i.e. starting with a number sign (#)] will be inserted after each error record to describe the error(s), in English and French.

The error file can be used as an Import file after having been edited with any text-processing tool, such as Notepad.

2. Import File Specification for Householder Data

The purpose of the following table is to outline the information Electronic Shipping Tool is expecting during the Delivery Installations Data import process.

2.1 Table - Import File Format

Field	Type	Length	Mandatory / Optional	Source and Validations
FSA/PC	String	3, 6, or 7	M	**Source:** From the Delivery Mode Record table of the Householder Technical Specification documents. 1. When a FSA is available within the FSA Code field (Starting Position 111), this value must be used. 2. When no value is found within the FSA Code field (Starting position 111) the value from the field Delivery Installation Postal Code (Starting position 105) must be used. **Validation:** Validate Mandatory. If validation fails, record error message 1284 in the error file. Validate format for (ANA, or ANANAN, or ANA NAN). If validation fails, record error message 2664 in the error file. Validate that a Delivery Installation exists in the Householder data for the FSA provided. If validation fails, record error message 1278 in the error file.
"From" DMDMID	String	6	M	**Source:** From the Delivery Mode Record table. 1. The value in the Delivery Mode Type (Starting position 84) must be combined with the value in the Delivery Mode Identifier (Starting position 86) 2. When no value is found in the Delivery Mode Identifier (Starting position 86), a value of 0000 must be indicated. **Validation:** Validate Mandatory. If validation fails, record error message 2667 in the error file. Validate format for (AANNNN). If validation fails, record error message 2668 in the error file. Validate that it exist in Householder data for the Delivery Installation retrieved based on the FSA/PC provided. If validation fails, record error message 1279 (for invalid DM Type) and/or 1280 (for invalid DM Id) in the error file.
"To" DMDMID	String	6	M	**Source:** From the Delivery Mode Record table. 1. The value in the Delivery Mode Type (Starting position 84) must be combined with the value in the Delivery Mode Identifier (Starting position 86) 2. When no value is found in the Delivery Mode Identifier (Starting position 86), a value of 0000 must be indicated. **Validation:** Validate format for (AANNNN). If validation fails, record error message 2669 in the error file. Validate that is greater than or equal to the "from DMDMID". If validation fails, record error message 1281 in the error file. Validate that the 'To' DM Type is the same as the 'From' DM Type. If the validation fails, display error message 2670 in the error file. Validate that it exist in Householder data for the Delivery Installation retrieved based on the FSA/PC provided. If validation fails, record error message 1279 (for invalid DM Type) and/or 1282 (for invalid DM Id) in the error file. Validate that the 'From' Id equals the 'To' Id if data for Houses, Apartments, Farms, or Businesses has been supplied. If the validation fails, record message 1443.

Delivery Installation Abbreviated Name	String	15	M	**Source:** From the Delivery Mode Record table, the value in the field Delivery Installation Abbreviated Name (Starting position 90) must be used. **Validation:** Validate that it exist in Householder data for the Delivery Installation retrieved based on the FSA/PC, DM Type, and DM Id range provided. If validation fails, record error message 1283 in the error file. Validate for mandatory if data for Houses, Apartments, Farms, or Businesses has been supplied. If the validation fails, record message 1443.
Houses	String	7	O	**Source:** From the Delivery Mode Record table, the value in the field House Consumers' Choice Count (Starting position 135) must be used. **Validation:** Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. If this field is not blank, and the mail Pieces Over 14"x6" (35.56x15.24 cm) checkbox is selected (on the SOM data entry window), then validate that the Delivery Mode Type is not 'LC'. If the validation fails, record message 1475. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
Apartments	String	7	O	**Source:** From the Delivery Mode Record table, the value in the field Apartment Consumers' Choice Count (Starting position 114) must be used. **Validation:** Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. If this field is not blank, and the mail Pieces Over 14"x6" (35.56x15.24 cm) checkbox is selected (on the SOM data entry window), then validate that the Delivery Mode Type is not 'LC'. If the validation fails, record message 1475. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
Farms	String	7	O	**Source:** From the Delivery Mode Record table, the value in the field Farm Consumers' Choice Count (Starting position 128) must be used. **Validation:** Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. If this field is not blank, and the mail Pieces Over 14"x6" (35.56x15.24 cm) checkbox is selected (on the SOM data entry window), then validate that the Delivery Mode Type is not 'LC'. If the validation fails, record message 1475. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
Businesses	String	7	O	**Source:** From the Delivery Mode Record table, the value in the field Business Consumers' Choice Count (Starting position 121) must be used. **Validation:** Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
ADS Reference #1	String	20	O	**Source:** N/a **Validation:** Free form, but must be the same for all records of a given FSA/PC. If a discrepancy is found, display message 1649: If user replies OK, assign the ADS Reference #1 from the first record of the DI to all subsequent records. If user replies Cancel, stop processing the file (see task step End Process later)
ADS Reference #2	String	20	O	**Source:** N/a **Validation:** Free form and same rule as ADS Reference #1 (i.e. must be same for all DI records)

2.2   Examples – Import File records

Walk with FSA (Urban)

FSA/PC	From DMDID	To DMDID	DI Abbreviated Name	House Consumers Choice Count	Apartment Consumers Choice Count	Farm Consumers Choice Count	Business Consumers Choice Count	ADS Reference 1	ADS Reference 2
K1S	LC0009	LC0009	OTTAWA/GLEBE	314	90	0	19		

Walk with full postal code (Rural)

FSA/PC	From DMDID	To DMDID	DI Abbreviated Name	House Consumers Choice Count	Apartment Consumers Choice Count	Farm Consumers Choice Count	Business Consumers Choice Count	ADS Reference 1	ADS Reference 2
A0A1K0	LB0001	LB0001	BRIGUS	285	0	0	31		

Walk with Delivery Mode Type CF and DR

FSA/PC	From DMDID	To DMDID	DI Abbreviated Name	House Consumers Choice Count	Apartment Consumers Choice Count	Farm Consumers Choice Count	Business Consumers Choice Count	ADS Reference 1	ADS Reference 2
N9V	DR0000	DR0000	AMHERSTBURG	0	0	0	1		
N9V	CF0000	CF0000	AMHERSTBURG	0	0	0	2		