postnord

GUIDELINES FOR SUBMITTING ELECTRONIC ADDRESS FILES FOR THE "SORTED MAGAZINE" PRODUCT

When you purchase the "Sorted Magazine" product, the service includes "address validation", which PostNord performs before you address the magazines. There are a number of formalities that have to be completed in order to commence address validation.

These instructions set out PostNord's guidelines concerning address files, and explain how to submit and receive address files for the "Sorted Magazine" product, not only on commencement of a new agreement, but also in connection with day-to-day operations.

In addition, the instructions contain information about the layout of the Input file, the format of the Output file, and the use of the addressing file for sorting. They also explain how to set up, test and transfer address files, and provide information about match codes and delivery.

The instructions for packaging the addressed magazines are presented in "Sorting Instructions for Magasinpost".

You are always welcome to contact our "Data & Traffic Management" customer service department for technical advice about address validation and setting up address files, etc. Call +45 (0)70 21 23 16 on weekdays between 09:00 and 16:00 or email us at adressevask@postnord.com

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See last section for addressing instructions

Ordering and delivery

Start-up and testing

During the start-up phase and in the event technical support is required, you can email us at adressevask@postnord.com or call us on +45 (0)70 21 23 16, weekdays between 09:00–16:00.

On start-up, PostNord will perform an initial test on the Input file. This is to ensure that the Input file fulfills all format requirements. PostNord will likewise perform a trial verification on a small sample of recipients so as to check the quality of the recipient information. This trial run typically takes 1–2 days, but may last up to 14 days, depending on the quality of the Input file.

Submission of address files

You can send address files to the PostNord Danmark IT Service Desk by email or via FTP. Input files are processed in the order in which PostNord Danmark receives them.

Email transfer
For email transfer, address files in the approved format should be sent to adressefil_smp@ecmail.post.dk

When files are emailed, they must be sent as MIME-coded attachments.* Incoming emails are machine processed, so any body copy will be neither read nor processed. Input files must not take the form of forwarded emails. Input files must therefore be submitted as direct attachments to the email sent to PostNord.

* Multipurpose Internet Mail Extensions (MIME) are the standard internet format for sending emails with file attachments. This format is used by almost all ordinary email clients.

FTP transfer
If FTP or SFTP has been agreed as the transfer method, the customer will be provided with the material necessary to set up the connection.

PostNord needs the following information to set up the link:

FTP: _____

Customer's IP address:_____

Customer's www:_____

Guidelines for submitted electronic address files for the "Sorted Magazine" product

Deadlines

It's imperative that the addressing files are submitted at the correct time in order to obtain good distribution quality. The closer to the first distribution day the file is verified, the higher the quality of the address verification process. The optimum point in time is exactly 8 calendar days before drop-off.
The file must not be submitted more than 14 days before the first day of distribution, as the data quality decreases and there will be problems with distribution quality, address changes amongst other things.

Submission earlier than 14 days before the first day of distribution can in some cases be accepted by agreement with Postnord.

Reception of verified address file

The sender will receive a verified address file within 24 hours of submitting the original file to PostNord Danmark. The return file will be sent to the recipients – max. 3 – stated during the set-up process. (For FTP users, the file will be available for collection from the PostNord Danmark server.)

If the return file has not been received as expected within 24 hours, the customer is responsible for contacting PostNord Danmark by email to adressevask@postnord.com.

The verified file contains a variety of information about the recipient addresses. This information is indicated through the use of correction flags (see the section entitled "Match codes/correction flags"), which state whether the address matches a valid address in the PostNord Danmark recipient database.

You will also receive an addressing file, where the data have been sorted ready for addressing. See the section entitled "Match codes/correction flags" for information about how to use the addressing file.

It is your responsibility to correct non-matched addresses in time for the next issue of the magazine.

Delivery

The Output file is delivered from PostNord to the Customer using the same method as for reception of the original Input file.

Delivery by email is always from the following email address: adressevask@postnord.com. The Customer must therefore make sure that any spam filter/firewall that the Customer may have installed has been set to allow delivery of emails from this address.

The Customer should always check the material received to guard against any errors in the Output file. PostNord accepts no compensation liability for any incorrect distribution, etc. based on the Output file received and/or the use of same.

Points to be aware of when setting up an address file

- The Input file must be in either Publisher 2 or Publisher 3 format. In Publisher 3 format, the data are entered finely divided into multiple fields, with a single piece of information per field *(e.g.* street name: Paradisæblevej, house number: 111, floor: ground floor). In Publisher 2 format, the information is presented in fewer fields (*e.g.* street address: Paradisæblevej 111, ground floor).

- The file is built up with a "start record" for identifying the file, a "data record" per address and an "end record" to check that the entire file has been received.

- You can use fixed or variable record lengths, depending on your preference. (Fixed record length in the Input file will result in a fixed record length in the Output file as well). If you use a fixed record length, you need to right-align the numerical fields with leading zeros, and left-align alphanumeric fields with following blank spaces. If you use variable record length, the data in the file must be separated using semi-colons (;).

- The addressing file (see the section entitled "Addressing format") will always be in variable format, with semi-colon separation.

- You must use the ISO 8859-1 character set.

- The file name must never contain the letters "æ", "ø", "å" or "blank" (space). This also applies to zip files.

- A zip file must only contain a single Input file.

- If the start or end record is missing or defective, it is most likely that the file will not be processed. If, however, the error is simply an end record that incorrectly states the number of records in the file, the Input file will normally be processed.

- Data records referring to recipients who have their own zip codes, (known as "corporate zip codes" or "large recipient zip codes"), will in most cases not result in the return of a street name. The reason for this is that in these cases, a company name and zip code basically make up a valid address.

Input file in Publisher 3 format

Customers who use the Sorted Magazine product must submit an Input file to PostNord Danmark in either Publisher 2 or Publisher 3 format. This section describes Publisher 3 format. See page 18 for a description of Publisher 2 format. It is your responsibility to ensure that the file format is used correctly. You are always welcome to contact PostNord Danmark for technical guidance.

The Sorted Magazine product is based on you sending electronic address information to PostNord Danmark:

1. By email with a file attachment to the address:
   adressefil_smp@ecmail.post.dk
   (alternatively: adressefil_ummp@ecmail.post.dk)
   This mailbox must only be used for submitting address files, and emails must not contain messages or other files, as this will cause errors in our production. So please make sure not to use this mailbox for anything other than its intended purpose. Messages concerning address files can be emailed to:
   adressevask@postnord.com.

2. The attached file can be sent as either an ordinary text file or as a zip file (packed using WinZip, for example). You must inform PostNord Danmark of at least one and no more than three email addresses from which address files may be submitted. It is essential that you inform us of any changes to the mail sender details, because the PostNord Danmark security system automatically rejects emails from unknown email addresses. This information is stated in a setup form distributed by PostNord Danmark – available for download from postnord.dk/magasinpost (in Danish).

3. As an FTP transfer Files can be submitted as ordinary text files or zip files. Passwords, IP addresses and SFTP encryption, if relevant, are to be agreed between you and PostNord Danmark.

Start record (Input file, Publisher 3 format)

Name	Type / Length	Comment
Record ID	Char / 2	Contains the text "DS", which **must** be written in block capitals.
Afsender_system (Sender_system)	Char / 3	Not used
Adr_obj_nr (Adr_obj_no.)	Number / 5	ID number (the 5-digit magazine ID allocated)
Adr.objekttekst (Adr.objecttext)	Char / 34	Magazine title
Sortering (Sorting)	Char / 1	Not used. Post Danmark always sorts the address file. See the description of output data.
Første omdelingsdato	Char / 8	YYYYMMDD

Name	Type / Length	Comment
(First distribution date)		The date stated must be the first distribution date.
Ordre-nr (Order no.)	Char / 21	This field is not used.
Tegnsæt (Character set)	Char / 1	Always 1 = ISO8859-1

Data record (Input file, Publisher 3 format).

	Name	Type / Length	Comment
1	Record ID	Char / 2	Contains the text "UA", which **must** be written in block capitals.
2	Abonnementsnummer (Subscription number.)	Char / 50	A unique ID (from the customer) for the individual recipient. For example, it may be a customer number or subscription number. Please note that this field should not contain confidential data such as social security numbers or similar information that you do not want printed on the material to be delivered – see Section 10. **Must only contain the ID, no additional text.**
3	Fornavn (First name)	Char / 50	The recipient's first name (and middle name, if any) or company name.

Attn. names must be entered in field 17. E.g. Attn. "Anders Fogh Rasmussen" in field 17 and "Folketinget" in field 3. |
| 4 | Efternavn (Last name) | Char / 40 | Recipient's last name Blank if company name entered in field 3. |
| 5 | Kommunekode (Municipal code) | Number / 5 | The official municipal code from the civil registration system (CPR). Use of this field is optional.

Only used if the issuer is in possession of data, and if the issuer's address data are maintained using information |

			from the Danish Ministry of the Interior and Health, the civil registration system office, or the register of roads. **The municipal code may contain a maximum of four digits (official field length).**
6	Vejkode (Street code)	Number / 5	The official street code from the civil registration system (CPR). Use of this field is optional. **Only used if the issuer is in possession of data, and if the issuer's data are maintained using information from the Danish Ministry of the Interior and Health, the civil registration system office, or the register of roads. The street code may contain a maximum of four digits (official field length).**
7	Gadenavn (Street name)	Char / 40	Name of road or street
8	Husnr. (Building number)	Number / 5	The recipient's building number **The building number may contain a maximum of three digits (official field length).**
9	Husbogstav (Building number suffix)	Char / 1	The recipient's building letter, if any Otherwise "blank"
10	Etage (Floor)	Char / 2	Floor reference, if appropriate, otherwise "blank" The floor reference must follow the syntax: "kl", "st", "01", "02", "03" … "99"
11	Placering (Location)	Char / 4	Location on the floor, if appropriate, otherwise "blank" The location reference must follow the syntax: "tv ", "th " "mf ". If there are more than four delivery points on the same floor, the locations are to be listed from left to right as follows: "0001", "0002", "0003", … "9999". Otherwise, "A01", "A02", … etc.
12	Stednavn (Place name)	Char / 34	Place designation, if any, that may be necessary to identify the recipient's address. In some cases, it will be essential for distribution to know the

			correct place name, as the same street name may appear multiple times within the same zip code/town/city. Must **only** contain the place name!
13	Postnummer (Zip code)	Number / 4	The recipient's zip code
14	Postboksnummer (P.O. Box no.)	Number / 10	The P.O. Box number, if appropriate. This field must only contain the P.O. Box number (numerical value) and no text. **The P.O. Box number may contain a maximum of five digits.**
15	Adressenr (Address no.)	Number / 10	Not currently used.
16	CO-navn (c/o name)	Char / 34	The name of the recipient of the consignment. Example: Hans has moved c/o to Maria. Enter the name "Hans" in this field. At the same time, make sure that the name "Maria" appears in fields 3 and 4. **Please note that this is the reverse of the normal procedure – for technical reasons to do with the process of verifying the addresses.**
17	Adresseringsnavn (Addressing name)	Char / 34	Not currently used in Address verification. However, the field is to be used by customers who need an "Attn." field in print. **(See section 10 regarding print information)**
18	Landekode (Country code)	Char / 3	ISO country code.
19	Bynavn (Town/city name)	Char / 20	The town/city name linked to the zip code (field 13 – Zip code). The town/city name should be included in the input format because the verification process does not return a town/city name if the verification produces correction flag "NO" = No match.
20	Firmanavn (Company name)	Char / 30	Name of the recipient if this is a company name.

End record (Input file, Publisher 3 format).

Name	Type / Length	Comment
Record ID	Char / 2	Includes the text "DU", which **must** be written in block capitals.
Antal-records (Number of records)	Number / 7	The number of records in the file, excluding the start and end record. This means that only the data records (the number of addresses) are to be counted.

Guidelines for submitted electronic address files for the "Sorted Magazine" product

Output file in Publisher 3 format

Following address verification, an Output file is created containing the verified addresses to be returned to you. You are asked to state on the setup form how you wish to have the Output file returned.

The Output file is returned either:
1. to the email address as an attached text file or as a zip file. In this regard, please note that the files from PostNord Danmark are sent from the email address gwamt@ecmail.post.dk, and that you must therefore set up your spam filter/firewall to allow emails from this address.
2. Can be downloaded using FTP or SFTP from the PostNord Danmark FTP server in text or zip format.

You can also choose to have PostNord Danmark send the Output file directly to a third party – a printer's for instance. In such cases, PostNord Danmark recommends that you have previously sent the printer's (for example) a copy of this document and of the Input file, to make it simple to run a check on the files. That said, it is better to send the addressing file to your printer's, as this has been sorted and is ready to use for addressing the magazines (see final section).

The Output file contains all the processed addresses, as well as information concerning the results of the verification process (correction flags).

Please note that PostNord Danmark is not allowed to provide information about unlisted addresses. Approx. 2% of all people in the PostNord Danmark Recipient Database have unlisted addresses. In the return file sent to you, unlisted addresses will be marked with the correction flag "NO", and the information you submitted will be returned to you.

General information:
- The Output file is built up in the same way as the Input file, although with the addition of sorting information and four extra fields at the end of the data record (fields 29–32).

- Data fields 7–14 and 27 have to do with the address itself. If a change of address has been registered, the information in all these fields will be updated.

- The following rules apply to international addresses:
  - International street name and house number are placed in the "Street name" field (field 7).
  - International P.O. Box number is placed in the "Street name" field (field 7).
  - International residence name is placed in the "Street name" field (field 7).
  - International place name is placed in the "Place name" field (field 12).
  - International zip code and town/city name are placed in the "Town/City name" field (field 27).
  - The country code is placed in the "Country code" field (field 18).

- There are some "gaps" in the number sequence in field 26 in the data record (AbsoluteSortOrder). For example: 1, 25, 412, 7567, 8345, 100234 and so on.

- No sorting information is provided for addresses marked with correction flags "NO" and "XX".

- Addresses for which it was not possible to find sorting information are placed first in the address field and marked with direction "N".

Start record (Output file, Publisher 3 format)

Your information from the Input file is returned in all fields.

Name	Type / Length	Comment
Record ID	Char / 2	Contains the text "DS".
Afsender_system (Sender_system)	Char / 3	This field is not used.
Adr_obj_nr (Adr_obj_no.)	Number / 5	ID number (the 5-digit magazine ID allocated)
Adr.objekttekst (Adr.objecttext)	Char / 34	Magazine title
Sortering (Sorting)	Char / 1	This field is not used.
Første omdelingsdato (First distribution date)	Date	YYYYMMDD. The stated date in the Input file
Ordre-nr (Order no.)	Char / 21	This field is not used.
Tegnsæt (Character set)	Char / 1	Always 1 = ISO8859-1

Data record (Output file in Publisher 3 format)

	Name	Type / Length	Comment
1	Record ID	Char / 2	Contains the text "UA".
2	Abonnementsnummer (Subscription number.)	Char / 50	Information from the Input file returned.
3	Fornavn (First name)	Char / 50	PostNord Danmark may not correct the names of people or companies. This field will therefore always contain the information supplied in the Input file. The information in the field will, however, be included in the address verification process but will not be corrected.
4	Efternavn (Last name)	Char / 40	PostNord Danmark may not correct the names of people or companies. This field will therefore always contain the information supplied in the Input file. The information in the field will, however, be included in the address verification process but will not be corrected.
5	Kommunekode (Municipal code)	Number / 5	Information from the Input file returned. If the address information has been corrected (correction flag "CP") and it is a street address, a new municipal code will be returned. If the address information has been corrected (correction flag "CT", "FT" and "FP"), a blank value (Zero) will be returned.

6	Vejkode (Street code)	Number / 5	Information from the Input file returned. If the address information has been corrected (correction flag "CP") and it is a street address, a new street code will be returned. If the address information has been corrected (correction flag "CT", "FT" and "FP"), a blank value (Zero) will be returned.
7	Gadenavn (Street name)	Char / 40	Name of road or street.
8	Husnr. (Building number)	Number / 5	The recipient's building number.
9	Husbogstav (Building number suffix)	Char / 1	The recipient's building letter, if any; otherwise "blank".
10	Etage (Floor)	Char / 2	The recipient's floor, if appropriate; otherwise "blank".
11	Placering (Location)	Char / 4	The recipient's location on the relevant floor, if appropriate; otherwise "blank".
12	Stednavn (Place name)	Char / 34	The recipient's place name, if appropriate; otherwise "blank".
13	Postnummer (Zip code)	Number / 4	The recipient's zip code.
14	Postboksnummer (P.O. Box no.)	Number / 10	The recipient's P.O. Box number, if any; otherwise "blank".
15	Adressenr (Address no.)	Number / 10	Not used.
16	CO-navn (c/o name)	Char / 34	In the event of a move, the c/o name will be deleted; otherwise, the information from the Input file will be retained.
17	Adresseringsnavn (Addressing name)	Char / 34	Information from the Input file returned ("Attn." name, if appropriate).
18	Landekode (Country code)	Char / 3	This field contains the ISO country code 2 for the address entered in fields 6–14 if it is an international address.
19*	Distributions-centertilhørs-forhold (Distribution Center Affiliation)	Number / 4	**Sort criterion 2** This information **must** be printed on the physical consignment (previous name "Posthusnr" [post office number]).
20*	Retning (Direction)	Char / 1	**Sort criterion 1** This information **must** be printed on the physical consignment. As from 2018, this field

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			will indicate which "direction" is linked to the address. The direction value can be 0 to 9 or N, where N indicates that it has not been sorted completely. This field previously contained value X or Y.
21	Dist.gruppe (Dist. group)	Number / 9	Stakeholder_no. on distribution group (Not for printing)
22*	Sorter_reol_nr (Sort_shelf_no.)	Number / 4	The physical shelf number. This information **must** be printed on the physical consignment.
23*	Sorterrum_nr (Sort_room_no.)	Number / 11	The physical room number. This information **must** be printed on the physical consignment – all 11 characters, including "blanks".
24	Seq_i_rum (Seq_in_room)	Number / 7	The sequence inside the room. Not for printing.
25	Korrektionsflag (Correction symbol)	Char / 2	This field is used to state the correction flag produced by the Address verification process. See the values below. Not for printing.
26	AbsolutSorteringsOrden (AbsoluteSortingOrder)	Number / 10	**Sort criterion 3** This field states the sort order for data records, with sorting information, within the distribution center affiliation. ("Gaps" do appear in the order).
27	Bynavn (Town/city name)	Char / 20	The town/city name related to the Zip code (field 13) The address verification process does not return a town/city name if the Correction flag in field 25 is "NO". In such cases, the customer's input is returned.
28	Firmanavn (Company name)	Char / 30	Information from the Input file is returned if the "Company name" field was completed. If the "Company name" field was not completed, the company name will be identified via the Address verification process, if appropriate, and entered here. (The "First Name" and "Last Name" fields will be returned with the information from the Input file).
29	Reklame beskyttelse (Protection against receiving unsolicited advertising)	Char / 1	Contains the value "X" if the recipient has opted for "protection against receiving unsolicited advertising and free newspapers: No, thank you" (in the company register (CVR) or CPR Robinson list); otherwise the field is blank (zero). The field is

				also blank if the correction flag in field 25 is "NO" (No Match).
30	Midlertidig flytning, Ophørsdato (Temporary change of address, expiry date)	Date/8		The expiry date for a temporary change of address (correction flag "CT" or "FT"). Format: YYYYMMDD
31*	Vaskedato (Verification date)	Number / 4		The date on which the data has been processed. Format: DDMM. This information **must** be printed on the physical consignment.
32*	Vaske-ID (Verification ID)	Number / 3		Identification number of the processed file. This information **must** be printed on the physical consignment.

* Sorting information that MUST be printed on the magazines. See Section 10 concerning addressing

End record (Output file in Publisher 3 format)

Name	Type / Length	Comment
Record ID	Char / 2	Contains the text "DU".
Antal-records (Number of records)	Number / 7	The number of addresses the file contains.

Input file in Publisher 2 format

Customers who use the Sorted Magazine product must submit an Input file to PostNord Danmark in either Publisher 2 or Publisher 3 format. This section describes Publisher 2 format. See Section 5 for a description of Publisher 3 format. It is your responsibility to ensure that the file format is used correctly. You are always welcome to contact PostNord Danmark for technical guidance.

The Sorted Magazine product is based on you sending electronic address information to Post Danmark:

1. By email with a file attachment to the address: **adressefil_smp@ecmail.post.dk** You must only use this mailbox to submit address files, and emails must not contain messages or other files, as this will cause errors in the PostNord Danmark production. So please make sure not to use this mailbox for anything other than its intended purpose. You can send messages concerning address files to: adressevask@postnord.com.

2. The attached file can be sent as either an ordinary text file, a CSV file or even as a zip file (packed using WinZip, for example). You must inform PostNord Danmark of at least one and no more than three email addresses from which address files may be submitted. It is essential that you inform us of any changes to the mail sender details, because the PostNord Danmark security system automatically rejects emails from unknown email addresses. This information is stated in a setup form distributed by PostNord Danmark – available for download from postnord.dk/magasinpost (in Danish).

3. As an FTP transfer Files can be submitted as ordinary text files or zip files. Passwords, IP addresses and SFTP encryption, if relevant, are to be agreed between you and Post Danmark.

Start record (Input file, Publisher 2 format)

Name	Type / Length	Comment
Record ID	Char / 2	Contains the text "H2", which **must** be written with a capital.
Adr_obj_nr (Adr_obj_no.)	Number / 5	Magazine number (the 5-digit magazine ID allocated)
Adr.objekttekst (Adr.objecttext)	Char / 34	Magazine title.
Sortering (Sorting)	Char / 1	This field is not used.
Første omdelingsdato (First distribution date)	Char / 8	YYYYMMDD (The date stated must be the first distribution date).
Ordre-nr (Order no.)	Char / 21	This field is not used.
Tegnsæt	Char / 1	Always 1 = ISO8859-1

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Name	Type / Length	Comment
(Character set)		

Data record (Input file, Publisher 2 format)

	Name	Type / Length	Comment
1	Record ID	Char / 2	Contains the text "A2", which **must** be written with a capital.
2	Abonnementsnummer (Subscription number)	Char / 50	A unique ID (from the customer) for the individual recipient – customer number or subscription number, for example. NB: This field should not contain confidential data such as social security numbers or similar information that you do not want printed on the material to be delivered. **Must only contain the ID, no additional text.**
3	Adresseringsnavn (Addressing name)	Char / 45	Contains the recipient's first and last names.
4	Att: c/o P.R.-name	Char / 36	Contains the "Att." designation for the recipient, if relevant.
5	Gadeadresse / Postboksadresse (Street address **/** P.O. Box address)	Char / 36	Consists of <Street name> <Building no.> <Building no./letter> <Floor> <Placement> **or** "P.O. BOX" <P.O. Box no.>
6	Adresse-2 (Address-2)	Char / 34	Place name
7	Postnr / By (Zip code / Town/City)	Char / 36	This line features the zip code followed by a space (1) and the town/city name.

End record (Input file, Publisher 2 format)

Name	Type / Length	Comment
Record ID	Char / 2	Contains the text "S2", which **must** be written with a capital letter.
Antal-records (Number of records)	Number / 7	The number of records in the file, excluding the start and end record. This means that only the data records (the number of addresses) are to be counted.

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Your file will look like this:

H2;42000;Nyhedsposten;;20060329;;1
A2;22257;Steffen Larsen;;P.O.Box9;;0900 Copenhagen V
A2;24776;Jørgen Loft Holm;;Oliefabriksvej 45;;2770 Kastrup
A2;77209;Tina Ravn;;Snaremosevej 65;;7000 Fredericia
A2;57302;PostNord A/S;att. Claus Madsen;Bohus Boulevard 1;;2630 Taastrup
A2;71867;PostNord A/S;;Hedegaardsvej 88;;2300 København S
S2;5

Output file in Publisher 2 format

Following address verification, an Output file is created containing the verified addresses to be returned to you. You are asked to state on the setup form how you wish to have the Output file returned.

The Output file will either be returned:
1. to the email address as an attached text file or as a zip file. In this regard, please note that the files from PostNord Danmark will be sent from the email address gwamt@ecmail.post.dk, and that you must therefore set up your spam filter/firewall to allow emails from this address.
2. Can be downloaded using FTP or SFTP from the PostNord Danmark FTP server in text or zip format.

You can also choose to have PostNord Danmark send the Output file directly to a third party – a printer's for instance. In such cases, PostNord Danmark recommends that you have previously sent the printer's (for example) a copy of this document and of the Input file, to make it simple to run a check on the files. That said, it is better to send the addressing file to your printer's, as this has been sorted and is ready to use for addressing the magazines (see final section).

The Output file contains all the processed addresses, as well as information concerning the results of the verification process (correction flags) and sorting information for use on the printed magazine labels.

Please note that PostNord Danmark is not allowed to provide information about unlisted addresses. Approx. 2% of all people in the PostNord Danmark Recipient Database have unlisted addresses. In the return file sent to you, unlisted addresses will be marked with the correction flag "NO", and the information you submitted will be returned to you.

General information:
- The Output file is built up in the same way as the Input file, although with the addition of sorting information and four new fields at the end of the data record (fields 16–19).

- Data fields 5–7 have to do with the address itself. If a change of address has been registered, the information in all these fields will be updated.

- Changes of address to overseas addresses **cannot** be returned in Publisher 2 format. These addresses will be marked with correction flag "FP" or "FT", but the input address will be returned.

- There are some "gaps" in the number sequence in field 15 in the data record (AbsoluteSortOrder). For example: 1, 25, 412, 7567, 8345, 100234 and so on.

- No sorting information is provided for addresses marked with correction flag "NO" or "XX".

- Addresses for which it was not possible to find sorting information are placed first in the address field and marked with direction "N".

Start record (Output file in Publisher 2 format)

Your information from the Input file is returned in all fields.

Name	Type / Length	Comment
Record ID	Char / 2	Contains the text "H2".
Adr_obj_nr (Adr_obj_no.)	Number / 5	Magazine number (the 5-digit magazine ID allocated)
Adr.objekttekst (Adr.objecttext)	Char / 34	Magazine title.
Sortering (Sorting)	Char / 1	This field is not used.
Første omdelingsdato (First distribution date)	Char / 8	YYYYMMDD. (The stated date in the Input file).
Ordre-nr (Order no.)	Char / 21	This field is not used.
Tegnsæt (Character set)	Char / 1	Always 1 = ISO8859-1.

Data record (Output file in Publisher 2 format)

	Name	Type / Length	Comment
1	Record ID	Char / 2	Contains the text "A2".
2	Abonnementsnummer (Subscription number)	Char / 50	Information from the Input file returned.

3	Adresseringsnavn (Addressing name)	Char / 45	PostNord Danmark may not correct the names of people or companies. This field will therefore always contain the information supplied in the Input file. The information in the field will, however, be included in the address verification process but will not be corrected.
4	Att: c/o P.R.-name	Char / 36	PostNord Danmark may not correct the names of people or companies. This field will therefore always contain the information supplied in the Input file.
5	Gadeadresse / Postboksadresse (Street address **/** P.O. Box address)	Char / 36	The recipient's street address or P.O. Box address Consists of <Street name> <Building no.> <Building no./letter> <Floor> <Placement> **or** P.O. BOX <P.O. Box no.>
6	Adresse-2 (Address-2)	Char / 34	Place name

7	Postnr / by (Zip code / Town/City)	Char / 36	This line features the zip code followed by a space (1) and the town/city name.
8*	Distributions-centertilhørs-forhold (Distribution Center Affiliation)	Number / 4	**Sort criterion 2.** This information **must** be printed on the physical consignment (previous name "Post office number").
9*	Retning (Direction)	Char / 1	**Sort criterion 1.** This information **must** be printed on the physical consignment. As from 2018, this field will indicate which "direction" is linked to the address. The direction value can be 0 to 9 or N, where N indicates that it has not been sorted completely. This field previously contained value X or Y.
10	Dist.gruppe (Dist. group)	Number / 9	Stakeholder_no. on distribution group (Not for printing)
11*	Sorter_reol_nr (Sort_shelf_no.)	Number / 4	The physical shelf number. This information **must** be printed on the physical consignment.
12*	Sorterrum_nr (Sort_room_no.)	Number / 11	The physical room number. This information **must** be printed on the physical consignment – all 11 characters, including "blanks".
13	Seq_i_rum (Seq_in_room)	Number / 7	The sequence inside the room. Not for printing.
14	Korrektionsflag (Correction symbol)	Char / 2	This field is used to state the correction flag produced by the address verification process. See the values below.
15	AbsolutSortering sOrden (AbsoluteSorting Order)	Number / 10	**Sort criterion 3.** States the sort order for data records with sorting information. ("Gaps" do appear in the order).
16	Reklame beskyttelse (Protection against receiving unsolicited advertising)	Char / 1	Contains the value "X" if the recipient has opted for "protection against receiving unsolicited advertising and free newspapers: No, thank you" (in the company register (CVR) or CPR Robinson list); otherwise the field is blank (zero). The field is also blank if the correction flag in field 14 is "NO" (No Match).
17	Midlertidig flytning, Ophørsdato (Temporary change of address, expiry date)	Date / 8	The expiry date for a temporary change of address (correction flag "CT" or "FT"). Format: YYYYMMDD
18*	Vaskedato (Verification date)	Number / 4	The date on which the verification was performed. Format: DDMM. This information **must** be printed on the physical consignment.

19 *	Vaske-ID (Verification ID)	Number / 3	Identification number of the verified file. This information **must** be printed on the physical consignment.

* Sorting information that MUST be printed on the magazines. (See Section 10 concerning the addressing format)

End record (Output file in Publisher 2 format)

Name	Type / Length	Comment
Record ID	Char / 2	Contains the text "S2".
Antal-records (Number of records)	Number / 7	The number of addresses the file contains.

Match codes/Correction flags

The address file submitted is verified against the PostNord Danmark recipient database.

The PostNord Danmark recipient database is updated regularly with information from the civil registration system (CPR) as regards changes of address, new Danish citizens and estates of deceased people. In addition, the PostNord Danmark recipient database is updated with information supplied by addressees, who contact PostNord Danmark directly to report changes of address, etc.

The correction flags are displayed in field 25 in the verified return file in Publisher 3 format and field 14 in the verified return file in Publisher 2 format. These correction flags indicate the result of the address verification process for each individual address submitted to PostNord Danmark. The correction flags show whether it was possible to match the individual address to an address in the PostNord Danmark recipient database. The table below presents the possible results that may be generated by the address verification process.

Correction flag:

MA	If the input address was **Ma**tched
PA	If the input address was **Pa**rtly matched and updated
CT	If the input address was **C**orrected due to national **T**emporary forwarding
CP	If the input address was **C**orrected due to national **P**ermanent forwarding
FT	If the input address was corrected due to **F**oreign **T**emporary forwarding
FP	If the input address was corrected due to **F**oreign **P**ermanent forwarding
NO	If the input address could not be matched or is an unlisted address
XX	If the input address could not be processed.

Addressing format

"Addressing format" is a file generated during the address verification process that is formatted with a view to making addressing as simple as possible.

Addressing format consists of precisely the fields to be used when addressing. The file is sorted and ready for addressing.

In the Addressing format file, the information from the individual data fields has been assembled in 1–9 address lines, so the operator need not worry about in which order the data are to appear in the address field and can simply use the pre-compiled address lines. The end record presents the highest number of addressing lines in the file.

The file consists of a start record, a number of data records (containing the addresses) and an end record.

Start record – Addressing file

Your information from the Input file is returned in all fields.

Field	Data type	Size	Comment
Record type	Alphanumerical	2	Record type = **X2** (large characters)
Adr.objekt (Adr.object)	Numerical	5	Magazine number (the 5-digit magazine ID allocated)
Adr.objekttekst (Adr.objecttext)	Alphanumerical	34	Magazine title.
Sortering (Sorting)	Alphanumerical	1	Contains "J" The file is sorted and ready for printing.
1. Omdelingsdato (1. Distribution date)	Alphanumerical	8	YYYYMMDD
Ordrenummer (Order number)	Alphanumerical	21	The order number from the SAP system, allocated by PostNord Danmark. Not currently in use.
Tegnsæt (Character set)	Alphanumerical	1	Definition of the character set utilized, ISO 8859-1=1

Guidelines for submitted electronic address files for the "Sorted Magazine" product

Data record – Addressing file

	Field	Data Type	Size	Comment
1	Record type	Char	2	Record type = **W2** (large characters)
2	Retning (Direction)	Char	1	Contains a value 0–9 or N. States which direction the address belongs to (previous field values were X/Y)
3	Brevterminal (Mail terminal)	Char	3	Statement of mail center In the following order: "TTA", "FAC" (this field was previously called "Mail Center")
4	Wave	Number	1	Contains a value 0–9. States which production wave the address belongs to (the field was previously named "Postcenter retning")
5	Distributionscenter tilhørsforhold (Distribution Center Affiliation)	Number	4	In the case of "XX" and "NO", the zip code is stated in the field. (this field was previously named "Posthus nr." [post office no.])
6	Tæller (Count)	Num	7	Consecutive numbering of data records from 1–n, corresponding to the printing order.
7	Adresseringslinje 1 (Address line 1)	Char	55	Sorting information E.g. **"2 2605 o 1703 460 208/041+99_L "** (2 "spaces" after the L)
8	Adresseringslinje 2 (Address line 2)	Char	55	Contains line 2 of the addresses
9	Adresseringslinje 3 (Address line 3)	Char	55	Contains line 3 of the addresses
10	Adresseringslinje 4 (Address line 4)	Char	55	Contains line 4 of the addresses
11	Adresseringslinje 5 (Address line 5)	Char	55	Contains line 5 of the addresses If the value in the field "Number of address lines" in

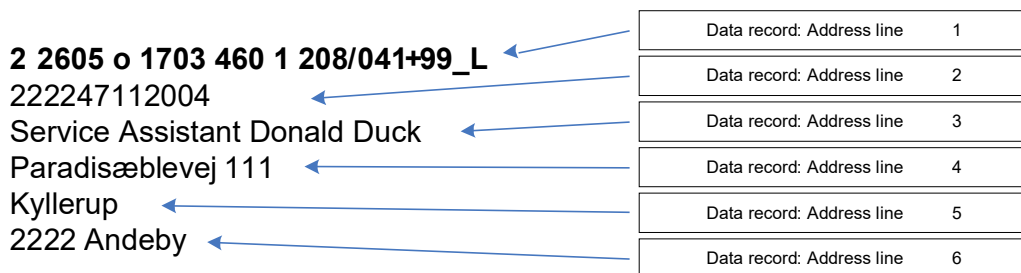|				the end record is greater than 4, this field is to be included in addressing.
12	Adresseringslinje 6 (Address line 6)	Char	55	Contains line 6 of the addresses If the value in the field "Number of address lines" in the end record is greater than 5, this field is to be included in addressing.
13	Adresseringslinje 7 (Address line 7)	Char	55	Contains line 7 of the addresses If the value in the field "Number of address lines" in the end record is greater than 6, this field is to be included in addressing.
14	Adresseringslinje 8 (Address line 8)	Char	55	Contains line 8 of the addresses If the value in the field "Number of address lines" in the end record is greater than 7, this field is to be included in addressing.
15	Adresseringslinje 9 (Address line 9)	Char	55	Contains line 9 of the addresses If the value in the field "Number of address lines" in the end record is greater than 8, this field is to be included in addressing.

Start record – Addressing file

The end record is the final record in the data set.

Field	Data type	Size	Comment
Record type	Alphanumerical	2	Record type = **Z2** (large characters)
Antal-datarecords (Number of data records)	Numerical	7	This field states the number of data records.
Antal adresseringslinjer (Number of address lines)	**Numerical**	**2**	**States the highest number of address lines utilized for the entire file**

Addressing on the basis of addressing format

Before addressing, it is a good idea to check the "Number of address lines" field in the end record, which states how many of the nine possible address lines have been used. For example, if the value is "6", you simply need to set your addressing system up to use the fields "Address line 1–6". In this case, there will be no data in fields "Address line 7, 8 and 9", so you can ignore these lines. See the example below:

Addressing example:

2 2605 o 1703 460 1 208/041+99_L
222247112004
Service Assistant Donald Duck
Paradisæblevej 111
Kyllerup
2222 Andeby

Data record: Address line	1
Data record: Address line	2
Data record: Address line	3
Data record: Address line	4
Data record: Address line	5
Data record: Address line	6

The addresses are sorted in the order in which they are to be printed and packaged.

The "Direction", "Mail terminal" and "Distribution center affiliation" fields are used to divide the magazines into bundles, and when placing these on pallets. Please note that there will be multiple zip codes within a single distribution center affiliation.

See the Sorting Guidelines for additional information about how magazines are to be handed over and packaged. The sorting guidelines are published online at Postnord.dk/magasinpost.

Guidelines for submitted electronic address files for the "Sorted Magazine" product