

January 1, 2011

## RECORD SPECIFICATION

Record Specification for the Information Service

Street address in component format

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Contact Information Services

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## 1 Introduction

This record specification is intended for companies and organizations that use the Itella Information Service and receive the Information Service material in a separator-based file or file with a fixed format and length. In the component format, different parts of the street address, such as the street name, building number and stairway letter, are presented as separate pieces of information.

This record specification describes the information produced by the Information Service (introduction in June 2010). Changes to the previous specification are presented in the “Change” column in the table in Section 3.1. This specification replaces any old record specifications.

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

Itella 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 information to be delivered

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	Data	Start pos.	Length	Mand.	Description	Change
1.	Itella's ordering customer number	1	(x) 11	M	Previously, contract ID	X
2.	Service number	12	(x) 3	M	Information Service number	
3.	Data saving date	15	(x) 8	M	YYYYMMDD. Previously, data selection date.	X
4.	Customer type	23	(x) 1	M	1 = person, 2 = company	
5.	Person's names				Field 4 = “1”	
5.1.	Name	24	(x) 70			
5.2.	Person's former last name	94	(x) 30			X
6.	Company or organization name				Field 4 = “2”	
6.1.	Company or organization business name	24	(x) 50			
6.2.	Company or organization operating name	74	(x) 50		New in use	X
7.	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.	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.	Transaction code <sup>1)</sup>	153	(x) 1		See “Descriptions”.	
10.	Address date	154	(x) 8		Effective date of the customer's address at Itella. To be presented in the format YYYYMMDD.	
11.	Customer's new/revised address				Domestic address	
11.1.	Postal code	162	(9) 5			

11.2.	Post office	167	(x) 30			
11.3.	Street name	197	(x) 50			
11.4.	House number-1	247	(x) 5		A value is entered if the building has only one number, e.g. Torikatu 3.	
11.5.	Stairwell letter-1	252	(x) 1		A value is entered if the building has stairwell letters, e.g. Torikatu 5a.	
11.6.	House space character	253	(x) 1		The value is “-“ or “/”, see Section 4.	
11.7.	House number-2	254	(x) 5		A value is entered if the building has a house space character, e.g. Mannerheimintie 13–15.	
11.8.	Stairwell letter-2	259	(x) 1		As in 11.5	
11.9.	Stairwell identifier	260	(x) 3		The value indicates the stairwell in buildings with many stairwells, e.g. Kirkkokatu 5 A.	
11.10.	Apartment number	263	(x) 4		The value indicates the correct apartment in buildings with many apartments. For example, Koulukatu 8 F 20.	
11.11.	Apartment letter	267	(x) 1		The value indicates the correct apartment in buildings with many apartments. For example, Koulukatu 6 A 10a.	
11.12.	Address family ID	268	(x) 30		Previously, delivery point ID	X
12.	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 Itella address data system.	
13.	Foreign address				Field 9 = “3”	
13.1.	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.	Country ID	634	(x) 3			
13.3.	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 Itella
5	The new address cannot be provided (the address is unknown or subject to a prohibition of transfer)

## 4 Examples of Finnish street addresses

Examples of Finnish street addresses are presented below in the component format. Section 4.1 contains examples of street addresses with a single house number. Section 4.2 contains examples of street addresses with a house space character.

Note:

In Itella's address data system, apartment addresses are saved so that the stairwell letter is blank and the apartment field number contains the apartment number.

Example:	Street name	Koekatu / Provgatan
	House number-1	5
	Stairwell identifier	Blank
	Apartment number	4

In this case, the company must add “as” (Finnish) or “bst” (Swedish), depending on the language of the address, between house number-1 and the apartment number. Thus, in the example below, either “Koekatu 5 as 4” (Finnish) or “Provgatan 5 bst 4” (Swedish) must be printed.

### 4.1 Address with a single house number

Example address	Street name	House no. 1	Stairwell letter 1	House space ch.	House no. 2	Stairwell letter 2	Stairwell ID	Ap. no.	Ap letter
Pikku-Pukki 1 20100 TURKU	Pikku-Pukki	1							
Kalliotie 11a 02730 ESPOO	Kalliotie	11	a						
Tarkk'ampujankatu 2b A 13 00120 HELSINKI	Tarkk'ampujankatu	2	b				A	13	
Runeberginkatu 4c As 108 00100 HELSINKI	Runeberginkatu	4	c					108	
Helsingintie 1a as 24a 49460 HAMINA	Helsingintie	1	a					24	a
Tarkk'ampujankatu 5 B 9 00120 HELSINKI	Tarkk'ampujankatu	5					B	9	
Isoympyräkatu 17 A 3a 49400 HAMINA	Isoympyräkatu	17					A	3	a
Tarkk'ampujankatu 12 as 45 00120 HELSINKI	Tarkk'ampujankatu	12						45	

## 4.2 Address with a house space character

Example address	Street name	House no. 1	Stairwell letter 1	House space ch.	House no. 2	Stairwell letter 2	Stairwell ID	Ap. no.	Ap. letter
Kehrääjänkatu 6-8 05800 HYVINKÄÄ	Kehrääjänkatu	6		-	8				
Majankulmantie 160/10 39810 LINNANKYLÄ	Majankulmantie	160		/	10				
Rannankyläntie 4-38a 75890 SARAMO	Rannankyläntie	4		-	38	a			
Linnankatu 9b-11a 20100 TURKU	Linnankatu	9	b	-	11	a			
Sairaالاتie 50b/3 54915 SAIMAANHARJU	Sairaالاتie	50	b	/	3				
Erätie 4-6a A 1 74700 KIURUVESI	Erätie	4		-	6	a	A	1	
Teiskontie 35z/3 A 19 33520 TAMPERE	Teiskontie	35	z	/	3		A	19	
Lakkakuja 2-4a as 1 40340 JYVÄSKYLÄ	Lakkakuja	2		-	4	a		1	
Metsätie 25/4 as 3 92430 PAAVOLA	Metsätie	25		/	4			3	
Runeberginkatu 14 - 16 A 1 00100 HELSINKI	Runeberginkatu	14		-	16		A	1	
Onttolantie 20/23 B 4 80510 JOENSUU	Onttolantie	20		/	23		B	4	
Kirkkokatu 48-50 B 22b 70100 KUOPIO	Kirkkokatu	48		-	50		B	22	b
Runeberginkatu 20 - 24 As 1 00100 HELSINKI	Runeberginkatu	20		-	24			1	
Kauppakatu 40 - 42 as 22a 70110 KUOPIO	Kauppakatu	40		-	42			22	a