

# IPOST EPL

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## DESIGN GUIDE

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Posti Messaging Oy  
Postintaival 7  
FI-00230 HELSINKI, FINLAND

Customer Service:  
[postimessaging.com/customer-service](https://postimessaging.com/customer-service)  
[messaging.fi@posti.com](mailto:messaging.fi@posti.com)  
Tel +358 9 5846 6200

VAT FI28768767

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This document gives information how to implement, deploy, maintain and use iPost, submitted in EPL format, with standard implementation in Finland. The product is described in iPost Service description and iPost technical specification documents.

**Product:** iPost      **Country/market:** FI

Posti Messaging reserves the right to change the Service features and this Design Guide. The latest versions of product documentation are available at Posti Messaging Customer Service Portal.

## 1 OVERVIEW

The sender submits the desired letter data electronically to Posti Messaging, which prints the data out as letters using either forms provided by the product, or the sender's own forms. Posti Messaging then envelopes and delivers the letters to the recipients through delivery operator. The electronic forms and images used in printing the letter are stored in the service server's form/image bank and called to the iPost file. The form includes standard texts and pictures to be printed on the page as well as information on the layout. Preparing an iPost data does not require the use of certain software. Many software houses offer ready-made iPost solutions.

### 1.1 Tests

Testing is described in the document iPost Technical specification. Below is specific information regarding the EPL format and testing.

#### General Procedure

A test file is distinguished from a production file by adding an upper-case T at position 16 of the EPL1 record. For production, this position is left blank. The test result will be sent to sender's contact email which is specified starting at position 41 of the EPL1 line. The recommended number of pages is 1—5; for this number, testing is free of charge. iPost recommends that sender is testing the suitability of the EPL-material in the production also by sending her-/himself a production letter/-s before switching to the actual production. Letters are then invoiced normally.

#### Data transfer tests

The functioning of the selected data transfer protocol will be checked, and the EPL1 record will receive an upper-case J at position 16. Sent files will not be processed.

#### Test results

Test data received on working days by 2 p.m. will be printed on the day of reception, if possible. The delivery method for test results will be notified starting at position 41 of the EPL1 record.

The available methods are:

- By email (default method, unless otherwise requested), maximum number of test pages is 5
- Collecting the printouts from Posti Messaging (customer request required)
- Sending as a Priority letter to the contact person (customer request required. Priority letter is charged from the Customer).

## 2 IPOST EPL FILE

### 2.1. Overview

An iPost EPL file includes both batch-specific and letter-specific control lines and text lines to be printed on the letter. The file can also include form, images and barcode calls. Call lines always begin with EPL and start at the first line position.

Text lines printed on the letter are of variable-length. Although the maximum length of a line is not restricted, 200 characters is the maximum in practice. The first two characters on each line consist of the PCC and TRC control codes (see Section 4.5). Each line must end with a carriage return (CR) and line feed (LF) (ASCII dec 13/10, hex 0D/0A). In the EPL file the character set to be used is ISO 8859-1 (default) or DOS 850 (by Customer Request)

The PCC code (channel command) specifies e.g. a page break (channel command 1) and a line output location on a page. The TRC code specifies the used character set or font, see attachments.

EPL file always starts with a batch-specific EPL1 control record which, in addition to the customer ID and the password, specifies batch-specific data, such as batch format and letter service level (Priority or Economy).

For each recipient, an iPost letter can include one or more pages. The number of pages in each letter of one batch can vary. One form and one or more images can be called for each page from the server's form/image bank where they have been stored in advance.

Since the service uses envelopes, address data must be printed on the first page. Therefore, forms are divided into first page and continuation page forms which are different, at least regarding the address data area. Calling a form is not required. Pages not calling a form are printed on the default form. The default form used in the service provided blank form, EPL8DEFF (see models from iPost Design guide Appendix). Data to be printed out on each page must correspond to the definitions of the form called to the page (applies also to blank forms).

The number of lines printed on a page and the output location of lines depend on the definitions of the called form and on whether the page is a first page or a continuation page. Images are positioned on a page according to the coordinates specified by the image call. Images can be positioned between text elements or as their background.

When a barcode is used, the customer application must be able to generate a barcode string. The EPLB line of the file is used to call the barcode and the iPost system transforms the string to a barcode.

## 2.2. Control codes

Summary of EPL control codes used in the iPost:

EPL control code	Description
EPL1	Begins a file, note that the EPL1 record must be parameterized
EPLK	Begins a letter, note that the EPLK record must be parameterized
EPL4	Begins a call for a customer's image
EPL5	Begins a call for a customer's form
EPL6	Begins a call for customer's rear side form
EPL7	Begins a call for a product-provided image
EPL8	Begins a call for a product-provided form
EPLB	Begins a call for a barcode
EPLZ	Ends the file and begins e-mail address list for file receiving receipt
EPLV	Begins and ends metadata

## 2.3. EPL1 record = Batch specific parameterized control data

Position	Description	Control Data
1-4	Batch id	EPL1
5-10	Customer id	Given when an iPost Letter Agreement is concluded with Posti Messaging
11-14	Password	Given to the authorized person for the customer ID, changed on request
15	Reserved	0 = compulsory value
16	Service actions	Empty = normal production material 0 = normal production material E = tailor-made job** T = test output J = data transfer test, no processing
17	Electronic archiving	T = printing only (+OmaPosti if enabled), no eArchiving B = both printing* (+OmaPosti if enabled) and eArchiving C = eArchiving only*, no printing (no OmaPosti, only eArchiving) R=iSalary*, no printing (only OmaPosti and OmapostiForced) S = iSalary* + eArchive, no printing (only OmaPosti, OmapostiForced and eArchiving) For more information about iSalary see iSalary Design guide

18	Reserved	0 = compulsory value
19	Reserved	0 = compulsory value
20	Letter Class	1 = Priority 2 = Economy 5 = Economy Plus* 6 = iPost Direct mail (Asiakassuora)*
21	Envelope	S = standard iPost envelope
22	Reference code for accounting	Empty = department-specific itemization is not used D = department-specific itemization is used
23	End of file character	Empty = end of file character not used (Incomplete file will not proceed into production) Z = end of file character EPLZ is used
24	Paper	0 = standard paper for black-and-white printing V = standard paper for color printing A = premium paper for black-and-white printing*** B = premium paper for color printing***
25-26	Reserved	Empty
27-28	Application ID	Alphanumeric characters, agreed separately with Posti Messaging, e.g. eArchiving Application ID, when in EPL1 record position 17 = B, C or S*
29-40	Reserved	Empty
41-80	Contact information	Sender's contact email address. Note! Contact information is essential for both production and testing. Tailor-made jobs: Detailed instructions for tailor-made work when E entered in EPL1 record position 16.

\* Requires an Agreement

\*\*Always agreed upon separately within iPost, <https://www.posti.fi/fi/asiakastuki/ota-yhteytta/posti-messaging>

\*\*\* The maximum number of sheets per envelope is 6.

## 2.4. EPLK record = Letters specific parameterized control data

Position	Description	Control Data
1-4	New letter	EPLK
5-6	Country Code	Recipient's country code, e.g. FI = Finland. The country code ensures correct processing and invoicing.  Note! If the country code columns are empty or erroneous, the

		letters are charged as international mail.
7-14	Postal Code	<p>The recipient's postal code begins on the first column on the field. Add a space in any extra columns. For domestic letters, the postal code always has five characters (in columns 7–11). For foreign letters, the postal code is entered in accordance with the standard applied in the country, without a country code.</p> <p>Note! If the postal code columns are empty or erroneous, the delivery of letters to the recipients may be prevented or significantly delayed.</p>
15	Number of letter copies to be included in the same envelope, maximum quantity	<p>1 = original</p> <p>2 = original + 1 copy* 3=original + 2 copies*</p> <p>...</p> <p>9 = original + 8 copies*</p> <p>NOTE! The copy option always requires its own form.</p>
16-17	Reserved	00 = compulsory value
18-40	Reserved	Empty
41-45	Department code	<p>Empty = department code is not used</p> <p>Code = abbreviation of sender department, 1—5 characters (a D must be entered in EPL1 record position 22).</p> <p>The following characters are valid for a department code: ABCDEFGHIJKLMNOPQRSTUVWXYZ_0123456789</p> <p>Note! Department-specific items does not produce a separate invoice for each department, the invoice is always per agreement / customer ID.</p>
46-80	Reserved	Empty

## 2.5. EPLZ record

The EPLZ record has two optional functions: it is the end of file code, and it begins the e-mail address list for a file receiving receipt when needed. The character Z must be entered in EPL1 record position 23 for EPLZ reading.

### End of file record

Only EPLZ on the last line of the file will be read, other occurrences are ignored. If character Z is set in the EPL1 record position 23 but the EPLZ record is missing from end of the file, the file becomes faulty and will not be processed. In such case Sender will get an error email.

### File receiving receipt

E-mail addresses must follow EPLZ immediately, without empty spaces. Several e-mail addresses are allowed and must be separated with a semicolon. The maximum number of characters is 250, excluding EPLZ. Punctuation marks or special characters are not allowed. No notification is given of erroneous e-mail addresses. The service is available for the EPL format. Note: The email may fail e.g., due an instant

network error. If sender does not receive the file receiving receipt sender can contact Posti Messaging's Customer Service to check the file transfer.

### Sample of EPLZ-line:

```
EPL1custidPPPP0 T001S Z0 AA          sender.contact@email.com
EPLKFI00100  100
10Sender's address
20Receiver's address line 1
 0Receiver's address line 2
 000100 City
EPLZcontact1@company.com;contact2@company.com
```

### Sample of email message:

```
From: no-reply.ipost@posti.com
To: contact1@company.com;contact2@company.com
Subject: USERID: Tiedosto test.ep1 vastaanotettu / File test.ep1 received

Vastaanotto aika/Time of receival....: 08.11.2021 07:28
Tiedosto/Filename.....: test.ep1
Tiedoston aikaleima/File's timestamp.: 08.11.2021 07:27
Tiedoston koko/Filesize.....: 6200 tavua/bytes
Asiakastunnus/Customer number.....: custid

Tämä on automaattinen viesti / This is an automated message

Posti Messaging Service Desk 8-16 EET (inquiries and technical issues),
messaging.fi@posti.com, phone +358 (0)9 5846 6200
```

## 2.6. Sample of iPost EPL data

Shows EPL top level structure: Where letters and pages start.

EPL	Comment
<b>EPL1</b> custidPPPP0 T001S Z0 AA	The EPL1 line contains meta data about the whole batch.
<b>EPLK</b> FI00000 100	EPLK line starts a new letter.
<b>10</b> Channel 1 starts (Line 1 in PCC1)	This is the first page of the first letter in the batch. PCC 1 starts a new page and first letter line e.g. Sender's first address line
<b>EPL8</b> 2082	EPL8 defines what form is used for first page
0(Line 2 in PCC1) 0(Line 3 in PCC1) 0(Line 4 in PCC1)	e.g. Sender's second address line e.g. Sender's third address line e.g. Sender's fourth address line

<b>20</b> Channel 2 starts (Line 1 in PCC2) 0(Line 2 in PCC2) 0(Line 3 in PCC2) 0(Line 4 in PCC2) 0(Line 5 in PCC2) 0(Line 6 in PCC2)	PCC 2 starts Recipient's address lines      Maximum 6 Recipient's address lines in PCC 2
<b>10</b> Channel 1 starts (Line 1 in PCC1)	This is the second page of the first letter PCC 1 starts first letter line of the second page
<b>EPL80068</b>	EPL8 defines what form is used for second page
0(Line 2 in PCC1) 0(Line 3 in PCC1)...	
<b>EPLZ</b>	End of file

## Sample-2 of iPost data: (font =0)

### Form EPL89814

```

EPL1custidPPPP0 T001S Z0  AA          sender.contact@email.com
EPLKFI12345  100
10Sally Sender
EPL89814
0Senderstreet 1
099999 Hometown
20Rick Receiver
0Receiversalley 9
012345 Downtown
50From here begins Rick's
0invoice frame data and info line
0max. 15 lines.
30From here begins Rick's
0invoice specification lines,
0max. 24 lines.
40From here begins Rick's
0invoice phone, bank information etc.
0max. 4 lines
60Lines for payment slip
0max. 18 lines.
EPLB128C854Barcode data
EPLZ

```

### Form EPL82082

```

EPL1custidPPPP0 T001S Z0  AA          sender.contact@email.com
EPLKFI99999  100
10Sally Sender
EPL82082
0Senderstreet 1
099999 Hometown

```

```
20Ray Receiver
 0Responsestreet 5
 099900 Lapland
50From here begins Ray's
 0frame data and info line
 0max. 15 lines
30From here begins Ray's
 0invoice specification lines
 0max. 60 lines
10Ray's specification lines
EPL80068
 0continue to another page,
 0max. 80 lines
EPLZcontact1@company.com;contact2@company.com
```

## 2.7. Samples of EPL1 and EPLK records and their relationships

### Test run

- EPL1 record position 16: T
- EPL1 record positions 41–80: **tester's email address**

EPL1custidPPPP0T001S 0	tester_name1@company.com
EPLKFI12345 100	

### Production run, department-specific items

- EPL1 record position 22: D
- EPLK record positions 41–45 display the department abbreviation, here **V400X**

EPL1custidPPPP0T001SD 0	sender@company.com
EPLKFI12345 100	V400X

### Production run, Economy (2nd class), envelope contains original letter + 2 copies

- EPL1 record position 20: 2
- EPLK record contains **number of copies** at position 15

EPL1custidPPPP0T002S 0	sender@company.com
EPLKFI12345 300	

### Production run, single-address letter, abroad to USA (foreign mail always Priority mail).

- EPL1 record position 20: 1
- EPLK record contains the country code US at positions 5–6, postal code at positions 7–14

EPL1custidPPPP0T001S 0	sender@company.com
EPLKUSXXXXXXXX100	

## 2.8. EPLV Metadata

### Adding EPLV Metadata to the EPL file

The metadata is not mandatory, but it is used in the electronic delivery and processing of iPost. Metadata should be added when, for instance, the addressee's identification needs to be verified during electronic delivery by giving his or her personal ID number. Metadata can also be used to report, letter-specifically, the sender company's name, party identification number (OVT ID) and letter heading in electronic delivery. In electronic media, the letter's heading is typically displayed to the user before he or she opens the actual content of the letter.

The metadata is written in specific sections in XML-format. The XML schema used, LetterBundle, is the same as that used in iPost PDF. The version of the LetterBundle schema used is v1x0, for more information read iPost XML Design Guide.

EPLVBUNDLEV1x0-BEGIN	Begins file-specific metadata. Location directly after the EPL1 row. Only one per EPL file allowed  If file-specific metadata is used, each letter must have letter-specific metadata as well.
EPLVBUNDLEV1x0-END	Ends file-specific metadata
EPLVLETTERV1x0-BEGIN	Begins letter-specific metadata. Location directly after the row beginning with “1” following the EPLK row. Only one per letter allowed
EPLVLETTERV1x0-END	Ends letter-specific metadata.

The characters used in XML are in accordance with ISO8859-1, the fundamental issue being that the characters of the entire file, both for EPL and metadata, are identical.

For further information on the use of each element and attribute, please refer to the LetterBundle document.

## 2.9. iPost Fonts

The mono spaced fonts used in iPost are appended. Proportional fonts are available for EPL with limitations, e.g. Arial is possible. (Use of proportional fonts is available for iPost PDF.)

## 3 FORM DESIGN

### 3.1. Overview

Before the design work for customer forms can begin, an iPost Letter Agreement must be concluded and a Customer ID registered. All customer forms and images are saved under the Customer ID. Contact information for orders, changes, listings, and deletions related to forms and images:

**<https://www.postimessaging.com/customer-service>**

The customer can choose to call either images or forms provided by the service, available to all our customers, or use their own images and forms saved under the customer ID.

Images are of two types: images linked to forms and images specifically called with a control code. An image can be a logo, signature, photograph, standard text etc. A form can include various images. It is recommended that you link standard image (e.g. logos, signatures) and text elements to the form. Images called separately using a control code can be placed on the desired location on the page, even on top of the text (e.g. grey screen), since the images are called according to co-ordinates, regardless of the forms and text boxes.

The use of different forms in a single letter is not restricted. Each letter can include, for example, an invoice, a specification page and a brochure. Forms are saved in iPost by coding them in a system-readable format. When saved, the forms and images are assigned a four-character code. For customer forms saved under the customer ID, only the two last characters in the form call are significant and the first two characters in form call codes will be ignored.

Pages can be printed out in portrait and landscape format and single or double sided. The number of lines printed on each page is determined by form definitions and the number of characters on each line is determined by font type and size. Texts will be printed on pages at the logical output locations defined on the form.

The physical size of the page limits the line length. A line printed on A4 paper used in the iPost product can include up to 145 characters in portrait printing and up to 200 characters in landscape printing, depending on the font (TRC 3, 18 characters per inch).

Depending on form, the maximum number of lines for sender information is 5 and 6 for recipient information. The envelope shows up to 35 cpl in recipient's address field when using 12 cpi font. It is recommended that the street address and postal area are printed using Andale Mono, Gothic light or Gothic Text fonts (either 12 cpi or 10 cpi). See font samples from iPost EPL Design guide Appendix.

### 3.2. Product-provided forms

Product-provided forms are shared and available for all customers free of charge. If the customer wishes to change the form provided by the product, the time used to implement the changes will be charged as design work as per the Tariffs and rates. The changed form will be saved under the customer ID as a customer form.

For forms followed by an asterisk (\*), a copy form template is available and is called for output in position 15 of the EPLK line. A copy form template is not called using a code. The invoice forms are SEPA (Single Euro Payment Area) forms.

The specification section of service provided invoice forms can contain 77 characters per line, at a pitch of 10 characters per inch (e.g. TRC= 0) 92 cpl, at 12 cpi (e.g. TRC= 1) 115 cpl, at 15 cpi (e.g. TRC= 2)

You can print these form models from the attachment iPost EPL Design guide Appendix:

Form call	Form model, data form model and data model are shown in the appended iPost EPL Design guide Appendix
EPL800PK	Pay slip
EPL82082	Bulletin
EPL82002	First page of a multiple page invoice, 60 lines. Form includes a box in the top right corner *)
EPL80068	Blank continuation page for specifications, 80 specification lines, no payment slip section. *)
EPL8DEFF	Blank first page of letter form. Sender's and recipient's address data and 45 specification lines. Can also be used as a continuation page, max.60 lines.
EPL809TL	Invoice, without payment slip *)
EPL809PK	Pay slip
EPL809AB	Pay slip
EPL80820	Invoice*
EPL80822	Invoice*
EPL80824	Invoice*
EPL80828	Invoice*
EPL80830	Invoice*
EPL80832	Invoice*

The above-mentioned forms are only a sample of the form models provided by the product.

CPI = characters per inch

CPL = characters per line

TRC = Font code specifies which font and cpi is in use

### 3.3. Customer forms and images

Customer specific forms are designed together with iPost Service. The customer submits a form template to iPost Service e.g. in MS Word or Adobe Acrobat format.

The customer must consider the following:

- For bank barcodes, their data (bank details, reference number, amount in euros, due date) must also be printed on invoices in plain text.
- For double sided printing (duplex), please note that printing is not allowed on the reverse side of a payment slip.
- Rest of the reverse side can be printed.

- It is recommended logos be accompanied by the sender's address.
- Address maintenance service markings for Posti Messaging Group, e.g. information service code and the corresponding barcode, should be located near the sender data.

The customer submits images to iPost Service in a format supported by Windows (TIF, JPG, PNG or PDF). The recommended resolution of images is 300 dpi.

iPost recommends to test form and image updates before moving to actual production. When sending letters to the production Customer approves updated forms and images used in file.

### 3.4. Calling forms and images

Customer forms (EPL5XXNN) and images (EPL4XXNN) can only be called using the customer ID under which they are stored. Shared forms (EPL8NNNN) provided by the product are available for all of our customers. Pages not calling a form are printed out on the default form.

#### Forms are called with the following codes:

**EPL8NNNN** (product-provided, shared form) where all characters are significant, or **EPL5XXNN** (customer form) where XXNN is a code assigned by iPost Service. The two last characters in the form call are significant and the first two characters (XX) will be ignored.

A form call is given its own line, beginning at position 1. It is located on each page immediately after the page break line (including the PCC code 1).

A bank barcode (128C barcode) can be used on an invoice form. Calling a barcode is described under 3.7.

#### An image is called with the codes:

**EPL7NNNNKKKLLL** (provided by product, shared) or **EPL4XXNNKKKLLL** (customer image)

NNNN	Code assigned by iPost Service
XXNN	Code assigned by iPost Service. The two last characters in the form call are significant and the first two characters (XX) will be ignored.
KKK	Distance (mm) between the top of the image and the top of the page. The minimum distance is 021. If KKK is empty (= three space characters), the image will be printed in the image call line space.
LLL	Distance (mm) between the left edge of the image and the left edge of the paper.

Distances (KKK and LLL) must always be specified using three characters, using leading zeroes, if necessary. The image call is always given its own row, beginning at position 1.

NOTE! The image call does not automatically reserve a space for the image on the page, but the space must be reserved using blank lines in the body text. The image is printed on top of the text if no space is reserved for it within the text.

It is recommended that the Customer retain a copy of the signature submitted, in order to reserve adequate space for it in letters.

### 3.5. Line specific control data

All lines printed on the letter must include the following data:

Position	Code
1	PCC code = channel command specifying the line output location on a page (see list below)
2	TRC code = code for the font and pitch used (see iPost fonts).
3	Beginning of body text.

The PCC codes and their order are form specific. The order of the data model must be observed when calling a form in the data. For customer forms, codes are defined when the form is stored at iPost Service.

The maximum numbers of lines for channels are form specific, and these limits must not be exceeded. The sender must specify page breaks in his or her application; the system will not automatically generate a page break.

The following PCC codes are used when printing on shared forms supplied by iPost Service. The PCC codes followed by an asterisk (\*) are only used when printing on invoice forms.

PCC code	Function
1	Jump to the beginning of the next page, to the first sender field line.
2	Jump to the first recipient line on the first page form.
3	Jump to the first body text line (or first specification line on an invoice form) on the first page form.
4*	On an invoice form, jump to the bottom to the 'Ref no/Total EUR' line.
5*	On an invoice form, jump to the upper right corner. The first header line above the frame (e.g. INVOICE) is usually printed in a hard-coded font with a bold cut and other lines in normal font (without hard-coded font). NOTE! The PCC code 5 data are included between PCC codes 2 and 3.
6*	Jump to payment slip section, to 'Payment recipient's account number' field. The PCC code used to print the bank barcode is always agreed upon with the customer. This code is not called in the data but referred to on the EPLB control record

The following PCC codes are always available on all types of forms

PCC code	Function
Empty	1 line break before printing begins.
0	2 line breaks before printing begins (= 1 blank line).
-	3 line breaks before printing begins (=2 blank lines).
+	Printing begins on the same line.

### 3.6. Duplex printing

Duplex printing is available in iPost for customer forms. Product provided forms are usually simplex. A single letter can include both simplex and duplex printing (mixplex). Definition of a simplex (one-sided) form or duplex (two-sided) form is made during form design. When continuation pages are used in printing (including duplex), the customer should take into account in form design the position of envelope window to prevent the printing of any data which is defined as confidential in data protection legislation on the position of the window. Additional protection can be obtained e.g. by screening the backside.

The front side of a sheet is called using simplex output call EPL5 (customer forms) and EPL8 (product provided forms) that forces printing to start on a new sheet. Frontside output uses the front side PCC definitions. The backside of a sheet is called using duplex output call EPL6 (customer forms) and EPL9 (product provided forms). When the backside is called, the PCC definitions are always retrieved from the front side form.

### 3.7. Calling and testing barcodes

A barcode is called by adding the EPLB call on the page where the barcode should be printed.

Position	Description	Control data
1-4	Barcode ID	EPLB
5-8	Barcode font	IL25 = only numeric characters, max. 40 characters CD39 = A-Z, 0-9, \$, - +/% and space character, max. 30 128C = bank barcode, only numeric characters, max. 54 characters, standard font size
9	PCC code	Dependent on the form*
10-11	Length of barcode	
12-	Barcode string	

\*) To be agreed upon with iPost Service

#### Creating a bank barcode

The bank barcode is called, as in the example, from a line that includes the standard character string EPLB128C854 and a 54-character numeric string.

At the output time, the iPost system will form the start, check2 and end digits referred to in the specification by Federation of Finnish Financial Services. The use of bank barcode must be agreed with iPost Service when ordering the form.

### Creating a bank barcode version 4

EPLB128Cx544aaaaaaaaaaaaaaaaabbbbbcc000dddddddddddddddddd eeeeeee

Character	Description
X	Channel command. The channel is 8 on standard invoice forms.
54	Length of the bank barcode string. The length counting start after “54” characters.
4	Version number of the bank barcode
a	machine readable IBAN account number of the invoice sender (16 chars)
b	amount in Euros with leading zeros (6 chars)
c	cents (2 chars)
000	Fixed value 000
d	National reference number including check digits (20 chars). Use leading zeroes, if necessary.
e	Due date in format yymmdd (6 chars). If due date is not specified, enter 000000 as value.

### Creating a bank barcode version 5

EPLB128Cx545aaaaaaaaaaaaaaaaabbbbbccdddddddddddddddddd eeeeeee

Character	Description
X	Channel command. The channel is 8 on standard invoice forms.
54	Length of the bank barcode string. The length counting start after “54” characters.
5	Version number of the bank barcode
a	machine readable IBAN account number of the invoice sender (16 chars)
b	amount in Euros with leading zeros (6 chars)
c	cents (2 chars)
d	The numeric part of the international RF reference (23 characters)
e	Due date in format yymmdd (6 chars). If due date is not specified, enter 000000 as value.

## 3.8. Printing the Euro character €

On iPost letters, output of the character € is enabled using the Andale Mono and Gothic Light fonts.

## 3.9. Reserved areas on forms

See iPost layout design instruction, available from Posti Messaging Customer Service or Design instructions at [www.ipost.fi](http://www.ipost.fi).

## 4 ADDITIONAL SERVICES

### 4.1. eArchive

Data submitted as an iPost, in EPL format, can be archived using the electronic archiving service. This enables e.g. printing the iPost data with the Customer's own peripheral printer, in identical form to the original data. eArchive requires a separate agreement and testing before production can begin.

#### **Changes in the eArchive service for conversion into an iPost file**

On EPL1 record, position 17:

B = printing and archiving of letters

C = archiving only, not printing

S = archiving and iSalary (For more information about iSalary see iSalary Design guide)

On EPL1 record, positions 27–28:

- Application ID, alphanumerical characters
- Used for identification of letter batches to be saved in different archives (e.g. invoices, salaries, data specific to departments or subsidiaries)
- Use required in every letter batch if multiple archives are used
- ID always agreed upon with iPost Design Service

## 5 SUMMARY

Design instructions in a nutshell:

- An iPost Agreement is concluded with Posti Messaging Oy
- Letters in different classes are always sent in a batch including one letter class only (Priority, Economy, Economy Plus, iPost Direct mail)
- Testing, highly recommended!
- File format: ASCII line format + EPL records + output control codes, PCC and TRC
- Several software vendors provide iPost applications ready for use
- Data transfer: we recommend using SFTP, but also FTP is available upon request
- Reception 24/7/365, Helsinki
- Output: black-and-white or color, images and barcodes
- Standard materials: blank A4 paper, C4 and C5 envelopes
- Additional service includes eArchive

### Further information

Web	Information
iPost.fi	Website of the iPost service
finanssiala.fi	Invoices: payment slip and bank barcode
oma.posti.fi	Website of the OmaPosti service
posti.fi	Website of Posti Group Oyj
postimessaging.com	Website of the Posti Messaging Oy