Update Service

Record specification
OTS / PIS
One-time update

Posti Jakelu Oy
Domicile Helsinki

PL 6, 00011 POSTI
Customer service 0200 77000 (in finnish)

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1 Introduction

This record specification is meant for companies and corporations who use Posti's contact information updating service (later Update Service) and want to update name, address, and death information in their registers.

Update Service can use as source register either Posti's Contact Management System (OTS) or Digital and Population Data Services Agency's Population Information System (PIS). Information content may vary depending on the source register.

Source register specific data fields which are available in either PIS or Posti's OTS registries are marked separately in the record specification.

This record specification covers only One-time Update Service.

Only Finnish domestic addresses can be updated in the OTS Continuous Update Service. All Finnish domestic and Åland Island's addresses can be updated in the PIS Continuous Update Service.

In the record specification *customer* means a consumer customer of a company or a community or members and other natural persons in the corresponding role.

2 General requirements

Input data can use either ISO 8859-1 (Latin-1) or UTF-8 character set. End-of-line character may be either LF (Unix/Linux/Mac OS) or CR (Windows).

Information must be delivered as a CSV file and data must be separated with semicolons (;). Maintained data and maintenance codes will be added to every row after the original data.

Update Services record specification is divided into two parts: 'data to be maintained from company to Posti' and 'maintained data from Posti to company'.

3 Data to be maintained from company to Posti

The data of each dependent person is stored on one line. Information on the line must be in accordance with this record specification because otherwise Posti cannot guarantee the maintainability of the data.

Column order can be manipulated manually in the service after the file has been uploaded.

Mandatory information is described with letter M in the Mandatory column.
Letter in the ID column represents a column in a spreadsheet application which is used to store corresponding data. Title row can be used if data is produced with Excel or similar spreadsheet application.

ID	Data	Length	Mandatory	Description
1/A	**Customer number**	50	**M**	Customer's customer number, membership code, or similar data that specifies individual customers. If data is unavailable fill this field with running numbering (e.g. 1, 2, 3, etc.). Information is used to separate duplicates in the register.
2/B	Social security number or date of birth	11		Customer's social security number in format DDMMYYXXXXX, or the customer's date of birth in format DDMMYYYY. Identification is carried out with name and address. Social security number or date of birth is used as an aid, but they cannot be unambiguously used to identify person.
3/C	**Last name**	30	**M**	Customer's last name.
4/D	**First names**	30	**M**	Customer's first and middle names, separated by spaces.
5/E	**Postal code**	5	**M**	Postal code of customer's address.
6/F	City / town	30		Postal district of customer's address.
7/G	**Address**	50	**M**	Street address of customer's address.
8/H	Telephone number	20		Blank or customer's telephone number.
9/I	Email address	50		Blank or customer's email address.
10/J	Extra information field	50		Extra information field can be left blank or used to describe customer more freely if needed.

4 Maintained data from Posti to company

The maintained data is added to the original data according to the transaction code in the following manner. Notice that some of the codes are used only in PIS Continuous Update (grey) and some only in OTS Continuous Update (orange).

Things to notice:

- Address fields in the maintained data are empty if the maintenance code is 'not identified' or 'address cannot be delivered or is not known'
- For duplicates, there is a reference to the person's first occurrence which holds the maintained information. Otherwise, the fields of the maintained data in the rows marked as a duplicate are empty.
- Country name or country id associated with foreign address cannot always be delivered because country name may be written incorrectly in the moving notification.
- In case of delivery prohibitions adult/minority information is not delivered.

Letter in the ID column represents a column in a spreadsheet application which is used to store corresponding data.

ID	Data	Length	Description
1–10/A-J	As described in chapter 3		
11/K	Identification status	1	0 = identified with name and address 1 = identified with name and address (SSN used to individualize person if necessary) 2 = not identified 3 = duplicate
12/L	Person status	1	0 = alive 1 = alive, minor 2 = deceased
			3 = day of death has changed
			4 = status unknown
13/M	Address status	1	0 = address correct 1 = address changed 2 = address spelling has been revised 3 = revision of the address without assignment 4 = address cannot be delivered or is not known 5 = foreign address (when known)
			6 = moved abroad (address unknown)
14/N	Address language	1	0 = finnish 1 = swedish
15/O	Person’s language	1	0 = finnish 1 = swedish, norwegian, danish, icelandic 2 = other / unknown
16/P	Name status	1	0 = name correct 1 = last name has changed 2 = first name has changed 3 = last name and first name has changed 4 = spelling of last name or first name has been revised 5 = name status not known
17/Q	Custodianship status	1	0 = no custodianship 1 = addition of custodianship 2 = removal of custodianship
18/R	Social security number status	1	0 = social security number is valid 1 = social security number has been changed
19/S	Social security number change	11	Blank or in case of social security number change new social security number is informed in this field. Information is available in PIS updates only.

20/T	Duplicate	50	Blank or if the same person occurs multiple times in the register, first occurrence of the persons customer id is represented in this field.
21/U	Valid last name	30	Blank or valid last name of the person.
22/V	Valid first name	30	Blank or valid first name of the person.
23/W	Day of death	8	Blank or the date when person has died. Date is presented in YYYYMMDD format.
24/X	Date of address	8	The date on which the validity of the customer's address in Posti registry started. Date is presented in YYYYMMDD format.
25/Y	Postal code	5	Postal code of customer’s address.
26/Z	City / town	30	Postal district of customer’s address.
27/AA	Address	50	Street address of customer’s address.
28/AB	Municipality code	3	Code of the municipality.
29/AC	Address family ID Household ID	9	Posti's code for the address. Used to identify an address if it has been written in different spelling or language.
30/AD	Foreign address	80	Customer’s new address if the customer has moved abroad from Finland. Address has been saved as notified by the person in the change of address notification.
31/AE	Foreign address	80	
32/AF	Foreign address	50	
33/AG	Foreign address	50	
34/AH	Country ID	3	Country code of a foreign address (ISO3166). This data cannot always be provided.
35/AI	Country name	30	Country name of a foreign address (e.g., SWEDEN). This data cannot always be provided.
36/AJ	Telephone number	20	Empty or updated telephone number (not yet available).
37/AK	Email address	50	Empty or updated email address (not yet available).