

Uncoded Addresses

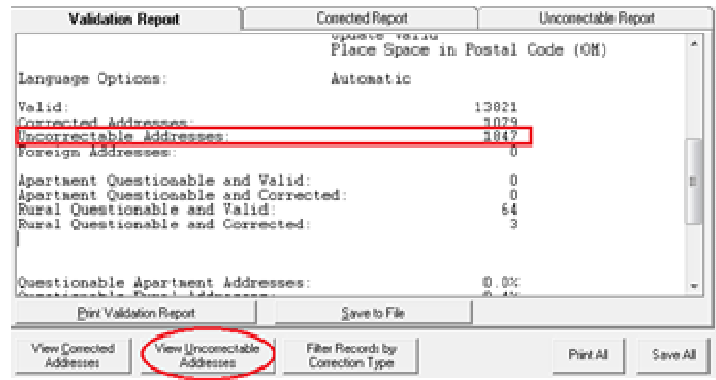
We often get questions about uncoded addresses and what to do about them. While not all uncorrectable addresses in your file are uncoded, all uncoded records will be uncorrectable addresses. This article explains what they are and how to handle them. It is important to note that uncoded addresses mean something different in Incentive Lettermail so we will only be referring to uncoded records identified when doing Addressed Admail or Publications Mail sorts. We'll include information on uncoded in Incentive Lettermail in an upcoming newsletter.

Uncorrectable addresses may be that way for a number of reasons. There may be too much missing information for the software to find a definitive match or the information may be contradictory (e.g. valid address and valid postal code but they don't match each other). The addresses might not appear in the Canada Post data, either because they don't receive mail at that physical location or perhaps it is a new subdivision. There are many reasons an address may be considered uncorrectable by the software, but that doesn't always mean it is undeliverable. Canada Post does its best to deliver with the information provided and is often successful although delivery might be delayed.

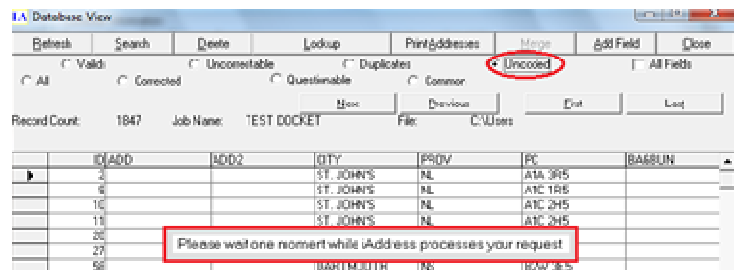
Uncoded addresses are those uncorrectable records that have an invalid or missing postal code. Since Canada Post sorts based on postal code, they cannot route the mail piece if it does not contain a valid postal code. Foreign addresses obviously fit this bill but so will Canadian addresses that the software can't reconcile with a valid postal code. Many mailers will choose to send uncorrectable pieces with their mailing but uncoded pieces must be sent at first class rates and Canadian uncoded are not likely to reach the recipient without the postal code.

Many customers have asked if the software can identify the uncoded addresses before the presort step. The answer is "yes", however you must have the presort module to do this. Here is how to find your uncoded addresses after correction:

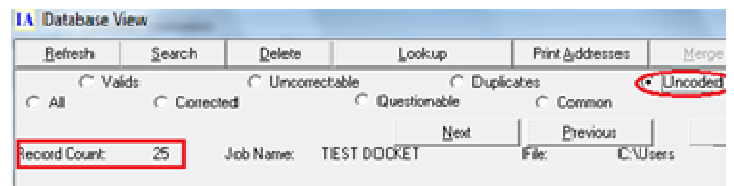
1. After correction, go to View Database. You can do this directly through the Validation Report using the "View Uncorrectable Addresses" button, or through File/View Database.



2. Click the option to view Uncoded. You will see a message appear across the top of the screen indicating iAddress™ is working.

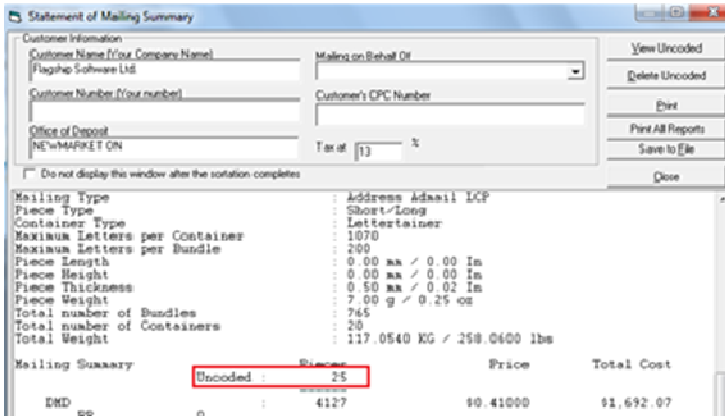


3. Your uncoded will appear. At this point you can scroll through, delete individual records, or bring them into the Lookup view.



4. You can delete your uncoded records within the View Database screen either individually or by holding down the Ctrl or Shift keys to select multiple records.

The uncoded records are identified by the software running an Admail sort in the background. It does not sort your records, simply processes the file as though it was presorting so that the uncoded records are flagged. Please note that this process does NOT use retired postal codes. As a result, the number of uncoded records shown in View Database will be higher than the number shown on the Statement of Mailing if you have chosen to include retired postal codes in your sort. We'll include information on retired postal codes in an upcoming newsletter.



After completing the TEM process, you can submit your files to production using your Business Customer Gateway account. Instructions are at the following link:

https://ribbs.usps.gov/electronicdoc/documents/tech_guides/TEMProcessMailingsMaildat_MailXML.pdf

The Business Customer Gateway (BCG) provides the following services with a single username and password:

- Obtaining an account online
- Obtaining a Mailer ID for use in the IMb
- Testing eDoc submissions in the TEM
- Submitting Full-Service eDoc files via Mail.dat
- Viewing postage transactions and mail quality reports
- Accessing address correction and mail tracking data

For more information on unencoded records or how to identify them in your mailing, please contact support@flagshipsoftware.com.

USPS Full Service Requirements

Effective January 26, 2014, mailers will be required to use Full-Service Intelligent Mail to qualify for automation prices for:

- First Class Mail® (postcards, letters and flats)
- Standard Mail® (letters and flats)
- Periodicals (letters and flats)
- Bound Printed Matter (flats)

Full-Service requires the following:

- Unique IMb applied to each mail piece
- Unique IMtb (Intelligent Mail Tray Barcode) on each tray, tub and sack
- Unique IMcb (Intelligent Mail Container Barcode) on placards for pallets or APCs
- Electronic submission of Postage Statement Information and Supporting Documentation such as Qualification Reports

iAddress™ is now certified for Intelligent Mail using mail.dat. Mail.dat is an electronic file that contains the Postage Statement and qualification information for your mailing. It uses a fixed file format to send this information to the USPS.

Mailers using iAddress™ may start mailing in production WITHOUT using the Test Environment for Mailers (TEM). You can still test through TEM by submitting a single file using the instructions at the link below:

https://ribbs.usps.gov/electronicdoc/documents/tech_guides/TEMProcessMailingsMaildat_MailXML.pdf

Please ensure you are familiar with the Business Customer Gateway and the IMb requirements before the January 26, 2014 deadline. If you have questions about requirements, please e-mail support@flagshipsoftware.com.

Vendor Full-Service Software

Vendor Name	Software Name	Vendor POC	Submission Method			Supports FS				
			Mail dat	Mail XML	Postal Wizard		First-Class Mail®	Standard Mail®	Periodicals	Bound Printed Matter
					A	B				
Flagship Software	iAddress	866-672-0007 x5	X				X	X	X	X

Web Training

Flagship Software continues to offer **Web Training!**

If you are a new customer, would like a refresher course on **iAddress™** or if you have new hires, please contact Carolyn at carolyn@flagshipsoftware.com to schedule a web session.

If you wish to be removed from this newsletter list, please email us at newsletter@flagshipsoftware.com or call 1-866-672-0007.



Please see next page for Holiday Office Hours.

Holiday Office Hours

We will be open the following dates and times during the December holidays. Our on-call service will be operating at all other times. Should you require technical support, please call the tech office at 416-410-6357 ext. 3 or toll free 1-866-672-0007 ext. 3 and leave your name and phone number with the operator. We will call you back within 2 to 3 hours.

Monday, December 23	9 am to 5 pm
Tuesday, December 24	9 am to 1 pm
Wednesday, December 25	CLOSED
Thursday, December 26	CLOSED
Friday, December 27	9 am to 5 pm
Monday, December 30	9 am to 5 pm
Tuesday, December 31	9 am to 1 pm
Wednesday, January 1	CLOSED
Thursday, January 2	9 am to 5 pm
Friday, January 3	9 am to 5 pm

