



October 2017 Newsletter

Volume 10, Issue 8

An Important Reminder for MSPs about NCOA

Canada Post has made a change to accommodate mailers planning large mailings during the upcoming holiday season. Although they encourage customers to use the most current delivery mode data available when preparing mailings, they are allowing the following:

The “**R**” DMC code will now be valid for:

October/November

November/December

December/January

The “**G**” DMC code will now be valid for:

November/December

December/January

This means that mailings can now be sorted up to and including January 11, 2018 starting immediately. The RVU will accept both the “R” and “G” mailings for these time periods.

This is a simple process in iAddress™:

- **IMPORTANT:** Make sure you have 2 data sets loaded (current and future).
- Enter your planned induction date in the sort screen. Ignore the warning that your mailing date is not valid.

Select the mailing date of the sortation.

Mailing Date Ignore this message

Your Mailing date is not valid for the data currently loaded.

Template

Customer

Client Info.

Tax Rate Reference

Addresses Included in Sort

Uncorrectable Retired Postal Code

Questionable Uncoded as residue

Split large bundles (S/L > 100 mm and O/S > 200 mm)

Do Phantom Mailing

- Continue with your mailing as usual and produce your mailing plan.
- When you upload your mailing plan into the desktop or online Canada Post system, you will receive a warning. Close the window and continue. You will not have your mail held or surcharged.

Warning

(7279) Warning: The Delivery Mode Code (DMC) is invalid for the Date of Deposit you selected. If you proceed you may be subject to a surcharge on each mail item. To avoid these charges please ensure you have entered the correct date of deposit that corresponds to the DMC you provided. If your date is correct get the right DMC by updating to the latest version of your Presort software and upload the new mailing plan. Please refer to canadapost.ca/surcharges for more information on surcharges.

A Recap of the National Change of Address

There have been several changes in the Move Update / National Change of Address (NCOA) process over the last while, so let's recap what Canadian NCOA is all about and discuss the benefits to both you and your customers, and how to get started.

NCOA is Canada Post's *National Change of Address* database that includes 6 years of history of permanent address changes on households and businesses. Whenever a Canadian resident moves and completes a Change of Address Notification (COAN) form with Canada Post and opts into NCOA, they are added to the National Change of Address database. This database lists their old address and their new address.

Why Should I Use NCOA???

Ensuring that your mail is reaching its intended recipient is crucial! Using the right tools enables you to achieve your goals and makes you look more professional. When a job is processed through NCOA, one of three possibilities will be returned:

- **A Matched record:** The name was matched and a new address is returned. This means the new address is available so the database can be updated, and you won't lose track of the recipient.
- **A Nixie Record:** The name was matched to a resident who moved but didn't provide a new address. These records should be removed from the list as there is no new address available and the mail piece will not reach its intended recipient.
- **No match:** This resident has not moved or did not inform Canada Post.

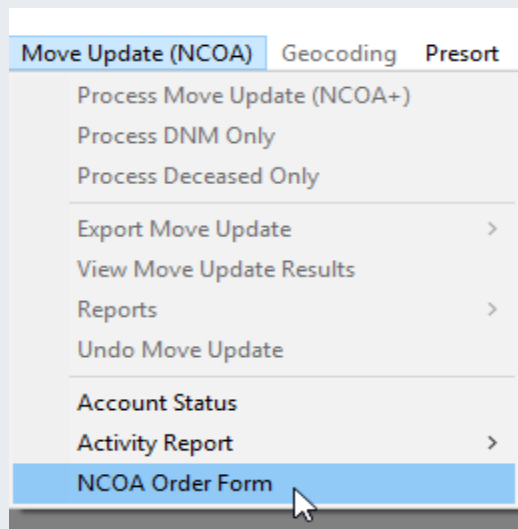
Why Should I Care???

Using NCOA gives you an advantage over your competition, and you won't lose track of your valued customers that you have worked so hard to acquire. Have you ever thought about how many people move each year? The numbers are upwards of 30% and growing! This means that even if your addresses are accurate, they still may not reach the intended recipient if they have moved within the last 6 years.

The NCOA database is a module within iAddress™ and is available for a nominal fee, based on transactions used, as long as you have a current iAddress™ software license. By processing a database through NCOA, value will be added for your customers and any mover's addresses will be updated so the list is kept current. So, even if their client moves out of the neighbourhood, they can still be retained as a customer. The NCOA database lists the old addresses and the new address. Processing a job through NCOA will allow a customer's database to be updated with the recipients' new address.

Getting Started with NCOA

The iAddress™ Move Update menu now includes two additional suppression lists: Do Not Mail and Deceased List. The Do Not Mail list targets those customers who have chosen not to receive marketing mail. These databases are optional depending on the file being processed, and are included at no additional charge if processed along with NCOA. As mentioned, the Canadian NCOA database is a fee-based subscription. Transactions are available for purchase in blocks and can be ordered conveniently through iAddress™:



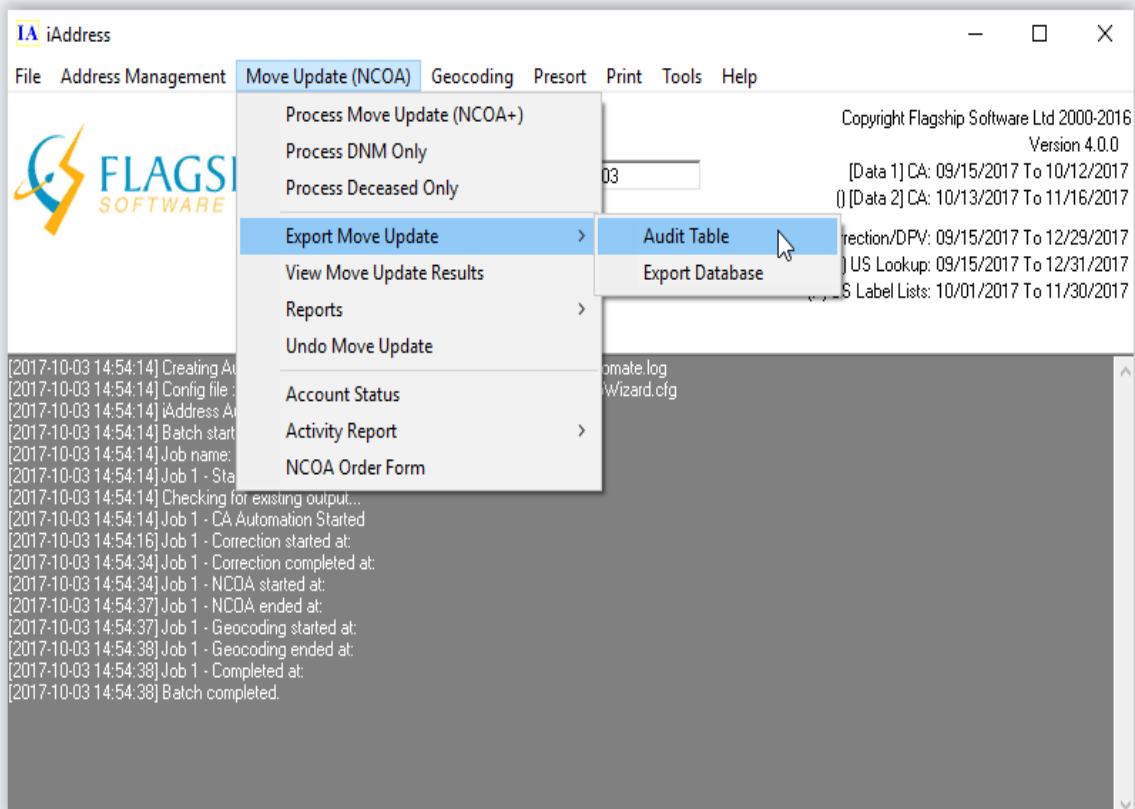
As discussed in previous newsletters, (iAddress™ Help menu, select Newsletters), you will first need to visit the Canada Post website: www.canadapost.ca/moverdata to obtain a Service Provider ID and/or an End User ID before a database can be processed through NCOA.

If you are processing a list for your client, you are the Service Provider, and therefore require a Service Provider Terms of Use ID (SP ToU ID). The data (list) owner is the End User, and if you will be providing the updated mover data back to your client (the End User), then they will be required to have an End User Terms of Use ID (EU ToU ID). More information on NCOA can be found on the Canada Post website:

<https://www.canadapost.ca/web/en/pages/ncoa/default.page>

We are always available to help our customers! Please contact us directly if you have any questions about the NCOA process.

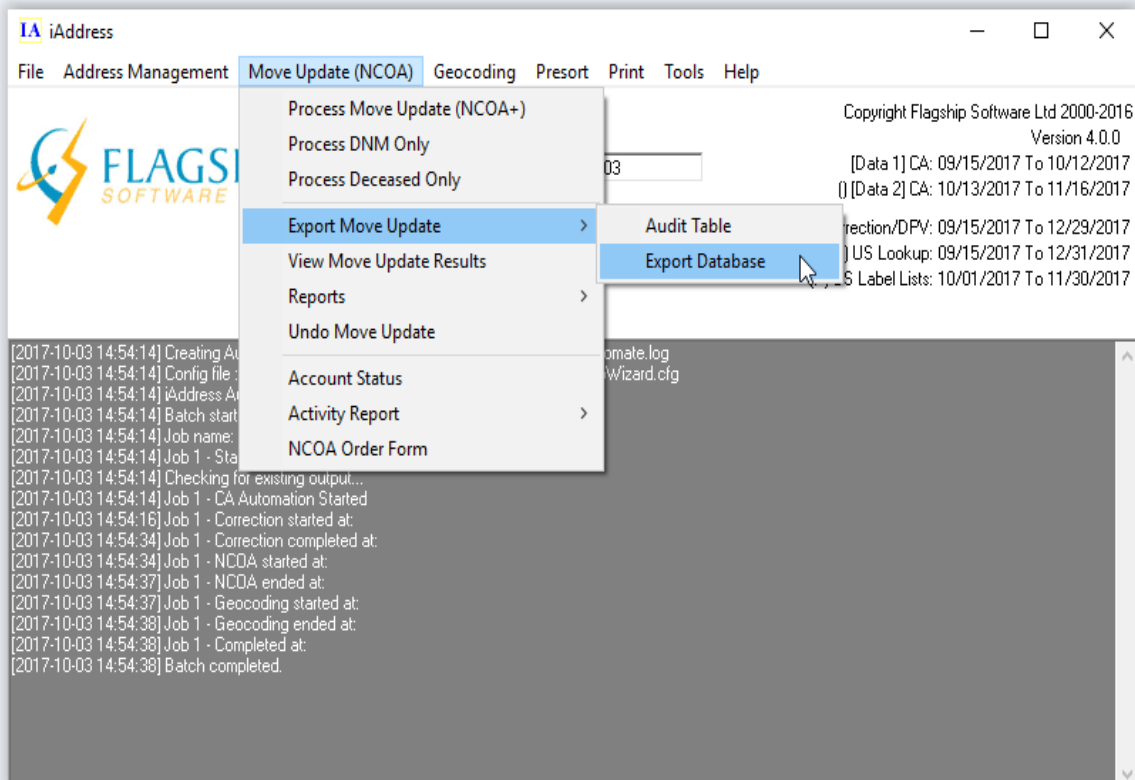
NCOA Audit Table



1	AddressID	NCOA	Ncoa_Fnc	Ncoa_Mni	Ncoa_Lno	Ncoa_Sfx	Ncoa_adc	Ncoa_adc	Ncoa_City	Ncoa_PC	Ncoa_Pro	Ncoa_Cnt	ORIGFNA	ORIGLNA	ORIGADD	ORIGADD	ORIGCITY	ORIGPC	ORIGPRO	
2	26	UN													23 EASTPARK BLVC	SCARBOR	M1H1C6	ON		
3	29	UN													160 GEORGE ST SU	OTTAWA	K1N9M2	ON		
4	42	UI					16	AMSTERDAM	AVE	EAST	Y0M4B2C1	ON	CANADA		126 BARKER AVE	SI	TORONTO	M4C2N9	ON	
5	65	UI					69	MACKENZIE	KING	ST	CATH	L2P0E1	ON	CANADA	86	TERRACE DR	GRIMSBY	L3M1B5	ON	
6	76	UB					2681	RUE SAINT-PIE	DRUMMO	J2C7Y2	QC	CANADA			4571 BOUL SAINT-J	SAIN	NIK	J2A1B4	QC	
7	83	UN													7755-79 AVENUE	NW	EDMONT	T6C0P5	AB	
8	90	UF					309-74	BELLBROOK	DARTMO	B2W6S2	NS	CANADA			14	CAPISTRANO	DFDARTMO	B2G3N4	NS	
9	96	UI					347	CH DES OUTAO	ILE DU	GFJ0X1J0	QC	CANADA			5170	OUTREMONT	IHANMER	P3P1J3	ON	
10	98	UI					124	EDWARD AVE	V	WINNIPE	R2C2H4	MB	CANADA		1138	MONCTON	AVE	WINNIPE	R2K122	MB
11	138	UI					101-238	14E AV	SAINT-LIN	J5M2X5	QC	CANADA			1396	COTE JOSEPH	SAIN	UN	J5M1Z6	QC
12	151	UI					57	KENCLIFF CRES	SCARBOR	M1P4E6	ON	CANADA			248	DAVIDSON ST	PICKERIN	L1V2P9	ON	
13	156	UI					1145	RUE DES GRIV	TROIS-R	G8V2P2	QC	CANADA			17	RUE TILLY	FERMON	G0G1J0	QC	
14	161	UN													9005	99 ST APT 204	PEACE	R1T8S1H1	AB	
15	162	UI						PO BOX 11	RAINY	R/P0W1L0	ON	CANADA			33	ROSS ST	DRYDEN	P8N1T9	ON	
16	164	UB					19	ALBERT	DUNGANI	N0M1R0	ON	CANADA			39	BLAIRS TRAIL	RF	KINCARDI	N2Z0B3	ON
17	186	UI					37	MAPLE RIDGE	RC	ORO-MECL	L0L2L0	ON	CANADA		19	RED PINE CRT	RF	SHANTY	L1L0L2L0	ON
18	193	UN													90	RUE SAINT-CHAF	BEAUHAF	J6N2A1	QC	
19	207	UN													155	ALLISON CRES	BATHUR	E2A3B4	NB	
20	216	UI					RR 1		DIDSBUR	T0M0W0	AB	CANADA			PO BOX 718	SUNDRE	T0M1X0	AB		
21	219	UN													341	VAL D OR	ST-MARC	J0L2E0	QC	
22	226	UN													10731	SASKATCHEV	EDMONT	T6E6H1	AB	
23	229	UI					22-2495	DAVIES AVE	PORT CO	V3C0B2	BC	CANADA			40	RAINBOW DR	ST	CATH	L2M7A6	ON
24	231	UI					333	CHRISTOPHER	CAMBRID	N1P1C6	ON	CANADA			129	ELLIOTT ST	CAMBRID	N1R2K1	ON	
25	250	UI					408-80	BURNS BLVC	KING	CITY	L7B0B3	ON	CANADA		166	KINGSLYNN DR	KING	CITY	L7B1H1	ON
26	266	UI					415-915	SASKATCHE	SASKATC	S7M0M7	SK	CANADA			914	HERITAGE VIEW	SASKATC	S7H5T1	SK	
27	281	UI					PO BOX 1775		CARSTAI	T0M0N0	AB	CANADA			309	2ND ST	ESTEVA	S4A0K2	SK	
28	287	UN													1343	LEASK AVE	FORT	ERIL	L2A4L3	ON
29	303	UN													111	TUSCANY RIDG	CALGARY	T3L3E2	AB	

The Audit table displays the original addresses and the updated addresses in a table format.

NCOA Export Table



The export table showcases the updated addresses. However, it does not display the original data unless otherwise specified.

1	FNAM	LNAM	COMPAN	ADD	ADD2	CITY	PROV	PC	CUSTOM	FIRST	LAST	NA	LANGUAC	DONATIO	COUNTRY	BAGBUN	DMC	ListOrder	Correct	Correct_Ti	Valid	
2				228 POPLAR DR		DARTMOUTH	NS	B2W 4K5	1.84E+10				E		9163 CA						V	
3				43 RUE DES ANCET		SAINT-JE	QC	J2W 1R4	1.27E+10				E		68 CA						V	
4				3205 TURNBERRY		FBURLING	ON	L7M 4J4	1.97E+10				E		2872 CA			111			Civic numt U	
5				304-700 BAY ST		SAULT STON	QC	P6A 6L7	1.76E+10				E		5279 CA				60T			Municipali C
6				3169 GREENFIELD		FAYR ON	ON	N0B 1E0	1.64E+10				E		8872 CA				22V24V			Route Ser C
7				46 ROCKY RIDGE		LACALGARY	AB	T3G 4E5	1.82E+10				E		720 CA							V
8				9906 158 ST NW		EDMONT	AB	T5P 2X5	1.25E+10				F		6386 CA				15M			Street dire C
9				8270 RUE DUNANT		SAINT-LE	QC	H1P 2E7	1.5E+10				F		2979 CA							V
10				PO BOX 109		STELLAR	NS	B0K 1S0	1.41E+10				F		8987 CA							V
11				RR 1 BOX 4 SITE 2		RIVERHE	NL	A0A 3P0	1.73E+10				F		6449 CA				60I			Municipali C
12				98 CH DE LA VALLEE		LA MALBA	QC	G5A 1E5	1.15E+10				F		5207 CA							V
13				PO BOX 43		CARBON	NL	A1Y 1B5	1.27E+10				E		1357 CA							V
14				654 NORTH PRAISE		QUESNEL	BC	V2J 1Z6	1.68E+10				E		1587 CA							V
15				654 NORTH PRAISE		QUESNEL	BC	V2J 1Z6	1.68E+10				E		1587 CA							V
16				106-4775 RTE		SAINT-QUEBEC	QC	G2B 4K4	1.83E+10				E		9136 CA				11I14M			Civic numt C
17				530 RANG PAPINEA		SAINT-PA	QC	J0E 1A0	1.65E+10				E		1114 CA				22V24V60			Route Ser C
18				9017 1368 ST		SURREY	BC	V3V 7P1	1.64E+10				F		1404 CA							V
19				90 RUE CLEVELAND		DANVILLE	QC	J0A 1A0	1.12E+10				E		1256 CA				54V			Delivery Ir V
20				4460 6E AVE O		L'ASCEN	QC	G0W 1Y0	2E+10				E		5621 CA				60T			Municipali V
21				C6 EDWARDSBURC		KEMPTVIL	ON	K0G 1J0	1.57E+10				E		859 CA				20R			Complete V
22				PO BOX 1872		JASPER	AB	T0E 1E0	1.25E+10				E		48 CA							V
23				14 RUE GERMAIN		SAINT-JE	QC	J2X 4Y2	1.82E+10				E		2821 CA							V
24				1854 ROUTE 141		ST-HERMOC	QC	J0B 2W0	1.97E+10				F		3341 CA				10T			Address F C
25				165 8E RANG E		SAINT-CA	QC	J0K 1Z0	1.76E+10				E		6904 CA				22V24V			Route Ser C
26				894 RUE RICHELIEU		BELOEIL	QC	J3G 4P9	1.49E+10				F		1987 CA							V
27				23 EASTPARK BLVC		SCARBORON	ON	M1H 1C6	1.58E+10				E		2079 CA							V
28				1103 ROUTE 317		RIPON	QC	J0V 1V0	1.15E+10				F		6247 CA				22V24V			Route Ser C
29				86 RUE BEGIN		LONGUEL	QC	J4L 3E7	1.18E+10				F		635 CA							V

iAddress™ Web Demonstrations!

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 1-866-672-0007 ext. 1 or carolyn@flagshipsoftware.com to schedule a web session.

[Request Now](#)

Copyright © 2017 Flagship Software Ltd., All rights reserved.

iAddress™ Updater is the electronic newsletter of Flagship Software Ltd.

Our mailing address is:

Flagship Software Ltd.
203-60 King Road
PO Box 2625
Richmond Hill, ON L4E 1A6
Canada

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)

MailChimp