



*From anywhere... to anyone*

# **DELIVERY MODE DATA TECHNICAL SPECIFICATIONS**

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## **INTRODUCTION**

Canada Post Corporation (CPC) offers customers the option of presorting their mail to take advantage of incentive mailing rates. The Delivery Mode Data product provides the necessary information to assist customers in presorting their mail in accordance with the requirements defined for the rate of postage paid.

## **GENERAL SPECIFICATIONS**

### **Media**

The Delivery Mode Data is provided in ASCII character set, with the volume image in ISO 9660 format (standard for CD-ROM). The Delivery Mode Data can also be downloaded from the Canada Post FTP site (ASCII character set).

## **FILE DESCRIPTIONS**

The Delivery Mode Data Product contains the following files:

### **Postal Code<sup>OM</sup> Delivery Mode File**

The **Postal Code<sup>OM</sup> Delivery Mode** file contains postal codes and their related delivery modes.

### **Sequenced Depot Postal Code File**

The sequenced Depot Postal Code file contains the postal code of delivery installations that receive mail fully sequenced from the mail processing plant. This file is required to support the new Shipping Unit and Container Label standard introduced through SERP on January 14, 2013, specifically to determine whether or not to print the “Sequenced Depot” banner. For details on the new labeling standards, please refer to the Canada Post Engineering Specification 3651 *Shipping Unit and Container Label Specification for Addressed Admail and Publications Mail*.

### **National Presortation Files**

The following two files indicate the consolidation points within CPC’s Distribution systems:

#### **Non-Lettermail (Standard)**

This file illustrates the various levels at which Standard mail can be consolidated within the CPC distribution system.

#### **Non-Lettermail (Oversize)**

This file illustrates the various levels at which Oversize mail can be consolidated within the CPC distribution system.

## **Forward Sortation Area (FSA) File - Restructure Schedule**

The FSA Restructure Schedule file contains a schedule of potential FSA restructures.

## **Publications Mail Distance-based Price Structure File**

This file illustrates the price structure of Publications mailings whereby customers are required to declare their volumes for Special Handling (SH) mailings as identified on the Mailing Summary generated by *Software Evaluation and Recognition Program* (SERP) software, based on the office of origin and the destination by their Forward Sortation Areas (FSAs). The three levels are Local, Regional and National.

## **Information for the Delivery Mode File**

The information file provides the user with information that can be browsed or printed. It includes implementation and expiration dates, as well as the number of records added, modified or deleted.

## **FILE SPECIFICATIONS**

### *Postal Code<sup>OM</sup> Delivery Mode File*

Logical record length:	72 characters
CD-ROM Record format:	Terminated with CRLF
CD-ROM File name:	DMODE.TXT

### *Sequenced Depot Postal Code File*

Logical record length:	58 characters
CD-ROM Record format:	Terminated with CRLF
CD-ROM File name:	SEQDEPOT.TXT

### *National Presortation Schematic (Non-Lettermail StandardFile)*

Logical record length:	337 characters
CD-ROM Record format:	Terminated with CRLF
CD-ROM File name:	NPSSL.TXT

### *National Presortation Schematic (Non-Lettermail Oversize File)*

Logical record length:	337 characters
CD-ROM Record format:	Terminated with CRLF
CD-ROM File name:	NPSOS.TXT

### ***FSA Restructure Schedule File***

Logical record length:	16 characters
CD-ROM Record format:	Terminated with CRLF
CD-ROM File name:	FSADATA.TXT

### ***Publications Mail Distance-based Price Structure File***

Logical record length:	13 characters
CD-ROM Record format:	Terminated with CRLF
CD-ROM File name:	PUBSTRUCT.TXT

### ***Information File***

Logical record length:	133 characters
CD-ROM Record Format:	Terminated with CRLF
CD-ROM File name:	INFO.TXT

## **TECHNICAL SPECIFICATIONS**

### **The Postal Code<sup>OM</sup> Delivery Mode File**

All fields are alpha-numeric and the sort order and record types are displayed below:

#### ***Sort Order***

Postal Code

#### ***Record Types***

- 1 - Rural Record
- 2 - Urban Record

## **RECORD DESCRIPTIONS**

### **Rural Record (Type 1)**

This record contains each rural delivery Postal Code in Canada with its Delivery Facility Name.

<b>Description</b>	<b>Starting Position</b>	<b>Length</b>
Record Type Code	1	1
Action Code	2	1
Postal Code	3	6

Distribution Centre Facility Name	9	28
Delivery Facility Name	37	28
Filler	65	6
Delivery Mode Audit Code	71	1
Filler	72	1

### Urban Record (Type 2)

This record contains each urban delivery Postal Code in Canada with its Delivery Mode Type Description, Delivery Mode Detail and Delivery Facility Area Name.

Description	Starting Position	Length
Record Type Code	1	1
Action Code	2	1
Postal Code	3	6
Delivery Facility Area Name	9	28
Delivery Facility Qualifier	37	28
Delivery Mode Type Description	65	1
Delivery Mode Detail	66	4
Filler	70	1
Delivery Mode Audit Code	71	1
Filler	72	1

### The Sequenced Depot Postal Code File

The Delivery Installation Postal Code is the only field that is required to create the “Sequenced Depot Banner”. If the destination postal code on the label is found in the file, then the banner is to be printed, otherwise it is not. All other files are there for context and easy cross-reference, but are not to be used to create the label.

All fields are alpha-numeric and the sort order is displayed below:

#### *Sort Order*

Delivery Installation Postal Code

## RECORD DESCRIPTIONS

Description	Starting Position	Length
Delivery Installation Postal Code	1	6
Delivery Installation Area Name	7	30
Delivery Installation Type Code	37	1
Delivery Installation Type Description	38	5
Delivery Installation Qualifier Name	43	15

## **The National Presortation Schematic Files**

All fields are alpha-numeric and the sort order is displayed below.

### **Sort Order**

Province Code

Level 4 Postal Code

Alternate Level 4 Postal Code (if available)

Level 3 Postal Code

Level 2 Postal Code

Level 1 Postal Code

Urban/Rural Indicator

FSA Code

The two National Presortation Schematic (NPS) files described above have the same record layout as illustrated on the following pages.

### **National Presortation Schematic**

- **Non-Lettermail (Standard)**
- **Non-Lettermail (Oversize)**

These files contain the information that depicts the hierarchical structure of Canada Post Corporation's distribution system which indicates to where an FSA can be consolidated.

The presence or absence of the province code determines whether a specific facility's Postal Code should be regarded as present or absent for the purposes of presort. That is, if the province code is not reflected in the facility's Postal Code for a specific presort level, then presorting to that facility at that level is not permitted.

#### **Level 1 (Delivery Facility)**

This is the first level of consolidation within the NPS. Typically, it corresponds to urban postal stations or letter carrier depots, or rural postal facilities. This group is composed of Level 1 Postal Code, Level 1 province code, Level 1 function name, Level 1 qualifier text and Level 1 abbreviated type names.

#### **Level 2 (City Consolidation)**

This is the second level of consolidation within the NPS. This level is urban (i.e. urban processing facility). City consolidation is an area within a processing facility where mail is directed for city sortation (i.e. sortation to local delivery facility). This group is composed of Level 2 Postal Code, Level 2 province code, Level 2 function name and Level 2 qualifier text.

#### **Level 3 (Distribution Centre Facility)**

This is the third level of consolidation within the NPS. This group is composed of Level 3 Postal Code, Level 3 province code, Level 3 function name and Level 3 qualifier text.

#### Level 4 (Forward Consolidation Point)

This is the fourth level of consolidation within the NPS. This information is composed of the Level 4 Postal Code, Level 4 province code, Level 4 function name, Level 4 qualifier text and the Level 4 qualifier description.

#### Record Description:

Description	Starting Position	Length
Province Sequence Number	1	2
FSA Code	3	3
Record Change Indicator	6	1
Urban Rural Indicator	7	1
Level 1 Postal Code	8	6
Level 1 Province Code	14	2
Level 1 Function Name	16	30
Level 1 Qualifier Text	46	15
Level 1 Abbreviated Type Name	61	5
Level 2 Postal Code	66	6
Level 2 Province Code	72	2
Level 2 Function Name	74	30
Level 2 Qualifier Text	104	15
Level 3 Postal Code	119	6
Level 3 Province Code	125	2
Level 3 Function Name	127	30
Level 3 Qualifier Text	157	15
Level 4 Postal Code	172	6
Level 4 Province Code	178	2
Level 4 Function Name	180	30
Level 4 Qualifier Text	210	15
Level 4 Qualifier Description	225	30
FSA Sequence Identifier	255	6
Alternate Level 4 Province Code	261	2
Alternate Level 4 Function Name	263	30
Alternate Level 4 Qualifier Text	293	15
Alternate Level 4 Qualifier Description	308	30

#### FSA Restructure Schedule

This file contains a list of the FSAs in which there could be potential restructures for the three months following the effective dates of the current data release.

For example,

Month of Data Release: January

Effective Dates for Mailing: Mid-February to Mid-March (dates specified on product)  
Planned Restructures: April, May and June

This file is for information purposes.

**Record Description:**

Description	Starting Position	Length
Product Issue Year	1	2
Product Issue Month	3	2
Delivery Mode Implementation Year	5	4
Delivery Mode Implementation Month	9	2
Delivery Mode Implementation Day	11	2
FSA Code	13	3
Filler	16	1

**Publications Mail Distance-based Price Structure File**

This file illustrates the price structure of Publications mailings based on the office of origin and the destination by their FSA or FSA & LDU as defined by data. Although the Postal Code fields in the PUBSTRUCT.TXT file are defined as Origin and Destination, in fact this is a reciprocal relationship and either is to be considered the origin or the destination depending on the office of deposit. The three levels are Local, Regional and National.

**Record Description:**

Description	Starting Position	Length
Origin FSA or FSA & LDU	1	6
Destination FSA or FSA & LDU	7	6
Pricing Level	13	1

**DATA DICTIONARY - ELEMENT DESCRIPTIONS**

The following is a listing of all record elements and a brief definition:

<b>Action Code</b>	<p>A code indicating whether there has been a change within the record (with the exception of the Delivery Mode Type Description), since the production of the last issue. The valid values are:</p> <p>Space = no change  A = added record  D = deleted record  C = changed record</p>
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<b>Alternate Level 4 Function Name</b>	Disregard this field.
<b>Alternate Level 4 Province Code</b>	Disregard this field.
<b>Alternate Level 4 Qualifier Description</b>	Disregard this field.
<b>Alternate Level 4 Qualifier Text</b>	Disregard this field.
<b>Delivery Facility Area Name</b>	The name of a village, town, municipality, city or metropolitan area.
<b>Delivery Installation Area Name</b>	The name of a village, town, municipality, city or metropolitan area.
<b>Delivery Facility Name</b>	The name of a postal facility.  Retired rural facilities will be shown with the value RET instead of the delivery facility name.
<b>Delivery Facility Postal Code</b>	The postal code of a delivery installation.
<b>Delivery Facility Qualifier</b>	When more than one delivery facility serves an area described by the <b>delivery facility area name</b> , the qualifier name identifies the portion of the area served by the facility. When only one facility serves a delivery area, this element will be blank.
<b>Delivery Installation Qualifier Name</b>	More than one delivery installation can serve an area described by the Delivery Installation Area Name. This field is used to differentiate between those installations.
<b>Delivery Mode Audit Code</b>	An alpha character to be printed on the mail piece and bundle labels to allow validation of the version of the delivery mode data used. This code changes monthly.

<b>Delivery Mode Type Description</b>	<p>The part of the Delivery Mode which identifies the type of delivery service.</p> <p>A = Delivery to Block Face Address</p> <p>B = Delivery to an Apartment Building</p> <p>E = Delivery to a Business Building</p> <p>G = Delivery to a Large Volume Receiver</p> <p>H = Delivery via a Rural Route</p> <p>J = General Delivery</p> <p>K = Delivery to a PO Box (not a CMB)</p> <p>M = Delivery to a Large Volume Receiver (PO Box)</p> <p>T = Delivery via a Suburban Service</p> <p>X = Delivery via a Mobile Route</p> <p>Z = Postal Code is retired (No further delivery to this code)</p>
<b>Delivery Mode Detail</b>	<p>For urban records, this is the value to be printed on the mail piece. A retired urban Postal Code will be identified by “RET”, in this field.</p>
<b>Delivery Mode Implementation Day</b>	<p>The day portion of the date when an FSA restructure is to be implemented.</p>
<b>Delivery Mode Implementation Month</b>	<p>The month portion of the date when an FSA restructure is to be implemented.</p>
<b>Delivery Mode Implementation Year</b>	<p>The year portion of the date when an FSA restructure is to be implemented.</p>

<b>Delivery Installation Type Code</b>	Valid values are: 1 Urban Primary Station 2 Urban Letter Carrier Depot 3 Urban Secondary PO 4 Sub Post Office 5 Rural Primary PO 6 Rural Secondary PO B Urban Secondary CDO C Urban Secondary RPO D Sub RPO E Rural Primary RPO F Rural Secondary RPO (Sequenced depots are typically type code 1 or 5).
<b>Delivery Installation Type Description</b>	STN = Station/Urban Secondary (English) SUCC = Station/Urban Secondary (French) LCD = Letter Carrier Depot (English) PDF = Letter Carrier Depot (French) CDO = Commercial Deal outlet CC = Commercial Deal outlet(French) SUB = Sub Post Office (English) BA = Sub Post Office (French) PO = Rural (English) BDP = Rural (French) RPO = Retail Postal Outlet (English) CSP = Retail Postal Outlet (French)  For all Quebec installations, French values are used. For all other provinces use English values.
<b>Distribution Centre Facility</b>	A major postal facility where mail is received, sorted, handled and sent to or received from a group of dependent postal facilities.
<b>FSA Code</b>	The FSA comprises the first three characters of a Postal Code, designating a postal delivery area. If the second character is zero, the delivery area is rural.
<b>FSA Sequence Identifier</b>	Identifies FSA's which are able to leverage the carrier sort sequencing.  0 = non-sequenced 1 = sequenced

<b>Level 1 Abbreviated Type Name</b>	<p>An abbreviated description of the type of delivery facility that forms part of the delivery facility name for the NPS Level 1 (Delivery Facility) group. Possible values are:</p> <p>LCD = Letter Carrier Depot</p> <p>PDF = Poste de facteur</p> <p>STN = Station</p> <p>SUCC = Succursale</p>
<b>Level 1 Function Name</b>	The name of the network function for the NPS Level 1 (Delivery Facility).
<b>Level 1 Postal Code</b>	The postal routing code for the NPS Level 1 (Delivery Facility).
<b>Level 1 Province Code</b>	A province abbreviation for the NPS Level 1 (Delivery Facility). See province code for correct values.
<b>Level 1 Qualifier Text</b>	An element which describes a geographic subdivision of a major metropolitan area for the NPS Level 1 (Delivery Facility).
<b>Level 2 Function Name</b>	The name of the network function for the NPS Level 2 (City Consolidation).
<b>Level 2 Postal Code</b>	The postal routing code for the NPS Level 2 (City Consolidation).
<b>Level 2 Province Code</b>	A province abbreviation for the NPS Level 2 (City Consolidation).
<b>Level 2 Qualifier Text</b>	An element which describes a geographic subdivision of a major metropolitan area for the NPS Level 2 (City Consolidation).
<b>Level 3 Function Name</b>	The name of the network function for the NPS Level 3 (Distribution Centre Facility).
<b>Level 3 Postal Code</b>	The postal routing code for the NPS Level 3 (Distribution Centre Facility).

<b>Level 3 Province Code</b>	A province abbreviation for the NPS Level 3 (Distribution Centre Facility).
<b>Level 3 Qualifier Text</b>	An element which describes a geographic subdivision of a major metropolitan area for the NPS Level 3 (Distribution Centre Facility).
<b>Level 4 Function Name</b>	The name of the network function providing the NPS Level 4 (Forward Consolidation Point).
<b>Level 4 Postal Code</b>	The postal routing code for the NPS Level 4 (Forward Consolidation Point).
<b>Level 4 Province Code</b>	A province abbreviation for the NPS Level 4 (Forward Consolidation Point).
<b>Level 4 Qualifier Description</b>	An element which describes a functional subdivision of the NPS Level 4 (Forward Consolidation Point).
<b>Level 4 Qualifier Text</b>	An element which describes a geographic subdivision of a major metropolitan area for the NPS Level 4 (Forward Consolidation Point).
<b>* Postal Code</b>	A six character, alphanumeric combination (ANA NAN) assigned to one or more postal address. The Postal Code is an integral part of every postal address in Canada and is required for the mechanized processing of mail. Postal codes are also used to identify the various CPC processing facilities, and delivery installations. <b>*Postal Code is an official mark of Canada Post Corporation.</b>
<b>Price Structure</b>	A distance-based (Local, Regional, National) structure for Letter Carrier Presort mailings of Publications Mail prepared using <i>Software Evaluation and Recognition Program</i> (SERP) software.
<b>Product Issue Month</b>	The month portion of the version date of the Postal Code delivery mode file.
<b>Product Issue Period</b>	The version date of the Postal Code delivery mode file which is comprised of the <b>product issue month</b> and the <b>product issue year</b> .
<b>Product Issue Year</b>	The year portion of the version date of the Postal Code delivery mode file.

<b>Province Code</b>	<p>A two character alpha code.</p> <p>NL = Newfoundland and Labrador</p> <p>NS = Nova Scotia</p> <p>PE = Prince Edward Island</p> <p>NB = New Brunswick</p> <p>QC = Quebec</p> <p>ON = Ontario</p> <p>MB = Manitoba</p> <p>SK = Saskatchewan</p> <p>AB = Alberta</p> <p>BC = British Columbia</p> <p>NT = Northwest Territories</p> <p>YT = Yukon</p> <p>NU = Nunavut</p>
<b>Province Sequence Number</b>	<p>A numeric code listing the province or territory's position geographically in east to west sequence within Canada. The valid values are:</p> <p>02 = Newfoundland and Labrador</p> <p>03 = Nova Scotia</p> <p>04 = Prince Edward Island</p> <p>05 = New Brunswick</p> <p>06 = Quebec</p> <p>07 = Ontario</p> <p>08 = Manitoba</p> <p>09 = Saskatchewan</p> <p>10 = Alberta</p>

	<p>11 = British Columbia</p> <p>12 = Northwest Territories</p> <p>13 = Yukon</p> <p>14 = Nunavut</p>
<b>Record Change Indicator</b>	<p>A code indicating whether there has been a change within the record since the production of the last issue. The valid values are:</p> <p>A = added record</p> <p>C = change</p> <p>D = deleted record</p> <p>N = no change</p>
<b>Record Type Code</b>	<p>A code defining the type of delivery mode record. The valid values are:</p> <p>1 = RURAL</p> <p>2 = URBAN</p>
Urban/Rural Indicator	<p>A code defining the type of FSA. The valid values are:</p> <p>R = RURAL</p> <p>U = URBAN</p> <p>For the purpose of this document Rural is generally defined as “0” in the second position of the FSA.</p>