



From anywhere... to anyone

CANADA POST HOUSEHOLDER ELITE TECHNICAL SPECIFICATIONS

June 2011

Canada Post Householder Elite Technical Specifications

INTRODUCTION

The Householder Elite Data Product provides users with all the postal codes in Canada with the Postal Code and name of their respective serving delivery installation, delivery mode and householder counts. The householder counts information consists of the number of houses (residences) apartments, farms and businesses served by Canada Post Corporation's various delivery modes, anywhere in Canada. With this data, mailers may determine their volume and distribution requirements for Unaddressed Admail mailings for Urban and Rural delivery installations. The Householder Elite Data Product also includes the key data elements required by mailers who wish to process Unaddressed Admail through Canada Post's Electronic Shipping Tools software (EST).

The Householder Elite Data Product provides Consumers' Choice and Total Points of Call counts for all postal codes in Canada.

GENERAL SPECIFICATIONS

Media

The Householder Elite Data Product file is provided in ASCII character set with the volume image in ISO 9660 format for CD-ROM. Users can also access this data from the Canada Post FTP site with a user ID and password supplied by Canada Post.

FILE DESCRIPTION

The Householder Elite Data Product contains one file called "**HouseElite.txt**". This file lists all the postal codes in Canada with their respective serving delivery installation, delivery mode and householder counts, for both Consumers' Choice and Total Points of Call for all urban and rural delivery installations in Canada.

The householder counts are valid during the time period specified by the effective dates shown on the CD.

FILE SPECIFICATIONS

Logical record length:	277 characters
CD-ROM Record format:	Terminated with CRLF
File name:	HouseElite.txt (note capitalization used)
Data format:	ASCII, fixed width

FILE LAYOUT

Note: An asterisk (*) identifies the fields that are required for preparing Unaddressed Admail mailings using Canada Post's Electronic Shipping Tools (EST).

Field Name	Starting Position	Length	Description
Serving Office Postal Code	1	6	The Serving Office is where recipients go to get their mail, or where the delivery routes emanate from.
Serving Office Delivery Installation Area Name	7	30	The name of the village, town, city or metropolitan area which forms part of the Serving Office name.
Serving Office Delivery Installation Type Description	37	5	The category of the Serving Office (ex: PO, STN, LCD).
Serving Office Delivery Installation Qualifier Name	42	15	When more than one delivery installation serves an area described by the delivery installation area name, the qualifier name identifies the portion of the area served by the installation. When only one installation serves a delivery area, this field will be blank.
* Serving Office Abbreviated Name (Required for EST)	57	15	The abbreviated name of the Serving Office Delivery Installation that provides delivery services.
Serving Office Installation Status Code	72	1	O = Opened. A = Amalgamated. A Serving Office that is now housed within a Responsible Office (the primary delivery installation) from which the processing and delivery of mail is performed. The (Amalgamated) Serving Office retains its Postal Code. This status can only be applied to a rural installation.
* Delivery Mode Type (Required for EST)	73	2	The first part of the Delivery Mode, identifying the type of delivery service. <ul style="list-style-type: none"> • CF = Call For • DR = Direct • GD = General Delivery • LB = Lock Box • LC = Letter Carrier • MR = Mobile Route • RR = Rural Route • SS = Suburban Service
* Delivery Mode Identifier (Required for EST)	75	4	The second part of the Delivery Mode, uniquely identifying each occurrence of the Delivery Mode Type within the delivery installation.
Points of Call – apartments	79	5	The number of apartments served by the Postal Code.
Points of Call – businesses	84	5	The number of businesses served by the Postal Code.
Points of Call – houses	89	5	The number of houses served by the Postal Code.
Points of Call – farms	94	5	The number of farms served by the Postal Code.
*Consumers' Choice–apartments (Select this in EST if targeting this segment)	99	5	The number of apartments served by the Postal Code where consumers wish to receive Unaddressed Admail.
*Consumers' Choice – businesses (Select this in EST if targeting this segment)	104	5	The number of businesses served by the Postal Code where consumers wish to receive Unaddressed Admail.
*Consumers' Choice – houses (Select this in EST if targeting this segment)	109	5	The number of houses served by the Postal Code where consumers wish to receive Unaddressed Admail.

Field Name	Starting Position	Length	Description
*Consumers' Choice – farms (Select this in EST if targeting this segment)	114	5	The number of farms served by the Postal Code where consumers wish to receive Unaddressed Admail.
# Postal Code	119	6	Postal Code of a mailing address. The Postal Code is a six character code made up of two components: a) the first three characters of the Postal Code are known as the Forward Sortation Area (FSA). An FSA pinpoints a general area to which mail is delivered; b) the last three characters of the Postal Code are called the Local Delivery Unit (LDU). The LDU reveals a specific delivery point, such as a building, a large-volume receiver of mail, or a range of addresses on a street. # Postal Code is an official mark of Canada Post Corporation.
Ldu_type	125	2	A code used internally by Canada Post to differentiate between various kinds of mail delivery points. The values are: 00 - Rural (Route Service, General Delivery, Lock Box, External Delivery Site, Urban Installation) 01 - Route Service 02 - General Delivery 03 - Block Face 04 - Community Mail Box (CMB) 05 - Large Volume Receiver (LVR) 06 - LVR - CMB 07 - LVR - Lock Box 08 - Building 09 - Federal Government 10 - Federal Government Lock Box 11 - Lock Box 12 - Business Reply 13 - Federal Government CMB 14 - External Delivery Site (EDS) 15 - LVR - EDS Lock Box 16 - LVR - EDS Street Address 17 - Federal Government EDS Lock Box 18 - Federal Government EDS Street Address
* Responsible Office Postal Code (Required for EST)	127	6	This is the installation to which Unaddressed Admail mailings must be sent, whether they are to be delivered from this office or from a Serving Office that is linked to it. In most cases the Responsible Office is the same as the Serving Office. In the case of a Retail Postal Outlet (RPO), the RPO is the Serving Office, and the admail for this RPO must be sent to its associated Responsible Office.
Responsible Office Postal Delivery Area Name	133	30	The name of a village, town, city or metropolitan area, which is served by the Responsible Office.
Responsible Office Delivery Installation Area Name	163	30	The name of the village, town, city or metropolitan area which forms part of the Responsible Office name.

Field Name	Starting Position	Length	Description
Responsible Office Delivery Installation Type Description	193	5	The category of the Responsible Office (ex: PO, STN, LCD).
Responsible Office Delivery Installation Qualifier Name	198	15	When more than one delivery installation serves an area described by the delivery installation area name, the qualifier name identifies the portion of the area served by the installation. . When only one installation serves a delivery area, this field will be blank.
Responsible Office Installation Street Address Number	213	6	The address number portion of a municipal street address of the Responsible Office.
Responsible Office Installation Street Address Suffix	219	1	The address suffix associated with the street address number of the Responsible Office address. Examples of street numbers with suffixes are 14 ½ and 22B. A numeric value denotes a fractional suffix. Fractional code valid values are: 1 = ¼; 2 = ½ and 3 = ¾.
Responsible Office Installation Suite Number	220	6	The number or alphabetic code qualifier of a street number of the Responsible Office address.
Responsible Office Street Name	226	30	The civic name of a roadway or artery for mailing purposes.
Responsible Office Street Type	256	6	The description used to identify the type of roadway or artery for mailing purposes.
Responsible Office Street Direction	262	2	The direction component of a street name for mailing purposes.
Responsible Office Province Code	264	2	An alphabetic code.
Responsible Office Installation Status Code	266	1	O = The office is Opened A = Amalgamated. A Serving Office that is now housed within a Responsible Office (the primary delivery installation) from which the processing and delivery of mail is performed. The (Amalgamated) Serving Office retains its Postal Code. This status can only be applied to a rural installation.
FSA	267	3	The first three characters of the Postal Code, known as the Forward Sortation Area (FSA). An FSA pinpoints a general area to which mail is delivered.
Demand Route Indicator	270	2	Indicates the demand classification of the route, i.e. whether the route is a high demand route. Valid values for this field are: null = Normal Route HD = High Demand Route
Filler	272	6	

Removing Demand Route Indicator and Filler fields

To return this file back to its original form prior to the introduction of the “Demand Route Indicator” and “Filler” fields, the last 8 characters from each line must be removed.

To accomplish this, user may use a text editor with support for column/block mode. An example of shareware software that supports this feature is Notepad++. To remove a column user must press “Shift” and “Alt” down while navigating the file with the up and down (or page up and

page down) buttons. Once the selection is made, the fields can be removed by pressing backspace or delete.

Comparison Between EST Mandatory Input Fields and Equivalents in the Householder Elite

Electronic Shipping Tools (EST) Field Name	Householder Elite Field Name
1. FSA/PC	Responsible Office Postal Code (position 127)
2. DM DMID From	DM type (position 73) & DM identifier (position 75)
3. DM DMID To	DM type (position 73) & DM identifier (position 75)
4. Delivery Installation Name	Serving Office Abbreviated Name (position 57)
5. Apartments	Consumers' Choice (position 99)
6. Businesses	Consumers' Choice (position 104)
7. Houses	Consumers' Choice (position 109)
8. Farms	Consumers' Choice (position 114)

1. FSA/PC:

In this field, the 6 digit Responsible Office Postal Code is entered. This is the office to which Unaddressed Admail mailings must be sent, whether they are to be delivered from this office or from a Serving Office that is linked to it. In many cases, the Responsible Office is the same as the Serving Office. In the case of a Retail Postal Outlet (RPO), the RPO is the Serving Office, and the Admail for this RPO must be sent to its associated Responsible Office.

2. DMDMID From and 3. DMDMID To:

If selecting only one DM ID, this value must be recorded in both the “DM ID From“ and “DM ID To” fields. If selecting a range, the start of the range should be entered in the “DM ID From“ field and the end of the range in the “DM ID To” field.

Example:

DMDMID From: LC0001

DMDMID To: LC0009

Please note that for Delivery Mode Types **CF** and **DR** the DM ID that must be recorded by the user is 0000. Example: CF0000 or DR0000

4. Delivery Installation Name: Selecting this will cause a drop down menu to appear which lists the abbreviated name of the delivery installation that will provide the delivery services for the selected delivery mode.