

iPost LetterBundle v0x4

FAQ

Itella Information Ltd

www.itella.fi

Copyrights Itella Information Logistics Ltd.

Kotipaikka: Helsinki, Y-tunnus: 1465570-2, ALV rek. (EDIRA = 003714655702)

TABLE OF CONTENTS

1.	IF I FILL IN THE SSN FIELD, CAN I ENTER OUR BUSINESS ID IN THAT FIELD?	3
2.	INTO WHICH XML FIELD CAN I ENTER THE MATERIAL TYPE / PRODUCT?	3
3.	INTO WHICH XML FIELD CAN I ENTER THE COST CENTRE?	3
4.	ARE THE LETTER/LETTERDETAILS/SUBJECT INFORMATION REQUIRED?	3
5.	ARE THE LETTER/SENDER INFORMATION REQUIRED?	3
6.	CAN I LEAVE AN XML ELEMENT OUT OF THE XML TREE?	4
7.	WHY IS THE LETTER START AND END PAGE MANDATORY DATA IN EPL XML DATA?	4
8.	CAN I LEAVE THE LANGUAGE DATA OUT OF THE SUBJECT FIELD?	4
9.	WHICH FIELDS ARE MANDATORY IN THE XML FILE AND WHICH CAN I LEAVE EMPTY?	4
9.1.	PDF XML EXAMPLE	5
9.2.	EPL AND XML EXAMPLE	6
10.	CAN THE ELECTRONIC DELIVERY ID BE FORCED TO USE AN SSN ONLY?	7
11.	SHOWING THE CUSTOMER'S NAME IN THE NETPOSTI IN CASES IN WHICH THE 3RD PARTY IS WORKING AS A CONSOLIDATOR (ON THE 3.THE PARTY'S IPOST CUSTOMER IDENTIFIER).....	7

iPost LetterBundle v0x4 - FAQ

1. IF I FILL IN THE SSN FIELD, CAN I ENTER OUR BUSINESS ID IN THAT FIELD?

The location of the SSN is a Letter/LetterMeta/Recipient/SSN attribute. SSN refers to Social Security Number or HETU (henkilötunnus) in Finnish. You cannot enter your Business ID in that field. SSN is currently used to identify consumer customers in the Netpost service.

The recipient's OVT ID can be entered in the Letter/LetterMeta/Recipient /ovtID attribute field. The OVT ID can be formed from a Business ID, and a Finnish OVT ID can be formed from a Finnish Business ID. For example: Business ID = 1234567-8 --> OVT ID = 003712345678"

2. INTO WHICH XML FIELD CAN I ENTER THE MATERIAL TYPE / PRODUCT?

Letter/LetterMeta/LetterDetails/LetterContentType includes a group of boolean type attributes that can be used to describe the content type.

3. INTO WHICH XML FIELD CAN I ENTER THE COST CENTRE?

There is no such field.

4. ARE THE LETTER/LETTERDETAILS/SUBJECT INFORMATION REQUIRED?

This information is not mandatory, but it is useful to enter anyway because it is transmitted to Netpost, which uses it in the user interface when messages are listed.

5. ARE THE LETTER/SENDER INFORMATION REQUIRED?

If the message is intended for delivery in electronic format only, you must enter the sender's information. In the sender's details, the most important data is the OVT ID. Other data is not required for electronic delivery but is worth entering regardless. According to the current Netpost policy, if the message is received in electronic format only, it must be approved sender-specifically. Naturally, Netpost includes the option to approve all senders, but in any event, it is useful for the addressee to have the sender's details visible when the messages are listed. In other words, a generous amount metadata is in the best interest of both the sender and the addressee.

6. CAN I LEAVE AN XML ELEMENT OUT OF THE XML TREE?

The XML elements form the tree structure. If XML needs to supply an element for a leaf, then you need to supply all of the elements between the root and the leaf.

7. WHY IS THE LETTER START AND END PAGE MANDATORY DATA IN EPL XML DATA?

This is the LetterMeta/Location element. EPL+XML and PDF+XML use the same XML scheme. In a PDF, the location of the letter in the PDF data is mandatory, which is why the letter location data must also be entered in EPL+XML. In EPL, you can use the standard values or 1 for the start page and -1 for the number of pages. This data is not used when EPL is processed.

8. CAN I LEAVE THE LANGUAGE DATA OUT OF THE SUBJECT FIELD?

If the language data is not available you can leave it out. But if the language data exists it is worth entering in the field. The following XML structure is allowed:

```
<lb:LetterDetails>
  <lb:Subject text="Letter subject" />
</lb:LetterDetails>
```

In addition, the following structure is allowed or the language data can be missing from one element. The XML structure also allows for the language data to be missing from all elements, but this is not sensible since then you will not know which Subject element to show to the user.

```
<lb:LetterDetails>
  <lb:Subject text="Letter subject" />
  <lb:Subject text="Letter subject in Swedish" language="sv-SE"/>
  <lb:Subject text="Letter subject in English" language="en-GB"/>
</lb:LetterDetails>
```

9. WHICH FIELDS ARE MANDATORY IN THE XML FILE AND WHICH CAN I LEAVE EMPTY?

Mandatory fields are described element-specifically in the design instructions. A good way is to view the XML scheme with tool that displays it graphically, displaying the optional and mandatory elements differently. Another way is to refer to the design instructions for examples of XML data. The instructions have aimed to include those fields that are used most often or fields that may be useful to the addressee.

The following works as a general guideline; fill in all of the metadata that is available when the XML file is created. This data is used when the message is delivered. The consumer addressee sees the data in the user interface that is entered through Netpost during electronic delivery. For example, who is the sender, what is the message heading, what is the message type, etc? Therefore, you cannot be aware of all possible uses when the metadata is created.

It is sound general advice that the more metadata you can relay to the iPost service, the better the metadata serves the addressee. This can be viewed by the addressee as a service issue. Thus, you should not aim for the minimum when producing metadata, but **rather the maximum**.

Mandatory batch-specific attributes:

- BundleCommon/Sender:contact attribute

Mandatory letter-specific attributes:

- LetterMeta/Location
- LetterMeta/Recipient/Address
- Netpost's ElectronicOnlyDelivery requires that the LetterMeta/Sender:ovtID recognises the sender

In the following examples, the message heading is marked in a range of languages. You can also use just one language or leave the entire language attribute out if this data is not available. This information is also described in the design documents.

9.1. PDF XML example

Mandatory attributes are marked in yellow and, in addition, mandatory attributes for electronic delivery in green (Sender ovtID).

```
<?xml version="1.0" encoding="UTF-8"?>
<lb:LetterBundle senderFileId="FileD1" schemaVersion="v0x4" xsi:schemaLocation="urn:itella-letterbundle-v0x4 LetterBundle_V0x4.xsd"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:lb="urn:itella-letterbundle-v0x4">
  <lb:Bundle senderBundleId="BundleID1">
    <lb:BundleCommon creationDate="2007-09-20T09:00:00.0Z" isTest="false">
      <lb:Sender contactPerson="Contact person name" ovtID="123456789012" email="Sender email address" companyName="Sender
company name" phoneNumber="Sender phone" contact="Free text - example: Contact person name, Sender email address, Sender phone">
        <lb:SenderAddress>
          <lb:Eu1 name="Oy Yritys AB" address="Yritystie 1" postalCode="00000" city="Yrityskaupunki" countryCode="FI"/>
        </lb:SenderAddress>
      </lb:Sender>
      <lb:StdBundleProcessing customerId="Pnnnnn" password="mmmm" serviceFunction="0" electronicArchiving="T" letterClass="2"
envelope="S" paper="0" fileFormat="0" departmentClassification="false" isDuplex="false"/>
      <lb:DeliveryChannelControl denyElectronicOnlyDelivery="false"/>
      <lb:ExternalFile senderFileId="FileID" format="PDF" fileName="LetterBundle_V0x4_SAMPLE1.pdf">
        <lb:Checksum type="MD5" value="nnnnnnnnnnnnnn"/>
      </lb:ExternalFile>
    </lb:BundleCommon>
    <lb:Letter senderLetterId="LetterID1">
      <lb:LetterMeta>
        <lb:Location startPage="1" pages="2"/>
        <lb:Recipient emailAddress="recipient1@nnn.nn" customerCode="1111" IBAN="111111" phoneNumber="11111111"
SSN="111111-1111">
          <lb:Address>
            <lb:Eu1 name="Testi Vastaanottaja" address="Testitie 1 A" postalCode="00000" city="Kaupunki" countryCode="FI"/>
          </lb:Address>
        </lb:Recipient>
        <lb:Sender ovtID="112233445566">
          <lb:name text="Yritys Oy" language="fi-FI"/>
          <lb:name text="Yritys Ab" language="sv-SE"/>
          <lb:name text="Yritys Ltd" language="en-GB"/>
        </lb:Sender>
        <lb:LetterDetails>
          <lb:Subject text="Letter subject in Finnish" language="fi-FI"/>
          <lb:Subject text="Letter subject in Swedish" language="sv-SE"/>
          <lb:Subject text="Letter subject in English" language="en-GB"/>
          <lb:LetterContentType announcement="true"/>
        </lb:LetterDetails>
      </lb:LetterMeta>
    </lb:Letter>
  </lb:Bundle>
</lb:LetterBundle>
```

9.2. EPL and XML example

An example of metadata included in EPL as XML. Mandatory attributes are marked in yellow and, in addition, mandatory attributes for electronic delivery in green (Sender ovtID). EPL data is marked in grey. In EPL, the “EPLK” row begins a new letter, which must be followed by a “10” row indicating that a new page is beginning.

```
EPL1Pnnnnmmmm0 T001S 0 SAMPLE1 v0x4
EPLVBUNDLEV0x4-BEGIN
<?xml version="1.0" encoding="ISO8859-1"?>
<lb:LetterBundle senderFileId="FileD1" schemaVersion="v0x4" xsi:schemaLocation="urn:itella-letterbundle-v0x4
LetterBundle_V0x4.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:lb="urn:itella-letterbundle-v0x4">
  <lb:Bundle senderBundleId="BundleID1">
    <lb:BundleCommon creationDate="2007-09-20T09:00:00.0Z" isTest="false">
      <lb:Sender contactPerson="Contact person name" ovtID="123456789012" email="Sender email address"
companyName="Sender company name" phoneName="Sender phone" contact="Free text - example: Contact person name,
Sender email address, Sender phone">
        <lb:SenderAddress> <lb:Eu1 name="Oy Yritys AB" address="Yritystie 1" postalCode="00000" city="Yrityskaupunki"
countryCode="FI"/> </lb:SenderAddress>
      </lb:Sender>
      <lb:DeliveryChannelControl denyElectronicOnlyDelivery="false"/>
    </lb:BundleCommon></lb:Bundle></lb:LetterBundle>
EPLVBUNDLEV0x4-END
EPLKF00000 100
10
EPLVLETTERV0x4-BEGIN
<?xml version="1.0" encoding="ISO8859-1"?>
<lb:Letter senderLetterId="LetterID1" xsi:schemaLocation="urn:itella-letterbundle-v0x4 LetterBundle_V0x4.xsd"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:lb="urn:itella-letterbundle-v0x4">
  <lb:LetterMeta>
    <lb:Location startPage="1" pages="-1"/>
    <lb:Recipient emailAddress="recipient1@nnn.nn" customerCode="1111" IBAN="11111" phoneNumber="11111111"
SSN="111111-1111">
      <lb:Address>
        <lb:Eu1 name="Testi Vastaanottaja" address="Testitie 1 A" postalCode="00000" city="Kaupunki" countryCode="FI"/>
      </lb:Address>
    </lb:Recipient>
    <lb:Sender ovtID="112233445566">
      <lb:name text="Yritys Oy" language="fi-FI"/>
      <lb:name text="Yritys Ab" language="sv-SE"/>
      <lb:name text="Yritys Ltd" language="en-GB"/>
    </lb:Sender>
    <lb:LetterDetails>
      <lb:Subject text="Letter subject in Finnish" language="fi-FI"/>
      <lb:Subject text="Letter subject in Swedish" language="sv-SE"/>
      <lb:Subject text="Letter subject in English" language="en-GB"/>
      <lb:LetterContentType announcement="true"/>
    </lb:LetterDetails>
  </lb:LetterMeta>
</lb:Letter>
EPLVLETTERV0x4-END
EPL82082
00Y YRITYS AB
0YRITYSTIE 1
000000 YRITYSKAUPUNKI
20TESTI TESTIVASTAANOTTAJA
0TESTITIE 1 A
000000 KAUPUNKI
30Letter 1
0Page 1/2
```

10. CAN THE ELECTRONIC DELIVERY ID BE FORCED TO USE AN SSN ONLY?

This is possible if you enter a restriction data in the batch-specific data.

```
<lb:LetterBundle><lb:Bundle><lb:BundleCommon>
  <lb:DeliveryChannelControl >
    <lb:RestrictMatchingForElectronicDelivery recipientSSN="true"/>
  </lb:DeliveryChannelControl>
</lb:LetterBundle></lb:Bundle></lb:BundleCommon>
```

11. SHOWING THE CUSTOMER'S NAME IN THE NETPOSTI IN CASES IN WHICH THE 3RD PARTY IS WORKING AS A CONSOLIDATOR (ON THE 3.THE PARTY'S IPOST CUSTOMER IDENTIFIER)

Customer's material has to be in either format EPL + XML or PDF + XML. There has to be in the XML file letter-specifically sender OVT ID (Sender ovtID). This OVT ID has to be manually told to NetPosti.

In the planning instruction LetterBundle v0x4 in the scheme is section 3.1.1.1.1:

lb:Sender element

lb:ovtID

Description: OVTtunnus of the sender of the lot (SFS 5748).

OVT ID Example = 003712345678

The customer or the customer's consolidator informs the iPost, info@itella.com, of Sender ovtID and the desired company name to the iPost planning.

The message can be of for example:

We want the company to be seen as follows at NetPosti:

Sender ovtID: to the OVT-number 003712345678 is connected to
company name "xyz"(and possibly language versions swe and eng)

This name can deviate from the name behind an actual official OVTnumber but willingly an official name or close to that name is recommended to use. The company name is recorded and in operation on the Thursday of the week which follows the announcement in principal.

