UPU standards glossary

UNIVERSAL POSTAL UNION

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UPU standards glossary

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Foreword

Postal services form part of the daily life of people all over the world. The Universal Postal Union (UPU) is the specialised agency of the United Nations that regulates the universal postal service. The postal services of its 192 member countries form the largest physical distribution network in the world. More than 5 million postal employees working in over 660 000 post offices all over the world handle an annual total of 434 billion letter-post items in the domestic service and 5,5 billion in the international service. More than 6 billion parcels are sent by post annually. Keeping pace with the changing communications market, postal operators are increasingly using new communication and information technologies to move beyond what is traditionally regarded as their core postal business. They are meeting higher customer expectations with an expanded range of products and value-added services.

Standards are important prerequisites for effective postal operations and for interconnecting the global network. The UPU's Standards Board develops and maintains a growing number of standards to improve the exchange of postal-related information between postal operators and promotes the compatibility of UPU and international postal initiatives. It works closely with postal handling organisations, customers, suppliers and other partners, including various international organisations. The Standards Board ensures that coherent standards are developed in areas such as electronic data interchange (EDI), mail encoding, postal forms and meters.

UPU standards are drafted in accordance with the rules set out in the "General information on UPU standards" and are published by the UPU International Bureau in accordance with that publication.

UPU standards make use of terms, acronyms and abbreviations which, for clarity and to avoid ambiguity, need careful and precise definition. This document brings together the definitions of a number of these terms that are common to several standards. This avoids the need to duplicate the definitions in each of the standards concerned and avoids the risk of slight differences which would accompany such duplication.

It should be noted that the terms and definitions used in this version of the document have been largely extracted from previously published UPU technical standards. The terminology used, and the detailed definitions, might in some cases deviate from terms and definitions used in publications other than the UPU Technical Standards and UPU EDI Messaging Standards publications. There is an on-going effort to review the terminology concerned against that used in other UPU contexts and in the context of CEN/TC 331: Postal services. Where this results in the identification of differences, it is the intention that terminology and definitions should be aligned or, where alignment is not appropriate, that the differences identified should be documented herein.

This document represents the twelfth version of the UPU Standards glossary. The change to the previous version are marked by means of a vertical bar in the margin.

Introduction

UPU standards make frequent use of terms, acronyms, symbols and abbreviations that, to avoid ambiguity, require clear definition. In earlier standards, such terms, etc. were defined within individual specifications, leading to duplication and, in some instances, to the use of slightly different or even conflicting definitions, or to the use of differing terminology. By providing a single source for the most common terms, this document aims to avoid such ambiguities and inconsistencies.

The document is divided into two main clauses:

Clause No	Description of content
3	*Terms and definitions*: provides formal definitions of terms that are frequently used in UPU standards;
4	*Symbols and abbreviations*: provides definitions of acronyms, symbols and abbreviations that are frequently used in UPU standards.

It should be stressed that the definitions provided in this glossary apply only to those UPU standards that have been adapted to reference it, and then only where the individual standard concerned contains no replacement definition for a particular term; where a term is defined both herein and in an individual standard, the definition in the individual standard takes precedence.

UPU standards glossary

1 Scope

This document defines a number of terms, acronyms, symbols and abbreviations which are used in UPU standards. The definitions concerned are placed herein, rather than in the individual standards concerned, in order to avoid unnecessary duplication and, by having one definition instead of several, to avoid the risk of divergence between different definitions which might accompany such duplication.

The glossary does not cover all terms, acronyms, symbols and abbreviations found in UPU standards. In particular, some terms are defined in the *TERMPOST terminology database [1]*. Also, individual standards might include explicit definitions:

- that are not, or not yet[1], included here;
- for which the interpretation required for the particular standard concerned necessarily differs from that found in this document.

Where a term, acronym, symbol or abbreviation is defined both in this specification and in an individual standard, the definition found in the individual standard takes precedence in the context of the standard concerned. The general definition, found herein, applies where the term, acronym, symbol or abbreviation is used in a standard which does not have an explicit definition for it.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, or references to a version number, only the edition cited applies. For undated references and where there is no reference to a version number, the latest edition of the referenced document (including any amendments) applies.

Not applicable.

3 Terms and definitions

Except as otherwise specified in an individual standards document, the following terms and definitions apply to all UPU standards published in the UPU Technical Standards and UPU Messaging Standards publications.

3.1 acceptance

process of examining a mail induction unit, at the acceptance location, to ensure that the mail is acceptable for postal processing and that the postal operator may take responsibility for it

NOTE 1 This normally involves scanning pallet and tray labels and checking the correspondence between these and the statement of induction and associated statements of mailing submission. It might also involve:

- *checking of the weight of individual receptacles and/or the gross weight;*
- *verification of a sample of, or even all, items.*

NOTE 2 Where pallet or tray labels are not used, or not electronically pre-advised, alternative means of identifying a mail induction must be used. One option is to use the digital postage mark of an individual item as a source of data about the submission, and hence the induction unit, to which the mail item belongs. This presupposes that the database, constructed from electronically provided submission and induction data, supports the use of the item identifiers as an access key.

[1] This document is being built up gradually, as individual standards are reviewed. When such a review takes place, the definitions in it are considered for incorporation herein. Where appropriate, the definition is reviewed to ensure its generality and then deleted from the new version of the individual standard.

3.2 acceptance location
location at which responsibility for a mail induction unit is handed over from the mail submitter to the mail service contractor

NOTE The acceptance location can be either a postal processing facility or a mailer site.

3.3 address block
smallest rectangular area that encloses all characters in an address printed or written on a postal item or label and that has sides which are parallel and perpendicular to the reference edge (normally the bottom) of the item or label

see also *address rectangle and address zone*

NOTE The above definition differs slightly from that in EN 13619:2002 [35] in directly incorporating the concept of a minimal rectangle and in applying to both delivery, sender and return addresses.

3.4 address block locator (ABL)
specification of the approximate position of a postal address, on an item, that is compliant with CEN/TS 14567 [37]

NOTE 1 ABL's are a special case of OCR data locator (see 3.130). CEN/TS 14567 defines a family of such locators, some of which can be combined, in a single character string or bar coded construct, with other data.

3.5 address rectangle
smallest rectangle, on a postal item or label, that has sides which are parallel and perpendicular to the reference edge (normally the bottom) of the item or label and that:

- encompasses an address block;
- encloses also any customer applied encoding printed close to the address in accordance with UPU standard S49 [22] and/or any return address printed above the delivery address in accordance with UPU standard S19 [9].

NOTE 1 Associated postal processing information can include an address block locator, customer bar code or digital postage mark which complies with UPU standard S49 and/or a return address line. With the possible exception of an address block location symbol, which might be pre-printed, all postal processing information associated with the delivery address should normally be printed at the same time as the delivery address itself.

NOTE 2 This is illustrated in the diagram below, which shows an address with two associated customer bar codes.

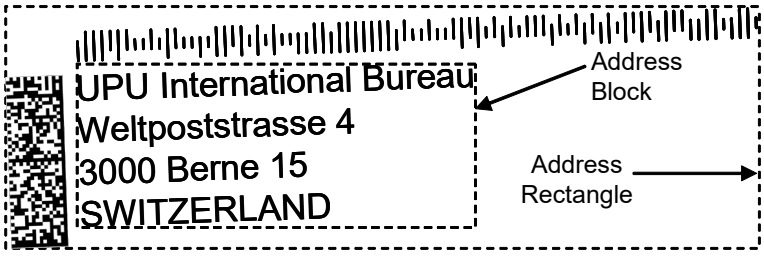

Figure 1 – Address rectangle with address and two customer bar codes

3.6 address zone
area, on a letter mail item, within which the delivery address is required to be printed

NOTE The above definition differs from that in EN 13619:2002 [35]. In UPU standards, the term address zone is used to refer to the area on an item in which an address (normally the delivery address) may be printed. For items of size up to C4, this area is specified in UPU standard S19.

3.7 addressee
party that is the intended ultimate recipient of a postal item

NOTE For further information, see the explanatory notes in UPU standard S42 [21].

3.8 agent
entity involved in any part of the provision of postal services in respect of a mail item

NOTE Agents include both employees of and subcontractors to the mail service contractor, together with the employees of and subcontractors to other agents. They also include devices, equipment and property of the aforesaid which are utilised in the provision of postal services for the item concerned.

EXAMPLE Acceptance clerks, human and mechanical sorters, image capture and computer control systems for sorting machines, receptacles, transport devices, airlines and other carriers, their staff and equipment, the delivery post, delivery agents, …

3.9 aggregate;
mail aggregate

set of mail units that satisfy specific criteria defined in the context of a particular application

NOTE 1 Aggregates can be defined for logical processing or physical handling purposes. Examples of logical groupings include mailings (defined for mailer applications purposes) and despatches (defined for administrative, accounting and auditing reasons). Examples of aggregates formed for physical handling purposes, such as sorting, transportation and hand-over, include mailing submissions, consignments and the content of postal receptacles. The criteria used to determine which mail units belong to a given aggregate can relate to the mail unit identifiers or other attributes and/or to events which have or are planned to occur. Commonly used criteria include shared containerisation (e.g. the set of items in a given tray or the set of bundles in a given bag) and shared transportation (e.g. a consignment comprises the set of mail units, covered by a single transport order, which is intended to be transported together).

NOTE 2 The definition allows an aggregate to consist of a single mail unit (a set of one). An aggregate consisting of multiple mail units need not itself be physically constrained to form a unit and its components might well have different physical locations, or even not all exist at the same time. For example, a consignment might consist of several mail units which, though intended to travel together, might in practice become separated. Similarly, if a mailing were defined as comprising the invoices produced by a mailer in a given month, some components of it might exist before others have been produced; some might even have already been delivered and destroyed.

NOTE 3 The composition of nested aggregates can be specified in different ways. For example, where trays containing mail are housed in a roller cage, the aggregate consisting of the roller cage contents can be defined in terms of its component mail units (the trays with their content) or in terms of lower level aggregates (the contents of the trays), together with the trays themselves. The different methods of specification can be important in cases in which it is not known which items are in which trays. Similarly if the roller cages are grouped into a consignment, it might not be known with certainty which trays are in which roller cages.

3.10 aggregate creator

party that creates (forms) an aggregate

3.11 allocation domain

domain within which a component of a licence plate is unique

NOTE Allocation domains normally correspond to organisations, or to functions or departments within organisations. They are arranged hierarchically:

- *at the highest level, the licence plate standard registration authority, NEN, is responsible for ensuring the global uniqueness of all licence plates;*
- *it does this by delegating licence plate allocation to issuing agencies, each identified by an issuing agency code (an allocation domain code) and each responsible for ensuring that licence plates commencing with its IAC are unique within their domain;*
- *issuing agencies may similarly delegate authority (for example, the UPU's delegation to licensed issuers) to lower level organisations by allocating separate allocation domains to each of these organisations;*
- *the above process of delegation can continue to any desired level.*

3.12 allocation domain code

component of a licence plate which identifies an allocation domain

3.13 announcement system

system or system component which manages the mail finishing process and is responsible for handling the electronic messaging interface (if one exists) between the mailer and the post

3.14 application identifier

numeric prefix to a data structure that defines the content, format and intended interpretation of the data

NOTE Application identifiers are specified in ISO/IEC 15418 [28] and ANS MH10.8.2 [38].

3.15 ascending register

total amount of postage issued by a metering device

NOTE 1 This can be used, in combination with other data, such as an equipment identifier, to provide a unique means of identifying an indicium generated by a postage metering or similar device.

NOTE 2 Together with the descending register value, the ascending register can be used as (part of) a payment security check on a postal security device. The sum of the two values should equal a control total, held for the postal security device by the service which deals with postal security device replenishment, recording the total of all postage which has to date been authorized for printing by the postal security device.

3.16 asset number
see receptacle asset number (3.155)

3.17 attribute
named characteristic of an entity which can be expressed by a data value

EXAMPLE Size, weight, delivery address, priority, etc. are all attributes of postal items, as are a customer-allocated item identifier and an item identifier encoded in a digital postage mark.

NOTE The entity can be any physical or logical object relevant to postal applications. Physical entities include mail units, receptacles, parties involved in postal transactions, transport devices, postal processing equipment and facilities; logical objects include mail aggregates, events, messages and databases.

3.18 automated data collection (ADC); automatic data capture
descriptive term applied to a process or system which captures information from entities being processed without the need for human intervention

3.19 batch
collection of individual mail items which has relevance for postal processing purposes

3.20 batch identifier
ISO/IEC 15459-compliant [30] identifier that, during a period of at least one year, distinguishes one batch of mail items from all other batches

NOTE See UPU standard S25 [11] for further details. A batch identifier allocated to one batch of items should not be re-used for another batch of items until at least one year (365 or 366 days) has elapsed. Individual posts may require a longer period of uniqueness for batch identifiers and may require the inclusion, within batch identifiers issued under their control, of specific sub-components designed to ensure that this requirement is met.

3.21 billion
one thousand million (10^9)

NOTE UPU technical standards use the American definition of billion, rather than the British one.

3.22 bundle
mail unit whose physical constraint is a band or wrapper

EXAMPLE A wrapped bundle of postal items to be delivered by an individual letter carrier.

NOTE Like mail units in general, bundles can be constructed hierarchically – a bundle can be comprised of several lower level bundles, as illustrated below:

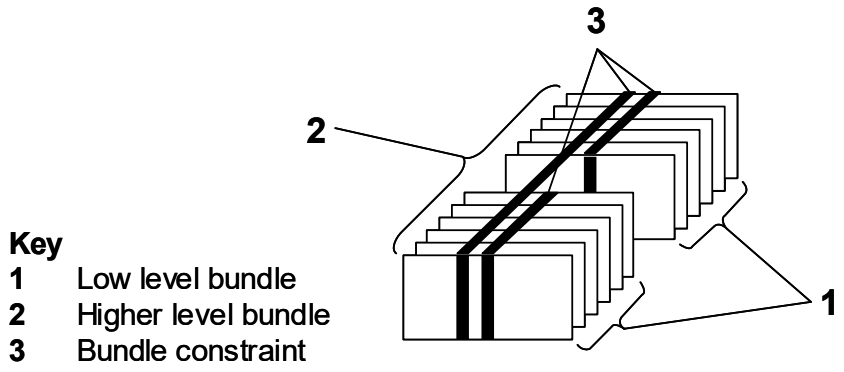

Figure 2 – Examples of bundles

3.23 category
see mail category (3.99)

3.24 channel
specific means of communication, such as the exchange of computer files or EDI messages, the sending of physical documents or the communication of data encoded on mail items or labels

NOTE See also UPU standard S27 [12].

3.25 code
value, taken from a particular code list, which is used in messages to represent one of the possible data values for the data element covered by the code list

3.26 Code 39
symbology for the encoding of alphanumeric data, in bar coded form, which is defined in ISO/IEC 16388 [33]

NOTE Each character is represented by a symbol containing 5 bars and 4 spaces. Each bar or space is either "narrow" or "wide", with wide bars and spaces being a factor 2 to 3 wider than narrow ones. Allowing for inter symbol spaces, each character occupies between 13 and 16 narrow element widths. There is an overhead of two character positions; three if use is made of the (optional) symbol check character.

3.27 Code 128
symbology for the encoding of alphanumeric data, in bar coded form, which is defined in ISO/IEC 15417 [27]

NOTE Code 128 can encode all 128 ASCII characters. Each character is represented by a symbol containing 3 bars and 3 spaces, each of which can be from 1 to 4 narrow elements wide, within a total symbol width of 11 narrow elements. The ability to represent all 128 ASCII characters in an 11 narrow element-wide symbol makes Code 128 much more space-efficient than Code 39. This efficiency is further enhanced by the definition of several character sets, one of which allows pure numeric data to be encoded with two digits per bar code symbol. Code 128 also has a better, non-optional, symbol check character than Code 39.

3.28 code list
list, associated with a specific data element, which defines the correspondence between data values which can be taken by the data element concerned and the coded values (codes) used to represent these for communications purposes

NOTE Code lists require a maintenance agency (definition 3.119) responsible for defining and maintaining their content. The association between a code list and the data element with which it is associated can be itself defined by a master code list. UPU standard S41 [20] defines the mechanism for maintaining the master code list for all code lists which are maintained by the UPU.

EXAMPLE S34 International Mail Processing Centre (IMPC) codes [16].

3.29 code list identification code
coded value, drawn from the master code list maintained by a code list maintenance agency, which specifies the code list to be used for interpreting a second, associated, code value

NOTE See UPU standard S41 [20] for a description of how code list responsible agency code and code list identification code are used.

3.30 code list maintenance agency
individual or organisation responsible for the maintenance of a given code list

EXAMPLE The UPU International Bureau maintains the list of IMPC codes defined in UPU standard S34 [16]; the Dutch Standards Institute, NEN, maintains the list of Issuing Agency Codes defined in ISO/IEC 15459-2 [31].

3.31 code list responsible agency code
EDIFACT data element 3055 coded value, associated with another coded data element in the same compound EDIFACT data construct, which identifies the code list maintenance agency for the code list from which the associated value is taken

NOTE See UPU standard S41 [20] for a description of how this and code list identification code are used.

3.32 collection
method of mail induction in which customers deposit mail in unmanned depositories (posting boxes) which are periodically emptied by the mail service contractor or its agent

3.33 consignment
a set of one or more receptacles of a particular mail category, using a common transport on a particular occasion, from a specific place of loading to a specific place of final destination

NOTE 1 There is no direct relationship between despatches (3.55) and consignments. A single despatch can be transported in (parts of) several different consignments; a single consignment can contain (parts of) several different despatches. This is illustrated in the following diagram:

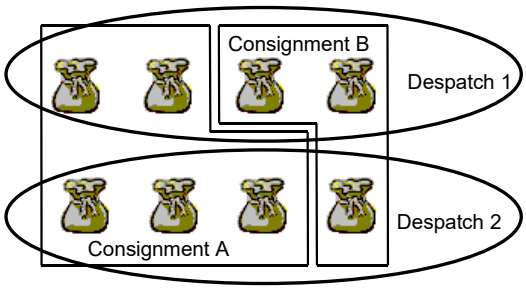

Figure 3 – Consignment(s)

NOTE 2 There is no relationship with the consignment product.

3.34 containerisation
process or act of packaging one or more mail units into a receptacle to simplify handling and transportation

NOTE In some cases, it might not be known which mail units are loaded into which receptacle. For example, when items from a sorting machine stacker are packed into trays, it is not generally known into which tray a particular item is put, especially if, as can happen, some of the items are dropped and re-ordered when they are picked up. Similarly, when roller cages are being loaded with trays belonging to the same consignment, the particular roller cage into which a given tray is placed might not be known if several roller cages are needed to house all the trays in the consignment concerned.

3.35 content-piece
part of the content of a postal item that has characteristics and attributes, which distinguish it from other parts of such content

NOTE 1 A content-piece can include multiple units having identical characteristics.

EXAMPLE A parcel might contain three dinner plates and six wine glasses. The three dinner plates would constitute one content-piece; the six wine glasses would constitute another.

NOTE 2 Information about content-pieces is generally only relevant to the postal service if the item concerned is subject to the requirement to supply a CN 22 or CN 23 customs declaration. The attributes of content-pieces which are relevant in such cases are defined in UPU standard M33 [4].

3.36 customer-allocated item identifier
item identifier which has been allocated by the mailer of an item

NOTE Customer-allocated item identifiers have limited value within the postal system unless their uniqueness can be guaranteed. The licence plate standard provides a standardised approach to structuring identifiers in a way which allows such uniqueness to be controlled.

3.37 data area title
human-readable text, printed close to a bar code or two-dimensional symbol, indicating the nature of the content of the bar code or symbol

EXAMPLE The data area title for a bar coded representation of a delivery postcode might be "Delivery Postcode:".

NOTE A data area title indicates the nature of the bar code, not its actual data content. The reproduction of critical content is referred to as a human-readable interpretation (q.v.).

3.38 data construct
combination of one or more data elements and/or lower level data constructs, associated with a data construct definition and encoding specification contained within a UPU standard which falls under the framework defined in standard S27 [12]

NOTE Data constructs can be simple, corresponding to a single item of data (e.g. the weight of an item), or compound, corresponding to several items of data and/or lower level data constructs which are grouped together, usually for reasons of communications efficiency.

3.39 data element
smallest logical unit of data, about a postal item, aggregate or receptacle, which might need to be communicated between postal applications

3.40 data identifier (DI)
alphanumeric prefix to a data structure that defines the content, format and intended interpretation of the data

NOTE See ISO 15418 [28] and ANS MH10.8.2 [38]

3.41 data identifier category
grouping of related data identifiers

NOTE Data identifiers are divided into 26 categories, labelled A to Z, each of which corresponds to a particular class of DIs. For example, B is used for container information and D for dates. Different data constructs within a category are identified by means of a numeric prefix.

3.42 data identifier standard
ANSI standard ANS MH10.8.2 [38]

3.43 data matrix
two-dimensional matrix symbology specified in ISO/IEC 16022 [32]

NOTE Data matrix uses square modules arranged within a perimeter finder pattern. Its characteristics, data character encodation, symbol formats dimensions and print quality requirements, error correction rules, decoding algorithm and user-selectable application parameters are defined in ISO/IEC 16022.

3.44 data title
human readable text, placed close to printed or encoded information, that indicates the nature of the printed or encode information concerned

NOTE Data titles are frequently used on forms or labels to assist users in locating information of interest and to avoid misinterpretation. They can also be used, in association with bar codes or two-dimensional symbols, to support human determination of which of several bar codes or symbols to scan. It is stressed that a data title indicates the nature of the content of the bar code or two dimensional symbol and not the value which is encoded. Compare this with human-readable interpretation (3.75), which reproduces critical content.

3.45 data value
that part of a data structure which contains the elementary data to be conveyed within a particular instance of the data structure

NOTE The data value is the fourth component of a data structure defined in accordance with UPU standard S24 [10]. It contains the value associated with a specific instance of the data structure, and has a format, content and intended interpretation which are defined by the combination of a data identifier and (if present) a format identifier.

3.46 date
characteristic of an event which defines, to an appropriate level of accuracy, the point in time at which it occurred or is or was forecast to occur

NOTE Unless otherwise specified, dates should be expressed in modified UTC form: ccyymmddhhmmsszzzpoooo where ccyy represents the four digit year, mmdd the two digit month and day within the month, hh, mm, ss and zzz represent hours (based on a 24 hour clock), minutes, seconds and decimal parts of seconds elapsed since the start of the day concerned, oooo represents the local time offset from UTC in hours and minutes and p is either a full stop '.' if the offset is positive or a minus sign '-' if it is negative.[2] This introductory character and the offset may be omitted if there is no requirement to specify the local time

[2] Normal UTC form is ccyymmddThh:mm:ss.zzz+oooo, i.e. with letter "T" in front of the time; with colons to separate hours from minutes from seconds and with either plus or minus, in place of full stop or minus, in front of the offset. The modification has been made to ensure that values can be directly represented in EDIFACT DTM segments. Note that with positive offsets (local time ahead of UTC), the offset value must be subtracted from the given local time in order to obtain a GMT time, whilst for negative offsets, it must be added.

zone[3], that is if knowledge of the time offset is considered immaterial at applications level or the recipient can be expected to have the necessary knowledge. If lower precision is required, components other than the offset may be truncated from the right.

EXAMPLE

- *2002 represents any date within year 2002 (it is assumed that the local time offset is known or immaterial);*
- *200208 represents any date within August 2002 (local time offset known or immaterial);*
- *20020823 represents local date 23rd August 2002 (the recipient is assumed to know the time zone and offset);*
- *20020823.0000 represents the GMT date 23rd August 2002;*
- *20020823-0500 represents the date 23rd August 2002 in a time zone which is 5 hours behind GMT;*
- *20020823.0500 represents the date 23rd August 2002 in a time zone which is 5 hours ahead of GMT;*
- *2002082314.0000 represents any date between 14:00 and 15:00 GMT on 23rd August 2002;*
- *200208230427503 represents local time of between 50,3 and 50,4 seconds after 04:27 on 23rd August 2002;*
- *20020823042750327.0500 represents local time of between 50,327 and 50,328 seconds after 04:27 on the same date and further specifies that this is five hours ahead of GMT (that is, the equivalent GMT date would be 20020822232750327.0000).*

3.47 delivery

postal process in which a postal item leaves the responsibility of the postal operator through being handed over to, or left for collection by, the addressee, the mailee or an authorised representative, or deposited in a private letter-box accessible to one or other of these

NOTE Except in the case of special services, for which the addressee or mailee is required to acknowledge receipt, delivery does not necessarily guarantee that the postal item actually reaches the addressee or mailee. In particular, where postal items are left for collection or deposited in a private letter-box, other persons might have access to them, either legally or otherwise.

3.48 delivery address

postal address specified by the mailer to which the postal operator is requested to deliver the postal item

NOTE 1 In certain circumstances, e.g. unaddressed mail, the delivery address might not actually be represented on the postal item. In this case, the delivery address is determined by the postal operator in accordance with an agreement between the operator and the mailer.

NOTE 2 The postal item might not actually be delivered to the requested delivery address. For example, in the case of forwarding, delivery takes place at the forwarding address.

3.49 delivery point

physical location recognised by a postal operator as a valid location at which delivery of a postal item may occur

3.50 delivery point identifier

location code (see 3.96) that designates an individual delivery point

NOTE 1 Delivery point identifiers are generally specific to a postal operator and can be constructed from the concatenation of an S31 [14] issuer code and an issuer-assigned code that distinguishes the delivery point concerned from all other delivery points served by that issuer. Note that a single delivery point could be assigned several different identifiers, particularly in the case in which it is serviced by multiple postal operators.

NOTE 2 Postcodes generally designate a group of delivery points that have significance for processing or delivery purposes and do not normally qualify as delivery point identifiers. However, the combination of ISO 3166-1 [23] two character country code, dash or hyphen and a national postcode can be used as a delivery point identifier if (and only if) the postcode concerned corresponds to a single delivery point.

3.51 delivery post

postal operator, or other postal handling organisation, entrusted with delivery of a postal item

3.52 delivery sequencing

process of placing an aggregate of mail, which is to be delivered by the same delivery agent, into the sequence in which delivery should take place

[3] Thus, a time without an offset is to be interpreted as local time. If it is desired to explicitly represent UTC time, this should be done by specifying time offset 0000.

3.53 descending register
the amount of postage remaining available for future issue by a postal security device

NOTE The descending register can be used as (part of) a payment security check on a postal security device, in conjunction with the ascending register value. The sum of the two values should equal a control total, held for the postal security device by the service which deals with postal security device replenishment, recording the total of all postage which has been to date authorized for printing by the postal security device.

3.54 designated operator
any governmental or non-governmental entity officially designated by the member country to operate postal services and to fulfil the related obligations arising out of the Acts of the Union on its territory

NOTE 1 Generally, such organisations:

- *are authorised by the UPU member country concerned to provide public postal services, that is, to accept mail from any mailer in its territory and take responsibility for delivery to any addressee world-wide;*
- *organise and take direct responsibility for delivery to addressees within the geographic area covered by their operating remit;*
- *provide delivery services, within this geographic area, to other designated operators in accordance with the UPU Convention and standards.*

NOTE 2 See also "postal operator" – a term frequently used UPU standards to refer to organisations licensed to provide postal services to the general public.

3.55 despatch
mail aggregate for which, under the terms of a single despatch agreement, responsibility is (to be) handed over from one mail processing centre to another and which is accounted for as a unit between the operators involved

NOTE The mail in a despatch is generally housed in one or more postal receptacles, such as bags, trays and roller cages, but some types of despatch may also contain "loose loaded parcels". Whilst individual receptacles and such loose loaded parcels constitute transport units in the sense of ISO 15459 [30], [31], the despatch as a whole is not physically constrained and thus does not comprise such a transport unit. Given the lack of physical constraint, the receptacles (and loose items) forming a despatch could be separated for the purposes of physical transportation between the two mail processing centres. See also aggregate (3.8), consignment (3.33) and transport unit (3.183).

3.56 despatch agreement
agreement under which mail is exchanged between mail processing centres operated by different postal handling organisations

*NOTE Despatch agreements relate to and are characterised by a specific pair of mail processing centres, a single mail category and a single mail sub-class. They can also specify other constraints, for example that the mail in a despatch covered by the agreement should be addressed to a particular region in the territory covered by the delivery organisation. See also mail processing centre (**Error! Reference source not found.**), mail category (3.99) and mail sub-class (3.107).*

3.57 digital postage mark (DPM)
postage mark, containing information that can be captured and used by the mailer, postal handling organisations and the recipient, having the following features:

- the information content is expressed in the form of a message, containing internationally standardised data constructs;

  NOTE 1 This provision is not meant to restrict the range of data which can be encoded in a DPM, only to ensure that relevant data can be extracted and interpreted by all parties needing access to it. UPU standard S25 [11] defines a set of data constructs which can be used for this purpose. Though S25 necessarily only defines those data constructs which have, to date, been identified as useful, it is intended that the standard be extended as and when new data requirements emerge. Therefore, any party having a requirement which is not covered by the data construct definitions in S25 is invited to contact the secretariat of the UPU Standards Board with a view to the extension of that standard.
- the message is represented on the item in the form of one or more machine-readable symbols;

  NOTE 2 Besides the machine-readable symbol(s), digital postage marks may contain information which is human-readable. This may duplicate and/or complement information contained in the symbol(s).
- the accuracy of data capture from the symbol(s) is assured by the encoding of error detection and correction data.
- the message includes information which has postage payment implications;

– the security and integrity of the message is protected through the incorporation of CVCs, EVCs or similar mechanisms.

NOTE 3 See UPU standard S36 [18] for further information of the applications, design and security of digital postage marks.

3.58 document reference number (DRN)
identification code assigned to a message for reference purposes

NOTE 1 The DRN, which is present in the BGM segment of EDIFACT messages, is used for associating messages pertaining to the same subject. In particular, it is used to link modification messages with the original message to which they refer.

3.59 domain
sphere of activity, concern, control or function

NOTE In postal standards, domain is widely used in two contexts. In expressions such as "mailer domain" and "postal domain" it refers to the collection of entities such as physical and logical objects, parties and processes related to controlled by a specific party or class of parties; when used in the context of identifiers, it refers to the set of all identifier values which are, or might be, assigned by or under the control of a given party or group of parties.

3.60 EDI address
see interchange network party address (3.85)

3.61 electronic data interchange
electronic exchange of data, in computer-readable form, between computer-based data processing systems

3.62 entity
distinct physical or logical object of interest in the context of a postal application

EXAMPLE a mail item; a mail unit; a receptacle; a sorting machine; a bar code scanner; a post-office clerk; a database record pertaining to one of these (or to any other entity); a computer application; …

3.63 equipment identifier
globally unique, ISO/IEC 15459-compliant [31], identifier for a device, an item of equipment or computer application used in mail creation, transport or processing

NOTE See UPU standard S25 [11] for further details. Equipment should be interpreted in a broad sense. Equipment identifiers can be allocated to instances of licensed computer programs as well as to physical devices such as postage meters, printers and computers. They are intended for use in identifying devices which require a static form of identification, i.e. an identification which persists over a long period of time (normally the lifetime of the device concerned).

3.64 event;
postal handling event
occurrence of a significant change in the actual or predicted values of one or more attributes of an entity

NOTE 1 Significance is not explicitly defined and can be application or party-specific: normal sorting of an item, resulting in it being directed to a particular sorting machine output stream, might be significant to the postal operator concerned, but is normally not significant to other operators, or to the mailer. In contrast, sorting of an item to a reject bin because the address is found to be invalid might well be significant to the mailer. Processes giving rise to events include mail acceptance, processing, transportation and hand-over between parties. Some occur only to individual mail units; others apply to mail aggregates, to the containers in which mail is housed, or to all three types of entity..

NOTE 2 The detection of an event can be computed by comparing the observed and/or predicted values of an entity's attributes at two different dates.

3.65 event report
communication of a set of attribute name-value pairs captured or predicted on or before a given date or within a given date range which is made to advise of actual or predicted change(s) in the values of the named attributes concerned

NOTE Event reports are normally triggered by the detection or computation of an event which the event detector considers to be significant to the party to whom the report is sent. They can also be included in communications about an entity in order to provide a historical record of events occurring to that entity.

EXAMPLE Scanning of a receptacle on handover after transportation (in which the event corresponds to a change in the recorded location of and party responsible for the receptacle) normally results in the generation of an event report addressed to the consignor of the receptacle; such reports are communicated in the form of RESCON or RESDES messages. Similarly, events

corresponding to the delivery of a tracked mail item to its addressee result in the generation of event reports which are communicated in EMSEVT messages.

3.66 exempt item
postal item that is not subject to terminal dues; opposite of non-exempt item

3.67 facing identification mark (FIM)
machine readable specification of the face, orientation and processing mailstream to which a postal item belongs

NOTE UPU standards primarily deal with FIMs that are compliant with CEN/TS 14442 [36]. These also include identification of the origin post. This in no way prevents individual postal operators from defining and supporting their own FIM marks, provided that these are distinguishable from CEN/TS 14442 FIMs.

3.68 flat
letter-post item which is too large, too thick or too stiff to qualify as a small letter, but which has a size of 229 mm by 324 mm or less; a maximum thickness of 20 mm and a maximum weight of 500 g or can otherwise be automatically processed on the flat sorters used by the delivery post

NOTE 1 The above includes all items that could be processed on the delivery post's flat sorters. Some flat sorters support items up to 35 mm thick and/or up to 2 kg in weight.

NOTE 2 The definition relates to the processing capability of the delivery post. In the case of inter-operator items, the capability of the origin postal operator's flat sorting systems might be either more or less restrictive. If it is more restrictive, larger and thicker items would normally be processed by it as packets and be despatched to the delivery postal operator along with other packets. The delivery postal operator then has the choice of whether to treat them as packets, or to separate them and process them with (other) flats. If the origin postal operator's systems are less restrictive, it should separate out the oversized / overweight items and present them to the delivery postal operator as packets. If it does not do so, the delivery postal operator has to perform this segregation or to process the aggregates containing them as if all items in them were packets.

3.69 flat sorter
sorter which is designed for and capable of processing items of size up to at least C4 (229 mm by 324 mm) with a thickness of up to at least 20 mm and weight of at least 500 g

NOTE Unlike small letter sorters (see 3.167) flat sorters do not generally require items to be flexible. Most flat sorters can also be used for sorting small letters, though these can normally be processed more efficiently using small letter sorters. Some flat sorters can process items up to 35 mm thick and/or up to 2 kg in weight.

3.70 format identifier
field, within a data structure, which defines the structure and format of, and the interpretation to be given to, the data value

NOTE The use of format identifiers allows a variety of data structures to be represented using a single data identifier. See also UPU standard S24 [10].

3.71 forming
process by which individual postal items, bundles and/or postal receptacles are assembled into mail aggregates

NOTE The purpose of forming is usually to facilitate transportation within or between postal processing facilities, handover between different carriers, and/or to facilitate handling by staff or equipment. See also unforming (3.186).

3.72 forwarding address
postal address, specified by the addressee or mailee of a postal item, to which the postal operator is requested to deliver the postal item, in place of delivering it to the delivery address

NOTE 1 Not all postal items can be forwarded, as for some postal services the mailer might require the return of the postal item if it cannot be delivered at the delivery address.

NOTE 2 Forwarding addresses can be permanent, e.g. in case of relocation of the addressee, or temporary. They can also involve the holding of mail for collection by the addressee or the mailee (see poste restante).

3.73 generator polynomial
polynomial used in certain kinds of algorithm for detecting and possibly correcting differences between transmitted or encoded data and received or decoded data

EXAMPLE The Reed-Solomon algorithm, which is commonly used to protect data encoded in the form of 2d symbols, BNB or 4-state bar codes and on data storage media such as CD-ROMs, provides some protection against errors in the capture of the encoded data. It provides both error detection and correction capability and uses a generation polynomial whose order is

equal to the maximum number of data capture errors which can be protected against. In electronic data transmission, where data can be re-transmitted if errors are detected, cyclic redundancy checks (CRCs) are more commonly used. The most common CRC algorithms use generator polynomials of order 16 or 32.

3.74 horizontal skew
angle between the centre line of a bar code, or the base line of a text string, and the reference edge (normally the bottom) of a mail piece

3.75 human readable interpretation
human readable text, printed close to a bar code or two-dimensional symbol, which reproduces the critical content of the bar code or symbol

NOTE 1 A human-readable interpretation for a bar code or two-dimensional symbol is usually provided to permit manual processing of the item associated with the bar code, or manual or OCR data capture of key data, in situations in which the bar code or symbol is unreadable, either as a result of damage or poor quality printing.

NOTE 2 For linear bar codes, it is normal to include, with a human-readable interpretation, the complete content of the bar code, including the data identifier; for two-dimensional symbols, only critical data contents are usually reproduced.

3.76 IATA airline designator
IATA-allocated identification code, for an airline, which is published in the *IATA Airline Coding Directory*

3.77 IATA location ID code
IATA-allocated three character location identifier code, published in the *IATA Airline Coding Directory*, for a location which has significance for air transport purposes

3.78 identifier
attribute of an entity that distinguishes that entity from any and all other entities existing, within a specified domain, during a specified time

NOTE 1 The domain is normally limited to a specific class or type of entity. Thus item identifiers distinguish between items and delivery point identifiers distinguish between delivery points, but it is not required for item identifiers to be distinct from delivery point identifiers. In particular, it is common to use the same identifier value for both a physical object, such as an item, and a database record relating to that object. This means that the unique identification of an entity requires knowledge of both the type of entity and the value of the identifier.

NOTE 2 The period of time is referred to as the uniqueness period and can refer to the future. It is generally required to be long in comparison with the normal period of time during which the identified entity is of interest. The UPU item identification standard, S10 [7], requires that the identification value for one item shall not be re-used for another item until at least one year has elapsed, whilst the IMPC identification standard, S34, requires that IMPC codes be considered for re-use only after the IMPC to which they were previously allocated has been closed for at least five years. Individual postal operators may require longer uniqueness periods for the identifiers issued under their control.

3.79 ID-tag
globally unique postal item identifier allocated in accordance with UPU standard S18 [8], a machine readable encoded representation of which is placed on the item concerned by, or on behalf of, a mail service contractor

NOTE 1 It is important to note that an ID-tag – unlike possible other forms of item identification – is optimised for postal processing use. It is allocated by a mail service contractor, encoded on the item in a postal industry specific form and has no significance outside the postal processing system.

NOTE 2 In UPU standards, the term ID-tag normally refers to an identifier which is compliant with UPU standard S18. Some postal operators use similar identifiers that are not S18-compliant. Where it is required to refer to such identifiers, these are referred to as "domestic ID-tags", with "UPU ID-tag" being used where it is desired to emphasise S18 compliance.

3.80 inbound processing facility
postal processing facility in which mail is sorted by delivery office or route

NOTE See also inward processing facility.

3.81 induction
process whereby mail is handed over to a postal operator by a mail submitter and which culminates in the postal operator taking responsibility for the induction unit concerned

3.82 induction unit
mail aggregate consisting of one or more mailing submissions for which responsibility is handed over between a mail submitter and a postal operator in a single hand-over transaction

3.83 inter-operator mail
mail for which the origin postal operator and the delivery postal operator are different organisations

NOTE Previously inter-administration mail.

3.84 interchange
single instance of electronic data involving the sending from one party (the interchange sender) to another party (the receiver) of an identified set of one or more messages

3.85 interchange network party address
electronic address used in electronic data interchanges (EDI), as the origin or destination of an interchange; also called EDI address

NOTE Interchange network party addresses in place for UPU messaging standards exchanges are listed in UPU Code List 160. All UPU EDI messaging standards refer to the sending and destination interchange network party addresses.

3.86 inward processing facility
postal processing facility in which mail is sorted by delivery office or route

NOTE See also inbound processing facility.

3.87 issuer
(in UPU context) organisation authorised by the UPU to issue identifiers and other codes under the UPU's issuing agency code

(more generally) organisation which has been authorised, by an issuing agency, to allocate identifiers under the issuing agency's issuing agency code

NOTE 1 All designated operators are UPU issuers; other organisations may become so subject to the UPU's acceptance of an appropriate application for an S31 [14] issuer code.

NOTE 2 Such authorisation might be limited to particular types of identifiers. For example, the issuance of some ID-tag formats requires explicit approval and the allocation of an issuer code from a particular range of values (see UPU standard S18 [8] for further information).

3.88 issuer code
(in UPU context) code, allocated by the UPU in accordance with UPU standard S31 [14], to distinguish between issuers

(more generally) code, allocated by an issuing agency, to uniquely identify (within the issuing agency's domain) an issuer

NOTE 1 UPU issuer codes are normally three characters in length.[4] For example, DEA is an issuer code assigned to Deutsche Post; FI2 is assigned to Posti (Finland).

NOTE 2 Organisations assigning licence plates and other codes under the UPU's issuing agency code are required to incorporate (one of) their issuer code(s), within the assigned value, in accordance with UPU specifications.

3.89 issuing agency
organisation registered with the Dutch Standards Institute (NEN) for the purpose of controlling the issue of unique item identifiers in accordance with ISO/IEC 15459-1 [30] and 15459-2 [31]

3.90 issuing agency code (IAC)
code allocated by the Dutch Standards Institute (NEN) to distinguish between issuing agencies

NOTE Each issuing agency is allocated a unique issuing agency code of from one to three characters. Every unique item identifier issued under the issuing agency's authorisation is required to commence with this code. Issuing agency codes can also be used in the construction of other forms of identifier specified in ISO 15418 [28]. In particular, they are used in the

[4] Some three-character issuer codes have a two-character equivalent. However, the use of three-character codes is preferred. Two-character issuer codes may be used only in the context of those UPU standards which explicitly support them.

construction of receptacle asset numbers (see UPU standard S37 [19]) and of organisation identifiers (see UPU standard S35 [19]). The UPU's issuing agency code is J.

3.91 item;
mail item;
mailpiece;
postal item
indivisible mailable entity in respect of which a mail service contractor accepts an obligation to provide postal services

NOTE 1 Indivisible relates here to treatment within the postal system: items should be handled and delivered as an integrated unit and not split into components within the postal system.

NOTE 2 Mail items are often qualified according to size, weight, handling or other service characteristics. Examples include letter mail (items), parcel post (items), registered mail (items), etc. Where no such qualification is provided, item should be understood as encompassing any or all types of mail.

3.92 item identifier
unique feature of a postal item that distinguishes that item from any and all other items handled within the postal system during a period of time that is long in comparison with the normal period of time spent by an item within the system

NOTE Item identifier corresponds to the particular case of an identifier (see 3.78) for a postal item (see 3.91). The period of time is referred to as the uniqueness period. The UPU item identification standard, S10 [10], requires that the identification value for one item shall not be re-used for another item until at least one year has elapsed. Individual postal operators may require longer uniqueness periods for the identifiers issued under their control.

3.93 licence plate
unique identifier for a transport unit, assigned in accordance with ISO/IEC 15459–1 [30] and 15459–2 [31]

NOTE ISO/IEC 15459 was updated and the scope expanded beyond transport units. The term "license plate" in the first edition of ISO/IEC 15459 was replaced by "unique identifier" in the second and subsequent editions. The use of the term "licence plate" in UPU standards is being phased out.

3.94 licensed issuer
see issuer (3.87)

3.95 licensing post
postal operator which authorised a customer or service supplier to encode messages on items in accordance with S25 [11] and related standards

NOTE A distinction is made between the licensing postal operator, the mail service contractor (3.106) and the origin postal operator (3.132) in that, in countries with more than one recognised designated operator, it could occur that each accepts items for processing from customers which are licensed by the other.

3.96 location code
globally unique code used to designate a well-defined location or area

NOTE UPU standard S25 [11] defines a structure, for the allocation of location codes, that supports the use of postcodes, IATA airport codes, UN/LOCODES, UPU international mail processing centre codes and ISO 3166-1 [23] country codes in addition to codes defined by individual postal operators (e.g. codes which designate particular post offices or postal processing facilities).

3.97 loose loaded parcel
parcel which is loaded directly into a high-level container, such as a roller-cage or ULD, without being placed in a bag or tray

3.98 mail aggregate
see aggregate (3.9)

3.99 mail category
specification of the traffic class and handling priority of a consignment or despatch of mail, expressed as a UPU code list 115 value

NOTE Though mail category definitions utilise terms such as "airmail" or "surface mail", these indicate the priority of handling and not necessarily the method of transport. For example, category A mail (airmail or priority mail) might be transported by road, at least where this is faster than air transport, whilst category C mail (surface/non-priority mail) might in some cases be sent by air transport.

3.100 mail class
indication of the class or type of mail, expressed as a UPU code list 116 value

EXAMPLE Letters (mail class U), Parcels (mail class C), EMS (mail class E), Empty bags (mail class T).

NOTE See also mail sub-class.

3.101 mail handling unit
the origin and/or destination of international mail consignments. Not necessarily a building, but related to functional responsibilities

NOTE The term is often used in relation to term “office of exchange”, to differentiate locations that are offices of exchanges and locations that are not but are still involved in the international mail process, typically for the creation/receipt of consignments.

3.102 mail item
see item (3.91)

3.103 mail originator
party that determines the content of a postal item and has responsibility for ensuring that such content is consistent with postal and applicable legal regulations

NOTE For further information, see the explanatory notes in UPU standard S42 [21]. See also mailer.

3.104 mail processing centre;
international mail processing centre (IMPC)
mail processing facility, identified in accordance with UPU standard S34 [16], in which inter-operator mail is processed

3.105 mail recipient
individual who actually receives a postal item at delivery, or who first accesses the postal item if it is left for collection

NOTE The mail recipient should normally be the addressee, the mailee or an authorised representative of one of these two. However, this might not always be the case, e.g. if the postal item is left for collection in a location to which third parties have access; if the addressee/mailee have moved without leaving forwarding instructions, or if the addressee or mailee specification was ambiguous and was, as a result, misinterpreted by the postal operator.

3.106 mail service contractor
organisation which takes overall contractual responsibility for the acceptance, processing and delivery of a mail item in accordance with agreed or published service standards

NOTE 1 Postal operators act as mail service contractors in respect of the mail which is entrusted to them by end customers for delivery. However, not all mail service contractors are postal operators.

NOTE 2 A mail service contractor might subcontract some aspects of service provision to subcontractors or agents, referred to as postal handling organisations.

3.107 mail sub-class
subdivision of mail class used for handling and/or accounting purposes, expressed as a UPU code list 117 value

NOTE 1 The classification is mail class dependent. For letters, it indicates whether they are registered and/or whether they fall outside the terminal dues system; for parcels, it indicates the nature of the parcels and whether they are insured, whilst for EMS it indicates whether documents and/or merchandise is involved.

3.108 mail submitter
party responsible for induction of a postal item into the postal system

NOTE The mail submitter can differ from the mail originator, particularly if mail production is centralised within an organisation, or if it is contracted out to a consolidator or mailing house. See also mailer.

3.109 mail type
concatenation of mail category (3.99) and mail sub-class (3.107)

3.110 mail unit
(in references to individual items or aggregates of mail) see unit of mail
(in references to postal processing facilities) see mail handling unit

3.111 mail unit content
aggregate consisting of all the mail items contained within a mail unit

NOTE The mail unit content consists only of mail items and excludes the means of constraint used to bundle or contain both the mail unit concerned and any lower-level mail units contained within it. The definition of a separate term for the mail items contained within a mail unit is useful when there is a need to refer to the items and their attributes, as distinct from the attributes of the mail unit as a whole.

3.112 mailee
party designated in a postal address as having responsibility for ensuring that postal items, delivered or handed over by the postal operator at the delivery address, reach their addressee

NOTE For further information, see the explanatory notes in UPU standard S42 [21].

3.113 mailer
party that carries out one or more of the processes involved in creating, producing, finishing, inducting and paying the postage due for a postal item

NOTE For further information, see the explanatory notes in UPU standard S42 [21].

3.114 mailing
submission group that forms a logical unit from the perspective of the mailer concerned

NOTE 1 Typically, a mailing might correspond to the set of mail items to be generated as a result of some business process, such as an invoicing cycle or an advertising campaign. A mailing is likely to be the smallest unit which is relevant for the purpose of contracts between the mailer and the postal operator and for the granting of discounts or rebates.

NOTE 2 Individual posts might apply specific rules for the composition of mailings. For example, one could require that each mailing submission is treated as a separate mailing; another might allow a mailing to be composed of several submissions, presented for processing over the course of several days.

3.115 mailing house
organisation specialising in the production and finishing mail on behalf of third parties

3.116 mailing reference number (MRN)
identifier for a mailing which is assigned by the mailer and which can be used, between the parties involved (mail originator, mail submitter and payer) to refer to the mailing as a whole

NOTE The MRN is not normally used within the postal system, but can be included in mailer-post messages to simplify cross-referencing.

3.117 mailing submission
mail aggregate which has a unique identification and is presented or handed over for processing, by a postal operator, as part of a single induction unit

NOTE Individual posts might apply specific rules for the composition of mailing submissions. For example, it might be required that a submission comprises only a single type of mail, or even that it consist of items which are identical in mail class, size and weight. These rules could depend on the specific contractual conditions (e.g. discounts) applied.

3.118 mailpiece
see item (3.91)

3.119 maintenance agency
see code list maintenance agency (3.30)

3.120 marketplace; marketplace platform
electronic interface where sellers and buyers meet under the branded website of the marketplace platform

NOTE The platform should have many products available to buyers under one website by consolidating sellers (merchants) on their platform. In the context of UPU standards it is used to identify where the purchase transaction was initiated.

3.121 master code list
code list, maintained by a given code list maintenance agency, which defines, and allocates code list identification codes to, all code lists maintained by the code list maintenance agency concerned

NOTE UPU standard S41 [20] defines the UPU's master code list and specifies how code list identification codes are assigned.

3.122 message
collection of data communicated as a single unit, between a sender and a recipient, using a single specific means of communication

NOTE Such means of communication can be electronic, as in the case of use of a telecommunications network, or physical, as in the case of physical transfer of messages encoded on postal items or on associated documentation or storage media, such as computer disks or RFID devices.

EXAMPLE An EDIFACT or XML message; a digital postage mark.

3.123 message authentication code (MAC)
value, calculated from (part of) the content of a message, which enables the recipient to verify:

1 that the message is authentic – i.e. was generated by the claimed originator, and not by an impostor;

2 that the message, or at least those parts of it used in the calculation, has not been modified since the MAC was calculated.

3.124 message representation
representation of data for the purpose of transmitting it as part of an electronic message

3.125 minimum reflectance difference (MRD)
minimum difference, across an area of printing on a substrate, between the background reflectance of the substrate and the reflectance of the ink used for printing

3.126 misread-rate
in data capture applications, the proportion of cases in which an attempt to capture data results in the capture of a value which, whilst apparently valid, is incorrect

NOTE Misreads can result in processing errors.

3.127 narrow element
minimum width element (bar or space) in linear bar codes, such as Code 39 and Code 128

3.128 narrow element dimension; X-dimension
width of a narrow element

3.129 non-exempt item
postal item that is subject to terminal dues; opposite of exempt item

3.130 OCR data locator
specification of the approximate position of printed character data, on an item, that is compliant with CEN/TS 14567 [37]

NOTE See also address block locator, 3.4.

3.131 organisation identifier
party identifier (see 3.136) for an organisation

NOTE This term appears in a number of existing standards, but its use is discouraged. It should be replaced by the more general term party identifier wherever appropriate.

3.132 origin post
postal operator, or other postal handling organisation, into whose postal processing system a mail item was inducted by the mailer

NOTE Compare with mail service contractor. The origin post and mail service contractor for an item will generally be one and the same organisation, but this is not a requirement.

3.133 outbound processing facility
postal processing facility in which mail is first sorted, usually to separate it into aggregates which are to be transported to different inward processing facilities

NOTE See also outward processing facility.

3.134 outward processing facility
postal processing facility in which mail is first sorted, usually to separate it into aggregates which are to be transported to different inward processing facilities

NOTE See also outbound processing facility

3.135 party
one or more natural and/or legal persons and/or organisations without legal personality that act(s) as a single entity for the purpose of participation in a transaction associated with a postal item

3.136 party identifier
globally unique identifier for a party, allocated in accordance with UPU standard S35 [17] and/or in accordance with the specification of ISO 15418 [28] data identifier 18V

NOTE See also organisation identifier (3.131). Parties need not necessarily be organisations – they might, for example, be individuals or groups without organisational structure.

3.137 payer
party responsible for payment of charges for services rendered by a mail service contractor in respect of a mail item

NOTE In many cases, the payer is also the mail originator and/or the mail submitter. See also mailer.

3.138 PDF417
two-dimensional stacked bar code or multi-row symbology specified in ISO/IEC 15438 [29]

NOTE PDF417 encodes data in rows of symbol characters. Its characteristics, data character encodation, symbol formats dimensions and print quality requirements, error correction rules, decoding algorithm and user-selectable application parameters are defined in ISO/IEC 15438.

3.139 pitch
characteristic of a bar code corresponding to the nominal distance between allowed bar positions

3.140 postal address
set of information which, for a postal item, allows the unambiguous determination of an actual or potential delivery point, usually combined with the specification of an addressee and/or a mailee

NOTE For further information, see the explanatory notes in UPU standard S42 [21].

3.141 postal handling organisation
organisation which may be involved, under the contractual responsibility of a mail service contractor, in the provision of postal services

NOTE Postal operators act as postal handling organisations, in particular where they provide delivery services to another postal operator for cross-border mail. In addition to postal operators themselves, postal handling organisations include collection agents, post offices, carriers, customs authorities and delivery agents.

3.142 postal item
see item (3.91)

3.143 postal operator
organisation licensed to provide postal services to the general public

NOTE See also designated operators. Designated operators are a special case of postal operator.

3.144 postal receptacle
see receptacle (3.154)

3.145 postal security device (PSD)
uniquely identified physically secure device that provides a protected and trusted environment for the execution of security functions required by DPM applications

NOTE Such functions include postage accounting, cryptographic transformations of data, access control and the protection of cryptographic keys. In the context of mailer-post EDI, the PSD is generally required to capture and authenticate information required for statements of mailing submission. Such authentication may be through digital signature of the SMS messages themselves, or through the use of SOA messages.

3.146 postal security device identifier (PSD ID)
unique identifier for a PSD and, by association, for a mail finishing system and the mailer which owns or operates it

3.147 poste restante
delivery service indicator specifying that a postal item is to be held at a designated postal establishment or agency for collection by the addressee or his/her authorised representative

NOTE Delivery service indicators are specified in UPU standard S42 [21].

3.148 postmark
mark imprinted or otherwise applied to individual items as evidence of postage accounting or payment; for service identification and for support of mail processing applications

3.149 print contrast signal (PCS)
ratio of minimum reflectance difference (3.125) to the background reflectance of a printed substrate, normally expressed as a percentage

3.150 private data construct
data construct specified by an individual issuer

3.151 proof of payment
application that is designed to ensure that mail items and batches submitted for postal processing have been correctly paid for

3.152 read failure
in data capture applications, an attempt to capture data which either fails completely or results in the capture of a value which is detected as being incorrect

NOTE See also read-rate and misread rate.

3.153 read-rate
in data capture applications, the proportion of cases in which an attempt to capture data results in capture of the intended value

NOTE See also misread-rate.

3.154 receptacle;
postal receptacle
physical device which can be used to contain or carry mail so as to assist in its handling or transportation as a unit

EXAMPLE Mailbags, trays, wheeled containers (roller cages), pallet and pallet-based containers and airfreight containers (ULDs).

NOTE Receptacles can contain mail which is housed in other (lower level) receptacles. For example, a roller cage might contain trays and/or bags of mail as well as individual (loose loaded) mail items and bundles. Some types of postal receptacle (e.g. roller cages and ULDs) have a residual value; others need not (e.g. disposable trays).

3.155 receptacle asset number
permanent identifier, for a receptacle, allocated in accordance with UPU standard S37 [19] and/or ISO 15418 [28] data identifier 5B

3.156 recipient
see mail recipient (3.105)

3.157 registration authority
organisation which is empowered to register and authorise the use of a standard which requires user registration

NOTE The Dutch national standards institute, NEN, is the registration authority for the unique item identifier standard; the UPU Standards Board Secretariat is the registration authority for UPU Technical Standards.

3.158 return address
postal address to which the postal operator should deliver a postal item if it is unable to effect normal delivery to the delivery address or, if specified, a forwarding address

NOTE For further information, see the explanatory notes in UPU standard S42 [21].

3.159 returned item
postal item which is being returned to the mail service contractor, or by the latter to the mailer, because it is not possible to deliver it in accordance with the contractual arrangements applicable to the item concerned

3.160 route-code-based sorting
method of sorting and/or sequencing mail items which is based on the use of a routing code

3.161 routing-code
code, applied to an item, which specifies (part of) its intended path through the postal processing system

3.162 sender address
postal address of the sender of a postal item

NOTE For further information, see the explanatory notes in UPU standard S42 [21].

3.163 sender authentication data
information encoded on a mail item that allows a postal operator, or other party with appropriate verification capability, to validate the identity of the sender of the item concerned

NOTE The validation might involve the need to access other information held on internal or external databases. Depending on the method of authentication, verification might require access to privileged information, such as keys used in reversible encryption algorithms, and therefore be limited to trusted third parties, or might be open to any party with appropriate (public) verification algorithms and keys.

3.164 serial number
component of an item identifier, allocated by the lowest level organisation in the hierarchy of allocation domains under which the item identifier has been generated, which uniquely identifies the transport unit concerned within that organisation's allocation domain.

NOTE Serial numbers are not necessarily numeric: they can be composed of a combination of numeric and/or upper case alphabetic characters.

3.165 skew
see horizontal skew (3.74) and vertical skew (3.191)

3.166 small letter
flexible letter-mail item which satisfies UPU Convention Regulations [2] as regards size and weight limitations for standardized items or is otherwise small and thin enough to be automatically processed on the small letter sorters used by the delivery post

NOTE 1 At the time of this update UPU Convention Regulation Article 17-105 (Limits of size and weight for small letters (P) and large letters (G)). Convention Regulation Article 17-104 (Limits of size) provides the limits of size for postcards, aerogrammes, small packets and other items other than those mentioned previously.

3.167 small letter sorter
sorter which is optimised for and only capable of processing flexible items of limited height, thickness and weight, the height limitation being 176 mm or less; the thickness limitation being 8 mm or less

NOTE 1 The above should not be taken as implying that all small letter sorters can process 176 mm high and/or 8 mm thick items; many small letter sorters have lower size and/or thickness limits.

NOTE 2 The above definition does not place any specific constraint on item length because, for small letters, item length is generally less critical than height and thickness. Item length is, however likely to be constrained in practice, not least because it has an impact on sorting speed: when set up to handle long items, a sorter will generally have lower throughput than if it is set up to handle only short items and machine efficiency will be greatest if the items being processed at a given time have similar length.

3.168 sort plan
specification, for each output of a sorter, of the characteristics required of mail units for them to be directed to that output

NOTE Required characteristics relate to what is determined by the sorter, not necessarily to the intrinsic characteristics of a mail unit (e.g. if the postcode on an item is misread, the item concerned might be miss-sorted). They can also relate to the absence of particular characteristics and/or be prioritised. For example, a sort plan might select outputs based on the value of a routing code printed on the mail unit, directing mail units with no detectable code to one reject output and mail units with an unreadable code to another. Every sort plan includes at least one 'reject' output, to which mail units that do not satisfy the criteria required for other outputs are directed. Sort plans are generally changed between machine runs or sort passes. Thus one plan might involve outward sorting of domestic mail and the separation of cross-border mail, with a second plan being then used to sort the cross-border mail according to the destination country. The use of multiple passes is also important for sequence sorting, in which mail is put into delivery sequence.

3.169 sorter;
sorting machine
agent that accepts one or more input streams consisting of mail units having a mix of characteristics and that distributes them between multiple outputs, each containing only mail units which have characteristics which correspond with those specified, for the output concerned, in the sort plan

3.170 spectral region of interest (SROI)
spectral region where the print contrast signal (PCS) between printing and the supporting media is the highest

3.171 statement of induction (SOI)
message which defines the content of an induction unit and provides associated transportation and handover details

3.172 statement of mailing submission (SMS)
message which defines the content of a mailing submission and provides associated processing instructions

3.173 status
(where used as a descriptive term applied to a UPU standard) level of approval, defined in the UPU publication "General information on UPU standards", which can be granted to a UPU standard

NOTE UPU standards normally progress through three levels of approval, referred to as "status 0"; "status 1" and "status 2". They can also have "status S" or "superseded", meaning that they have been replaced by a new standard but may still be used, or "status W" or "withdrawn", meaning that they should no longer be applied.

3.174 sub-class
see mail sub-class (3.107)

3.175 submission
see mailing submission (3.117)

3.176 submission group
aggregate consisting of a collection of mailing submissions

3.177 tracing
determination, from processing records, of the last known physical location and status of an entity

3.178 tracking
process of recording the occurrence of significant events in the processing and transportation of an entity, in order to provide a historical record of such events and to support tracing of the entity

3.179 transit entity
postal item, aggregate or receptacle which is despatched to an intended destination via an intermediate mail processing facility whose only task is to forward the entity to its intended destination

NOTE 1 Transit can be open or closed. In closed transit, the despatch containing the entity is addressed directly to the intended destination, but is routed via the intermediate facility. The intermediate facility is not required to open the despatch, merely to forward it. Open transit occurs when the entity needs to be transferred between facilities (normally offices of exchange of the mail service contractor and the delivery service provider) which have no direct arrangements for the transfer of despatches between them.

NOTE 2 In open transit, the entity is included in a despatch sent to an intermediate facility (the transit facility) which does have despatch handling arrangements with the intended destination facility. In this case, the transit facility has to open the despatch from the sending party, remove the entity and include it within one of its own despatches to the destination facility. In such cases, the open transit is planned and the transit facility will normally be advised of the entity concerned.

NOTE 3 Open transit might also occur in case of misrouting, if an entity is erroneously included in a despatch sent to a facility for which it is not intended. In this case, the facility receiving the entity in error will generally not be (pre-)advised, but is nevertheless expected to treat the entity as an open transit entity and forward it to the intended destination. This might, of course, involve a further (planned) open transit, if there are no direct despatch handling arrangements between the two.

NOTE 4 Open transit can also occur in cases in which the addressee of an item has moved to an area outside that served by the mail handling organisation initially selected for delivery of an item. If a forwarding address is known, the organisation concerned might treat the item as an open transit item and forward it to a facility (and operating organisation) which serves the geographic area concerned. If not, the item will be treated as undeliverable.

3.180 transit facility
intermediate mail processing facility which ensures that a transit entity reaches the intended destination facility

3.181 transport
ordered sequence of transport legs executed under the responsibility of a single postal handling organisation which, taken together, result in a consignment being conveyed from a specified place of departure to a desired destination location

NOTE Hand-over of responsibility between postal handling organisations can only occur before, or after completion of, a transport; where hand-over occurs at some intermediate location, two transports are involved: one from the place of departure to the hand-over location and the second from that location to the desired final destination.

3.182 transport leg
component of a transport corresponding to the scheduled conveyance of a consignment from one location to another by a specific carrier, using a specific mode of transportation

NOTE 1 That is, a transport leg starts at a departure location and date, ends at an arrival location and date and is executed by a specific carrier, using a specific means of transportation. Each leg corresponds to an indivisible segment of the transport. For example, a transport from Brussels, Belgium to Washington, USA might involve two legs: one flight from Brussels to New York and a second from New York to Washington.

NOTE 2 The level of detail to which transport legs are defined is user and application specific. For example, in some applications it could be desirable to specify how the transport unit in the example above is conveyed between the postal facility and the airport; in others this might be an unnecessary detail. Similarly, if the Brussels–New York flight made an intermediate landing (without change of flight number, carrier, etc.) in London, it would be possible to regard the transport as still consisting of two legs, or to specify it as having three: Brussels–London, London–New York and New York–Washington.

3.183 transport unit
package, intended for transportation, comprising one or more articles, wrapped or unwrapped, and when multiple articles constrained to form a unit

NOTE 1 ISO/IEC 15459-1 [30], though applicable to transport units, contains no definition of what they are. The above definition is therefore taken from EN1572 [34], even though this has been withdrawn following the publication of the ISO standard.

NOTE 2 Individual mail items, bundles and the content of postal receptacles can all be regarded as transport units; despatches and consignments are not, because the receptacles within them are not constrained to form a unit.

3.184 tray
rigid, stackable postal receptacle, normally intended for repeated use

3.185 tray label
bar-coded identification label, on a tray, which permits an association to be made between the tray and an EDI message about its content

NOTE The label may contain a dynamic identifier for the aggregate contained in the tray, or may be a receptacle asset number or other static identifier for the tray as such. For fall-back purposes, tray labels normally contain redundant human-readable information in addition to bar-coded data.

3.186 unforming
process by which a mail aggregate is unpacked into its constituent parts i.e. lower level aggregates and/or individual postal items

NOTE After unforming, some or all of the constituent parts of a mail aggregate can be formed, i.e. grouped together – with other individual postal items and aggregates, into a new mail aggregate. See also forming (3.71)

3.187 unit load device (ULD)
receptacle which is shaped to fit within aircraft cargo and baggage holds

3.188 unit of mail
physically constrained unit consisting of one or more mail items and/or lower level mail units, together with the means of constraint

NOTE 1 The means of constraint can be a receptacle, such as a tray or bag, or some form of packaging such as an envelope, shrink wrapping or a rubber band.

NOTE 2 The definition is recursive because mail units can be nested. Examples of the simplest (un-nested) form of mail unit include a single mail item; a plastic-wrapped bundle of mail items and a tray or bag containing individual mail items. An example of a more complex mail unit might be a roller cage containing several trays of mail (lower level mail units), some bundles (also lower level mail units) and some individual (loose-loaded) items.

3.189 UPU identifier
indication, for a data construct, that it has been constructed in accordance with UPU standard S24 [10]

3.190 UPU-defined data construct
data construct, specified by the UPU for general use in the postal industry, whose specification is documented in UPU standard S25 [11]

3.191 vertical skew
angle between an individual bar in a bar code and the perpendicular to the centre line of the bar code

3.192 video-coding
process in which item processing data (particularly delivery address data) are manually captured with the aid of an image of the item

3.193 X-dimension
see narrow element dimension (3.128)

4 Symbols and abbreviations

Except as otherwise specified in an individual standards document, the following symbols and abbreviations apply to all UPU standards published in the UPU Technical Standards and UPU Messaging Standards publications.

ABL address block locator (see 3.4)

ACK acknowledgement (message)

ADC Automated Data Collection (see 3.18)

AIM Association for Automatic Identification and Data Capture Technologies

NOTE 1 AIM is a world-wide association of manufacturers and providers of bar code products, services and supplies. Inter-alia, it publishes specifications of bar and array code symbologies.

ANSI American National Standards Institute

ASN.1 Abstract Syntax Notation One: a generalised syntax notation, defined in ISO/IEC 8824 [24] and ISO/IEC 8825 [25], allowing the definition of data structures and the specification of the way in which data should be encoded for communication purposes

NOTE 2 ASN.1 provides both a standardised data definition language and a set of encoding rules. These are supported by a number of commercially available software products, which allow ASN.1 specifications to be used in computer programmes written in a variety of high-level languages. ASN.1 forms the basis of UPU standards for radio frequency identification applications and is also supported by standard S28 [13], which covers the applications of two-dimensional codes.

BNB bar-no-bar; descriptive term applied to bar codes in which data are represented in the form of a sequence of printed bars and spaces of fixed width and pitch, the presence or absence of a bar in each position indicating the value of the corresponding bit of a computer representation of the data

BT BaTch identifier: EDIFACT code used as reference qualifier for the submission identifier

CEN/TC 331 CEN Technical Committee 331: Postal Services

CEN Comité Européen de Normalisation (European Committee for Standardization)

CFC Culler-Facer-Canceller – type of mail processing equipment with the functions of separating out over-sized mail (culling), placing mail in the correct orientation for further processing (facing) and cancelling postage stamps

CLIC code list identification code

C.O.D., **cod** cash, or more generally payment, on delivery, a service whereby payment for an item is collected from the recipient and remitted to the mailer

CVC cryptographic validation code (see UPU standard S36 [18])

DI data identifier (see 3.40)

DPM digital postage mark (see 3.57)

DRN document reference number (see 3.58)

EAN European Article Numbering association

ECC Error Correcting Code

EDI Electronic Data Interchange

NOTE 3 This covers the general concept of electronically exchanging data used for computer processing purposes. It is distinct from EDIFACT (see below) which relates to a specific method of achieving EDI.

EDIFACT Electronic Data Interchange For Administration Commerce and Transport

NOTE 4 EDIFACT refers to a specific method of achieving EDI (see above) based on ISO standard 9735 [26].

EVC exchange validation code (see UPU standard S36 [18])

EVTRPT Event Report; name of an EDI message used to communicate event information about receptacles

NOTE 5 See UPU standard M37 [5] for the definition of this message.

F2 area on the front of letter-mail items, defined in UPU standard S19 [9]

FIM facing identification mark (see 3.67)

GMT Greenwich Mean Time

IAC issuing agency code (see 3.90)

IATA International Air Transport Association

ID abbreviation for identification or identifier

IEC International Electrotechnical Commission – the international standards and conformity assessment body for all fields of electrotechnology

IMPC International Mail Processing Centre (see 3.104)

ISO International Organization for Standardization

ITMATT	Item attributes; name of the EDI message used to communicate information about the attributes (characteristics) of mail items
	NOTE 6 See UPU standard M33 [4] for the definition of this message.
MAC	Message Authentication Code (see 3.123)
MRD	Minimum Reflectance Difference (see 3.125)
MRN	mailing reference number (see 3.116)
NEN	Nederlands Normalisatie Instituut (Dutch Standards Institute)
	NOTE 7 NEN is the Dutch national standards institute. It is designated in ISO/IEC 15459–2 [31] as the organisation responsible for the allocation of issuing agency codes.
OCR	Optical Character Recognition, a technique of automated data capture in which printed characters are recognised and converted into computer-processable form
PCS	Print Contrast Signal (3.149)
PDF417	see 3.138
PREDES	pre-advice of despatch; name of the EDI message used to communicate despatch make-up (see UPU standards M14 [3] and M41 [6]).
PSD	postal security device (see 3.145)
R1	area, defined in UPU standard S19 [9], which is reserved for the application of UPU ID-tags using one of the BNB bar code representations specified in UPU standard S18 [8]
RDC	Radio Data Capture
	NOTE 8 Acronym given to applications and systems which use radio frequency communications for the capture of data. See also RFID.
RFID	Radio Frequency IDentification
	NOTE 9 Acronym given to applications and systems based upon the capture of identification and other information emitted, in the radio frequency spectrum, by electronic transmitters contained in or attached to the items about which the data is captured.
S.A.L.	Surface Air Lifted; a particular mail category (see 3.99)
SB	(UPU) Standards Board
SMS	statement of mailing submission; name of an EDI message (see 3.172)
SOI	statement of induction; name of an EDI message (see 3.171)
SROI	Spectral Region Of Interest (see 3.170)
TC 331	CEN Technical Committee 331 Postal Services
UCC	Universal Code Council
ULD	unit load device (see 3.187)
UN/LOCODE	United Nations LOcation CODE
	UN/LOCODES are five-character identification codes for ports and other locations of relevance for international trade, which is maintained by the United Nations Economic Commission for Europe and is available from http://www.unece.org/locode.
UN	United Nations
UPU	Universal Postal Union
UTC	Universal Coordinated Time
	NOTE 10 UTC corresponds to what used to be called Greenwich Mean Time (GMT). See also date in section 3.46.
WCO	World Customs Organization
XML	eXtended Mark-up Language, a widely used mechanism for electronic data interchange

Bibliography

This bibliography provides full reference and sourcing information for all standards and other reference sources which are quoted in the above text. For references which mention specific version numbers or dates, subsequent amendments to, or revisions of, any of these publications might not be relevant. However, users of this document are encouraged to investigate the existence and applicability of more recent editions. For references without date or version number, the latest edition of the document referred to applies. It is stressed that only referenced documents are listed here.

UPU standards

NOTE 1 The UPU standards listed below are available on subscription from the UPU International Bureau:

Weltpoststrasse 4, 3015 Berne, Switzerland;
Tel: +41 31 350 3111; Fax: +41 31 350 3110; www.upu.int

[1] TERMPOST terminology database

NOTE 2 The TERMPOST database replaces the former UPU general publication 'Multilingual Vocabulary of the International Postal Service'. TERMPOST is accessible at: https://www.upu.int/en/Universal-Postal-Union/About-UPU/TERMPOST

[2] Convention Manual

[3] M14: PREDES Message specification, Version 2.0

[4] M33: Electronic communication of item information

[5] M37: Postal processing events and event reporting

[6] M41: PREDES Message specification, Version 2.1

[7] S10: Identification of postal items – 13-character identifier

[8] S18: ID-tagging of letter mail items

[9] S19: Encoding on envelopes – placement area definitions

[10] S24: Representation of postal information using data identifiers

NOTE 3 S24 defines a general architecture for the definition of data constructs, including identifiers, for the representation of information about postal items.

[11] S25: Data constructs for the communication of information on postal items, batches and receptacles

NOTE 4 S25 defines a set of data constructs which may be used in bar codes, two-dimensional symbols, RFID devices, etc.

[12] S27: Framework for the communication of information about postal items, batches and receptacles

[13] S28: Communication of postal information using two-dimensional symbols

[14] S31: UPU issuing agency – Assignment of issuer codes

[15] S32: Postal consignments

[16] S34: Registration of international mail processing centres

[17] S35: UPU issuing agency: Assignment and use of party identifiers

[18] S36: Digital postage marks (DPM) – Applications, security and design

[19] S37: Receptacle asset numbering

[20] S41: Identification and publication of UPU code lists

[21] S42: International postal address components and templates

[22] S49: Customer applied encoding of data on postal items

ISO standards

NOTE 5 ISO standards are available from national standards institutes or from the International Organization for Standardization (ISO):

Chemin de Blandonnet 8, 1214 Geneva, Switzerland
Tel: +41 22 749 0111; Fax: +41 22 733 3430; www.iso.ch

[23] ISO 3166-1: Codes for the representation of names of countries and their subdivisions – Part 1. Country codes

[24] ISO/IEC 8824: Information technology – Abstract Syntax Notation One (ASN.1): Specification of basic notation

[25] ISO/IEC 8825: Information technology – ASN.1 encoding rules: Specification of Basic Encoding Rules (BER), Canonical Encoding Rules (CER) and Distinguished Encoding Rules (DER)

[26] ISO 9735: Electronic data interchange for administration, commerce and transport (EDIFACT) – Application level syntax rules

[27] ISO/IEC 15417: Information technology – Automatic identification and data capture techniques – Code 128 bar code symbology specification

[28] ISO/IEC 15418: Automatic identification and data capture techniques – International specification – GS1 Application Identifiers and ASC MH10 Data Identifiers and maintenance

NOTE 6 This ISO standard specifies sets of Data Identifiers and Application Identifiers for the purpose of identifying encoded data, and identifies the organizations responsible for their maintenance. It does so by reference to an earlier American standard, ANS MH10.8.2: Data Application Identifier Standard [38].

[29] ISO/IEC 15438: Information technology – Automatic identification and data capture techniques – PDF417 bar code symbology specification

[30] ISO/IEC 15459–1: Information technology – Automatic identification and data capture techniques – Unique identification – Part 1: Individual transport units

[31] ISO/IEC 15459–2: Information technology – Automatic identification and data capture techniques – Unique identification – Part 2: Registration procedures

[32] ISO/IEC 16022:2000 Information technology – Automatic identification and data capture techniques –Data matrix bar code symbology specification

[33] ISO/IEC 16388:1999 Information technology – Automatic identification and data capture techniques –Code 39 bar code symbology specification

CEN standards

NOTE 7 CEN standards are available from national standards institutes in Europe or from the European committee for standardization (CEN):

Rue de la Science 23, 1000 Brussels, Belgium;
Tel: +32 2 550 0811; Fax: +32 2 550 0819; www.cenorm.be

[34] EN 1572:1996 – Bar coding – Unique identifier for transport units

NOTE 8 European standard which preceded the definition of ISO/IEC 15459 [30], [31].

[35] EN 13619:2002, Postal services – Mail item processing – Optical characteristics for processing letters

[36] CEN/TS 14442: Postal services – Automated processing of mail items – Facing identification marks

[37] CEN/TS 14567, Postal services – Automated processing of mail items – Address block locator

ANSI standards

NOTE 9 ANSI standards can be obtained from the American National Standards Institute:

25 West 43rd Street, New York, New York 10036, U.S.A.;
Tel: +1 212 642 4900; Fax: +1 212 398 0023; web.ansi.org

[38] ANS MH10.8.2: Data Identifier and Application Identifier Standard

NOTE 10 Subsidiary standard to ISO/IEC 15418 [28]; defines data and application identifiers and is subject to continuous maintenance.