Universal *POST*CODE*® DataBase – Description of the structure of folders in the quarterly deliveries

Data provided within Universal *POST*CODE*® DataBase comes from postal designated operators, or, other authorized providers who provide their data to the UPU. In the UPU these data is converted to the single Universal *POST*CODE*® format.

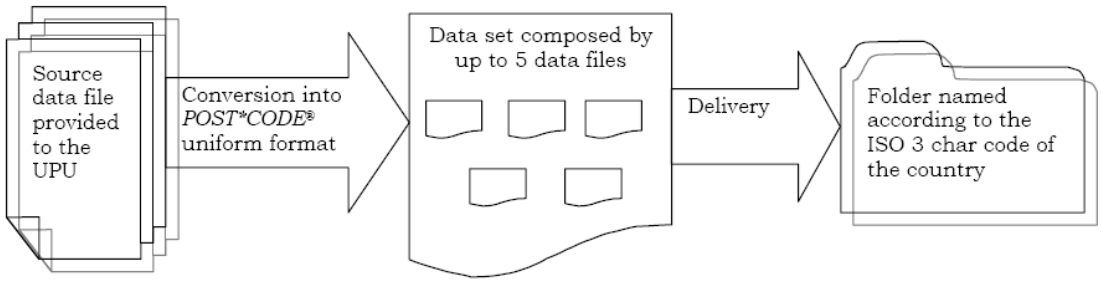
After conversion each individual source data package provided to the UPU is represented in the DataBase by a single dataset. Datasets are associated with countries whose data they represent. It could happen that a country provides more than one source data file (e.g. one representing addressing data at the locality level and another at the home delivery level). In this case Universal *POST*CODE*® DataBase could include two separate data sets for this particular country.

In most cases when such situation happens, one data set is available as a standard data set of the DataBase (covered by the UPU license) and for the other there is a necessity to obtain a separate license or to pay an additional fee (special data set). Standard and special data sets are stored in separate folders.

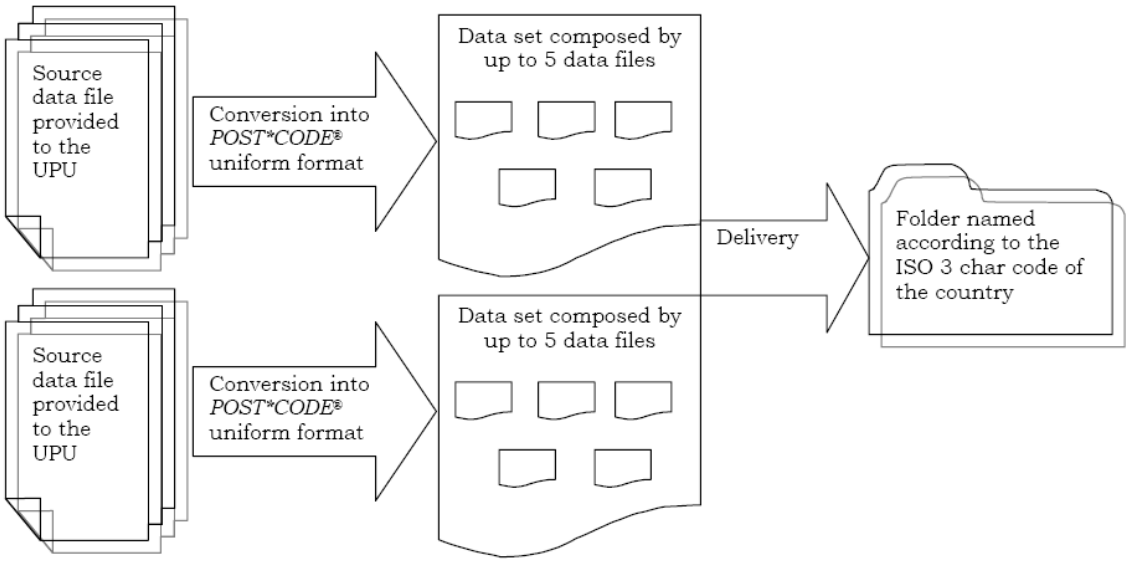
Each individual data set is composed by collection of up to five different data files, which are text files named according to the convention: AAA_XYN.dat.

AAA stands for the country's or the territory's Alpha–3 code, X is a data set identifier used to identify various data sets. The collection of files in the *"Standard data set"* have X = '0', and those in the *"Special data set"* can have X = '1' to '9. Where more than one "*Standard data set"* with X = '0' are provided, Y = '1' to '9' is a data set identifier used to number the various "*Standard data sets".* N identifies the content of the file as described in the table:

FILE TYPE	**ABBREV.**	**FILENAME AAA_XYN**	**CONTENT**
LOCALITY	LOC	AAA_XY1.dat	Localities or other entities that generally, together with the postcode, constitute the last line of the address.
LOCALITY-SUBDIVISION	SUB	AAA_XY2.dat	Subdivisions of a locality, such as a district, a neighbourhood, a building or a floor (building or floor information is stored in this file for countries or territories where sectoral addresses are used, as in Japan and Brazil).
STREET	STR	AAA_XY3.dat	Street and building-level information.
ORGANIZATION	ORG	AAA_XY4.dat	This file carries various kinds of address data depending on the record type and subtype (values of the ORG_TYPE_IND and ORG_SUB_TYPE_IND). See the complete list of possible types and subtypes in section describing layout of the ORGANIZATION file.
SYNONYM	SYN	AAA_XY5.dat	Synonyms for names provided in other files.



Example 1: Country provides one source data file.



Example 2: Country provides two source data files.

Data sets (collections of up to five data files) are stored in folders named according to the ISO 3166 3 character code of respective countries.

There are two main folders in each delivery; these are folders DATA and DOC.
Folder DOC stores technical documentation and readme documents referring to the current delivery:

LN_data_set_list_YYYY.Q.xls
LN_ descrip_ database YYYY.Q.doc
LN_update_descrip_ YYYY.Q.doc
LN_addendum_ YYYY.Q.doc
LN_layout_descrip_YYYY.Q.doc
LN_descrip_territories_YYYY.Q.doc
LN_territories_list_YYYY.Q.xls
LN_Transliteration rules_YYYY.Q.xls

Where LN stays for the language (EN: English or FR: French) and YYYY stays for the current year, e.g. 2009 and Q for the quarter number of delivery (1, 2, 3, 4).

DATA folder stores up to two folders providing data in character encoding which a customer wishes to receive: UTF-8 (Unicode) or ISO 8859 (ISO encoding).
If ISO 8859 is not available for the character set required for a specific dataset, then this dataset in ISO 8859 folder is provided in UTF-8 encoding.

After opening UTF-8 or ISO 8859 folder a list of zip archives named according to ISO 3166 3 character code of countries and regional packages will be displayed.

Zip archives named according to ISO 3166 3 character code of countries store folders with data sets of special countries. Additionally if a customer adds an extra standard data set to a regional package, this dataset will also be stored in here. Countries folders from these archives may include more than one data set consequently more than 5 data files. Different data sets put into the same countries are differentiating with their names by the number replacing the variable X as explained above.

Zip archives representing regional packages are named:

WORLD
_AFRICA
_CENTRAL_AMERICA
_ASIA
_EASTERN_EUROPE
_WESTERN_EUROPE
_TERRITORIES

After opening these archives a list of folders with ISO 3166 3 character code name storing standard datasets will be opened.

