

# Street directory with sorting data and Street directory with municipality numbers

Offers and data structures



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# 1 What are “Street directory with sorting data” and “Street directory with municipality numbers”?

## 1.1 Introduction

Swiss Post manages a database with all street, plot and hamlet names of every municipality in Switzerland and the Principality of Liechtenstein: “Street directory with sorting data”. This street directory is updated on a regular basis and also made available to customers. The street directory also includes the address details for all buildings served by the postal system in Switzerland as well as all the postcodes valid for addresses in Switzerland and the Principality of Liechtenstein. The street directory can therefore be used as a reference file for address data postal cleaning.

Besides address details, “Street directory with municipality numbers” includes a link to the building with a municipality number in Switzerland or in the Principality of Liechtenstein that has been assigned by the Swiss Federal Statistical Office and regularly updated.

Using this street directory and appropriate matching software, customers can also pre-sort letter mail (letters, newspapers and magazines as well as catalogues up to 1,000 g) according to postcode, postal carrier district and route, thereby reducing costs. Customers who pre-sort their addressed bulk mailings (PP) in accordance with Swiss Post guidelines are granted discounts. Newspapers and magazines must be pre-sorted by the customer in order to be sent at the reduced newspaper rate. Pre-sorting by postal carrier and route is worthwhile when posting 250,000 consignments or more (for delivery throughout Switzerland) or when mailing several thousand copies to a specific region or city.

“Street directory with municipality numbers” can also be used to clearly assign a building to a municipality.

## 1.2 Discounts

The factsheet “Handling in letters” presents the different upstream services that can be carried out by customers and indicates the corresponding discounts. The brochure can be found at [www.swisspost.ch/upstream-services](http://www.swisspost.ch/upstream-services).

## 1.3 Matching software

“Street directory with sorting data” and “Street directory with municipality numbers” are processed using matching software. Your contact partner will be happy to provide you with the addresses of relevant firms.

## 1.4 Costs

“Street directory with sorting data” is available free of charge.

“Street directory with municipality numbers” is subject to a charge. Please contact us for more information and price details.

## **1.5 Update schedule**

“Street directory with sorting data” and “Street directory with municipality numbers” are updated every two weeks. The exact dates can be found in the download center for the “Address and geodata” online service in Swiss Post’s Customer Center ([www.swisspost.ch/online-services](http://www.swisspost.ch/online-services)). The updated file is available approx. ten days before the validity date.

To ensure that up-to-date data are used, the data set valid from the first Monday of a calendar month (or more recently) must be applied. When sending addressed bulk mailings (PP), the data must not be more than 60 days old. For newspapers and magazines, the data must be as recent as possible and no more than 30 days old.

## **1.6 Data format**

“Street directory with sorting data” and “Street directory with municipality numbers” are created as an ASCII file (separated by semicolons).

## 2 Data structure

### 2.1 Data model

The diagram provides an overview of the data model with all records.

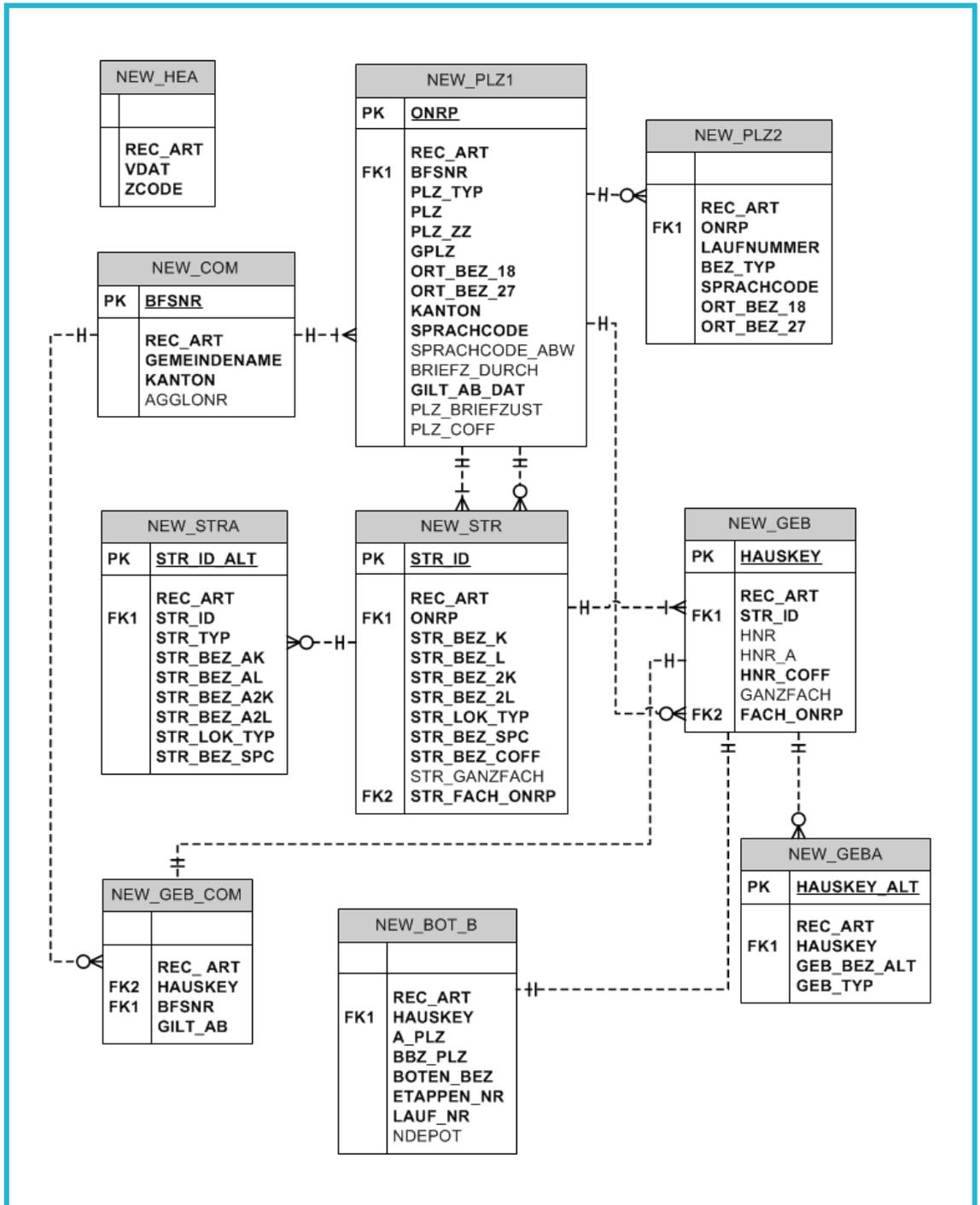


Figure 1: Data model for "Street directory with sorting data" and "Street directory with municipality numbers"

## 2.2 Record types

“Street directory with sorting data” and “Street directory with municipality numbers” combine data from various sources. Each source is shown in a record type.

Record type	Content	Description
00	NEW_HEA	Contains the version date and a unique random code.
01	NEW_PLZ1	Contains all postcodes valid for addresses in Switzerland and the Principality of Liechtenstein.
02	NEW_PLZ2	Contains alternative locality and area names for each postcode.
03	NEW_COM	Contains the political municipalities in Switzerland and the Principality of Liechtenstein. These data are taken from the official list of the Swiss Federal Statistical Office (BFS).
04	NEW_STR	Contains all the street names of every locality in Switzerland and the Principality of Liechtenstein.
05	NEW_STRA	Logical alternative or foreign language street name for the official street name. Building names without street/house number, area, plot or hamlet names are handled in the same way as street names.
06	NEW_GEB	Contains house numbers and house keys.
07	NEW_GEBA	Contains alternative house names and alternative house keys.
08	NEW_BOT_B	Contains postal carrier information at house number level (postal delivery).
12	NEW_GEB_COM	Link between building and municipality information

Table 1: Record types

## 2.3 Description of record types

### 2.3.1 NEW\_HEA

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	“00”	<b>Record type</b> Designates the record type.
VDAT	NUMBER(8)	YES		<b>Date of implementation “DOI”</b> (YYYYMMDD) → Initial validity date for the districts in accordance with the “Street directory with sorting data” date list
ZCODE	NUMBER(6)	YES		<b>Randomly generated code</b>

### 2.3.2 NEW\_PLZ1

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"01"	<b>Record type</b> Designates the record type.
ONRP	NUMBER(5)	YES	ASDP	<b>Swiss Post classification number</b> This number (ONRP) is the primary key designating a postcode/location in accordance with the Swiss Post postcode database and the unique, unalterable key term of the postcode. Every new postcode receives a new ONRP. An ONRP remains unchanged whereas a postcode can change. If a postcode is taken out of service, the ONRP assigned to it is no longer used. If (in rare cases) a postcode is brought back into service, the original ONRP will be reassigned to it.
BFSNR	NUMBER(5)	YES	ASDP	Foreign key for BFSNR (refers to NEW_COM)
PLZ_TYP	NUMBER(2)	YES	ASDP	<b>Postcode type</b> With the postcode type, it is possible to check if a postcode is plausible, in principle, for specific addresses. 10 = Domicile and specialist addresses 20 = Domicile addresses only 30 = Specialist postcodes only 40 = Company postcodes 80 = In-house Swiss Post postcodes (delivery post office information on bundle labels or bag addresses).
POSTLEITZAHL	NUMBER(4)	YES	ASDP	<b>Address postcode</b> Switzerland is divided into nine geographic postal districts, numbered from west to east. Each postal district is subdivided into postal areas which are in turn divided into no more than 100 units. Valid values: 1000–9999 Postcodes are structured as follows: Example: Zollbrück 3 = postal district (Berne) 34 = postal area (Burgdorf) 343 = route (Burgdorf–Langnau) 3436 = post office number (Zollbrück)
PLZ_ZZ	VARCHAR(2)	YES	ASDP	<b>Additional postcode number</b> The additional number serves to distinguish between identical 4-digit postcodes. Example: 4436 <b>00</b> = Oberdorf BL 4436 <b>02</b> = Liedertwil Address files must be made up of the postcode and additional number to ensure correct sorting. However, the additional numbers should <b>not</b> appear in the postal address on the consignment.
GPLZ	NUMBER(4)	YES	ASDP	<b>Basic postcode</b>
ORTBEZ18	VARCHAR(18)	YES	ASDP	<b>18- or 27-character locality name</b> The locality line in the postal address must contain the 18- or 27-character locality name (official locality name). The 4-digit postcode is unique when used with the 18- or 27-character locality name. Very long names are shortened to match the available field lengths. Example: "Neuhausen am Rheinfal": 18-character: Neuhausen 27-character: Neuhausen am Rheinfal
ORTBEZ27	VARCHAR(27)	YES	ASDP	

Field name	Field type (length)	Mandatory field	Source	Observations
KANTON	VARCHAR(2)	YES	ASDP	<b>Canton</b> The official abbreviations corresponding to the car number plates are used. A full list can be found in the appendix.
SPRACHCODE	NUMBER(1)	YES	ASDP	<b>Language code</b> Language (language majority) in the postcode area: 1 = German, 2 = French, 3 = Italian In localities where several languages are spoken, the main language is indicated.
SPRACHCODE_ABW	NUMBER(1)	NO	ASDP	<b>Different language code</b> Other languages within a postcode. One different language code can be specified per postcode.
BRIEFZ_DURCH	NUMBER(5)	NO	ASDP	<b>Delivery office</b> Refers to the organisational unit (ONRP) primarily responsible for delivering letters in the address postcode. If need be, this information can be used for bag addresses.
GILT_AB_DAT	DATE(8)	YES	ASDP	<b>Valid as of</b> Indicates the date from which the postcode data are valid (YYYYMMDD format).
PLZ_BRIEFZUST	NUMBER(6)	YES	ASDP	<b>Delivery office postcode</b> 6-digit postcode of the office concerned in BRIEFZ_DURCH. Needed to create the bundle label barcode.
PLZ_COFF	VARCHAR(1)	NO	ZUBOFI	Shows whether a postcode (PLZ_TYP 10 and PLZ_TYP 20) contains exclusively official or unofficial addresses. Y = official N = non-official All other postcode types (PLZ_TYP) take the value ZERO.

### 2.3.3 NEW\_PLZ2

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"02"	<b>Record type</b> Designates the record type.
ONRP	NUMBER(5)	YES	ASDP	<b>Swiss Post classification number</b> Foreign key for postcode/location (refers to NEW_PLZ1). The ONRP is the unique, unalterable key term of the postcode. Every new postcode receives a new ONRP. An ONRP remains unchanged whereas a postcode can change. If a postcode is taken out of service, the ONRP assigned to it is no longer used. If (in rare cases) a postcode is brought back into service, the original ONRP will be reassigned to it.
LAUFNUMMER	NUMBER(3)	YES	ASDP	Sequence number within an ONRP. The sequence number is a number assigned to each alternative or area designation as a key. In the event of deletion, it will not be reassigned. Valid values lie between 001–999.
BEZTYP	NUMBER(1)	YES	ASDP	<b>Designation types</b> There are two designation types:  2: alternative or foreign-language locality name permitted for addressing. This must be used in conjunction with the postcode. <b>Examples:</b> 6085 Hasliberg Goldern > 6085 Goldern 1200 Genève > 1200 Genf  3: Area designation. This may be used in the address line, but must not appear together with the postcode in the locality line. <b>Example:</b> The area designation Tenigerbad is addressed as Tenigerbad 7173 Surrein
SPRACHCODE	NUMBER(1)	YES	ASDP	<b>Language code</b> Language or language majority in the postcode area: 1 = German 2 = French 3 = Italian 4 = Rhaeto-Romanic In localities where several languages are spoken, the main language is indicated.
ORTBEZ18	VARCHAR(18)	YES	ASDP	<b>18- or 27-character locality name</b> The locality line in the postal address must contain the 18- or 27-character locality name (official locality name). The 4-digit postcode is unique when used with the 18- or 27-character locality name. Very long locality names are shortened to fit the available field length, e.g. "Neuhausen am Rheinfall": 18-character: Neuhausen 27-character: Neuhausen am Rheinfall
ORTBEZ27	VARCHAR(27)	YES	ASDP	

### 2.3.4 NEW\_COM

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"03"	<b>Record type</b> Designates the record type.
<b>BFSNR</b>	NUMBER(5)	YES	ASDP	<b>BFS number</b> The numbering used by the Swiss Federal Statistical Office to designate political municipalities in Switzerland and the Principality of Liechtenstein.
GEMEINDENAME	VARCHAR(30)	YES	ASDP	<b>Municipality name</b> Official municipality name in accordance with the "List of Swiss Municipalities" issued by the BfS.
KANTON	VARCHAR(2)	YES	ASDP	<b>Canton</b> Canton abbreviation identical to that found on car number plates. See the full list in the appendix.
AGGLONR	NUMBER(5)	NO	ASDP	<b>Conurbation number</b> Refers to a BFS number. Switzerland has 35 conurbations defined by the BfS. The center of a conurbation is the central municipality, i.e. a town where economic and cultural exchanges are concentrated alongside services. The surrounding municipalities are linked with the central municipality both structurally and by means of commuter networks. BFSNR Municipality name Conurbation no. (=BFSNR) Conurbation name (=municipality name)  351 Berne (=central municipality) 351 Berne 352 Bolligen 351 Berne 362 Ittigen 351 Berne 358 Stettlen 351 Berne

### 2.3.5 NEW\_STR

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"04"	<b>Record type</b> Designates the record type.
<b>STRID</b>	NUMBER(10)	YES	ZUBOFI	<b>Street name</b> Primary key for street names (LOK_ID information from ZUBOFI)
<i>ONRP</i>	NUMBER(5)	YES	ASDP	<b>Swiss Post classification number</b> Foreign key for postcode/location (refers to NEW_PLZ1). The ONRP is the unique, unalterable key term of the postcode. Every new postcode receives a new ONRP. An ONRP remains unchanged whereas a postcode can change. If a postcode is taken out of service, the ONRP assigned to it is no longer used. If (in rare cases) a postcode is brought back into service, the original ONRP will be reassigned to it.
STRBEZK	VARCHAR(25)	YES	ZUBOFI	<b>Abbreviated street name</b> Abbreviated street name in the official language. Building names without street/house number, area, plot or hamlet names are handled in the same way as street names. There are no foreign language spellings of building names. <b>Examples:</b> Eglise-Anglaise Avenue
STRBEZL	VARCHAR(60)	YES	ZUBOFI	<b>Full street name</b> Full street name in the official language. Building names without street/house number, area, plot or hamlet names are handled in the same way as street names. There are no foreign language spellings of building names. <b>Example: Eglise-Anglaise, avenue de l'</b>
STRBEZ2K	VARCHAR(25)	YES	ZUBOFI	<b>Abbreviated reorganised street name</b> Abbreviated street names written Edelweiss, Chalet are changed to Chalet Edelweiss in this field. <b>Example: avenue Eglise-Anglaise</b>
STRBEZ2L	VARCHAR(60)	YES	ZUBOFI	<b>Reorganised street name</b> Street names written Edelweiss, Chalet, are changed to Chalet Edelweiss in this field. <b>Example: avenue de l'Eglise-Anglaise</b>
STR_LOK_TYP	NUMBER(1)	YES	ZUBOFI	<b>Street location type</b> The following code is used to differentiate: 1 = Street name 2 = Building name
STRBEZ_SPC	NUMBER(1)	YES	ZUBOFI	<b>Street language</b> The following code is used to differentiate: 1 = German 2 = French 3 = Italian

Field name	Field type (length)	Mandatory field	Source	Observations
STRBEZ_COFF	VARCHAR(1)	YES	ZUBOFI	Shows whether a name is officially recognised – i.e. by the political municipality. Y = official N = non-official
STR_GANZFACH	VARCHAR(1)	NO	ZUBOFI	<b>Complete address</b> Shows whether or not the building name is defined as complete. Y= Complete N=Incomplete Zero = defined as <b>STR_LOK_TYP 1</b> (street names) for the datasets
STR_FACH_ONRP	NUMBER(5)	NO	ZUBOFI	<b>ONRP of the specialist unit</b> ONRP value for the specialist postcode in the address. The entries in the NEW_BOT record are set accordingly. Zero: 0 If not all consignments to a complete address are delivered via the same specialist unit or for datasets with STR_LOK_TYP 1 (street names) or if COMPLETE = 'N'. Entries with COMPLETE = 'Y' in the NEW_BOT record are set so that consignments will be delivered to the delivery office responsible for delivering to the specialist units.

### 2.3.6 NEW\_STR

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"05"	<b>Record type</b> Designates the record type.
STRID_ALT	NUMBER(10)	YES	ZUBOFI	<b>Primary key for alternative street names</b> Primary key for alternative street names which is unique for each name in order to identify the alternative or foreign language street name.
STRID	NUMBER(10)	YES	ZUBOFI	Foreign key for street names (refers to NEW_STR).
STRTYP	NUMBER(1)	YES	ZUBOFI	<b>Street type</b> 2 = Address with alternative street name (also always contains the key for the official street name and the house key) 3 = Address with foreign language street name 4 = Address with historic address
STRBEZAK	VARCHAR(25)	YES	ZUBOFI	<b>Alternative street name (abbreviated or foreign language)</b> Alternative abbreviated or foreign language street name for the official street name. Building names without street/house number, area, plot or hamlet names are handled in the same way as street names. This name may not be used in the address, or only in conjunction with the official street name. <b>Exception:</b> French language street names in Biel <b>Example: Eglise-Anglaise, avenue</b>

Field name	Field type (length)	Mandatory field	Source	Observations
STRBEZAL	VARCHAR(60)	YES	ZUBOFI	<p><b>Alternative street name</b> Alternative or foreign language street name for the official street name. Building names without street/ house number, area, plot or hamlet names are handled in the same way as street names. This name may not be used in the address, or only in conjunction with the official street name. <b>Exception:</b> French language street names in Biel <b>Example: Eglise-Anglaise, avenue de l'</b></p>
STRBEZA2K	VARCHAR(25)	YES	ZUBOFI	<p><b>Reorganised alternative street name (abbreviated or foreign language)</b> Abbreviated alternative or foreign language street names written Edelweiss, Chalet are changed to Chalet Edelweiss in this field. This name may not be used in the address, or only in conjunction with the official street name. <b>Exception:</b> French language street names in Biel <b>Example: avenue Eglise-Anglaise</b></p>
STRBEZA2L	VARCHAR(60)	YES	ZUBOFI	<p><b>Reorganised alternative street name</b> Alternative or foreign language street names written Edelweiss, Chalet are changed to Chalet Edelweiss in this field. This name may not be used in the address, or only in conjunction with the official street name. <b>Exception:</b> French language street names in Biel <b>Example: avenue de l'Eglise-Anglaise</b></p>
STR_LOK_TYP	NUMBER(1)	YES	ZUBOFI	<p><b>Street location type</b> The following code is used to differentiate: 1 = Street name 2 = Building name</p>
STRBEZ_SPC	NUMBER(1)	YES	ZUBOFI	<p><b>Street language</b> The following code is used to differentiate: 1 = de 2 = fr 3 = it</p>

### 2.3.7 NEW\_GEB

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"06"	<b>Record type</b> Designates the record type.
<b>HAUSKEY</b>	NUMBER(13)	YES	ZUBOFI	<b>House key</b> Primary address key (house, house entrance).
<i>STRID</i>	NUMBER(10)	YES	ZUBOFI	Foreign key for street names (refers to NEW_STR)
HNR	NUMBER(4)	NO	ZUBOFI	<b>House number</b> Numerical part of the house number. For localities or areas where there are no official streets with house numbers, the official insurance number (building insurance number) will be used, irrespective of whether or not it is used for addressing.
HNRA	VARCHAR(6)	NO	ZUBOFI	<b>Alphanumerical part of the house number</b>
HNR_COFF	VARCHAR(1)	YES	ZUBOFI	<b>House number status</b> Shows whether a house number is officially recognised – i.e. by the political municipality. Y = official N = non-official
GANZFACH	VARCHAR(1)	NO	ZUBOFI	<b>Complete house number</b> Shows whether or not the house number is defined as complete Y = complete N = Not complete The entries in the NEW_BOT record are set accordingly.
FACH_ONRP	NUMBER(5)	NO	ZUBOFI	<b>ONRP of the specialist unit for complete addresses</b> Specialist postcode key when STR_COMPLETE = Y The entries in the NEW_BOT record are set accordingly.  <b>Zero:</b> if not all consignments to a complete address are delivered via the same specialist unit or if COMPLETE = "N". Entries with COMPLETE = 'Y' in the NEW_BOT record are set so that consignments will be delivered to the delivery office responsible for delivering to the specialist units.

### 2.3.8 NEW\_GEB\_A

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"07"	<b>Record type</b> Designates the record type.
<b>HAUSKEY_ALT</b>	NUMBER(13)	YES	ZUBOFI	Primary key for the alternative house name.
<i>HAUSKEY</i>	NUMBER(13)	YES	ZUBOFI	Foreign address key (house, house entrance).
GEB_BEZ_ALT	VARCHAR(25)	YES	ZUBOFI	<b>Additional building name</b> Additional building name if it has a street name with house numbers. <b>Example:</b> Chalet Südegg (at Bahnhofstrasse 12)
GEBTYP	NUMBER(1)	YES	ZUBOFI	2 = Address with alternative building name

### 2.3.9 NEW\_BOT\_B

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	"08"	Designates the record type.
<i>HAUSKEY</i>	NUMBER(13)	YES	ZUBOFI	Foreign address key (house, house entrance). Refers to NEW_GEB
APLZ	NUMBER(6)	YES	ASDP	Address postcode
BBZ-PLZ	NUMBER(6)	YES	ASDP	Postcode of the postal carrier district for postal delivery, for complete addresses postcode of the specialist unit
BOTENBEZ	NUMBER(4)	YES	ZUBOFI	The postal carrier district number is allocated by the delivery office. For complete addresses always district 999. The district 999 is only delivered to if the entire address is delivered to by the same specialist unit (Field_ADR_FACH_AMT_PLZ = not ZERO), otherwise the domicile district is delivered to.
ETAPPEN-NR	NUMBER(3)	YES	ZUBOFI	Sequence in district. Always 0 for complete addresses.
LAUF-NR	NUMBER(6)	YES	ZUBOFI	Sequence at stage. Always 0 for complete addresses.
NDEPOT	VARCHAR(60)	NO	ZUBOFI	Reload depot

### 2.3.10 NEW\_GEB\_COM

Field name	Field type (length)	Mandatory field	Source	Observations
REC_ART	VARCHAR(2)	YES	«12»	Designates the record type.
<i>HAUSKEY</i>	NUMBER(13)	YES	ZUBOFI	Foreign address key (house, house entrance). Refers to NEW_GEB
<i>BFSNR</i>	NUMBER(6)	YES	ASDP	Foreign key to NEW_COM table that includes all municipalities.
GILT_AB	NUMBER(8)	YES	ASDP	Date from which the information for the building is valid.

# 3 Creation and application of the route key

Pre-sorting has two objectives:

- To separate consignments according to postal carrier districts and localities;
- To sort consignments within a postal carrier district bundle according to delivery route.

Swiss Post only grants discounts for the upstream service carried out by the customer and/or does not charge the additional fee for newspapers and magazines if both these objectives are achieved.

Sorting consignments according to route requires the route key. This identifies every individual delivery point throughout Switzerland.

The route order key is a 29-digit key made up of the information in "Street directory with sorting data" and "Street directory with municipality numbers" as shown in the following table:

Digits	Attribute	Record	Data file
1–6	Address postcode	NEW_PLZ1	POSTLEITZAHL + PLZ_ZZ
7–12	Postal carrier district postcode	NEW_BOT_B	BBZ-PLZ
13–16	Postal carrier district	NEW_BOT_B	BOTENBEZ
17–18	Stage number	NEW_BOT_B	ETAPPEN-NR
19–24	Route number	NEW_BOT_B	LAUF-NR
25–29	House letterbox number	–	"00000"

**Table 2:** Route key structure

If a street or house is not recognised or if there are fewer than five copies for a postal carrier district, the copies concerned will be combined in a locality bundle (per address postcode).

If the value for BBZ\_PLZ = "000000", the route key will be formed by adding zeros for digits 7–29. These copies will also be placed in a locality bundle per POSTCODE.

Copies which are addressed to a P.O. Box will be sorted into a P.O. Box bundle. This is identified by the postal carrier district number 999; the content does not need to be sorted according to route.

The consignments must be arranged in ascending order within the bundle, i.e. in the direction in which the postal carrier will travel.

## 3.1 Bundle name

The contents of postal carrier district bundles are sorted according to the route key. These bundles are identified by a series of at least 20 letter "S" in the top left hand corner. This identification replaces the identification currently used for postal carrier district bundles comprising a series of letter "F".

If there is more than one bundle for each mail carrier district (you can find precise details on creating bundles in [www.swisspost.ch/upstream-services](http://www.swisspost.ch/upstream-services)), the bundles must be numbered in consecutive order, e.g. bundle 1/3 bundle 2/3 bundle 3/3. These must be delivered in ascending order.

# 4 Quality assurance

The version of “Street directory with sorting data” and “Street directory with municipality numbers” used is indicated on the sort protocol in the form of a barcode. This enables Swiss Post to recognise which data version has been used for pre-sorting.

## 4.1 Data structure

The content of the barcode is presented in the following tables. The data shown are also presented in the plain text line under the barcode.

### Addressed bulk mailings (PP)

Digits	Attribute	Source	Data field / value
1–5	–	Fixed value	“98924”
6–13	Customer	Customer	Eight-digit customer code
14–18	Random code	NEW_HEA	ZCODE

### Newspapers and magazines

Digits	Attribute	Source	Data field / value
1–5	–	Fixed value	“98924”
6–8	–	Fixed value	“000”
9–13	Newspaper number	Customer	Five-digit newspaper number
14–18	Random code	NEW_HEA	ZCODE

### 4.1.1 Barcode specifications

A 128 code is used with character set C to present the data in accordance with ISO/IEC standard 15417. The 128 code uses four different section widths in the module ratio 4:1.

Your barcodes can be read reliably if they satisfy the following requirements:

### 4.1.2 Printer resolution

Use a printer with a physical resolution of at least 300 dpi.

### 4.1.3 Module width

The module width must be 0.508 mm.

### 4.1.4 Printing

The bars must be printed evenly in matt black printing ink with good edge definition.

### 4.1.5 Contrast factor (PCS)

The contrast factor (PCS: Print Contrast Signal, dimensionless value according to DIN EN 797) must be greater than 0.7, for a wavelength range of between 620 and 900 nm. This contrast factor can be reliably achieved on light, matt paper with a faultless black code printout.

#### 4.1.6 Light resistance (opacity)

The opacity of the label material must be at least 0.75 percent (DIN 53 146, ISO 1831). This value can be lower if the surface of the consignment is white and carries no design or structures.

#### 4.1.7 Quality standard

The print quality must comply with level B in accordance with DIN EN ISO/IEC 15416.

#### Note

Barcodes printed on pure white paper using a modern laser printer generally satisfy the requirements.

<b>Post CH Ltd</b> <b>PostMail</b> <b>Hotline: 0848 789 999 or sortfile.support@swisspost.ch</b>	<b>SWISS POST</b> 	
<b>The sort file protocol must be supplied with the dispatch list or with the partial delivery slip in the event of partial deliveries</b>		
 989240004003114632		
<b>Invoice reference number for sender</b>	546332712	
<b>Sender</b>	<b>Issuer</b>	
<b>Customer reference/observations/subject</b>		
<b>Bundle label information</b>		
Product	Dispatch list	
Issue date	13.02.2012	
	<b>Number of bundles</b>	<b>Number of consignments</b>
Number of consignments in postal carrier bundles	60	536
Number of consignments in P.O. Box bundles	8	223
Number of consignments in locality bundles	49	2607
Number of consignments in sorting center bundles	1	5
Number of consignments in postal area bundles	6	90
Number of consignments in central bundles	0	0
Number of remaining consignments	1	16
Total number of bundles/consignments	125	3477

Figure 2: Sort protocol (excerpt) with QS barcode

# 5 Statistical data

As a user of “Street directory with sorting data” and “Street directory with municipality numbers”, you regularly provide Swiss Post with statistics concerning the number of copies of a title delivered per building (house key). This enables Swiss Post to ensure optimum delivery organisation adapted to large volumes, in particular when sending newspapers and magazines.

## 5.1 File layout and preparation

The file containing the house key data is structured as follows:

Field name	Field type (length)	Mandatory field	Observations
ZEITUNGSID	NUMBER(13)	YES	Unique identification of the newspaper title
ZEITUNGSNR	NUMBER(5)	YES	Newspaper number of the title – this must be identical to the information in the dispatch list
ZEITUNGSTITEL	VARCHAR(35)	YES	Name of the newspaper
AZVERMERK	NUMBER(4)	YES	1501 AZ 1502 AZA 1503 AZB 9 GZA
AUFGABEVERSION	NUMBER(3)	YES	100 Standard edition 111 Monday edition 112 Tuesday edition 113 Wednesday edition 114 Thursday edition 115 Friday edition 116 Saturday edition 130 Large circulation
HAUSKEY	NUMBER(13)	YES (see observations)	Unique building identification – as long as HOUSE KEY could be determined
APLZ	NUMBER(6)	YES (see observations)	Address postcode, only when HOUSE KEY could not be determined
ORTBEZ27	VARCHAR(27)	YES (see observations)	Location name from recipient’s address only when HOUSE KEY could not be determined
GUELTIGKEITSDATUM	DATE	YES	Date of validity (e.g. 24.03.2012)
BUNDART	VARCHAR(3)	YES	Bundle type – possible values: 1 – Postal area 2 – Locality bundle 3 – Postal carrier district 9 – Unbundled
ANZAHL	NUMBER(5)	YES	Number of copies per HOUSE KEY / bundle type

**Table 3:** Statistical file data fields

The following rules apply when creating a file:

1. Name  
    <Newspaper number>\_<Validity date>\_<Edition version>.csv
2. Format  
    csv (character separated values)
3. Rules
  - Semicolons are used as separators
  - There is no separator after the last data column
  - The first line contains the column names
  - ISO 8859-1 is used as the character set
  - Only a decimal point can be used to separate decimals
  - Dates and times are to be entered in readable German format (DD.MM.YYYY).  
    D = 01...31  
    M = 01...12  
    Y = 1900...2100

The file must be prepared according to the following periods:

- AZ quarterly
- AZA half-yearly
- AZB half-yearly

## 5.2 Transfer

The file can be transferred to a Swiss Post server via FTP. The settings necessary for the transfer can be obtained from your customer advisor.

## 6 Other services of interest

Swiss Post also offers the following services for updating and correcting erroneous addresses:

- **Address maintenance online**  
Update address databases with 1 to 300,000 addresses on demand. This service includes free management on request
- **Address maintenance via web service**  
Daily fully-automated updates of large address databases (>100,000 addresses) in the CRM
- **Address maintenance by customer**  
Special offer for banks, insurance providers, etc. with large databases (>100,000 addresses) and special data protection requirements
- **Address maintenance by expert**  
Manual address maintenance by Swiss Post experts – can be tailored on request

The following services may also be of interest to you:

- **Free address verification**  
Verify individual addresses via an interface in the call center module, POS system, etc.
- **Professional address verification**  
Check the validity and currency of individual addresses via an interface in the CRM, verification module or web shop
- **Address enquiry**  
Search lost addresses in a multi-level partially-automated process
- **Individual address solutions**  
The service for specific circumstances

You can find detailed information on the individual services in the respective product factsheets and at [www.swisspost.ch/address-maintenance](http://www.swisspost.ch/address-maintenance).

## 7 Ordering and advice

You can obtain the current "Street directory with sorting data" free of charge via the download center for the "Address and geodata" online service in Swiss Post's Customer Center ([www.swisspost.ch/online-services](http://www.swisspost.ch/online-services)). All that is required for this is a Swiss Post user account. To obtain the "Street directory with municipality numbers" (subject to a charge), please contact the Address Competence Center.

For more information, please do not hesitate to contact our team of advisors:

Post CH Ltd  
PostMail  
Address Competence Center  
Sternmatt 6  
P.O. Box 2151  
6010 Kriens 2  
Switzerland

Tel. +41 58 386 67 67  
Fax +41 58 667 45 81  
[address-maintenance@swisspost.ch](mailto:address-maintenance@swisspost.ch)

# 8 Appendices

## 8.1 Canton abbreviation

Canton abbreviations are identical to those found on car number plates.

For municipalities and postcodes in the Principality of Liechtenstein, the canton “FL” is designated in accordance with the official list of the Swiss Federal Statistical Office (BFS).

For localities in Germany and Italy with a Swiss postcode, Swiss Post has defined “DE” and “IT” for the “canton” field.

Canton abbreviation	Canton
AG	Aargau
AI	Appenzell Innerrhoden
AR	Appenzell Ausserrhoden
BE	Bern
BL	Basel-Landschaft
BS	Basel-Stadt
FL	Fürstentum Liechtenstein
FR	Fribourg
GE	Genève
GL	Glarus
GR	Graubünden
JU	Jura
LU	Luzern
NE	Neuchâtel
NW	Nidwalden
OW	Obwalden
SG	St. Gallen
SH	Schaffhausen
SO	Solothurn
SZ	Schwyz
TG	Thurgau
TI	Ticino
UR	Uri
VD	Vaud
VS	Valais
ZG	Zug
ZH	Zürich
DE	Germany (only for 8238 Büsingen)
IT	Italy (only for 6911 Campione)

**Table 4:** Canton abbreviation

## 8.2 Basic postcode

The basic postcode contains an entry if a street has several branch post offices.

Users can choose to combine all the streets in a city under this basic postcode in their address data.

Code	Location	Postcode area
1000	Lausanne	100000–101900
1200	Genève	120000–121100
1400	Yverdon	140000–140900
1700	Fribourg	170000–170900
1950	Sion	195000–195100
2000	Neuchâtel	200000–200900
2300	La Chaux-de-Fonds	230000–230900
2500	Biel/Bienne	250000–250500
3000	Bern	300000–303000
3600	Thun	360000–360900
4000	Basel	400000–409900
4500	Solothurn	450000–450900
4600	Olten	460000–460900
4900	Langenthal	490000–490900
5000	Aarau	500000–500900
5400	Baden	540000–540900
6000	Luzern	600000–600900
6000	Luzern	601400–601500
6300	Zug	630000–630900
6500	Bellinzona	650000–650900
6600	Locarno	660000–660900
6900	Lugano	690000–690900
7000	Chur	700000–700900
8000	Zürich	800000–809900
8200	Schaffhausen	820000–820900
8400	Winterthur	840000–841100
8610	Uster	861000–861300
8620	Wetzikon	862000–862300
8810	Horgen	881000–881300
9000	St. Gallen	900000–902900
9100	Herisau	910000–910200

**Table 5:** Basic postcode

Post CH Ltd  
PostMail  
Address Competence Center  
Sternmatt 6  
P.O. Box 2151  
6010 Kriens 2  
Switzerland

Tel. 058 386 67 67  
[address-maintenance@swisspost.ch](mailto:address-maintenance@swisspost.ch)

