UPU EDI compliance project

Explanatory notes: ITMATT address compliance reports
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Introduction

For each item, an ITMATT message provides two addresses: the sender's address and the recipient's address.

Over the years, the UPU addressing unit has gathered address structure and data for most countries in the world. It has also developed added-value services based on this extensive data.

The address compliance reports are based on the above to verify if addresses contained in ITMATT comply with the national addressing rules and valid codes and names.

At this stage, not all data elements are verified.

Three reports are provided, based on the checks above:

- ITMATT sent, sender postal address compliance
- ITMATT sent, recipient postal address compliance
- ITMATT received, sender postal address compliance

This document provides information on features common to the three reports, then provides details on each report individually.

Common features

This section provides information on features common to the three reports.

Address validity checks

The following address checks are performed and reported:

Check performed	Associated issue reported
Locality: validity of the locality name	Invalid locality
Postcode:	
Is a postcode expected in this country?	Missing postcode
Is the postcode format valid?	Badly formatted postcode
Is the postcode valid?	Invalid postcode
Do the postcode and locality name match?	Mismatch postcode-locality
Region:	
Is a region expected in this country?	Missing region
Is the region valid?	Invalid region
Do the region and locality name match?	Mismatch locality-region

For each issue reported, an indicator is calculated: the percentage of items with this issue, over the total number of items.

The reports are not based on all EDI exchanges during the month. Instead, they are based on a sample consisting of 7 consecutive days in the month. The sampling period is displayed in the top-right corner of the first page of the report.

Mail products

In the address reports, information is often grouped by "product". The following mail products are considered:

- EMS
- Parcels
- Letter post with tracking (item identifiers prefixed with 'R', 'V' or 'L': registered, insured, tracked)
- Small packets ('U' prefixed identifiers)
- Unknown: postal items with an invalid service indicator

Report organization

The reports are divided in two parts:

1. Overview
2. Details

In the overview section, information is grouped (see details in each report). For each group, the volume (number of items) is provided and values are displayed for each indicator.

The following color code is used for the display of each indicator:

Color	Compliance level
Red	< 80%
Orange	between 80 and 97%
Green	>= 97%
Flashy green	100%

An indicator is blank when it is not applicable, even if there is a value. For example, there may be a percentage of addresses with a postcode in a country where no postcode is expected. In that case, the percentage of addresses with a postcode is displayed, but this indicator is not colored.

In the detailed section, samples of addresses with issues are provided. The criteria for displaying issues vary from one report to the other.

Report ITMATT sent, sender postal address compliance

This report provides results on sender address validity checks, for ITMATT messages sent.

The compliance level is expected to be high: these are addresses in the own country.

Results are provided by sending EDI address, country (as there may be mail sent from extra-territorial offices) and mail product.

In the detailed section, the first 10 items are listed, per sending EDI address, country, mail product and issue type.
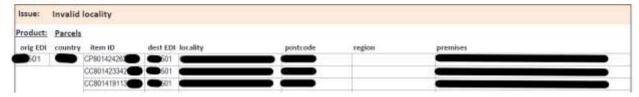
Here is a snapshot of an anonymized report:

Operator: ████████████

1. Overview

orig EDI	country	product	# items	locality	postcode				region		
				valid	present	format OK	valid	locality match	present	valid	locality match
●501	●	Parcels	296	98.0	100.0	100.0	100.0	98.0			
		EMS	300	97.3	100.0	100.0	93.3	90.7			
		letter post w. tracking	11	100.0	100.0	100.0	100.0	100.0			
		untracked packets	43	34.9	100.0	100.0	100.0	34.9			

2. Details

Issue:	Invalid locality					

Product: Parcels

orig EDI	country	item ID	dest EDI	locality	postcode	region	premises
●501	●	CP80142426●	●501	██████████	████		███████████████
		CC801423342	●501	██████████	████		███████████████
		CC801419113●	●501	██████████	████		███████████████

Report ITMATT sent, recipient postal address compliance

This report provides results on recipient address validity checks, for ITMATT messages sent.

It provides results per own EDI address, partner EDI address and destination country (to cover mail sent to extra-territorial or off-shore offices).

In the detailed section, the first 5 items are listed per own EDI address, partner EDI address, destination country and issue type.

Report ITMATT received, sender postal address compliance

This report provides results on recipient address validity checks, for ITMATT messages received. So it provides information on the quality of what partners send you in their ITMATT messages.

Results are provided per own EDI address, destination country (to cover mail sent to extra-territorial or off-shore offices that belong to your postal organization) and partner EDI address.

In the detailed section, the first 5 items are listed per own EDI address, destination country, sending (partner) EDI address and issue type.