Delivery of address files

August 2020

Senefelder Misset has options for data processing of digital address files. All accessories such as mailing lists, pallet cards, labels, etc. can be supplied with it.

Dutch addresses can be sorted for presenting to PostNL.

Sorting methods as used by 'Deutsche Post' (Infopost and Pressepost) and 'BPost' (Belgium) are possible in consultation.

Delivery method

Address information can be delivered most securely through Senefelder Misset's WebPortal. To increase security, the files are linked directly to a current issue and delivery is only possible through a login provided per customer. Please contact your order manager for further coordination and to receive a delivery account.

The Senefelder WebPortal is secured via HTTPS, so that the transfer of data and access to the WebPortal are via a secure connection.

Address files should be delivered at the same time as the pdf files. For current, long-term issues, different delivery times can be agreed upon. For the first collaboration or change in the delivery of data, test files should be provided in advance to test the processability.

Technical file information

File format and content specifications

- **ANSI / ASCII text** (* .txt): fixed field length and/or separated by tabs, pipes or semicolons. All fields to be used should be at fixed positions for each address;

- **.db**f files (dBase II or a higher version);

- **.csv files** - separated by tabs, commas or semicolons;

- **Excel files** (Excel 2002 or a higher version) may be supplied with prior agreement. All fields to be used must be in a fixed column for each address and the file may not be password protected;

- Maximum record length: 1,000 characters;

- One address per line, record or row;

- Compressing data is not necessary. Standard .zip files (without password protection, compressed folders or hidden files) can be delivered and processed at no extra cost;

- The maximum number of characters to print per line and number of lines depends on the available printing space. A field length (return address, name, address, city) maximum of 75 characters. Consequence: fields that cannot be printed within the available space are **split or truncated** at a fixed position;

- If applicable, indicate the number of copies per address in a separate field.

Foreign addresses

- For unsorted foreign addresses in the file, the zip code should be indicated in a separate field.

- For foreign addresses, provide a field with country name or ISO country code. For foreign address delivery, the country names or ISO country codes should be provided in a separate field.

What should you pay attention to?

- Before the first delivery or after changing a file format, send a clear description of the file format (including maximum field length for character separated or Excel files) and indicate which fields are to be printed;

- If applicable: provide the return address to be printed including name;

- Please indicate by e-mail the number of records per file, so that this can be checked during processing. Fields that cannot be printed within the available space are split at a fixed position;

- For PostNL shipments, please include *Service Framework and product codes*;

- **Senefelder Misset can never be held responsible for the contents of the address files supplied.**

What do we do with your data?

- Senefelder Misset understands that your address data contains important personal information.

- We guard your data to prevent misuse. We will therefore delete the supplied address files from our systems after processing, so that they are not stored on our systems.

- Our systems are shielded. Servers on which the data is used are protected by passwords and a firewall. This access is limited. Only Senefelder Misset employees responsible for address processing can retrieve your files.

Information on selective enclosing, processing personalized letters, printing your company logo and more can be found on our website at www.senefelder.nl.

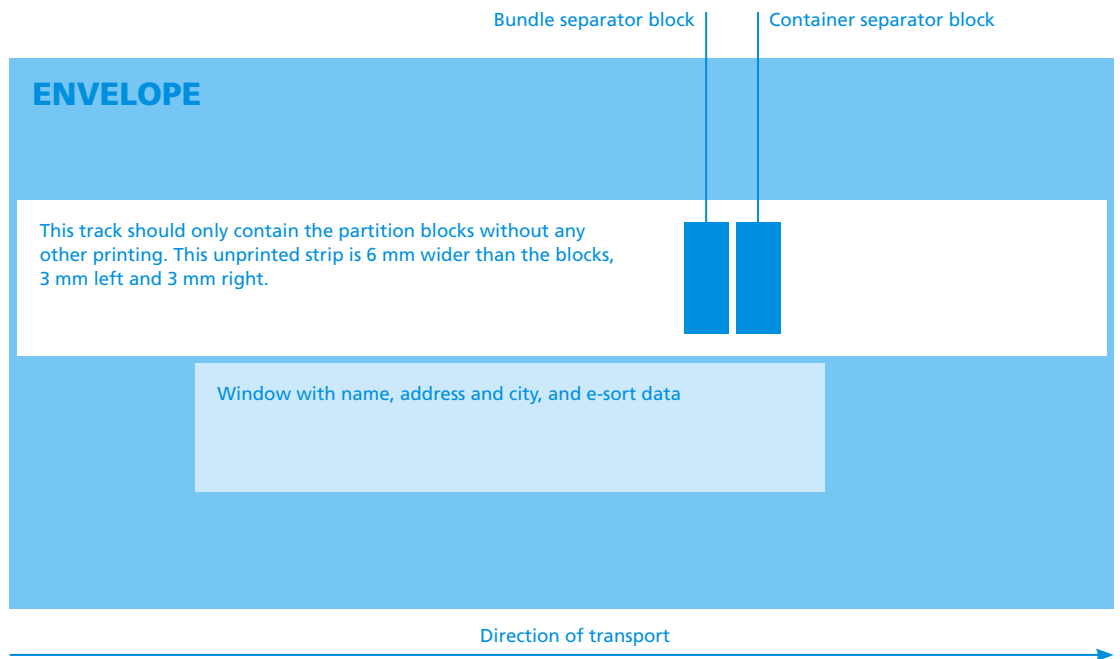# Additional specifications

Personalized letters

A (pre-printed) letter supplied by the customer can also function as an address carrier. The addresses are printed on these using a laser printer or inkjet printer in our shipping line.

Applying a sorting for a mail distributor in the case of personalized letters is not part of the standard procedure in this case, because the digital control of a correct bundling is then not possible. If sorting is nevertheless desired, then in addition to the sorting code on the letter, a separation block should be printed on the last copy of each bundle. Two blocks should be printed at each transport medium transition (pallet) (of the bundle separation and of the pallet separation). On the shipping line, camera registration of the separator blocks automatically triggers a signal to compose a bundle.

Technical requirements dividing blocks and personalized letter:

- Size of the block in the transport direction is 6 mm high x 15 mm wide;

- Before and after the separation block, at least 30 mm of white space;

- At least 10 mm of white space on both sides of the separator block;

ENVELOPE

This track should only contain the partition blocks without any other printing. This unprinted strip is 6 mm wider than the blocks, 3 mm left and 3 mm right.

Window with name, address and city, and e-sort data
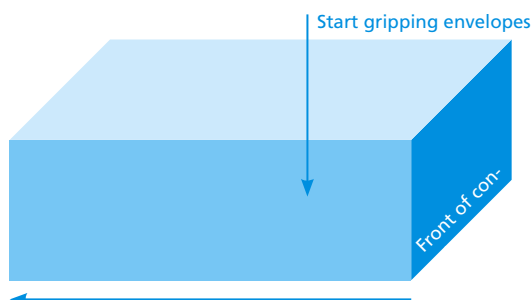
Direction of transport

- The bundle block and the transport means block must be printed one below the other with a white space of 1 mm;

- If an A4 letter is processed lengthwise, the minimum space available for the two separator blocks is 35 mm wide (10 mm white space + 15 mm block + 10 mm white space) and 73 mm high (30 mm white space + 6 mm block + 1 mm white space + 6 mm block + 30 mm white space).

- The format of the letter should be the same as the underlying magazine or main page. This is to maintain the positioning of the separation blocks.
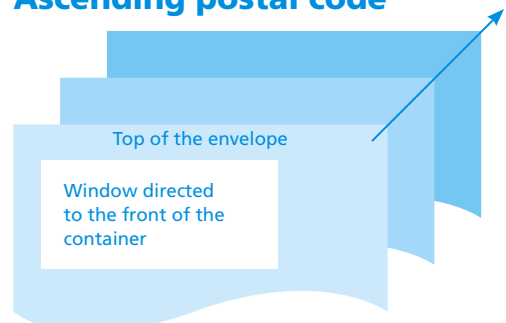
Blocks on letter and envelope

Important: the OLA envelope must be properly filled. The blocks should not be able to slide to a position outside the window.
If this causes the reading equipment to malfunction, we can only offer them unsorted.
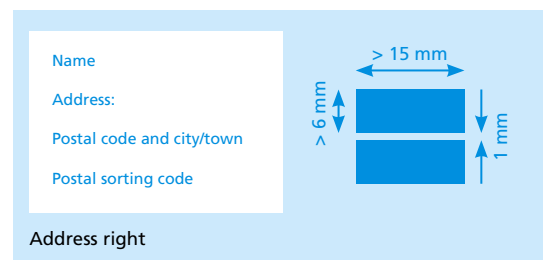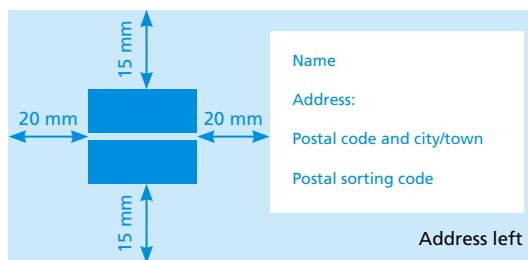
Supply of envelopes

Start gripping envelopes

Front of con-

Ascending postal code

Top of the envelope

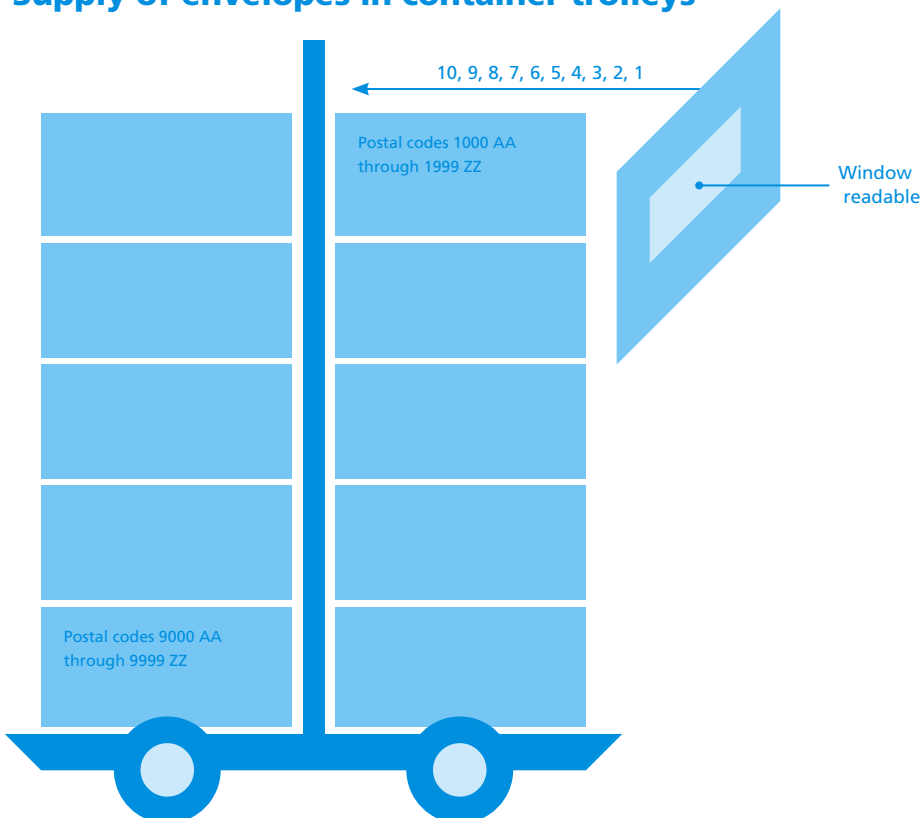Window directed to the front of the container

Separation blocks on unfolded A4 letter

The distances and dimensions below for separator blocks on an unfolded letter (A4 format) must be observed in order for the sealing machine to produce a correct bundle separation:

- The cubes must be printed **horizontally** as shown in the illustration below.

- A single block indicates the end of the bundle, a double block the end of the container or pallet;

- A block must be at least 6 mm high and at least 15 mm long. The distance between the bundle and container separator blocks must be 1 mm;

- The 20 mm space between the address and the block and the 20 mm after the block must remain unprinted;

- The 15 mm above and below the block must remain unprinted.

Address left

Address right

Supply of envelopes in container trolleys

10, 9, 8, 7, 6, 5, 4, 3, 2, 1

Postal codes 1000 AA through 1999 ZZ

Window readable

Postal codes 9000 AA through 9999 ZZ