

AEC/AECII Updates

The following modifications have been made to the AEC & AEC II User Guide and the Processing Request form. These changes have been posted to the AEC website (<http://ribbs/aec.htm>).

Revisions: November 2007

Page 4, AEC II Candidate Records

Added: AEC II Candidate Records

Records that have an AEC Resolution Flag of 'N' and AEC DPV™ Confirmation Codes of P1, P2, or P3 will be submitted to AEC II for resolution. A list of all resolution flags and confirmation codes with descriptions are located on [page 16](#).

Page 6, Requesting AEC/AEC II Processing

Removed: Files can contain up to 500,000 addresses per file for AEC only processing. AEC II processes files 15,000 addresses per business day. (was #3)

Modified: 3. Submit payment and a completed request form to the NCSC. A completed request form and payment in the form of a credit card or USPS CAPS account number must be faxed to 901-681-4409 before electronic files can be processed.

- The request form and payment can be submitted in one of two ways:
 1. The "AEC/AEC II Processing Request" form accompanies each file submitted for processing. Payment is accepted by credit card or USPS CAPS account.
 2. The "AEC/AEC II Processing Request for Vendors" form is submitted once and is applicable for each file submitted thereafter. Vendors are required to have a USPS CAPS account and to include a header record (see page 10) as the first record in their file. The Vendor's CAPS account will be charged according to the values provided in the header record for each file submitted.
- The Centralized Account Processing System (CAPS) allows Mailers to conduct business with CAPS Service Center Representatives electronically. To obtain a USPS CAPS account visit www.usps.caps.gov or call 650-377-1334.

Modified: All AEC and AEC II are treated equally and processed on a first-in, first-out basis. Electronic transmission generally allows faster processing since it eliminates the mail in process. Additional processing time is needed for files submitted on CD.

Note: No files will be processed until form and payment are received by the NCSC.

Page 7, AEC Confidence Option

Added: AEC Confidence Option

AEC confidence option included in AEC/AEC II file processing can assist in minimizing the analysis of AEC returned corrections. This option is used to return **only** the AEC corrections where the AEC enhanced computer logic indicates a high confidence in the returned correction. These records usually result in a DPV™ confirmation code of SS, P1, P2, or P4 and should Delivery Point Validate at a primary address level (this is dependent on the CASS™ software you use and the frequency of its USPS® data source). All records that do not have the highest level of confidence (usually resulting in an AEC return code 'SS' or 'P4') as determined through our logic will be sent through AEC II for resolution based on Delivery Force Knowledge™.

SS – Exact Match

- P1 – Secondary Address Invalid
- P2 – Secondary Address Missing
- P4 – Mail is dropped; final distribution to end recipient not provided through the USPS; Secondary information may or may not be necessary.

Modified: CD File Requirements

Address files submit on CD media must be written in ASCII text format (fixed length, non comma delimited). **Additional processing time is needed for files submitted on CD.**

Page 10 & 11, AEC Header Record Layout

Added:

AEC Header Record Layout

The “AEC/AEC II Processing Request for Vendors” form is submitted once and is applicable for each file submitted thereafter. Vendors are required to have a USPS CAPS account and to include a header record as the first record in their file. The CAPS account will be charged according to the values provided in the Header Record for each file submitted.

FIELD NAME	Start position	End position	Length	Required fields
RECORD TYPE	1	5	5	HDR99
CUST USER ID	6	13	8	RIBBS Assigned User ID
RECS SUBMITTED	14	20	7	Total count of records submitted. Must be right justified with leading zeroes.
AEC ONLY	21	21	1	Y-Yes or N-No
AEC II	22	22	1	Y-Yes or N-No
AEC CONFIDENCE	23	23	1	Y-Yes or N-No
AEC/AEC II COMBINED	24	24	1	Y-Yes or N-NO: (Yes- requested AEC and AEC II or at least one record in the file.)
AEC II CYCLE	25	26	2	Days in Cycle = 30, 60, or 90
AEC INPUT FILE NAME	27	38	12	Name of file uploaded to RIBBS
FILLER	39	293	255	Spaces
TOTAL RECORD LENGTH 293 BYTES				

Field Definitions

- Record Type Indicates that the record has a header, which must have a required value of 'HDR99'.
- Customer User ID An 8-character field which contains a combination of numbers and letters that identify the customer (*Issued by AEC Customer Support*).
Note: This field cannot be blank or contain leading spaces and must be left justified.
- Recs Submitted Total count of records submitted.
Note: Values must be numeric, right justified, with leading zeroes; but, this field cannot contain all zeroes. (Ex. 21,500 records = 0021500)
Note: The difference between the value in 'Recs Submitted' and the actual

	number of records in the file cannot be less than or greater 15%. If so, the file will be processed manually and the vendor will be contacted by phone.
AEC Only	Indicates the users option to have only AEC processing. Note: All AEC Flags must contain a 'Y' or 'N' (no other values will be accepted) Note: AEC Only flag and AECII flag cannot both = 'N'
AEC II	Indicates the user opted to have all records sent through AEC II for resolution based on Delivery Force Knowledge™ that do not have a DPV™ Confirmation code of 'SS' (Exact Match) or 'P4' (Mail is dropped; final distribution to end recipient not provided through the USPS; Secondary information may or may not be necessary). Note: All AEC Flags must contain a 'Y' or 'N' (no other values will be accepted) Note: AEC Only flag and AECII flag cannot both = 'N'
AEC Confidence	Indicates the user opted to return only AEC corrections where the AEC enhanced computer logic indicates a high confidence in the returned correction. These records usually result in a DPV confirmation code of SS, P1, P2, or P4 should Delivery Point Validate at a primary address level (this is dependent on the CASS software you use and the frequency of it's USPS data source). All records that do not have the highest level of confidence (usually resulting in an AEC return code 'SS' or 'P4') as determined through our logic will be sent through AEC II for resolution based on Delivery Force Knowledge™ . <ul style="list-style-type: none"> SS – Exact Match P1 – Secondary Address Invalid P2 – Secondary Address Missing P4 – Mail is dropped; final distribution to end recipient not provided through the USPS; Secondary information may or may not be necessary. Note: All AEC Flags must contain a 'Y' or 'N' (no other values will be accepted)
AEC/AEC II Combined	Indicates user opted to have AEC and AEC II processing combined within the same file. In the detail record, must indicate 'AEC1' for AEC processing and 'AEC2' for AEC II processing in the first 4 bytes of the cust_key.
AEC II Cycle Indicator	Indicates the amount of cycle attempts to correct a record before returning a file. User may opt for 30, 60, or 90-day cycles. Note: Values must be numeric when AECII flag equals 'Y' (Has to equal 30, 60 or 90)
AEC Input File Name	Name of the file that is uploaded to RIBBS by customer for AEC processing. Note: The values in this field cannot be blank and MUST be the exact name of the file uploaded to RIBBS.
Filler	Filler space is used as a placeholder for future fields.

Page 12, File Retention

Added: File Retention

Customers may access and download their resolved records at their convenience. Files will remain in the customer folder for 60 days.

Page 14 & 15, File Format and Return Records

Modified: * These 108 bytes will contain EITHER the Parsed Standardized Address if Resolved OR the Parsed Original Address if Unresolved

- **now reads:**

* **These 108 bytes will contain the Parsed Standardized Address if Resolved.**

Deleted:

	IF UNRESOLVED	108		<i>See Unresolved Return Codes</i>
	Unresolved Component 1	10	336-346	
	Unresolved Return Code 1	1	347-347	
	Unresolved Component 2	10	348-357	
	Unresolved Return Code 2	1	358-358	
	Unresolved Component 3	10	359-368	
	Unresolved Return Code 3	1	369-369	
	Unresolved Component 4	10	370-379	
	Unresolved Return Code 4	1	380-380	
	Unresolved Component 5	10	381-390	
	Unresolved Return Code 5	1	391-391	
	IF RESOLVED cont	108		
	Unresolved Component 6	10	392-401	
	Unresolved Return Code 6	1	402-402	
	Unresolved Component 7	10	403-412	
	Unresolved Return Code 7	1	413-413	
	Unresolved Component 8	10	414-423	
	Unresolved Return Code 8	1	424-424	
	Unresolved Component 9	10	425-434	
	Unresolved Return Code 9	1	435-435	
	Unresolved City Flag	1	436-436	
	Unresolved State Flag	1	437-437	
	Unresolved ZIP5 Flag	1	438-438	
	Unresolved Opinion code	2	439-440	
	Filler	4	441-444	

Page 15, AEC DPV™ Confirmation Codes

Modified:

Code DPV Confirmation

- P1 Secondary Address Invalid **(will flow to AEC II if applicable)**
- P2 Secondary Address Missing **(will flow to AEC II if applicable)**
- P3 Invalid Primary Number **(will flow to AEC II if applicable)**

Forms:

AEC/AEC II Processing Request Form (reference number AEC202)

Form modified to include new Confidence Option.

AEC/AEC II Processing Request Form for Vendors (reference number AEC203)

A new form for 24/7 electronic processing. Requires header records and CAPS account.

Revisions: July 2007

Page 3, *The Importance of Accurate Addresses in Your List*

Removed “cannot be matched to a ZIP+4 code” in the second sentence of the third paragraph.

“AEC focuses on inaccurate addresses; specifically those deliverable addresses that *do not DPV confirm* using commercially available, CASS Certified[®] address-matching software.”

Page 6, *Requesting AEC/AEC II Processing*

Removed “cannot be matched to a ZIP+4 code” in item #1.

1. “Submit only original, non-foreign, deliverable addresses that do not DPV[™] confirm using any commercially available CASS[™] Certified address-matching software program.”

Page 15, *AEC / AEC II[™] Resolution Flags*

<u>Code</u>	<u>Description</u>	
Y	Address DPV confirmed at the primary address level	(AEC) - description updated
P	Street Address Invalid - PO Box Only ZIP Code	(AEC) - new flag

Page 15, *AEC DPV[™] Confirmation Codes (new codes)*

<u>Code</u>	<u>DPV Confirmation</u>
P3	Invalid Primary Number
P4	Mail is dropped; final distribution to end recipient not provided through the USPS; Secondary information may or may not be necessary.

Revisions: May 2007

Page 3, *The Importance of Accurate Addresses in Your List*

Add “or do not DPV confirm” in the second sentence of the third paragraph.

“AEC focuses on inaccurate addresses, specifically those deliverable addresses that cannot be matched to a ZIP+4 code *or do not DPV confirm* using commercially available, CASS Certified[®] (Coding Accuracy Support System) address-matching software.”

Page 7, *Electronic File Requirements*

Add “AEC” to the third sentence. Add fourth sentence.

“Files must be compressed with the PKZip compression utility and must include the .ZIP file extension. The first seven characters of the zipped file name must be the same as the first seven characters of the text file name, e.g., if your text file name is YYY0925.TXT, the Zip file name must be YYY0925.ZIP. When we post your *AEC* processed file, the file name will be the same as the ZIP file name with the addition of an “R” before the extension, e.g., YYY0925R.ZIP. *When we*

post your AECII processed file, the file name will be the same as the ZIP file name with the addition of AECII_ at the beginning of the file and an "R" before the extension, e.g., AECII_YYY0925R.ZIP. For multiple file submission on the same day, you may include an alpha character behind the day (dd). (i.e. YYY0925a.txt, YYY0925b.txt etc.)

Note: Please comply with Electronic File Requirements on pages 6 and 7. Files that are not named in accordance with these requirements will not be accepted.

Page 10, AEC Input File Layout

Key length changed from 10 to 50

Total record length changed from 253 to 293

Page 13, File Format of Returned Records

Change #20 and add 21–29

20	Customer Original Data (Name)	42	451–492	
21	Customer Original Data (Company)	66	493–558	
22	Customer Original Data (Address Line)	66	559–624	
23	Customer Original Data (City)	28	625–652	
24	Customer Original Data (State)	2	653–654	
25	Customer Original Data (ZIP)	5	655–659	
26	Customer Original Data (+4)	4	660–663	
27	Customer Original Data (Urbanization)	28	664–691	
28	Customer Original Data (Key Code)	50	692–741	
29	Filler	159	742–900	

Page 15, AEC / AEC II Resolution Flags

Add flag

<u>Code</u>	<u>Description</u>
*	No charge for this return code

Page 19, AEC How Codes

How Codes Added

<u>Code</u>	<u>Description</u>
G	Removed directional from Puerto Rican primary number
AB	Corrected misspelling of county
AI	Removed word to the right of <i>Univ</i>
AJ	Removed word to the right of secondary address
BA	Converted <i>FM</i> to highway for Texas address
BB	Converted <i>CR</i> to <i>FM</i> for Texas address
BW	Split one word into two words

How Code Changes

Old	New	Old	New
!	CA	=	CM
@	CB	\	CN
#	CC	;	CO
\$	CD	:	CP
%	CE	"	CQ

&	CF	<	CR
*	CG	>	CS
(CH	,	CT
)	CI	.	CU
-	CJ	/	CV
_	CK	?	CW
+	CL		

Address Element Correction (AEC) Processing Request Form

Input Media Information

IBM 3480 cartridges have been discontinued.

IBM 3490/3490E will be discontinued June 30, 2007.