

Address maintenance online

Tips and tricks

The following tips and tricks will help you to achieve even better results when cleaning up your addresses with "Address maintenance online". Try out the online service now! Before being charged for something, you will be made aware of the costs that will be incurred. Only by clicking on the appropriate button do you agree to the costs and to the purchase of the cleaned-up data.

Importing the address data file

Permitted formats: You can upload your address data file as an Excel, text or CSV file.

Company and residential addresses: For better results, company and residential addresses should be cleaned separately. If this is not possible, the company names should at least be entered in a separate field.

Example:

Company name	First name	Last name
	Steven	Sample
Sample Company Ltd		

Standardized classification of the addresses:

The cleaner the addresses are when they are entered into the address files, the better the address cleaning works.

Example:

- First names always in the "First name" field
- Fields taken together such as "Street and house number" always combined consistently in a single field (not sometimes together and sometimes separate).

Correct:

Street and house number
Example Street 20
Example Road 31

or:

Street	House number
Example Street	20
Example Street	31

Complete information: to increase the chances of a match, complete information is important, such as:

- No abbreviations of first names
- No missing house numbers

P.O. Box: The inclusion of the P.O. Box number is not required.

User-defined fields: You can define up to 10 fields yourself. Information in these types of user-defined fields are not checked and will be transferred unchanged into the export file. Address fields that are not defined in the import process are automatically assigned by our software. Please check whether our assignments are correct.

Structure of the export file

Export file: The export file with the cleaned-up data contains the following information:

- **Customer fields:** The fields that you gave us will again be shown unchanged.
- **Quality status:** For each address, we will provide a status to you, known as the "QSTAT". It gives information about the quality of each individual address. You can find more about information about QSTAT in the "QSTAT status – Short Report" factsheet (available at www.swisspost.ch/address-maintenance)
- **Updated / corrected address:** If available, we will return the updated or corrected address.

Moving date: If a mover's address is available, the date of the moving details will also be displayed in the export file. You will also receive the moving details that will not become active for seven days. For this reason, please check the moving date in the case of immediate dispatch.

Duplicates: You can request duplicates to be marked in the export file. In each case, an original ("K") and duplicates ("F") will be marked (field: duplicate status). Before deleting duplicates, please make sure that these do not include any additional fields with information that are not present in the original.

Individual address check

As well as the ability to request an entire address file to be checked and cleaned up, you also have the option to verify individual addresses directly in the online service and to purchase the address information, if this is available.

Do you have any other questions?

Our specialists would be happy to advise you by phone (+41 58 386 67 67) or e-mail (address-maintenance@swisspost.ch).

More information can be found at www.swisspost.ch/address-maintenance-online.