

# iPost

**Design Instructions  
LetterBundle v0x4 Schema  
2010**

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## 1 INTRODUCTION

This document describes the use of version v0x4 of iPost LetterBundle with iPost PDF and iPost EPL letters. LetterBundle XML follows the same schema in both products but, when the material is in EPL format, some of the elements and attributes are not available.

Additions to the new version offer better controllability of electronic channels such as letters transferred via Netpost. A letter can be complimented with metadata such as a person's identity number which will unequivocally identify the recipient. In addition, the name of the sender company and the letter's heading can be entered in a range of language versions and the invoice data in structural format.

This version includes instructions how to use color PDF setting in iPost letterbundle schema version 0x4. See page 9: lb:StdBundleProcessing lb:paper.

## 2 LETTERBUNDLE V0X4

### 2.1 v0x3 vs. v0x4

The v0x4 schema includes numerous changes and is incompatible with the older version, v0x3. Therefore, we recommend the implementation of the new, v0x4 schema.

Version v0x4 is the first version that can also be used with iPost EPL materials.

### 2.2 iPost PDF

```
<?xml version="1.0" encoding="ISO-8859-15" ?>
<!--Sample XML file for the LetterBundle_V0x4.xsd schema -->
<lb:LetterBundle senderFileId="FileD1" schemaVersion="v0x4" xsi:schemaLocation="urn:itella-letterbundle-v0x4
LetterBundle_V0x4.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:lb="urn:itella-letterbundle-
v0x4">
  <lb:Bundle senderBundleId="BundleID1">
    <lb:BundleCommon creationDate="2007-09-20T09:00:00.0Z" isTest="false">
      <lb:Sender contactPerson="Contact person name" ovtID="123456789012" email="Sender email address"
        companyName="Sender company name" phoneNumber="Sender phone"
        contact="Contact person, Sender email address, Sender phone">
        <lb:SenderAddress>
          <lb:Eu1 name="Oy Yritys AB" address="Yritystie 1" postalCode="00000" city="Yrityskaupunki"
            countryCode="FI"/>
        </lb:SenderAddress>
      </lb:Sender>
      <lb:StdBundleProcessing customerId="Pnnnnn" password="mmmm" serviceFunction="0"
        electronicArchiving="T" letterClass="2" envelope="S" paper="0"
        departmentClassification="false" isDuplex="false"/>
      <lb:DeliveryChannelControl denyElectronicOnlyDelivery="false"/>
      <lb:ExternalFile senderFileId="FileID" format="PDF" fileName="LetterBundle_V0x4_SAMPLE1.pdf">
        <lb:Checksum type="MD5" value="nnnnnnnnnnnnnn"/>
      </lb:ExternalFile>
    </lb:BundleCommon>
    <lb:Letter senderLetterId="LetterID1">
      <lb:LetterMeta>
        <lb:Location startPage="1" pages="2"/>
        <lb:Recipient emailAddress="recipient1@nnn.nn" customerCode="1111" IBAN="111111"
          phoneNumber="11111111" SSN="111111-1111">
          <lb:Address>
            <lb:Eu1 name="Testi Vastaanottaja" address="Testitie 1 A" postalCode="00000"
              city="Kaupunki" countryCode="FI"/>
          </lb:Address>
        </lb:Recipient>
        <lb:Sender ovtID="112233445566">
          <lb:name text="Yritys Oy" language="fi-FI"/>
          <lb:name text="Yritys Ab" language="sv-SE"/>
          <lb:name text="Yritys Ltd" language="en-GB"/>
        </lb:Sender>
        <lb:LetterDetails>
          <lb:Subject text="Letter subject in Finnish" language="fi-FI"/>
          <lb:Subject text="Letter subject in Swedish" language="sv-SE"/>
          <lb:Subject text="Letter subject in English" language="en-GB"/>
          <lb:LetterContentType announcement="true"/>
        </lb:LetterDetails>
      </lb:LetterMeta>
    </lb:Letter>
  </lb:Bundle>
</lb:LetterBundle>
```

**Figure.** Example of the XML file included in iPost PDF.

## 2.3 iPost EPL

The metadata is entered in specific locations in XML format.

In EPL, additional EPLV rows will be entered around the XML section in the following manner:

EPLVBUNDLEVOx4-BEGIN	Begins file-specific metadata. Location directly after EPL1 row. Only one per EPL file allowed.
EPLVBUNDLEVOx4-END	Ends file-specific metadata.
EPLVLETTERVOx4-BEGIN	Begins letter-specific metadata. Location directly after the row beginning with “1” following the EPLK row. Only one per letter allowed.
EPLVLETTERVOx4-END	Ends letter-specific metadata.

The character set used in iPost EPL XML is according to ISO8859-1. It is essential that the character sets of the entire file, both for EPL and metadata, shall be identical.

Since the same data is given on the EPL1 and EPLK rows and the used XML schema is the same as in iPost PDF, the following elements and attributes are unnecessary in iPost EPL XML. The data contained in these elements or attributes will not be used in EPL data processing.

Element/Attribute	Usage in EPL
BundleCommon/ <b>isTest</b> attribute	Not used in EPL data processing. Instead, the Service Functions (16) field of row EPL1 is used
<b>StdBundleProcessing</b> element	Not used in EPL data processing. Corresponding data in the fields of row EPL1.
<b>ExternalFile</b> element	Not used in EPL data processing.
LetterMeta/ <b>Location</b> element	Mandatory field according to the XML schema. This field is not used in the processing of EPL data. Use a fixed value <code>&lt;lb:Location startPage="1" pages="-1"/&gt;</code>
LetterMeta/ <b>StdLetterProcessing</b> element	Not used in EPL data processing. Corresponding values described on row EPLK.

```

EPL1nnnnnnmmmm0 T001S 0          SAMPLE1 v0x4
EPLVBUNDLEV0x4-BEGIN
<?xml version="1.0" encoding="ISO8859-1"?>
<lb:LetterBundle senderFileId="FileD1" schemaVersion="v0x4" xsi:schemaLocation="urn:itella-letterbundle-v0x4
LetterBundle_V0x4.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:lb="urn:itella-letterbundle-
v0x4">
  <lb:Bundle senderBundleId="BundleID1">
    <lb:BundleCommon creationDate="2007-09-20T09:00:00.0Z" isTest="false">
      <lb:Sender contactPerson="Contact person name" ovtID="123456789012" email="Sender email address"
        companyName="Sender company name" phoneNumber="Sender phone"
        contact="Free text - example: Contact person name, Sender email address, Sender phone">
        <lb:SenderAddress>
          <lb:Eu1 name="Oy Yritys AB" address="Yritystie 1" postalCode="00000" city="Yrityskaupunki"
            countryCode="FI"/>
        </lb:SenderAddress>
      </lb:Sender>
      <lb:DeliveryChannelControl denyElectronicOnlyDelivery="false"/>
    </lb:BundleCommon>
  </lb:Bundle>
</lb:LetterBundle>
EPLVBUNDLEV0x4-END
EPLKF00000 100
10
EPLVLETTERV0x4-BEGIN
<?xml version="1.0" encoding="ISO8859-1"?>
<lb:Letter senderLetterId="LetterID1" xsi:schemaLocation="urn:itella-letterbundle-v0x4 LetterBundle_V0x4.xsd"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:lb="urn:itella-letterbundle-v0x4">
  <lb:LetterMeta>
    <lb:Location startPage="1" pages="-1"/>
    <lb:Recipient emailAddress="recipient1@nnn.nn" customerCode="1111" IBAN="111111"
      phoneNumber="11111111" SSN="111111-1111">
      <lb:Address>
        <lb:Eu1 name="Testi Vastaanottaja" address="Testitie 1 A" postalCode="00000" city="Kaupunki"
          countryCode="FI"/>
      </lb:Address>
    </lb:Recipient>
    <lb:Sender ovtID="112233445566">
      <lb:name text="Yritys Oy" />
    </lb:Sender>
    <lb:LetterDetails>
      <lb:Subject text="Kirjeen otsikko" />
      <lb:LetterContentType announcement="true"/>
    </lb:LetterDetails>
  </lb:LetterMeta>
</lb:Letter>
EPLVLETTERV0x4-END
EPL82082
00Y YRITYS AB
0YRITYSTIE 1
000000 YRITYSKAUPUNKI
20TESTI TESTIVASTAANOTTAJA
0TESTITIE 1 A
000000 KAUPUNKI
30Letter 1
0Page 1/2
10
EPL80068
0Letter 1
0Page 2/2

```

**Figure.** An example of XML metadata embedded in iPost EPL

### 3 ELEMENT SPECIFIC DATA

#### 3.1 lb:LetterBundle element

Attributes/elements	Description	Control data
xsi:schemaLocation	Mandatory	"urn:itella-letterbundle-v0x4 LetterBundle_V0x4.xsd"
xmlns:xsi	Mandatory	"http://www.w3.org/2001/XMLSchema-instance"
xmlns:lb	Mandatory. The "lb" namespace can also be something else. If the "lb" namespace differs from the one mentioned here, the namespace of the elements mentioned in this document must correspond to it.	"urn:itella-letterbundle-v0x4"
lb:schemaVersion	XML version	"V0x4"
lb:senderFileId	Sender's ID for the file.	Customer's unique ID for the batch, not mandatory.

#### 3.1.1 lb:Bundle element

Attributes/elements	Description	Control data
lb:senderBundleId	Customer's ID for the material	Customer's unique ID for the batch, not mandatory.

#### 3.1.1.1 lb:BundleCommon element

Attributes/elements	Description	Control data
lb:isTest	Defines whether the material is a test or part of production	"true" = test material "false" = production material
lb:creationDate	Material creation date	Format: <a href="http://www.w3.org/TR/xmlschema-2/#dateTime">http://www.w3.org/TR/xmlschema-2/#dateTime</a>

### 3.1.1.1.1 lb:Sender element

Attributes/elements	Description	Control data
lb:ovtID	Batch sender's party identification number (OVT ID) (SFS 5748)	
lb:contact	Sender's contact data, used in case of error notifications.	Free-form text field for contact details. <a href="#">Mandatory</a>
lb:companyName	Name of file's sender company. Used in case of error notifications.	Sender company's name.
lb:contactPerson	Contact person. Used in case of error notifications.	Name of contact person / service.
lb:phoneNumber	Contact person's telephone number. Used in case of error notifications.	Telephone number with area codes.
lb:email	Contact person's e-mail address Used in case of error notifications.	E-mail contact address.
lb:SenderAddress/lb:Eu1	Company's contact details.	Sender company, address, postal code, post office and country code.

### 3.1.1.1.2 lb:StdBundleProcessing

Attributes/elements	Description	Control data
lb:customerID	Customer ID	The customer receives this when it signs the iPost agreement with Itella or Finland Post, "Pnnnnn" in the example.
lb:password	Password	Issued to the person liable for the customer ID. Changed upon request. "mmmm" in the example.
lb:serviceFunction	Service actions	0 = normal production material
lb:electronicArchiving	Electronic Archiving	T = printing, no archiving B = both printing and eArchiving *) C = eArchiving only, no printing *)  *) Requires a service

		agreement
lb:letterClass	Letter class	1 = Priority 2 = Economy
lb:envelope	Envelope	S = iPost letter standard envelope
lb:paper	Paper	0 = standard paper for iPost letters W = color printing
lb:departmentClassification	Department classification	“false” = department-specific classification not in use “true” = department-specific classification in use
lb:archivingApplicationID	Application ID	Length 2 characters (A-Z, 0-9)
lb:isDuplex="false"	Sides	“false” = 1-sided printing “true” = 2-sided printing

### 3.1.1.1.3 lb:DeliveryChannelControl

Attributes/elements	Description	Control data
lb:denyElectronicCopyDelivery	Controls the creation of letter copies in electronic channels such as Netpost.	“false” = default, electronic copies formed of physical letters “true” = no electronic copies formed of letters
lb:denyElectronicOnlyDelivery	Controls the creation of electronic letters in electronic channels such as Netpost.	<i>Currently, this value has no significance.</i> “false” = default. If the addressee wishes to receive the letter in electronic format only, no physical letter is sent. “true” = letters will not be delivered in electronic format only

### 3.1.1.1.4 lb:RestrictMatchingForElectronicDelivery

This element controls recipient identification for electronic delivery. If this element has not been defined, all methods are used by default. This element can be used to restrict recipient identification to the use of the personal identity number (SSN) only.

If the attribute's value is false, this will not restrict the recipient identification.

If the value of one or several attributes is “true” only these factors will be used in recipient identification when performing delivery via electronic channels.

Attributes/elements	Description	Control data
lb:recipientSSN	Recipient's personal identity number.	"true" or "false"
lb:recipientPhoneNumber	Recipient's phone number	"true" or "false"
lb:recipientEmailAddress	Recipient's e-mail address	"true" or "false"
lb:recipientCustomerCode	Recipient's customer code	"true" or "false"
lb:recipientIBAN	Recipient's IBAN bank code	"true" or "false"
lb:recipientAddress	Recipient's postal address	"true" or "false". Recipient address is mandatory in letter specific recipient data. Recipient address controls whether recipient's address data is used in electronic delivery, if other limitations exist (e.g. recipientSSN is set as "true").
lb:recipientElectronicAddress	Recipient's electronic channel address	"true" or "false"
lb:recipientOvtID	Party identification number (OVT ID) of recipient company.	"true" or "false"

#### 3.1.1.1.5 lb:ExternalFile

Attributes/elements	Description	Control data
lb:senderFileId	Sender's ID for the file.	
lb:format	File format	"PDF" = PDF format
lb:filename	Name of PDF file	File name that contains the PDF letters.
lb:Checksum/lb:type	Not used.	
lb:Checksum/lb:value	Not used.	

#### 3.1.1.2 lb:Letter

The Letter element in the XML metadata of iPost EPL file must include the following attributes: xsi:schemaLocation, xmlns:xsi and xmlns:lb. The values are defined in section 3.1 lb:LetterBundle element on page 7.

Attributes/elements	Description	Control data
lb:senderLetterId="LetterID1"	Sender's ID for the letter	

### 3.1.1.2.1 lb:LetterMeta

#### 3.1.1.2.1.1 lb:Location

Attributes/elements	Description	Control data
lb:startPage	Letter's start page in the PDF file.	Mandatory
lb:pages	Number of pages in the letter	Mandatory

#### 3.1.1.2.1.2 lb:StdLetterProcessing

Attributes/elements	Description	Control data
lb:departmentClassificationCode	Department code (enables itemised billing). For these to be visible on the invoice, the department classification code "lb:departmentClassification" must be "true".	Optional, 5-character-long (A-Z, 0-9) code.

#### 3.1.1.2.1.3 lb:Recipient

Recipient's data is used in letter delivery optimisation. **Recipient's physical address data is mandatory.**

Attributes/elements	Description	Control data
lb:SSN	Recipient's personal identity number. Used for identifying the person in electronic channels (primary identification).	Recipient's personal identity number
lb:phoneNumber	Recipient's phone number. Used for identifying the person in electronic channels.	Fixed line or mobile phone number.
lb:emailAddress	Recipient's e-mail address. Used for identifying the person in electronic channels.	
lb:customerCode	Recipient's customer code. Used for identifying the person in electronic channels.	
lb:IBAN	Recipient's IBAN-format (International Bank Account Number) bank account number. Used for identifying the person in electronic channels.	

lb:ovtID	Recipient company's identification number (OVT ID) (SFS 5748). The OVT ID of Finnish company is created by adding 0037 to the beginning of the business ID and removing the hyphen. For example: Business ID = 1234567-8 → OVT ID = 003712345678	
lb: Address/lb:Eu1	Recipient's physical address data	Recipient's name, address, postal code, post office and country code. <b>Mandatory</b>
lb: PreferredElectronicAddress /lb:channelName	Preferred electronic channel	"None" = not selected "Netpost" = Netpost
lb: PreferredElectronicAddress /lb:address	Recipient's preferred electronic channel address.	
lb:ElectronicAddress /lb:channelName	Name of electronic channel. If the PreferredElectronicAddress element is found, the preferred channel is used instead of this.	"None" = not selected "Netpost" = Netpost
lb:ElectronicAddress/lb:address	Name of recipient's electronic channel. If the PreferredElectronicAddress element is found, the preferred channel is used instead of this.	

#### 3.1.1.2.1.4 lb:Sender

Attributes/elements	Description	Control data
lb:ovtID	Sender's party identification number (OVT ID). If the sender is an operator, this section will include the OVT ID of that sender which is known to the recipient, not the operator's OVT ID.	OVT ID in accordance with SFS 5748  <a href="#">NOTE: If OVT id is used here then it is mandatory to use sender's name in lb:name/lb:text</a>
lb:phoneNumber	Sender's phone number for the recipient	Fixed line or mobile phone number.
lb: email	Sender's e-mail address for the recipient	
lb:webSite	Sender's website address for the recipient.	
lb:name/lb:language	Language code for the sender's name.	Language code according to RFC 3066, for example fi-FI, sv-SE, en-GB.
lb:name/lb:text	Sender's name for the recipient in accordance with the language attribute's language. If the language attribute is empty, the default language is used.	<a href="#">NOTE: This is mandatory if OVT id is used in lb:ovtID</a>
lb: Address/lb:Eu1	Recipient's address information	Recipient's name, address, postal code, post office and country code

#### 3.1.1.2.1.5 lb:LetterDetails

The data in the LetterDetails element is used in electronic delivery to describe the content of the letter, such as letter type and language, and to ease the payment of an electronic invoice e.g. by means of a bank barcode.

Attributes/elements	Description	Control data
lb:language	Language of the letter	Language code according to RFC 3066, e.g. fi-FI, sv-SE, en-GB.
lb:deliveryDate	Letter's delivery date/time. Available for use in electronic delivery only.	Format: <a href="http://www.w3.org/TR/xmlschema-2/#dateTime">http://www.w3.org/TR/xmlschema-2/#dateTime</a>
lb:Subject/lb:language	Language code for the letter's heading.	Language code according to RFC 3066, e.g. fi-FI, sv-SE, en-GB.
lb:Subject/lb:text	Letter's heading in accordance with the language attribute's language. If the language attribute is empty, the default language is used.	
lb:LetterContentType/lb:invoice lb:LetterContentType/lb:wageSlip lb:LetterContentType/lb:arrivalNotice lb:LetterContentType/lb:healthCare lb:LetterContentType/lb:reminder lb:LetterContentType/lb:announcement	Letter type. Several attributes can have values simultaneously.	"true" or "false"
lb:BankTransfer/lb:bankBarcode	Bank barcode	Includes 54 characters. See Federation of Finnish Financial Services ( <a href="http://www.fkl.fi">www.fkl.fi</a> ).
lb: BankTransfer/lb:referenceNumber	Invoice reference number	
lb: BankTransfer/lb:dueDate	Invoice due date	YYYY-MM-DD (ISO 8061)
lb:BankTransfer/lb:issueDate	Invoice date	YYYY-MM-DD (ISO 8061)
lb: BankTransfer/lb:totalAmount	Invoice total sum	
lb: BankTransfer/lb:totalAmountString	Invoice total sum in text	In direct debit "*****"
lb:BankTransfer/lb:currency	Used currency	Currency code in accordance with ISO 4217. Default is EUR.
lb: BankTransfer/lb:type	Bank transfer type	"NONE", "BANK GIRO", "DIRECT DEBIT"
lb: BankTransfer/lb:pageInLetter	Bank transfer page number in the letter. The letter's first page number is 1.	
lb:BankTransfer/lb:Payer	Payer's name	
lb: BankTransfer/lb:Payee	Payment receiver's name	