

File ID Standardization

File ID	2D Code	Mail Code	Description		Handling Instructions
Print Files					
Mail Files - count on DPVS, calculate postage using appropriate rate					
4.2o1 - 4.2oq	4a–4z	N/A	Presort Files	Accounts with domestic addresses that pass the USPS Delivery Point Validation (DPV).	Print and mail at presorted 1st class rate
5.2oz	5a	N/A	First Class File	Accounts with domestic addresses that have a valid 5-digit zip code but don't pass the USPS DPV.	Print and mail at retail (full) 1st class rate
5.fgn	5f	f	Foreign File	Accounts with foreign addresses.	Print and mail at foreign 1st class rate
5.hvy	5h	N/A	Heavy File	These accounts (domestic addresses) exceed the maximum physical pages for letter-size envelopes	Print and mail at retail (full) 1st class flats rate.
5.mis	5m	N/A	Misc. File	These accounts are categorized as non-mailable by the program that the customer wants mailed out.	Print and mail at foreign 1st class rate.
5.pm1 - 5.pm5	p1–p5	m-q	Print & Mail Files	Print & Mail files requiring special handling	pm1–pm4: Print & mail at retail (full) 1st class rate. pm5: Print & mail at foreign 1st class rate.
Non-Mail Files - count on DPVS, do not calculate postage					
5.rtm <sup>1</sup>	m4	N/A	Misc. File	Misc return file	Print and return entire output flat
5.sfm <sup>1</sup>	m5	N/A	Misc. File	Misc special file	Print, insert (no postage), and return entire output
5.rt1 - 5.rt5	r1–r5	r-v	Return Files	Customer-specified accounts that need to be returned back to them before inserting.	Print and return entire output flat
5.sf1 - 5.sf9	s1–s9	1 to 9	Special Files	Customer-specified accounts that need to be returned back to them after inserting.	Print, insert (no postage), and return entire output
Nonprint Files - do not count on DPVS, do not calculate postage					
5.pdf <sup>1</sup>	m1	N/A	Misc. File	Misc non-print, but create pdf for customer	Do not copy print file to production. Do not print. Do not mail. Create pdf.
5.rpt <sup>1</sup>	N/A	N/A	Misc. File	Misc non-print, but create report for customer	Do not copy print file to production. Do not print. Do not mail. Create report. (ex: bad addresses)
5.npm <sup>1</sup>	N/A	N/A	Misc. File	Misc non-print	Do not copy print file to production. Do not print. Do not mail.
5.np1 - 5.np3 <sup>1</sup>	n1–n3	y,x,w	Non-print Files	Non-print files containing accounts needing customer verification	Do not copy print file to production. Do not print. Do not mail.
nop	N/A	z	Non-print File	Accounts not to be printed	Do not print.
pdf1 - pdf3 <sup>1</sup>	d1–d3	A,B,C	Suppressed accts	Create pdf only for these selective accts.	Do not copy print file to production. Do not print. Do not mail. Create pdf. Still create eStatement if applicable. Takes precedence over esup/esup2.
E-statement Files					
esup <sup>1</sup>	N/A	e	Suppressed accts	E-statement only (flagged in ISD database)	esup takes precedence over esup2. Automated jobs cannot differentiate between esup and esup2.
esup2 <sup>1</sup>	N/A	d	Suppressed accts	E-statement only (flagged elsewhere)	esup takes precedence over esup2. Automated jobs cannot differentiate between esup and esup2.
non-estmt <sup>1</sup>	N/A	N/A	Suppressed eStatements	Do not post. Do not bill.	Count needed for ISD balancing purposes only (ex: partial membership). Cannot assume nonprint as well.
Other Files					
.is <sup>2</sup>	is		IS Sample file		Used for testing. Not mailed to member.
.sam <sup>2</sup>	sa		Sample file		Print and fax/email to customer for approval. Not mailed to member.
.aud <sup>1,2</sup> ?	a1	a	audit file	Audit accounts. These are duplicate accts.	Print and return flat to customer. Not mailed to member.
.qa <sup>1,2</sup>	qa		QA file	File generated from account list.	Used for testing prgm changes, new setups, etc. Not mailed to member.

<sup>1</sup> New

<sup>2</sup> These files should not be included in DPVS totals. Total images and total accounts should be included elsewhere on the DPVS.