## About

This document describes the format data should adhere by, when supplying PDF or other files for output via print, e-mail or Digital Post.

## Description

The supported file format for files supplied for output is primarily PDF with all resources included, unless otherwise agreed.
Additionally, if the files are meant for color printing, the supported color profile is CMYK.
Documents are to be supplied by creating an XML file containing metadata about the PDF or other files, which should be processed by KMD.

## PDF creation requirements

- Files should have all resources embedded
- If files are for color printing these should be generated with a CMYK profile
- Areas – as specified in the section: "Image clear zone for printing" – on the pages for print should be kept clear due to KMD adding security related information here for enveloping etc.
- The receiver address shall be in an OCR readable font as specified by Post Nord
- If the sender address is placed in the envelope window, it needs to be crossed with two lines, unless it is written on one line

## XML file requirements

The XML file is the driver for processing of the PDF documents. Any PDF documents delivered but not described in the XML file will not be processed.

An XSD describes the exact rules to follow. The following is to give a high level description of the flow and processing possibilities the integration offers.

An XML file can describe one or more PDF files. The PDF files can either be delivered alongside the XML file(s), or inline in the XML file(s).

The interface supports delivery of one or more XML files.

Currently the standard supports four delivery channels
- Archive
- Digital Post
- Email
- Print

Documents are also deliverable to other channels by specific appointment.

For successful processing some information is mandatory, and will be detailed in the following.

## Delivery requirements

XML and PDF or other files are delivered in a ZIP compatible compressed file via a secure channel such as sFTP, FTP via a VPN tunnel or a secure line.

## General information

In order for documents to be processed, information of general nature is required. Mandatory information is shown as solid boxes, optional information is shown as dotted boxes



In the schemas type description each element is shown with M (Mandatory) or O (Optional).

The sections for postal delivery, email and digital post are optional. This means they can be omitted from the structure. However at least one channel needs to be present for any one document.

## Information for postal delivery

In order to deliver documents for postal distribution, a certain level of information is needed and therefore mandatory.

## Information for email delivery

Email delivery is handled by the email delivery section. As the email service handles bounce back by printing the document, postal address data is mandatory.

## Information for Digital Post

This section handles information for delivering documents to digital post.

### Eboks Payment

Currently we have implemented eBoks payment into the structure 'Document/DigitalPost/EboksPayment', within the 'eboks' namespace. Beware Eboks Payment is currently specified as draft from Eboks. As such all implementations are currently to be agreed upon separately, and cannot be used generally.

## Optional functionality

It is possible to do consolidation of several documents, resulting in one output document. Consolidation is based upon a separate agreement, and done solely from a key supplied in data. Data should be delivered to KMD in good time before production, so the documents are present in the data processing platform in due time for consolidation.

At the same time it is possible to sort the consolidated documents, so they are presented in the output document in a certain order. Two levels of sorting are available, first the documents are sorted by level 1, and next all documents in the same level are sorted within the level.

This presents the option to put i.e. all invoices and statements in the same envelope for a customer, and have the invoices be "on top" of the envelope, sorted by invoice number – then have the statements afterwards sorted by statement date.

Another scenario is to generate two or more parts of a document in different systems, and have them presented as one coherent document in the right order.
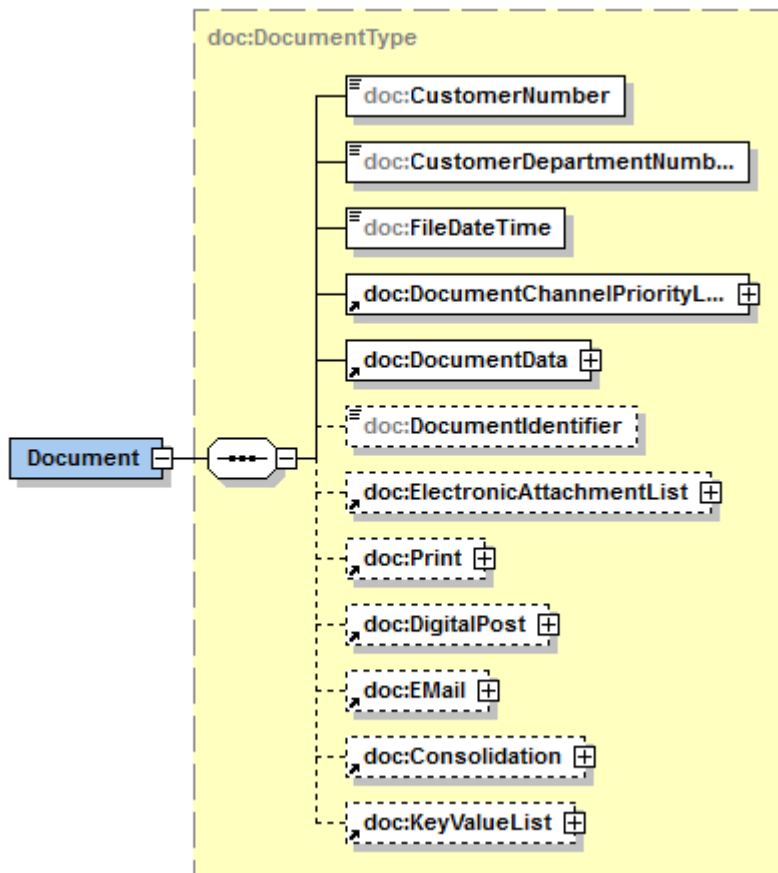
Consolidation has its own section and tags, which can be omitted entirely from the XML.

# Doc2MailMassPrint
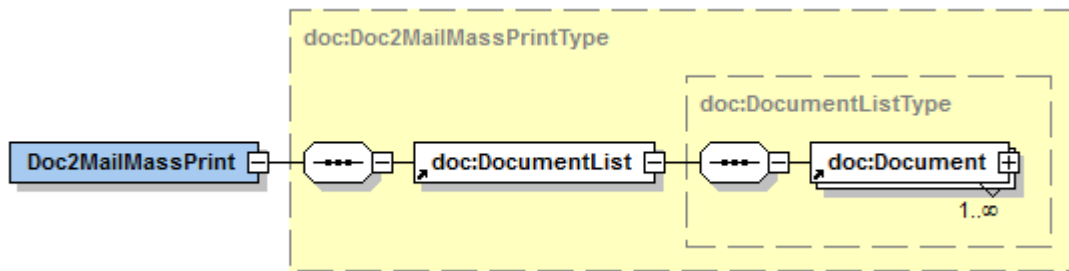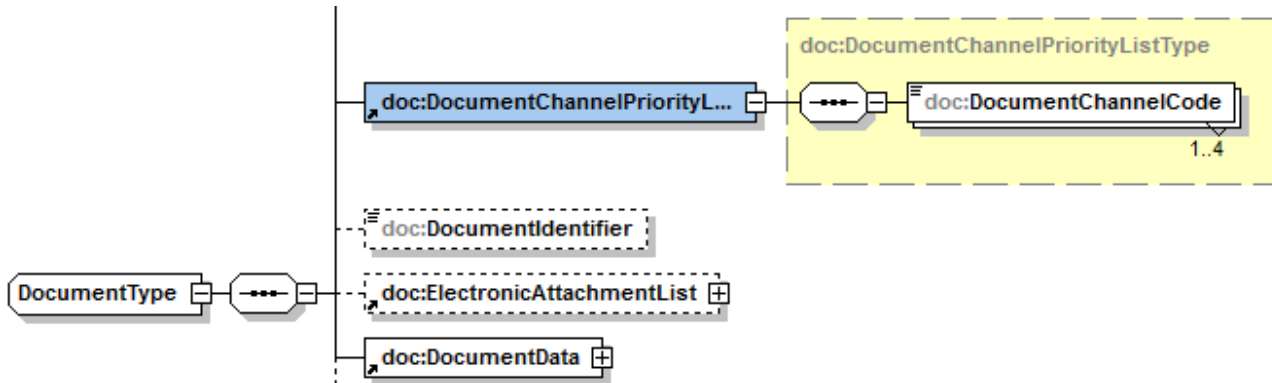


| Type:<br>Doc2MailMassPrintType | Data type+ format | Description |
|---|---|---|
| **doc:Doc2MailMassPrintType** | | |
| DocumentList | DocumentListType | |
| | | |
| **doc:DocumentListType** | | |
| Document | DocumentType | |
| | | |

# DocumentType



| Type: DocumentType | Data type+ format | M / O | Description |
|---|---|---|---|
| **doc:DocumentType** | | | |
| CustomerNumber | integer(4) | M | Customer number at KMD |
| CustomerDepartmentNumber | Integer(4) | M | Sub customer number at KMD |
| FileDateTime | dateTime | M | Time the XML file was generated |
| DocumentChannelPriorityList | DocumentChannelPriorityListType | M | |
| DocumentData | DocumentDataType | M | |
| DocumentIdentifier | String (256) | O | Customers unique identifier for the document. Can be used to enquire processing details about a specific document |
| ElectronicAttachmentList | ElectronicAttachmentListType | O | |
| Print | PrintType | O | |
| DigitalPost | DigitalPostType | O | |
| Email | EmailType | O | |
| Consolidation | ConsolidationType | O | |
| KeyValueList | KeyValueListType | O | |

# DocumentChannelPriorityListType



| Type<br>DocumentChannelPriorityListType | Data type + format | M / O | Description |
|---|---|---|---|
| **doc:DocumentChannelPriorityListType** | | | |
| DocumentChannelCode | Archive<br>DigitalPost<br>EMail<br>Print | M | Priority of deliveries. In case of fallback to another channel, which channel should be tried first, then which channel the document should fallback to. |

# ElectronicAttachmentListType



| Type ElectronicAttachmentListType | Data type+ format | M / O | Description |
|---|---|---|---|
| **doc:ElectronicAttachmentListType** | | | |
| ElectronicAttachment | ElectronicAttachmentType | O | |
| | | | |
| **doc:ElectronicAttachmentType** | | | |
| AttachmentIdentifier | string (250) | O | Name of an attachment already placed in KMD's DIP attachment repository to be added to the document. This will expand the current document, with the content of the stored insert thus avoiding the content to be included in each document with the delivery. |
| ElectronicDocument | DocumentDataType | O | Electronic document by name or base64string. See DocumentDataType description below |

# DocumentDataType
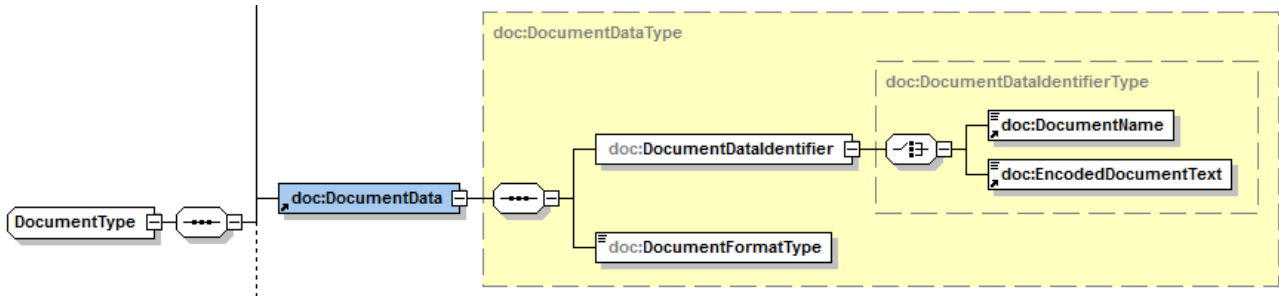


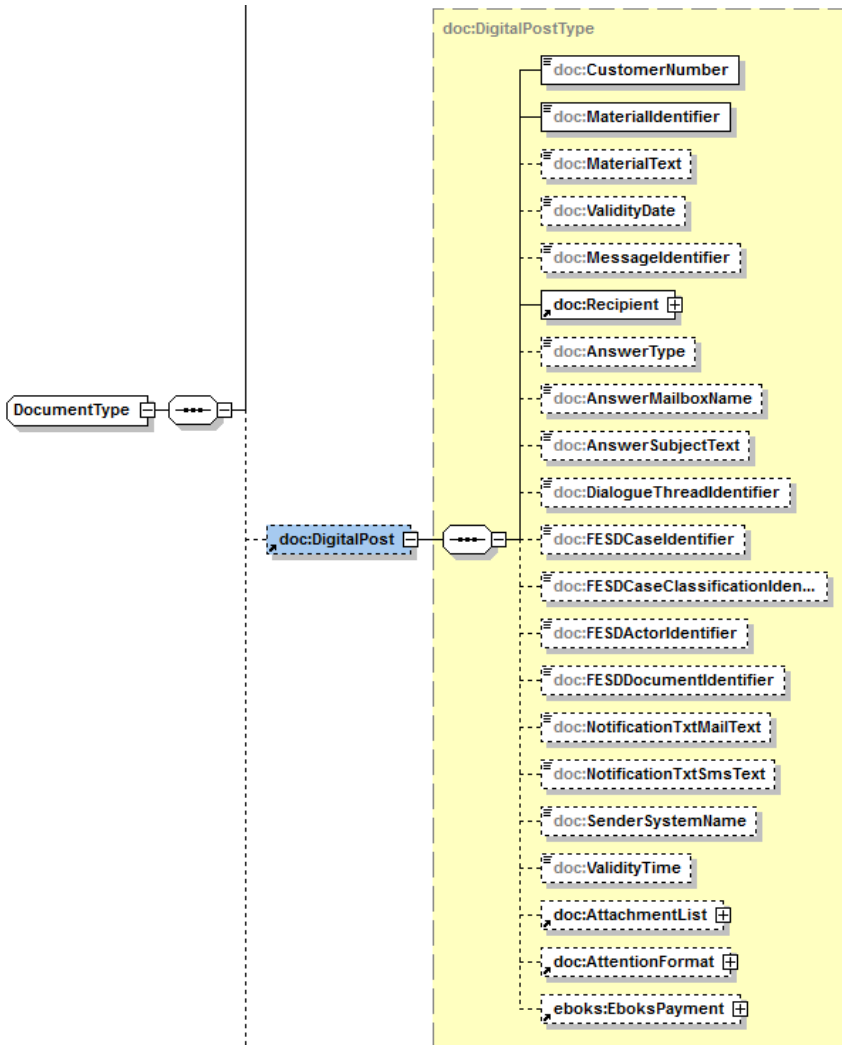| Type DocumentDataType | Data type+ format | M / O | Description |
|---|---|---|---|
| **doc:DocumentDataType** | | | |
| DocumentDataIdentifier | DocumentDataIdentifierType | M | |
| DocumentFormatType | String (4) | M | File extension type. allowed types depends on selected channel codes. I.e. 'PDF' = PDF file |
| | | | |
| **doc:DocumentDataIdentifierType** (Choice between DocumentName and EncodedDocumentText) | | | |
| DocumentName | string (250) | O | Filename of the document as delivered in the compressed file |
| EncodedDocumentText | base64string | O | The document as a base64 encoded binary string |
| | | | |

## PrintType
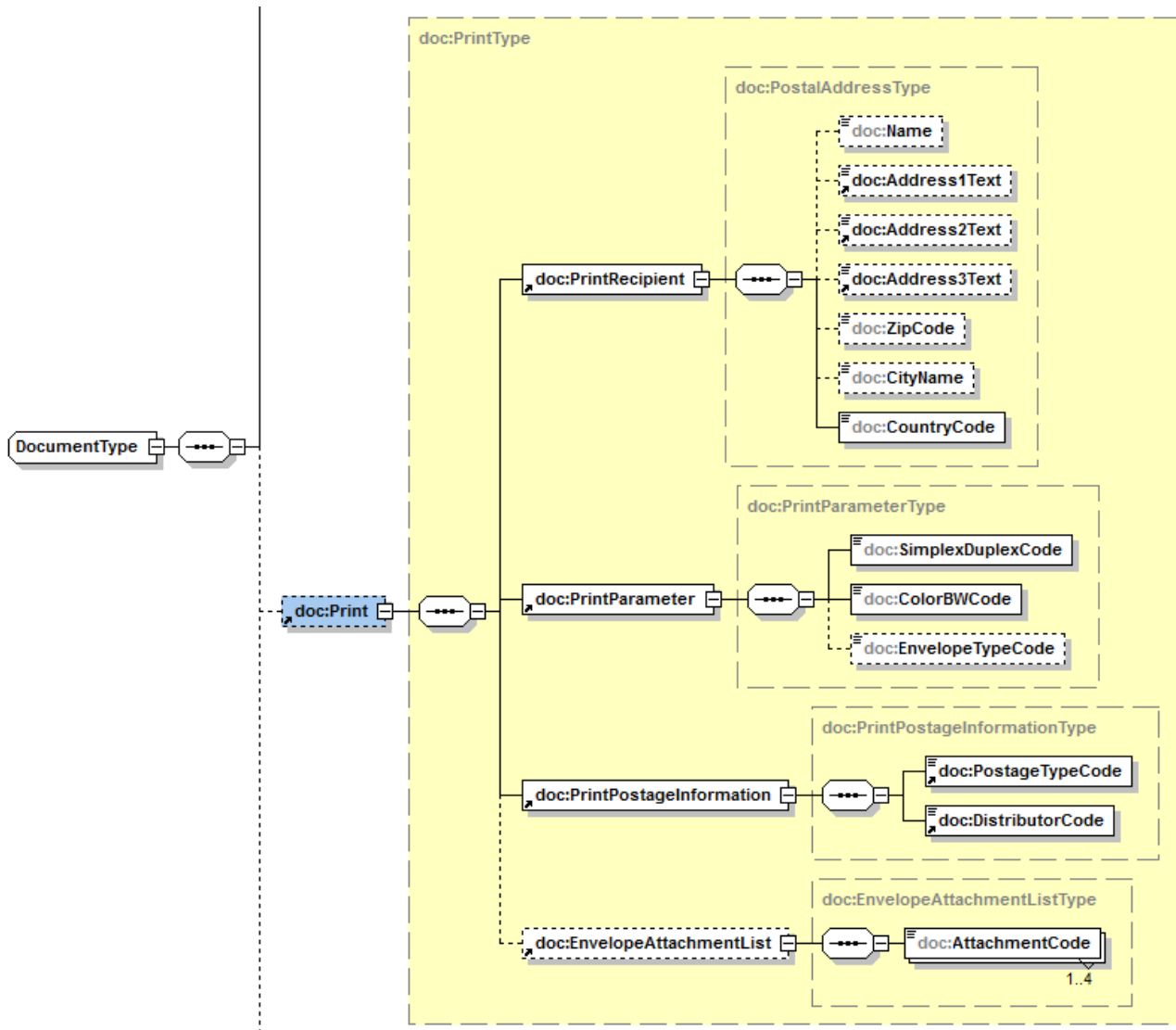


| Type PrintType | Data type+ format | M/O | Description |
|---|---|---|---|
| **doc:PrintType** | | | |
| PrintRecipient | PostalAddressType | M | |
| PrintParameter | PrintParameterType | M | |
| PrintPostageInformation | PrintPostageInformationType | M | |
| EnvelopeAttachmentList | EnvelopeAttachmentListType | O | |
| | | | |
| | | | |
| **doc:PostalAddressType** | | | |
| Name | String (250) | O | First- and last name of the recipient or a firm name |
| Address1Text | String (250) | O | First address line of the recipient |
| Address2Text | String (250) | O | Second address line of the recipient |
| Address3Text | String (250) | O | Third address line of the recipient |
| ZipCode | String (50) | O | ZIP Code of the recipient |
| CityName | String (50) | O | City name of the recipient |

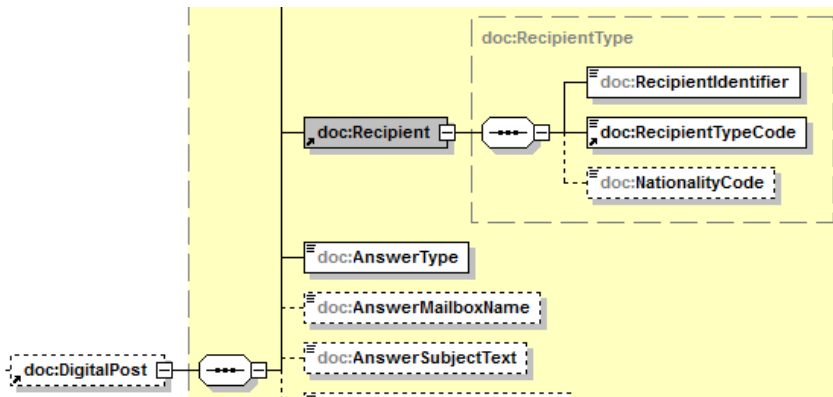| Type PrintType | Data type+ format | M / O | Description |
|---|---|---|---|
| CountryCode | String (2) | M | ISO 3166-1 Alfa-2 Codes<br>This is used to categorize the mail piece into delivery areas. |
|  |  |  |  |
| **doc:PrintParameterType** |  |  |  |
| SimplexDuplexCode | Simplex<br>Duplex | M | 'Simplex' = print on one side only<br>'Duplex' = print on both sides of a sheet of paper |
| ColorBWCode | Color<br>BlackWhite | M | Print the document(s) in color or black and white |
| EnvelopeTypeCode | C4<br>C5<br>C4S | O | Size of the envelope<br>C4/C4S = 25 x 35,3cm<br>C5 = 17 x 25cm<br>Note: EnvelopeTypeCode can only be used by agreement with KMD otherwise, it will be ignored. |
| **doc:PrintPostageInformationType** |  |  |  |
| PostageTypeCode | A<br>B<br>C<br>D | M | Exact definition is agreed upon during implementation. |
| DistributorCode | PN<br>BK | M | PN (Post Norden)<br>BK (Bladkompagniet) |
|  |  |  |  |
| **doc:EnvelopeAttachmentListType** |  |  |  |
| AttachmentCode | A<br>B<br>C<br>D | M | Used to activate insert stations on the enveloping machine.<br>Exact definition is agreed upon during implementation |

# DigitalPostType



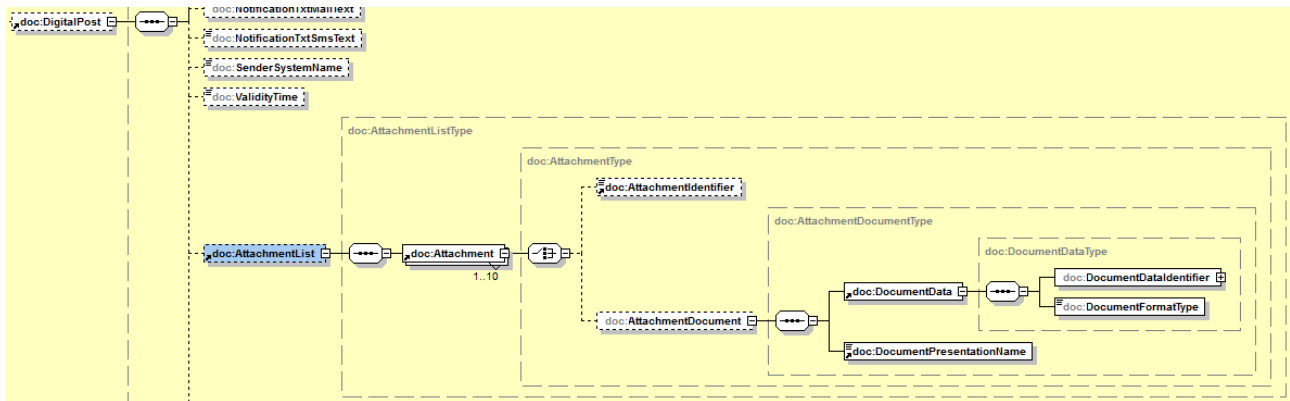| Type: DigitalPostType | Data type+ format | M / O | Description |
|---|---|---|---|
| **doc: DigitalPostType** | | | |
| CustomerNumber | String (15) | M | Customer number with digital post |
| MaterialIdentifier | String (15) | M | The identification of the material in digital post |
| MaterialText | string (50) | O | Optional free text to be added |
| ValidityDate | dateTime | O | Date the document should be shown in digital post |
| MessageIdentifier | String (24) | O | Free text for own identification of documents. These will be reflected in error- and recipient lists. |
| Recipient | RecipientType | M | See RecipientType description below |

| Type: DigitalPostType | Data type+ format | M / O | Description |
|---|---|---|---|
| AnswerType | string (1) | O | 'D' = Answerable (use default answerMailbox) 'A' = Answerable (the answerMailbox given in the XML file) 'N' = unanswerable 'Empty' = unanswerable |
| AnswerMailboxName | string (15) | O | ID of the answer inbox as defined in the administration portal. Will be used if answerType is 'A' |
| AnswerSubjectText | string (15) | O | ID of the answer subject as given in the administration portal. Will be used if present and anwerType is 'A'. |
| DialogueThreadIdentifier | string (26) | O | ID specified in case of an ongoing conversation with a citizen. |
| FESDCaseIdentifier | string (36) | O | Identification of the case |
| FESDCaseClassificationIdentifier | string (36) | O | Classification of the case |
| FESDActorIdentifier | string (36) | O | Identification of the actor |
| FESDDocumentIdentifier | string (36) | O | Identification of a specific document |
| NotificationTxtMailText | string (1024) | O | Text for individual notification by email. |
| NotificationTxtSmsText | string (1024) | O | Text for individual notification by SMS |
| SenderSystemName | string (15) | O | The identification of the sending system as specified in the administration portal |
| ValidityTime | String (8) | O | Time format: HH:MM:SS |
| AttachmentList | AttachmentListType | O | See AttachmentListType description below |
| AttentionFormat | AttentionFormatType | O | See AttentionFormatType description below |
| | | | |

## RecipientType



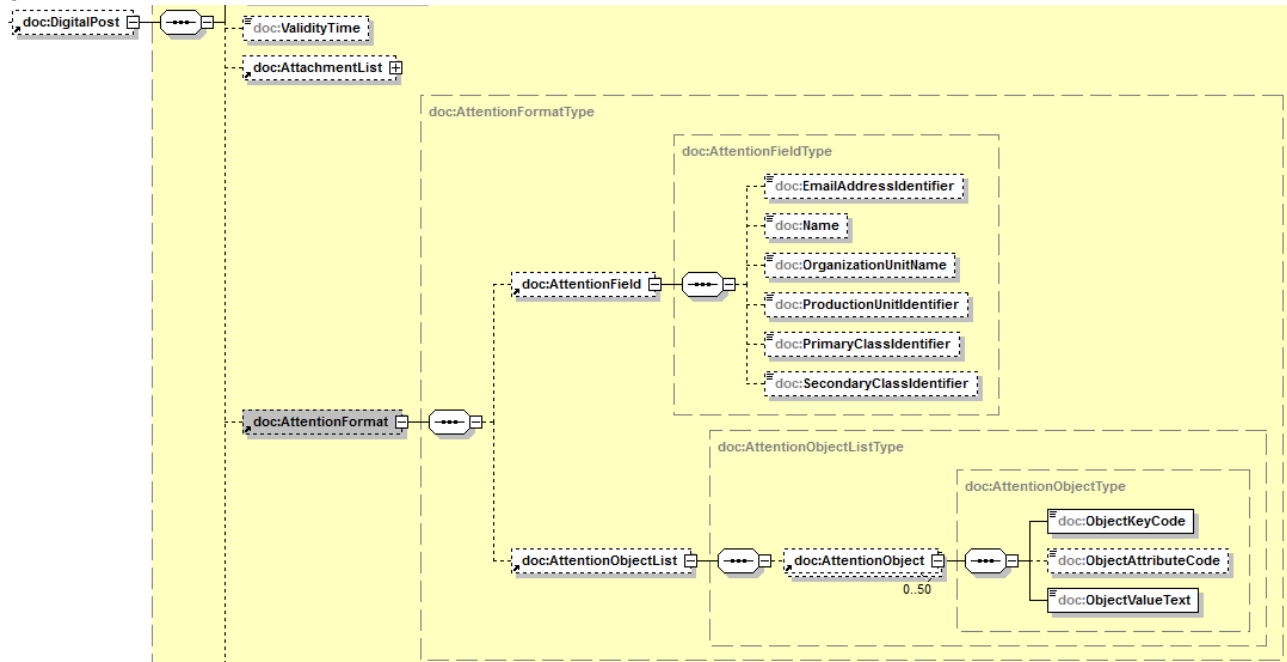| Type RecipientType | Data type+ format | M / O | Description |
|---|---|---|---|
| **doc:RecipientType** | | | |
| RecipientIdentifier | String (50) | M | Identification of the receiver – CPR, CVR or ALIAS number |
| RecipientTypeCode | V<br>P<br>A | M | V=Recipient is a CVR number<br>P=Recipient is a CPR number<br>A=Recipient is an ALIAS number (translated into CPR/CVR by KMD) |
| NationalityCode | String(2) | O | ISO 3166-1 Alfa-2 Codes.<br>Currently allowed 'DK', 'NO', 'SE'<br>Default = 'DK' |

## AttachmentListType



| Type AttachmentListType | Data type+ format | M / O | Description |
|---|---|---|---|
| **doc:AttachmentListType** | | | |
| Attachment | AttachmentType | M | An AttentionFormat or EboksPayment counts as one attachment in Digital Post AttachmentList. |
| | | | |
| **doc:AttachmentType** | | | |
| AttachmentIdentifier | String (8) | O | Enclosure identification is 8 characters, but the schema element allows 250 characters. |
| AttachmentDocument | AttachmentDocumentType | O | |
| | | | |
| **doc:AttachmentDocumentType** | | | |
| DocumentData | DocumentDataType | M | See DocumentDataType description above |
| DocumentPresentationName | String (254) | M | Filename of the attachment without extension. Extension is stated in DocumentFormatType. Filename + extension is shown in the attachmentlist in Digital post |

# AttentionFormatType

or



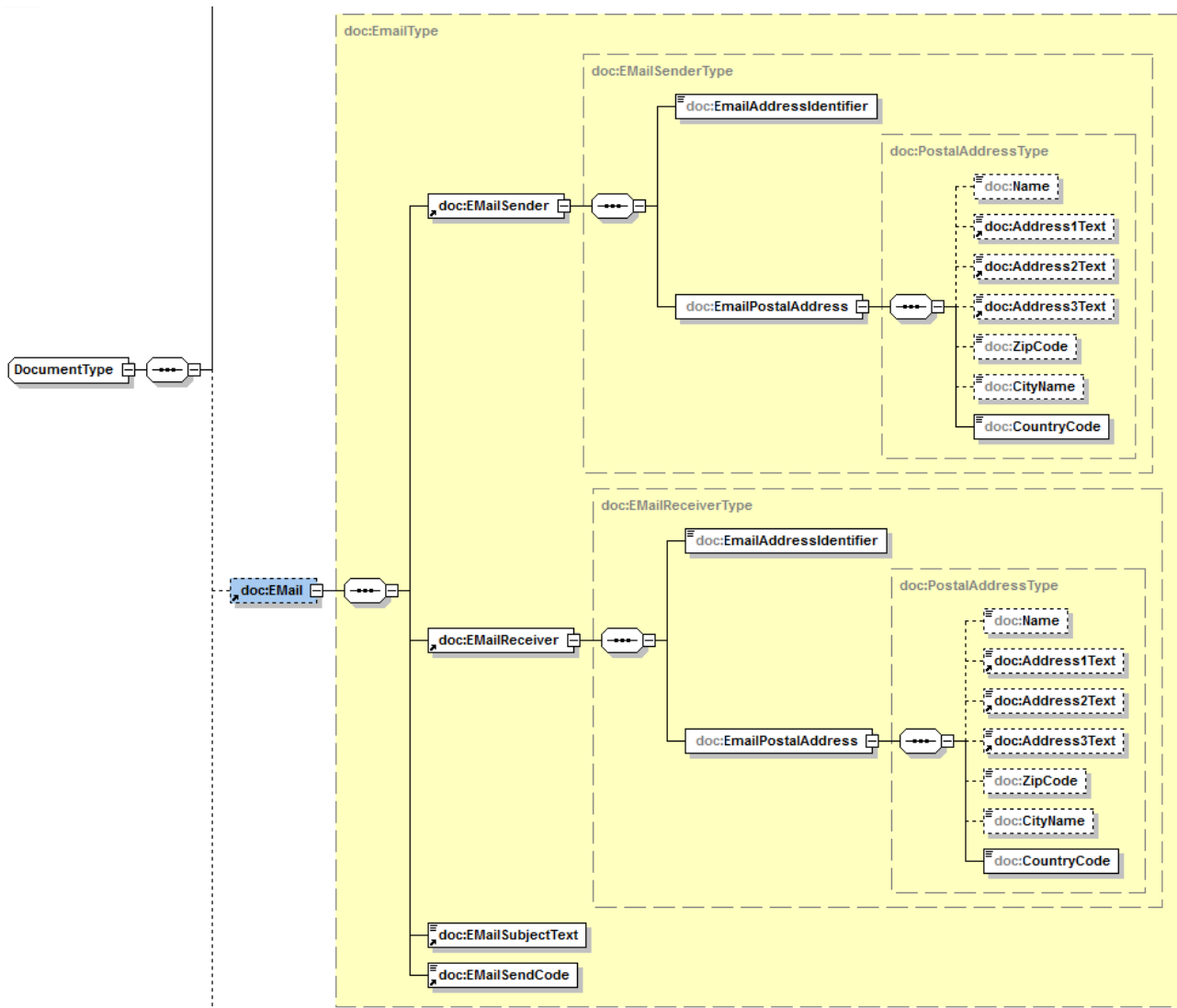| Type AttentionFormatType | Data type+ format | M/O | Description |
|---|---|---|---|
| **doc:AttentionFormatType** | | | |
| | | | An AttentionFormat or EboksPayment counts as one attachment in Digital Post AttachmentList. |
| AttentionField | AttentionFieldType | O | |
| AttentionObjectList | AttentionObjectListType | O | |
| | | | |
| **doc:AttentionFieldType** | | | |
| EmailAddressIdentifier | String (255) | O | Email address |
| Name | string (130) | O | The full name of the receiver |
| OrganizationUnitName | string (50) | O | Name of the organizational unit |
| ProductionUnitIdentifier | string (10) | O | P-number – unique id of the production unit within the the company |
| PrimaryClassIdentifier | string (100) | O | Used for FORM-code as a user issued key (following the format xx.xx.xx.xx) |
| SecondaryClassIdentifier | string (100) | O | Used for other classificationcode, i.e. a KLE-number. Specified as a user issued key |
| | | | |
| **doc:AttentionObjectListType** | | | |
| AttentionObject | AttentionObjectType | O | |
| | | | |
| **doc: AttentionObjectType** | | | |
| ObjectKeyCode | string (50) | M | For specification of further identifiers, which can be used by the receiving agency inputhandling and placement of the document |
| ObjectAttributeCode | string (50) | O | Attribute, which can be used for marking of the object in a business context |
| ObjectValueText | string (100) | M | Reference value of the object |

# EboksPayment
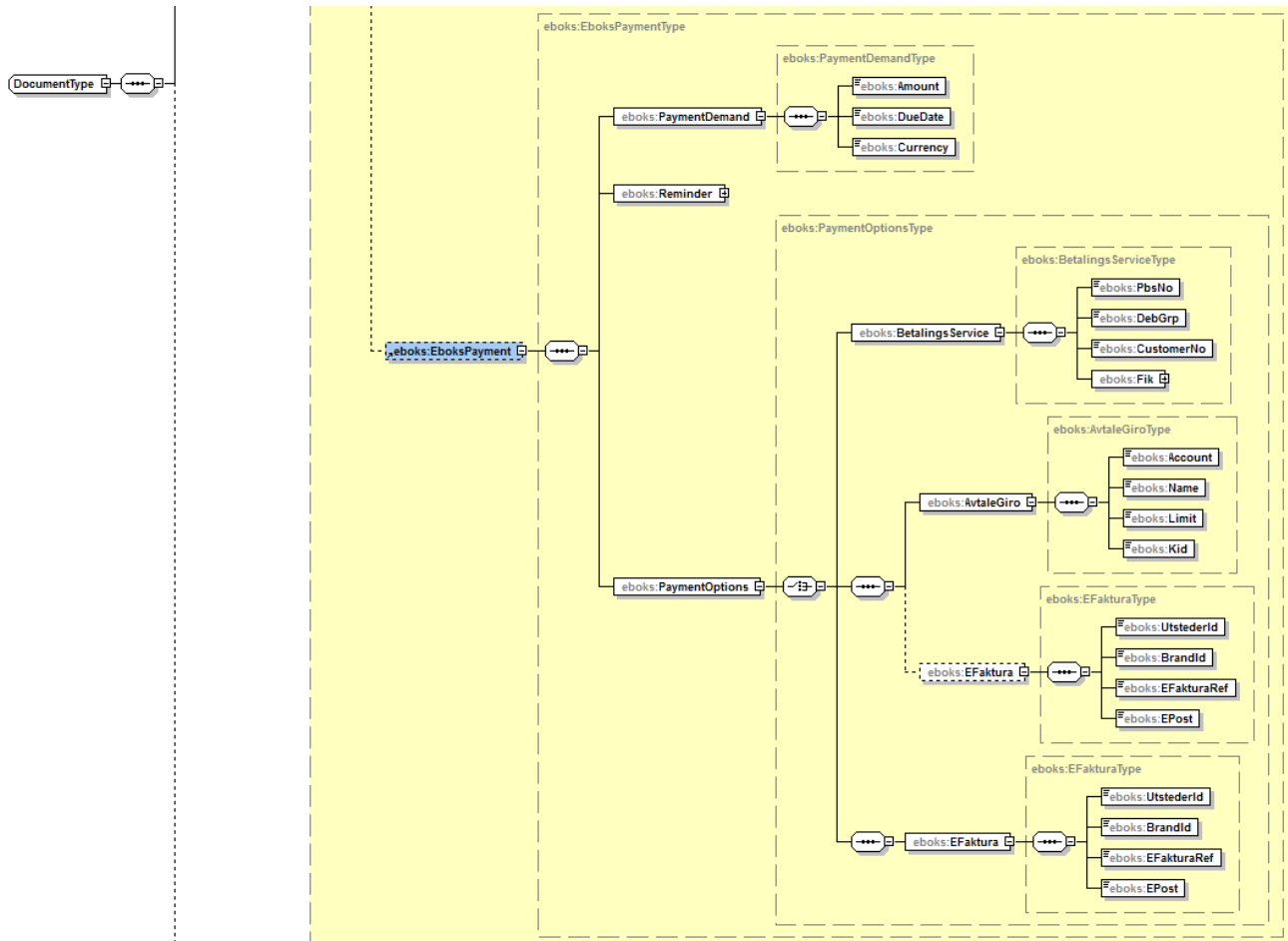


| Type EboksPaymentType | Data type+ format | Description |
|---|---|---|
| **doc:EBoksPaymentType - See Eboks Implementeringsguide_04-01-2017_v0.9_DK.pdf** | | |
| | | |

# EMailType



| Type EMailType | Data type+ format | M/O | Description |
|---|---|---|---|
| **doc:EMailType** | | | |
| EMailSender | EMailSenderType | M | |
| EMailReceiver | EMailReceiverType | M | |
| EmailSubjectText | String (80) | M | The subject to be put in the subject of the email |
| EMailSendCode | integer (1->6) | M | Used depending on the way documents should be sent to the recipient. For specific usage this is agreed upon with KMD |
| **doc:EMailSenderType** | | | |

| Type EMailType | Data type+ format | M/O | Description |
|---|---|---|---|
| EMailAddressIdentifier | String (256) | M | The email address used as the sender email address |
| EmailPostalAddress | PostalAddressType | M | Name as displayed as the sender of the email<br>Senders address information for the Service Letter.<br>Needs to be an address in Denmark<br>See PostalAddressType description above. |
| | | | |
| **doc:EMailReceiverType** | | | |
| EMailAddressIdentifier | String (256) | M | The email address for the recipient |
| EmailPostalAddress | PostalAddressType | M | Name which should be put in the To: part of the email address information for the optional Service Letter, which is added as first page if an email does not reach the receiver, or the link is not clicked within the agreed timeframe.<br>See PostalAddressType description above. |

## ConsolidationType
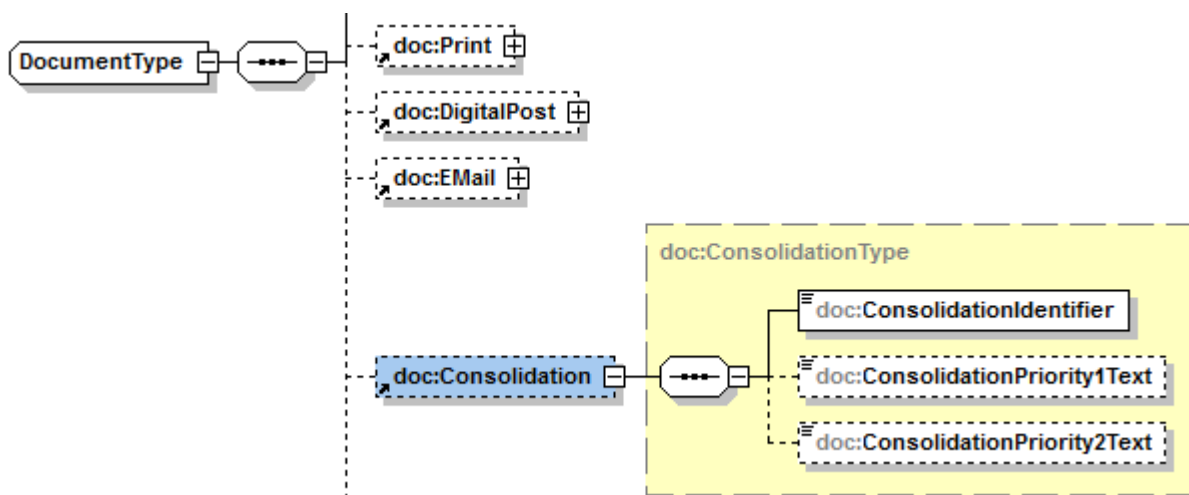


| Type | Format og feltlængde | M/O | Description |
|---|---|---|---|
| **doc:ConsolidationType** | | | |
| ConsolidationIdentifier | string (255) | M | An alphanumeric value which ties together documents in order for them to be output as one coherent document |
| ConsolidationPriority1Text | string (50) | O | Sort value level one |
| ConsolidationPriority2Text | string (50) | O | Sort value level two |

# KeyValueListType
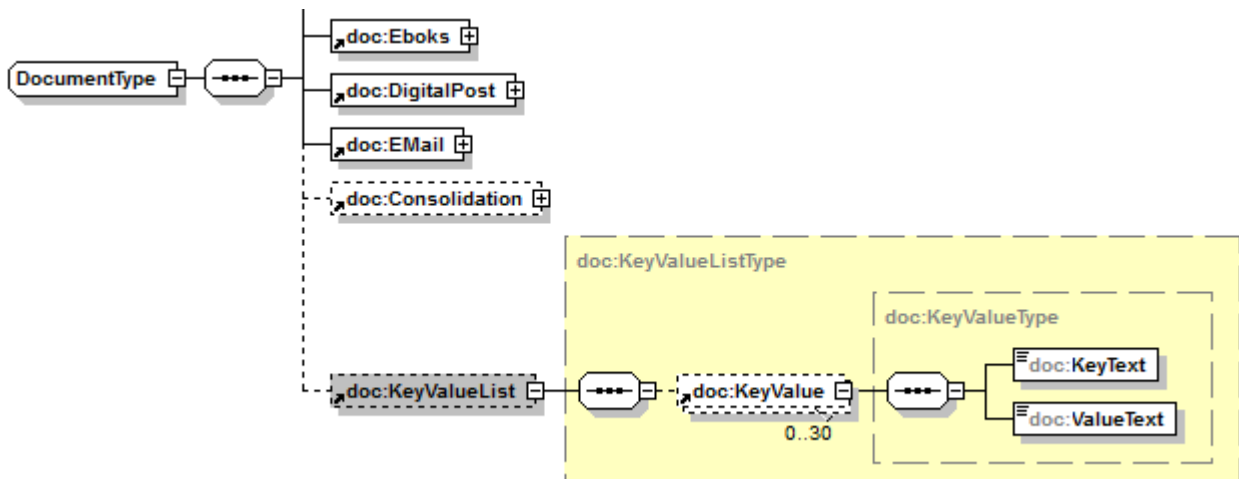


| Type | Format og feltlængde | M / O | Description |
|------|----------------------|-------|-------------|
| **doc:KeyValueListType** | | | |
| KeyValue | KeyValueType | O | |
| | | | |
| **doc:KeyValueType** | | | |
| KeyText | String (50) | M | Alphanumeric values used for |
| ValueText | String (250) | M | additional key / value  pairs. Exact definition is agreed upon during implementation |

## Image clear zone for printing

Doc2Mail Clearzone V3



NB! Only on page 1

This field contains the curent envelopecount in printjob batch.

*Placed 83 mm from left edge and 255 from the buttom.

This is for qualityassurance

All units are in millimerers.