# AccuZIP DQ

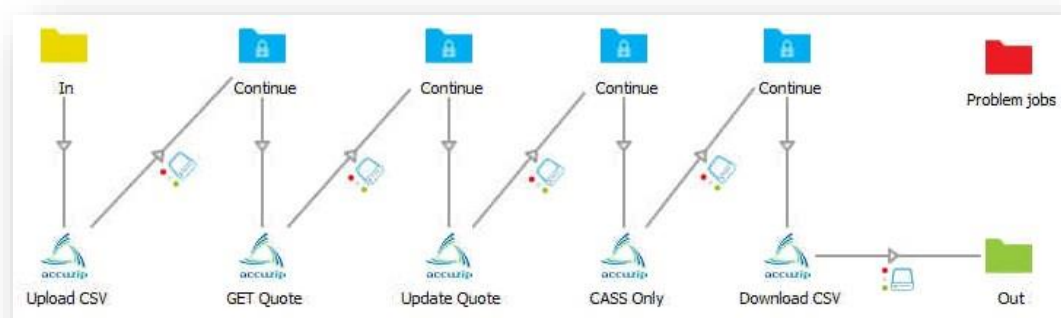**The AccuZIP DQ** offers a powerful solution for streamlining direct mail workflows by automating key processes, improving accuracy, and enhancing visibility. Once your API Key is issued, you will have instant access to EDDM® List Creation, CASS™ Certification, NCOALink® Processing, Duplicate Detection, PAVE™ Presort, Full-Service Mail.dat® eDocs, hard-copy postage statements, and print-ready files for 100% unattended operation.

**Compatibility**
- **Switch Version Required**: Fall 2023

**Sample Flow**
- Below is an example of a basic flow:



- o **Input Folder (In)**: This is where you will drop the files to be processed.

- o **Upload CSV Event**: Uploads the file from the input folder to the AccuZIP servers.

- o **Continue Event**: Ensures the process continues only after the preceding event has completed.

- o **Get Quote Event**: Queries the AccuZIP servers until it is successful, confirming that the file has uploaded and completed the quote process.

- o **Continue Event**: Ensures the process continues only after the preceding event has completed.

- o **Update Quote Event**: Allows you to update settings such as Class of Mail, Piece Dimensions, Mail Owner information, and Permit information.

- o **Continue Event**: Ensures the process continues only after the preceding event has completed.

- o **CASS Only Event**: Verifies and standardizes addresses in the uploaded list to ensure they are accurate and deliverable according to USPS® standards. This event can be replaced with other processing calls, such as CASS and Presort, CASS, NCOALink, and Presort, etc.

- o **Continue Event**: Ensures the process continues only after the preceding event has completed.

- o **Download Event**: Allows you to download all files (maildat.zip) or specific files like CSV or eDocumentation PDFs separately.

- o **Output Folder (Out)**: This is where your downloaded jobs will be placed.

- o **Problem Jobs Folder**: Holds unsuccessful job files.

**Connections**

The app expects one incoming connection and at least one outgoing connection.

- The **incoming connection** supplies the input file(s), e.g., comma-quote, pipe, or tab-separated files. All filenames must have a .csv extension; however, content can be CSV, pipe, or tab-separated.
- The **outgoing connections** specify paths where completed files will be downloaded. You can have separate output folders for each file type, such as CSV, PDF, and ZIP.

**Available Operations:**

**Upload**

This event uploads the specified file from the Input event to our servers, requiring an active AccuZIP API Key. The file content can be comma-quote, pipe, or tab-delimited, but the filename must end with a ".csv" extension (e.g., "myfilename.csv"). The first row must contain header information for each column (e.g., first, last, address, city, state, zipcode, recordid)

REQUIRED COLUMN NAMES:

- **First**: Full name of the recipient or just the first name.
- **Address**: Primary mailing address.
- **City**: The city (or city, state, and ZIP code if combined in one field).

OPTIONAL COLUMN NAMES:

- **Last**: Last name of the recipient.
- **Address2**: Secondary address (e.g., apartment or suite number).
- **St**: Abbreviated state name.
- **Zip**: ZIP code or ZIP+4.
- **Urban**: Puerto Rico Urbanization Code.
- **Company**: Company name.

You can map custom field names using properties like "First Name," "Last Name," "Company Name," "Primary Address," and "City" based on your file's layout.

**Upload EDDM (Every Door Direct Mail)**
- Use the "Upload CSV File" operation, but name the file "eddm@.csv." Each row should end with a CRLF (Carriage Return + Line Feed) and contain three commas, regardless of values. No header record is needed.

There is no need for a header record like with a regular mailing list, but the information inside must follow this specific format:
- **5-Digit ZIP Code (Start): Represents ZIP code or the start of a range.**
- **5-Digit ZIP Code (End): End ZIP code in a range.**
- **CRRT Code (Start): Carrier route or start of a route range within ZIP code(s).**
- **CRRT Code (End): End carrier route in the range**

Example:
1. Single ZIP Code in an EDDM list covering 100% of all possible carrier routes in that ZIP Code:
   Ex: 93422,,,
2. One ZIP Code with all possible City Routes within it. City Routes begin with the letter "C":
   Ex: 93422,,C000,C999
3. Range of ZIP Codes covering 100% of all possible carrier routes in the range of ZIP codes:
   Ex: 93422,93425,,
4. Multiple ZIP Codes with specific CRRT Codes and CRRT Code ranges:
   Ex: 93422,,C001,C002
   Ex: 93423,,C001,C010
   Ex: 93434,,C011, *(Note: This line ends in a comma to match the format.)*
   Ex: 93401,,,," *(Note: There are four commas at the end to match the format.)*
   Ex: 93446,93447,,, *(Note: There are three commas at the end to match the format.)*

**Get Quote**
- This event checks the AccuZIP DQ service at intervals specified in "Scan Interval (secs)" until the quote is successfully obtained.
- For the best experience, the "Scan interval (secs)" should be no lower than 15 seconds.

**Update Quote**
This event will send a request to the AccuZIP DQ service, including all your configured AccuZIP DQ settings for Enfocus Switch. If you need to add custom settings, you can do so by creating a separate JSON object file, specifying your preferences according to the options available in the `quote.json` template. Use the "JSON object file" property to reference this custom file. Each setting in the JSON file should be formatted as a string to ensure compatibility with the service.

Example:
```
{
  "maildat_jobid": "12345678",
  "maildat_pdr": "1"
}
```

JSON is a text-based format that is a human-readable and compact solution to represent complex data structures.

The available properties within AccuZIP DQ for Enfocus Switch are in the table below:

- Visit https://docs.accuzip.com/#9f7055aa-a289-4c18-9a27-a0e4d26cdd6f for a list of additional JSON key-value pairs that you can provide in the JSON object file.

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Unique Job ID | maildat_jobid | Unique 8-character string Automatic | Alphanumeric (8) | The unique job ID used by the USPS to track full-service jobs; Automatic - The program will automatically create one when processing |
| Class of Mail | presort_class | FIRST CLASS STANDARD MAIL STANDARD MAIL (EDDM) | Dropdown | Class of Mail that will be used to qualify the postage rate and presort levels for the mailing. |
| BMEU ZIP Code | drop_zip | Any valid 5-Digit United States ZIP Code where the entry Post Office is located | Numeric (5) | 5-Digit Zip Code of Entry Post Office (BMEU) where the mail is verified |
| Mailpiece size | mail_piece_size | CARD LETTER FLAT PARCEL | Dropdown | Mail piece size. Note: When using CARD the presort_class MUST be FIRST CLASS |
| Mailpiece height | piece_height | | NN.NNNN (7) | Height of the piece in inches (EX: 04.2500) |
| Mailpiece length | piece_length | | NN.NNNN (7) | Length of the piece in inches (EX: 09.5000) |
| Mailpiece thickness | thickness_value | | N.NNNN (6) | Thickness of the mailpiece in inches (EX: 0.0425) |

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Mailpiece thickness based on | thickness_based_on | | NNN | Default value is 1. The number of mail pieces used to calculate the thickness based on Mailpiece thickness (EX: If Mailpiece thickness = 1 And Mailpiece thickness based on = 100 Then each piece is calculated to be 0.01 thick) |
| Container Type | tray_type | MMM 0MM 1MM 2MM EMM | Dropdown | |
| | | MMM | | 1-foot and 2-foot MM trays |
| | | 0MM | | Flat trays or Sacks - Flat Tray inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide. Height: 8 inches to bottom of handhold; 11-1/4 inches to top of tray. |
| | | 1MM | | 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high. |
| | | 2MM | | 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high. |
| | | EMM | | 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. |

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Calculate Container Volume | calculate_container_volume | Yes<br>No | Dropdown | No - The program will not calculate container volume automatically based on piece dimensions<br>Yes - The program will automatically calculate container volumes based on the piece dimensions |
| Print barcode? | print_barcode | Yes<br>No | Dropdown | No - Not printing a barcode of any type<br>Yes - Printing a barcode of type POSTNET; IMb or IMpb |
| Create IMB barcode? | print_imb | Yes<br>No | Dropdown | No - Not Claiming Full Service IMB Rates<br>Yes - Claiming Full Service IMB Rates |
| Machinability | machinability | MACHINABLE<br>NON MACHINABLE<br>MANUAL | Dropdown | Describes the Machinability of the mail-piece |
| Mailpiece weight | weight_value | | NN.NNNN (7) | Weight of the piece in Pounds, Ounces, Grams, Milligrams, or Kilograms (EX: 00.0025) |
| Weight measurement unit | weight_unit | OUNCES<br>POUNDS<br>GRAMS<br>MILLIGRAMS<br>KILOGRAMS | Dropdown | The measurement unit for the weight of the piece |
| Mailpiece weight based on | weight_based_on | 0-9 | NNN | The default value is 1. The number of mail-pieces that is used to calculate the Mailpiece weight value. (Example: Mailpiece weight=10; Weight measurement unit=OUNCES; Mailpiece weight based on=10; then each piece would be calculated to weigh 1oz.) |
| Permit Type | mail_permit_type | PROFIT<br>NONPROFIT | Dropdown | Profit permit status |

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Payment Type | mail_pay_method | IMPRINT<br>METER<br>STAMP | Dropdown | The primary Postage Payment Method is Permit Imprint |
| Include non-ZIP+4 records? | include_non_zip4 | Yes<br>No | Dropdown | No - Do not included Non-ZIP+4 records<br>Yes - Include Non-ZIP+4 records |
| Include carrier route level? | include_crrt | Yes<br>No | Dropdown | No - Do not include the Carrier Route Level presort<br>Yes - Include the Carrier Route Level presort (if applicable) |
| Mailing agent signing form | agent_or_mailer_signing_statement | | Alphanumeric (50) | Name of Mailer or Agent Signing Form |
| Mailing agent company name | agent_or_mailer_company | | Alphanumeric (50) | Name of Mailer or Agent Company Name |
| Mailing agent telephone | agent_or_mailer_phone | | Numeric (10) | Name of Mailer or Agent Phone Number |
| Mailing agent email | agent_or_mailer_email | | Alphanumeric (60) | Name of Mailer or Agent Email |

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Mailing agent name and address | mailing_agent_name_address | | | Mailing Agent - Name and Address<br>Each address line separated with a PIPE symbol (EX: Steve Belmonte\|AccuZIP Inc.\|3216 El Camino Real\|Atascadero CA 93422-2500) |
| Mailing agent telephone | mailing_agent_phone | | Numeric (10) | Mailing Agent - Phone Number |
| Mailing agent mailer ID | mailing_agent_mailer_id | | Alphanumeric (9) | Mailing Agent - Mailer ID |
| Mailing agent CRID | mailing_agent_crid | | Alphanumeric (9) | Mailing Agent - CRID |
| Mailing agent eDoc sender CRID | mailing_agent_edoc_sender_crid | | Alphanumeric (9) | Mailing Agent - eDoc Sender CRID (PostalOne! Uploads) |
| Prepared for name and address | prepared_for_name_address | | | Mailing Prepared For - Name and Address<br>Each address line separated with a PIPE symbol (EX: Steve Belmonte\|AccuZIP Inc.\|3216 El Camino Real\|Atascadero CA 93422-2500) |
| Prepared for mailer ID | prepared_for_mailer_id | | Alphanumeric (9) | Mailing Prepared For - Mailer ID |

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Prepared for CRID | prepared_for_crid | | Alphanumeric (9) | Mailing Prepared For - CRID |
| Prepared for nonprofit authorization number | prepared_for_nonprofit_authorization_number | | Alphanumeric (10) | Mailing Prepared For - Nonprofit Authorization # |
| Permit holder name and address | permit_holder_name_address | | | Mailing Agent - Name and Address Each address line separated with a PIPE symbol (EX: Steve Belmonte\|AccuZIP Inc.\|3216 El Camino Real\|Atascadero CA 93422-2500) |
| Permit holder telephone | permit_holder_phone | | Numeric (10) | Permit Holder - Phone Number |
| Permit holder mailer ID | permit_holder_mailer_id | | Alphanumeric (9) | Permit Holder - Mailer ID |
| Permit holder CRID | permit_holder_crid | | Alphanumeric (9) | Permit Holder - CRID |
| Statement Sequence number | statement_number | | Numeric (5) | Statement Sequence Number |
| Mailing Date | mailing_date | | MM/DD/YYYY | Mailing Date (EX: 11/02/2024) |

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Permit Number | mail_permit_number | | | Primary Permit # |
| Net postage due permit number | net_postage_due_permit_number | | | Net Postage Due Permit # |
| IMb default MID | imb_default_mid | Any valid 6-digit or 9-digit mailer ID | Numeric (9) | This is the Mailer ID that will be printed in the IMb that is printed on the mail-piece. YOU MUST USE YOUR OWN MAILER ID. YOU CANNOT USE OUR ACCUZIP MAILER ID. |
| Duplicate detection – additional key 1 | dups_additional_key1 | Any custom field name | Character (10) | The value should represent the exact spelling of a field you want to include as part of the duplicate detection process. For example, if you want the column name job_id as part of the duplicate detection process, such as by Address or by Household, you would pass job_id in. |
| Duplicate detection – additional key 2 | dups_additional_key2 | Custom field name | Character (10) | The value should represent the exact spelling of a field you want to include as part of the duplicate detection process. For example, if you want the column name job_id as part of the duplicate detection process, such as by Address or by Household, you would pass job_id in. |
| First Name | col_first | first | Character (55) | Contacts first name |
| Last Name | col_last | last | Character (30) | Contacts last name |
| Company name | col_company | company | Character (50) | Company or firm name |

| Enfocus Property | JSON Name | Possible Values | Format (Size) | Description |
|---|---|---|---|---|
| Primary Address | col_address | address | Character (60) | Primary address line |
| Secondary Address | col_address2 | address2 | Character (50) | Secondary address, e.g., Ste; Apt; etc... |
| City | col_city | city | Character (30) | City name |
| State | col_st | st | Character (2) | A 2-character abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation. If Army/Air Force (APO), Fleet Post Office (FPO), or Diplomatic/Defense Post Office (DPO), then the state abbreviation will be "AA", "AE", or "AP". |
| Zip code | col_zip | zip | Character (10) | ZIP Code: A 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state; or a single building or company that has a very high mail volume. |
| Country name or abbreviation | col_country | country | Character (30) | Country of origin. Canadian addresses are supported. Only address records where 'CA' or 'CANADA' appears in the field mapped to this property will be processed through the Canadian Address verification. |
| Urbanization name (PR) | col_urban | urban | Character (25) | Urbanization for Puerto Rico addresses |
| JSON Object file | | | .json file | Any of our other quote.json values that you wish to use can be added via a quote.json file here |

### CASS Certification
- Its Verifies, corrects, and standardizes addresses based on USPS guidelines, ensuring addresses are deliverable.

### NCOALink Certification
Updates addresses with recent USPS changes, reducing undeliverable mail and qualifying for postal discounts.

### Duplicate Detection
Identifies duplicates based on selected criteria: Address, Name, Household Name, or Company:
- Address Only and if exists, Company
- First and Last Name
- Household Name
- Company Name

### Presort (PAVE Certified)
Prepares lists for discount mailing, generating unique Intelligent Mail® barcodes for USPS tracking.

### CASS, Presort
- Runs CASS Certification followed by Presort.

### CASS, Duplicates, Presort
- Runs CASS, Duplicate Detection, and Presort

### CASS, NCOA, Presort
- Runs CASS, NCOALink, and Presort

### CASS, NCOA, Duplicates, Presort
- Runs CASS, NCOALink, Duplicate Detection, and Presort.

### Download USPS Documentation (PDF)
- Downloads optional eDocumentation in PDF format for the mailing.

### Download MAIL.dat (ZIP)
This event will download a compressed file named maildat.zip.  This file contains the print-ready CSV, eDocumentation, and the necessary PostalOne!® mail.dat files for the mailing to the output folder.

### Download Print Ready (CSV)
This event will download the print-ready CSV file to the output folder. You can instead download a 25-record sample preview version of the final CSV file by enabling the "Preview print ready CSV" property.

**Retrieve Specific CASS Certified records**

Retrieves records that could not be certified based on selected filters (e.g., unit number missing, business address):

- All
- Unit number provided but not verified
- Unit number missing … known high rise
- Vacant
- Business Address
- Private Mail Box address
- Address not valid
- Missing address element(s)
- Foreign

**Retrieve Specific NCOALink Certified records**

This will retrieve the records with the type specified below that matched during the NCOALink event:

- All
- Moved - COA Matches
- Moved - New Address cannot be confirmed
- Moved - Left No Forwarding
- Moved - Foreign Country
- Moved - New State
- Individual Match
- Family Match
- Business Match

**Retrieve Duplicate records**

- Retrieves duplicate records based on selected Duplicate Detection criteria
- Address Only and if exists, Company
- First and Last Name
- Household Name
- Company Name

**Upload to PostalOne!**

Uploads completed jobs to PostalOne!, requiring a unique job ID (within 45 days) and valid PostalOne! credentials.