

# **Electronic Data Transmission Guide**

## **For**

# **International Mailers**

**Version 1.2.1**

**November 5<sup>th</sup>, 2012**



**UPS Mail Innovations**

## Revision History

Version	Date	Reviser	Notes
<b>1.0</b>	6/11/2012	Brian Tomazic	Initial Release
<b>1.1</b>	7/2/2012	Brian Tomazic	File Delivery Update
<b>1.2</b>	8/20/2012	Brian Tomazic	Update File Specifications
<b>1.2.1</b>	11/5/2012	Brian Tomazic	Transmission and File Updates

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## **Introduction**

Due to new changes in federal export regulations, UPS Mail Innovations will soon require electronic information for all international bound products that require a customs declaration (CN-22). Customers sending customs declared products through any of our international services will be required to transmit their address, recipient's name, recipient's address, as well as the details of all package contents (i.e. product description, weight, quantity, and value) to UPS Mail Innovations. In order to ensure that all international mail has been properly screened for export control laws and regulations, it is essential that UPS Mail Innovations receive electronic customs data from shippers. These changes were originally set to go into effect on October 31<sup>st</sup>, 2012. However, due to an extension by the entities mentioned below, these changes will now be effective as of January 27<sup>th</sup>, 2013.

## **Background Information**

The United States Treasury Department's Office of Foreign Assets Control (OFAC) and the Commerce Department's Bureau of Industry and Security (BIS) maintain regulations that, among other things, prohibit certain goods from being sent to persons, entities, or countries determined to be adverse to U.S. interests. These agencies implement sanctions imposed by Congress, the President, and the United Nations. U.S. Customs and Border Protection, OFAC, and BIS enforce these export controls with respect to all shipments leaving the country, whether by mail or by private carriers.

Shippers and Mailers who export items out of the United States are now responsible to comply with these regulations. All items that are prepared for shipment must follow OFAC and BIS regulations before items are handled by exporters. OFAC and BIS reserve the authority to impose fines on entities not following regulations. In order to ensure that all international mail has been properly screened for export control laws and regulations, it is essential that we receive electronic customs data from our customers.

## Customer Impact

Unfortunately, these industry changing regulations will have various impacts that will affect our customers and their mail. Failing to comply with these new regulations can result in the delay of or even refusal of mail. UPS Mail Innovations has developed several options to help minimize this impact as much as possible, while attempting to remain as flexible and affordable to our customers as possible.

## Electronic Customer Data Transmission

Our first solution is to open up a way to allow our customers to transmit the required information to us. In today's day and age we know that many of our customers are using a variety of different technologies to meet the challenges and demands of doing business with consumers. As such we believe that our customers already warehouse a lot of the necessary information we need to get your products in your customer's hands as efficiently and expediently as possible. With your help we can collate the data you send to us and format it exactly how the governing entities require it, saving you time and resources better spent on your customers.

## Manual/Semi-Automated Data Entry

Our alternative solution requires no change to the way you do business with us today. While sending us your mail exactly as you have been and for a nominal fee we will take care of the rest of the work for you. Once your mail arrives at our facility, we'll extract the data from it and transmit that information to the governing entities ensuring that your mail gets delivered with as few delays as possible, while still being fully compliant.

## Electronic Customs Information Requirements

The information that follows outlines and illustrates the requirements UPS Mail Innovations has developed to ensure that all new regulations are being met so no delay in service is encountered.

To ensure that all transmitted information is kept safe and secure, we require that all information is transmitted to us using secure file transfer protocols via SFTP, HTTPS, or SSL technologies. We know your customer's information is important to you, and as such we place the same type of importance on our security measures when we warehouse and transmit required information as well.

We understand the importance of time and resources to your business, and for that reason we know it is vital that we allow our customers to submit their information in whatever format they feel is easiest and quickest to develop and deploy. As of this time, we currently accept 2 different types of file formats: Delimited (Comma or Tab Separated Values) and XML. For simplicity, we made sure that the data requirements for each are nearly identical.

### File Requirements

The following are requirements all data files must adhere to upon transmission:

- All filenames must begin with the customer's international account number. (i.e. UPSMI-0000). Please Note: International Account Numbers are generally in the format of 3 to 5 alphanumeric (0-9 or A-Z) characters followed by a hyphen ( - ), and a series of 3 or 4 numbers). If you're unsure what your UPS Mail Innovations International please contact your International Account Executive or the Customer Support hotline listed at the end of this guide.
- All filenames must end with a unique non-repeating 6 character alphanumeric Shipment Identifier. (i.e. 100001)
- The customer's account number and the Shipment Identifier should be separated by an underscore character ( \_ ).
- Filenames may contain spaces, however they should not contain any other special characters other than an underscore or hyphen ( - ).
- Filenames for comma separated value files should end with the extension .csv. Filenames for tab separated value files should end with the extension .tsv. And likewise filenames for xml files should end with the .xml extension.

Sample File Names:

UPSMI-0000\_100001.csv  
UPSMI-0000\_100001.tsv  
UPSMI-0000\_100001.xml

## File Delivery

As stated previously, all files are required to be transmitted via secure file transfer protocol methods (HTTPS or SFTP). In order to maintain proper security, we require all customers to notify us of their intention to transmit compliance data to us. Upon notification UPSMI will setup an account for the customer to transmit their files to. This account will consist of a username and password that will work for both the HTTPS and SFTP transmission methods.

In order to notify UPS Mail Innovations of your intent to transmit compliance data please notify your International Account Executive or the Customer Support hotline listed at the end of this document.

Customers can connect to the HTTPS site at the following address:

<https://ftp2.ups.com>

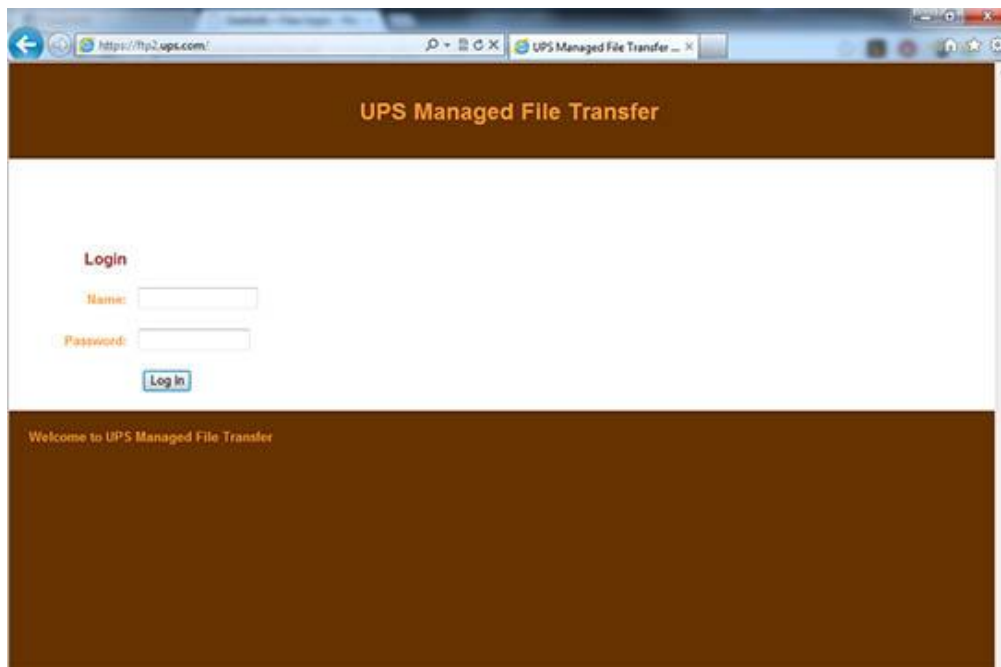


Figure 1: Screenshot of UPS Managed File Transfer login page

Customers can connect to the SFTP site at the following address:

sftp://ftp2.ups.com

**Please note:** When connecting to the SFTP site, the port should be set to 10022 instead of the default port.

Once customers have established a secure connection, 2 directories will be present; An “inbound” and an “outbound” directory. Within both directories will be a directory labeled “edt”. All compliance files should be uploaded to the “edt” directory residing inside the “inbound” directory.

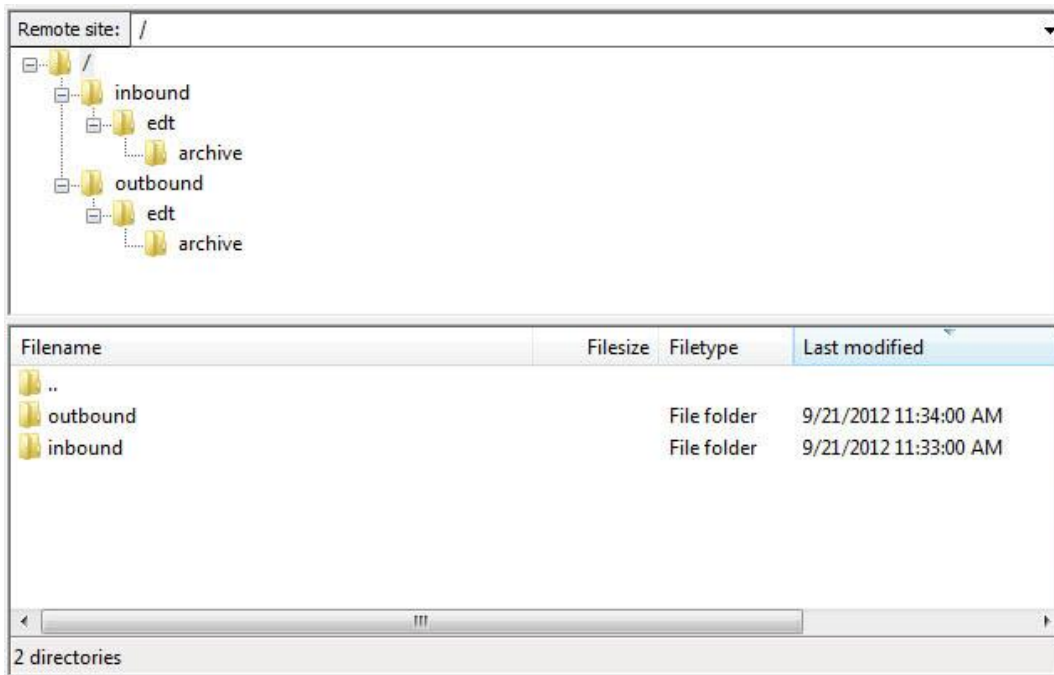


Figure 2: A view of the directory structure within a compliance account

Once the files have been imported and processed log files will be placed in the “edt” directory residing within the “outbound” directory. This will be explained in more detail later in this document.

## Delimited File Format

The following diagrams outline the format required for both comma separated value and tab separated value files. For these types of files header rows should not be included. The files should only include the required information.



There are 3 different types of records outlined in the following diagrams: Shipment Records, Package Records, and Item Records. Each file should start with and contain only 1 Shipment record. The shipment record allows us to know which customer the data belongs to, what time it was processed, as well as identifying which shipment it belongs to. Each file can contain multiple package records at a time. Each package should be identified by a non-repeating unique ID number that should match up to an identical barcode on the physical piece we receive. Please keep in mind that while each file can contain multiple item records at a time, and multiple item records can belong to a parent package record, each item record can only belong to one parent package record at a time.

Each diagram shows a table of the column name, the type of data to be entered for that column (with the length in parenthesis if needed), whether the field is required to be filled, and a description of what needs to be entered if needed.

#### Shipment record diagram

Column Name	Column Type	Required	Description/Notes
<b>Record Indicator</b>	string(1)	Yes	Shipment Indicator (Should be set S)
<b>Account Number</b>	string(20)	Yes	Customer Account Number, Where A represents an alphanumeric character and the # represents only numbers
<b>Shipment Identifier</b>	string(10)	Yes	Unique Identifier for this shipment (generally an incrementing number)
<b>Shipment Date</b>	string(25)	Yes	Date of shipments expected departure from customer facility in universal sortable format (ISO 8601 - <a href="http://en.wikipedia.org/wiki/ISO_8601">http://en.wikipedia.org/wiki/ISO_8601</a> ) ie. "YYYY-MM-DDTHH:MM:SS+00:00" ex. 2012-01-01T12:00:00+05:00
<b>Revision</b>	numeric	Yes	Should be hardcoded to 2.0
<b>Email Notification List</b>	string(254)	No	Email address of all users to receive import notifications (i.e. import totals, validation errors). Multiple addresses are allowed. The entire field should be encapsulated in quotation marks ( " ) and each address should be separated by a semi-colon ( ; )

#### Package record diagram

Column Name	Column Type	Required	Description/Notes
<b>Record Indicator</b>	string(1)	Yes	Record Indicator (Should be set P)
<b>Package</b>	string(22)	Yes	Package Identifier that will be barcoded on the

<b>Identifier</b>			outside of the physical package
<b>Sender First Name</b>	string(30)	Yes (Conditionally)	Required if Sender Department is empty
<b>Sender Last Name</b>	string(40)	Yes (Conditionally)	Required if Sender Department is empty
<b>Sender Department</b>	string(40)	Yes (Conditionally)	Required if Sender First Name/Sender Last Name is empty
<b>Sender Company Name</b>	string(35)	Yes	
<b>Sender Address Line 1</b>	string(40)	Yes	
<b>Sender Address Line 2</b>	string(40)	No	
<b>Sender Address Line 3</b>	string(40)	No	
<b>Sender City</b>	string(25)	Yes	
<b>Sender Province/State</b>	string(2)	Yes	Must be a valid Province/ State code
<b>Sender Postal Code</b>	string(20)	Yes	
<b>Sender Country</b>	string(2)	Yes	Must be a valid ISO 2 Letter Code ( <a href="http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm">http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm</a> )
<b>Sender Phone Number</b>	string(25)	No	Format: ###-###-####
<b>Sender Email Address</b>	string(60)	No	
<b>Recipient First Name</b>	string(35)	Yes (Conditionally)	Required if Recipient Company Name is empty
<b>Recipient Last Name</b>	string(35)	Yes (Conditionally)	Required if Recipient Company Name is empty
<b>Recipient Company Name</b>	string(35)	Yes (Conditionally)	Required if Recipient First Name/Recipient Last Name is empty
<b>Recipient Address 1</b>	string(35)	Yes	
<b>Recipient Address 2</b>	string(35)	No	
<b>Recipient Address 3</b>	string(35)	No	
<b>Recipient City</b>	string(35)	Yes	
<b>Recipient Province/State</b>	string(35)	No	
<b>Recipient Postal Code</b>	string(25)	Yes	
<b>Recipient</b>	string(2)	Yes	Must be a valid ISO 2 Letter Code

<b>Country</b>			( <a href="http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm">http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm</a> )
<b>Recipient Phone Number</b>	string(20)	No	
<b>Recipient Email Address</b>	string(50)	No	
<b>Package Weight</b>	numeric	Yes	Preferred to 2 decimal places
<b>Weight Type</b>	string(2)	Yes	Lb (Pounds) or Kg (Kilograms) or Oz (Ounces)
<b>Service Level</b>	string(1)	Yes	P (Priority) or E (Economy)
<b>Length</b>	numeric	No	
<b>Width</b>	numeric	No	
<b>Height</b>	numeric	No	
<b>Measurement Type</b>	string(2)	Yes (Conditionally)	Required if Length, Width, or Height is populated, IN (Inches) or CM(Centimeters)
<b>Reference Number</b>	string(15)	No	User reference information to print on Customs document
<b>Content Type</b>	string(1)	Yes	S (Sample) or G (Gift) or M (Merchandise)
<b>Tracking Desired</b>	string(1)	No	Reserved for future use
<b>DDP</b>	String(1)	No	Reserved for future use

#### Item record diagram

Column Name	Column Type	Required	Description/Notes
<b>Record Indicator</b>	string(1)	Yes	Record Indicator (Should be set I)
<b>Package Identifier</b>	string(22)	Yes	Package Identifier of the package the items are contained within
<b>SKU/Product Code</b>	string(15)	Yes	SKU or Product Code of the item
<b>Quantity</b>	numeric	Yes	Must be greater than zero
<b>Description</b>	string(30)	Yes	Reasonably detailed description of the item (i.e. "Food" or "Clothes" is not acceptable. "Men's Shirt", "Women's Pants", or "Potato Chips" are acceptable.)
<b>Customs Description</b>	string(30)	No	Description of the item intended for the customs form. If no value is entered, the description field will be used.
<b>Unit Weight</b>	numeric	Yes	Preferred to 2 decimal places
<b>Unit Weight Type</b>	string(2)	Yes	Pounds (Lb) or Kilograms (Kg) or Ounces(Oz)
<b>Unit Value</b>	numeric	Yes	Value per unit in US Dollars (USD)
<b>Country Origin</b>	string(3)	Yes	Country item was manufactured. Must be a valid ISO 2 Letter Code

([http://www.iso.org/iso/country\\_codes/iso\\_3166\\_code\\_lists.htm](http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm))

<b>Harmonization Code</b>	string(20)	No	If the harmonization code is known, it should be placed in this field. Should be in the format xxxx.xx.xx.xx
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### Sample file format (csv)

```
S,UPSMI-000,100001,2012-01-01T12:00:00+05:00,2.0,employee@somecompany.com;employee2@somecompany.com,,,,,,,,,,,,,
,,,,,,,,
P,LN1234567890,,,Shipping Department,Sample Company,123 Sample Address,,,Sample
City,NY,10001,US,555-555-1212,SampleEmail@SampleCompany.com,John,Smith,,123 Recipient
Address,,,Recipient City,Recipient State,Z9Z 9Z9,CA,555-555-
1212,Sample@Recipient.com,5.5,Lb,P,,,,,Ref. # 12345,M
I,LN1234567890,SAMPLESKU,2,DVD,DVD,1.2,Lb, 20.00 ,CN,,,,,,,,,,,,,
I,LN1234567890,SAMPLESKU2,1,DVD,DVD,0.6,Lb, 10.00 ,CA,,,,,,,,,,,,,
I,LN1234567890,SAMPLESKU3,5,DVD,DVD,3.5,Lb, 55.00 ,CN,,,,,,,,,,,,,
P,LN1234567891,,,Shipping Department,Sample Company,123 Sample Address,,,Sample
City,NY,10001,US,555-555-1212,SampleEmail@SampleCompany.com,Jane,Doe,,321 Recipient
Address,,,Recipient City,Recipient State,Z9Z 9Z9,CA,555-555-
1212,Sample@Recipient.com,1.5,Lb,E,11.0,8.5,15.0,IN,,M
I,LN1234567891,SAMPLESKU,2,DVD,DVD,1.2,Lb, 20.00 ,CN,,,,,,,,,,,,,
P,LN1234567892,,,Shipping Department,Sample Company,123 Sample Address,,,Sample
City,NY,10001,US,555-555-1212,SampleEmail@SampleCompany.com,Joe,James,,31-24 Recipient
Address,,,Recipient City,Recipient State,Z9Z 9Z9,CA,555-555-
1212,Sample@Recipient.com,1.5,Lb,E,,,,,M
I,LN1234567892,SAMPLESKU,2,DVD,DVD,1.2,Lb, 20.00 ,CN,,,,,,,,,,,,,
```

### XML File Format

The following is the format required for xml files. The diagrams following outline the schema of the xml file as well as a sample xml document.

**Please Note:** For a description of the fields listed in the XML document below, please refer to the delimited file section above. The fields in the delimited file section directly match the fields in the xml document outline below.

### XML Schema

```
<?xml version="1.0" encoding="utf-8"?>
<xs:schema attributeFormDefault="unqualified" elementFormDefault="qualified"
xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="Shipment">
    <xs:complexType>
      <xs:sequence>
        <xs:element name="ShipmentInfo">
```

```

    <xs:complexType>
      <xs:sequence>
        <xs:element name="AccountNumber" type="xs:string" />
        <xs:element name="ShipmentIdentifier" type="xs:string" />
        <xs:element name="ShipmentDate" type="xs:dateTime" />
        <xs:element name="Revision" type="xs:decimal" />
        <xs:element name="EmailNotificationList" type="xs:string"
minOccurs="0" />
      </xs:sequence>
    </xs:complexType>
  </xs:element>
  <xs:element name="Packages">
    <xs:complexType>
      <xs:sequence>
        <xs:element maxOccurs="unbounded" name="Package">
          <xs:complexType>
            <xs:sequence>
              <xs:element name="PackageIdentifier" type="xs:string" />
              <xs:element name="Sender">
                <xs:complexType>
                  <xs:sequence>
                    <xs:element name="FirstName" type="xs:string" />
                    <xs:element name="LastName" type="xs:string" />
                    <xs:element name="Department" type="xs:string" />
                    <xs:element name="CompanyName" type="xs:string" />
                    <xs:element name="Address1" type="xs:string" />
                    <xs:element name="Address2" type="xs:string"
minOccurs="0" />
                    <xs:element name="Address3" type="xs:string"
minOccurs="0" />
                    <xs:element name="City" type="xs:string" />
                    <xs:element name="ProvinceState" type="xs:string" />
                    <xs:element name="PostalCode" type="xs:string" />
                    <xs:element name="Country" type="xs:string" />
                    <xs:element name="Phone" type="xs:string" minOccurs="0"
/>
                    <xs:element name="EmailAddress" type="xs:string"
minOccurs="0" />
                  </xs:sequence>
                </xs:complexType>
              </xs:element>
            <xs:element name="Recipient">
              <xs:complexType>
                <xs:sequence>
                  <xs:element name="FirstName" type="xs:string" />
                  <xs:element name="LastName" type="xs:string" />
                  <xs:element name="CompanyName" type="xs:string" />
                  <xs:element name="Address1" type="xs:string" />
                  <xs:element name="Address2" type="xs:string"
minOccurs="0" />
                  <xs:element name="Address3" type="xs:string"
minOccurs="0" />
                  <xs:element name="City" type="xs:string" />
                  <xs:element name="ProvinceState" type="xs:string" />
                  <xs:element name="PostalCode" type="xs:string" />
                  <xs:element name="Country" type="xs:string" />
                  <xs:element name="Phone" type="xs:string" minOccurs="0"
/>
                  <xs:element name="EmailAddress" type="xs:string"
minOccurs="0" />
                </xs:sequence>
              </xs:complexType>
            </xs:element>
          </xs:sequence>
        </xs:complexType>
      </xs:element>
    </xs:complexType>
  </xs:element>

```

```

        </xs:sequence>
    </xs:complexType>
</xs:element>
<xs:element name="PackageWeight" type="xs:decimal" />
<xs:element name="WeightType" type="xs:string" />
<xs:element name="ServiceLevel" type="xs:string" />
<xs:element name="Length" type="decimal-or-empty" />
<xs:element name="Width" type="decimal-or-empty" />
<xs:element name="Height" type="decimal-or-empty" />
<xs:element name="MeasurementType" type="xs:string" />
<xs:element name="ReferenceNumber" type="xs:string"
minOccurs="0" />
<xs:element name="ContentType" type="xs:string" />
<xs:element name="TrackingDesired" type="boolean-or-empty"
minOccurs="0" />
<xs:element name="DDP" type="boolean-or-empty" minOccurs="0"
/>
<xs:element name="Items">
    <xs:complexType>
        <xs:sequence>
            <xs:element maxOccurs="unbounded" name="Item">
                <xs:complexType>
                    <xs:sequence>
                        <xs:element name="ProductCode" type="xs:string" />
                        <xs:element name="Quantity" type="xs:decimal" />
                        <xs:element name="Description" type="xs:string" />
                        <xs:element name="CustomsDescription"
type="xs:string" />
                        <xs:element name="UnitWeight" type="xs:decimal" />
                        <xs:element name="UnitWeightType" type="xs:string"
/>
                        <xs:element name="UnitValue" type="xs:decimal" />
                        <xs:element name="CountryOfManufacture"
type="xs:string" />
                        <xs:element name="HSCode" type="xs:string"
minOccurs="0" />
                    </xs:sequence>
                </xs:complexType>
            </xs:element>
        </xs:sequence>
    </xs:complexType>
</xs:element>
</xs:sequence>
</xs:complexType>
</xs:element>
</xs:sequence>
</xs:complexType>
</xs:element>
</xs:sequence>
</xs:complexType>
</xs:element>
</xs:sequence>
</xs:complexType>
</xs:element>
<xs:simpleType name="boolean-or-empty">
    <xs:union memberTypes="xs:boolean empty-string" />
</xs:simpleType>
<xs:simpleType name="decimal-or-empty">
    <xs:union memberTypes="xs:decimal empty-string" />
</xs:simpleType>
<xs:simpleType name="empty-string">
    <xs:restriction base="xs:string">
        <xs:enumeration value="" />

```

```

    </xs:restriction>
  </xs:simpleType>
</xs:schema>

```

## XML Sample File

```

<?xml version="1.0"?>
<Shipment>
  <ShipmentInfo>
    <AccountNumber>UPSMI-000</AccountNumber>
    <ShipmentIdentifier>100001</ShipmentIdentifier>
    <ShipmentDate>2012-01-01T12:00:00-05:00</ShipmentDate>
    <Revision>2.0</Revision>

    <EmailNotificationList>employee@somecompany.com;employee2@somecompany.com</EmailNo
tificationList>
  </ShipmentInfo>
  <Packages>
    <Package>
      <PackageIdentifier>LN1234567890US</PackageIdentifier>
      <Sender>
        <FirstName />
        <LastName />
        <Department>Shipping Department</Department>
        <CompanyName>Sample Company</CompanyName>
        <Address1>123 Sample Address</Address1>
        <Address2 />
        <Address3 />
        <City>Sample City</City>
        <ProvinceState>NY</ProvinceState>
        <PostalCode>10001</PostalCode>
        <Country>US</Country>
        <Phone>555-555-1212</Phone>

        <EmailAddress>SampleEmail@SampleCompany.com</EmailAddress>
      </Sender>
      <Recipient>
        <FirstName>John</FirstName>
        <LastName>Smith</LastName>
        <CompanyName />
        <Address1>123 Recipient Address</Address1>
        <Address2 />
        <Address3 />
        <City>Recipient City</City>
        <ProvinceState>Recipient State</ProvinceState>
        <PostalCode>Z9Z 9Z9</PostalCode>
        <Country>CA</Country>
        <Phone>555-555-1212</Phone>
        <EmailAddress>Sample@Recipient.com</EmailAddress>
      </Recipient>
      <PackageWeight>5.5</PackageWeight>
      <WeightType>Lb</WeightType>
      <ServiceLevel>P</ServiceLevel>
      <Length />
      <Width />
      <Height />
      <MeasurementType />
      <ReferenceNumber>Ref. # 12345</ReferenceNumber>
      <ContentType>M</ContentType>
    </Package>
  </Packages>
</Shipment>

```

```

<DDP />
<Items>
  <Item>
    <ProductCode>SAMPLESKU</ProductCode>
    <Quantity>2</Quantity>
    <Description>DVD</Description>
    <CustomsDescription>DVD</CustomsDescription>
    <UnitWeight>1.2</UnitWeight>
    <UnitWeightType>Lb</UnitWeightType>
    <UnitValue>20</UnitValue>
    <CountryOfManufacture>CN</CountryOfManufacture>
    <HSCode />
  </Item>
  <Item>
    <ProductCode>SAMPLESKU2</ProductCode>
    <Quantity>1</Quantity>
    <Description>DVD</Description>
    <CustomsDescription>DVD</CustomsDescription>
    <UnitWeight>0.6</UnitWeight>
    <UnitWeightType>Lb</UnitWeightType>
    <UnitValue>10</UnitValue>
    <CountryOfManufacture>CA</CountryOfManufacture>
    <HSCode />
  </Item>
  <Item>
    <ProductCode>SAMPLESKU3</ProductCode>
    <Quantity>5</Quantity>
    <Description>DVD</Description>
    <CustomsDescription>DVD</CustomsDescription>
    <UnitWeight>3.5</UnitWeight>
    <UnitWeightType>Lb</UnitWeightType>
    <UnitValue>55</UnitValue>
    <CountryOfManufacture>CN</CountryOfManufacture>
    <HSCode />
  </Item>
</Items>
</Package>
<Package>
  <PackageIdentifier>LN1234567891US</PackageIdentifier>
  <Sender>
    <FirstName />
    <LastName />
    <Department>Shipping Department</Department>
    <CompanyName>Sample Company</CompanyName>
    <Address1>123 Sample Address</Address1>
    <Address2 />
    <Address3 />
    <City>Sample City</City>
    <ProvinceState>NY</ProvinceState>
    <PostalCode>10001</PostalCode>
    <Country>US</Country>
    <Phone>555-555-1212</Phone>
  </Sender>
  <EmailAddress>SampleEmail@SampleCompany.com</EmailAddress>
  </Sender>
  <Recipient>
    <FirstName>Jane</FirstName>
    <LastName>Doe</LastName>
    <CompanyName />
    <Address1>321 Recipient Address</Address1>

```



```

        <Address2 />
        <Address3 />
        <City>Recipient City</City>
        <ProvinceState>Recipient State</ProvinceState>
        <PostalCode>Z9Z 9Z9</PostalCode>
        <Country>CA</Country>
        <Phone>555-555-1212</Phone>
        <EmailAddress>Sample@Recipient.com</EmailAddress>
    </Recipient>
    <PackageWeight>1.5</PackageWeight>
    <WeightType>Lb</WeightType>
    <ServiceLevel>E</ServiceLevel>
    <Length>11</Length>
    <Width>8.5</Width>
    <Height>15</Height>
    <MeasurementType>IN</MeasurementType>
    <ReferenceNumber />
    <ContentType>M</ContentType>
    <TrackingDesired />
<DDP />
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        <Item>
            <ProductCode>SAMPLESKU</ProductCode>
            <Quantity>2</Quantity>
            <Description>DVD</Description>
            <CustomsDescription>DVD</CustomsDescription>
            <UnitWeight>1.2</UnitWeight>
            <UnitWeightType>Lb</UnitWeightType>
            <UnitValue>20</UnitValue>
            <CountryOfManufacture>CN</CountryOfManufacture>
            <HSCCode />
        </Item>
    </Items>
</Package>
<Package>
    <PackageIdentifier>LN1234567892US</PackageIdentifier>
    <Sender>
        <FirstName />
        <LastName />
        <Department>Shipping Department</Department>
        <CompanyName>Sample Company</CompanyName>
        <Address1>123 Sample Address</Address1>
        <Address2 />
        <Address3 />
        <City>Sample City</City>
        <ProvinceState>NY</ProvinceState>
        <PostalCode>10001</PostalCode>
        <Country>US</Country>
        <Phone>555-555-1212</Phone>
    </Sender>
    <EmailAddress>SampleEmail@SampleCompany.com</EmailAddress>
    </Sender>
    <Recipient>
        <FirstName>Joe</FirstName>
        <LastName>James</LastName>
        <CompanyName />
        <Address1>31-24 Recipient Address</Address1>
        <Address2 />
        <Address3 />
        <City>Recipient City</City>

```

```

        <ProvinceState>Recipient State</ProvinceState>
        <PostalCode>Z9Z 9Z9</PostalCode>
        <Country>CA</Country>
        <Phone>555-555-1212</Phone>
        <EmailAddress>Sample@Recipient.com</EmailAddress>
    </Recipient>
    <PackageWeight>1.5</PackageWeight>
    <WeightType>Lb</WeightType>
    <ServiceLevel>E</ServiceLevel>
    <Length />
    <Width />
    <Height />
    <MeasurementType />
    <ReferenceNumber />
    <ContentType>M</ContentType>
<TrackingDesired />
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            <Quantity>2</Quantity>
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            <CustomsDescription>DVD</CustomsDescription>
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            <UnitWeightType>Lb</UnitWeightType>
            <UnitValue>20</UnitValue>
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            <HSCode />
        </Item>
    </Items>
</Package>
</Packages>
</Shipment>

```

## Outbound File Communication

Once an electronic data transmission file has been uploaded to the UPS Mail Innovations server and has been processed at least one of the following files will be placed in the “outbound/edt/” path of the root directory. These two files are:

- Import Log – This file lists all mail item records (P) that were successfully imported as well as the date and time they were imported.
- Error Log – This file lists all file, shipment records (S), package records (P), and item records (I) that generate an error during the import process.

These files should be used to check whether a package was successfully imported, and if not what error was caused.

## Import Log

Below is the layout for the import log file. The import log file name will begin with the text "ImportLog\_" followed by the original file name and ending with the timestamp the file was imported and the file extension ".log".

Ex. ImportLog\_UPSMI-0000\_000001\_2012-01-01T00\_00\_00.log

### Import log diagram

Column Name	Column Type	Description/Notes
Package Identifier	string(22)	Package Identifier of the package imported
Import Date/Time	string(25)	Date and time the package record was imported from customer file. This string will be in universal sortable format (ISO 8601 - <a href="http://en.wikipedia.org/wiki/ISO_8601">http://en.wikipedia.org/wiki/ISO_8601</a> ) Layout: "YYYY-MM-DDTHH:MM:SS+00:00" ex. 2012-01-01T12:00:00+05:00

## Error Log

Below is the layout for the Error log file. The error log file name will begin with the text "ErrorLog\_" followed by the original file name and ending with the timestamp the file was imported and the file extension ".log".

Ex. ErrorLog\_UPSMI-0000\_000001\_2012-01-01T00\_00\_00.log

### Error log diagram

Column Name	Column Type	Description/Notes
Record Type	string(8)	The type of record causing the error. Valid values are File, Shipment, Package, and Item.
Package Identifier	string(22)	The identifier of the record causing the error. This field may be blank for File and Shipment record errors.
SKU/Product Code	string(15)	SKU or Product Code of the item causing the error. This field will be blank for File, Shipment and Package record errors.
Field Name	string(30)	The name of the field in the record causing the error. This may be blank for File record errors.
Offending Value	string(50)	The offending value in the record causing the error. This may be blank for File record errors.
Error Message	string(255)	The error message stating the reason of the error caused.

## **Contact Information**

Contact UPS Mail Innovations for a free mailing analysis today.

- Toll Free Customer Support Hotline: 1-800-500-2224