

Data Processing File Processing Requirements

Job Ticket – A job ticket and job number must be given to Mailing before DP can start processing the data files.

Data Files – All data files should be emailed to dp@creelprint.com, and accompanied by a job number. DP needs **all** data files before we can begin processing the files, so please indicate on the job ticket the total number of data files expected for each job. Identify any special fields that must be included on the mail piece.

Special Instructions – Please inform DP of any special requirements such as Merge Purge, NCOA, etc. If a merge purge is required, please identify the merge purge criteria such as individual, residential, or company.

Mail Class – Please indicate the mail class on the job ticket (1st Class, Standard, Periodical, Non-Profit, etc.).

Mail Category – Please indicate the mail category on the job ticket (Postcard, Letter, Flat, etc.).

Mail Piece Dimensions – DP needs the height, width, weight, or dummy in order to retrieve an accurate postage amount.

Postage Paid – Please indicate on the job ticket as to how the postage will be paid (permit, stamps, caps account, etc.). If postage is being paid by a permit account, please provide the applicable permit number on the job ticket.

Drop Ship – Please identify the entry point and level. (SCF, DDU, or BMC)

Imaging Process – Please identify the imaging process that will be needed for each job. The imaging methods are currently inkjet labeling, cheshire labeling, and laser imaging.

Label Format – Please provide a label format indicating exactly the way the label should be laid out, and what customer information should be placed on the label.

Example: [Customer ID] [Subscription Expiration date] [Key code]
[First Name] [Last Name]
[Company Name]
[Address Line 1]
[Address Line 2]
[City] [State] [Zip] - [Zip4]
[Barcode]

Preferred Media and Data Formats

The *preferred* data format for files received by Creel Printing is Dbase, CSV, or Tab delimited files. **All ASCII-fixed length files must be accompanied with layout.**

Files can be e-mailed to dp@creelprint.com as long as the files are less than 3-megs. Files over 3-megs should be sent to <ftp://ftp.creelprint.com> using **incoming** as the user name and password.

When sending files over the internet, whether e-mail or FTP, the files should be compressed using PKZIP. A readme file should be included stating the file layout, company name and contact information.

Standard File Formats:

- dBase data files
- ASCII, comma-delimited, tab-delimited or fixed-length text (include field layout)
- Excel, and CSV files
- Microsoft Access may require extra processing time and incur additional expense.

Internet Data Submission:

- FTP is the preferred method for file transfer. Files can be FTP'd to <ftp://ftp.creelprint.com>. The customer should call the CSR with the name of the file uploaded after the file successfully completes transmission.
- E-mail files should be sent to dp@creelprint.com data files sent as an attachment through internet e-mail must not exceed 3-megs in file size. **All** files should be compressed before transmittal and should include information about the company and job name for which the data file is being submitted.

Compression Formats:

- PKZIP
- Stuffit