Option 1

I am tracking every piece of my mailing and would like for Trackmymail to process and encode the file to obtain my Intelligent Mail Barcodes. (Recommended)

If Trackmymail is appending your IMB's you are required to upload a file so that it can be encoded. Your file can be uploaded either when you are prompted during the job creation process or later by selecting the Uploads tab located at the top of the job summary page.

Upload File Format

Files being uploaded for IMB barcodes should appear in the format specified below. Field sizes shown are the maximum field size accepted. The columns must be either tab or comma delimited (.txt or csv). Fixed formatted files will not be accepted.

You have an option of providing Fields 1 and 2 only OR utilizing the additional fields such as name, address, etc., which will then be available for viewing in our single piece report.

If you opt to populate any field beyond field 2, please note that optional fields (through Field 20) must be represented, even if they are not populated. You may use headers in your uploaded file.

Column	Type	Max Size	Required/Optional
Customer Unique Identifier	Alpha/num	20	Required
Postnet	Numeric	11	Recommended*
IMB (left 20 chars, excludes postnet)	Numeric	20	Reserved *(blank if TMM is performing file encoding)*
Greeting	Alpha/num	10	Optional
First Name	Alpha	50	Optional
Middle Initial	Alpha	2	Optional
Last Name	Alpha	50	Optional
Suffix	Alpha	10	Optional
Full Name	Alpha	100	Optional
Company	Alpha	50	Optional
Title	Alpha	50	Optional
Address 1	Alpha/num	128	Optional
Address 2	Alpha/num	128	Optional
City	Alpha	50	Optional
State	Alpha	2	Optional
Zip	Numeric	10	Optional
User Defined 1	Alpha/num	100	Optional
User Defined 2	Alpha/num	100	Optional
User Defined 3	Alpha/num	100	Optional
TMM-JobId	Numeric	8	Optional * Required for separate FTP uploads only

* Records that are uploaded without a value in the Postnet field will not be included in any reports driven by ZIP (i.e State, ZIP3, ZIP5, etc). This will result in the reports appearing to be out of balance.

The Customer Unique Identifier in the upload file is defined by you. It will be included in your download file and used to map the appended IMB information back to your record.

The Postnet must be 5, 9, or 11 digits. Do not include check digits.

Option A – uploading only 2 fields

Customer Unique Identifier	Postnet
8344382851	37027271155
8344382852	20879150941
8344382789	46750395920
8344382612	606041424
8344382853	468081226

Option B – Uploading with additional fields

Click here to see a sample file.

Uploading the File

1. Create a tab-delimited or Comma delimited file as specified.
2. Save your file locally as a .txt or .csv file.
3. Click on the "Uploads" tab in your account, and select the job name from the drop down list of jobs
4. Browse for your file and select it.
5. Enter the email address where all email notifications for file uploads and the encoded file downloads will be sent
6. Click the Upload File button at the bottom of the screen.
7. Your upload is complete.
8. **-IMPORTANT-** You may revise this data at any time by uploading a modified file and selecting the replace option. This will replace the existing information.

You will receive an email from customerservice@trackmymail.com after you upload your file. This will indicate a successful upload, or notify you of any problem. When the encoding process is complete you will receive a second email with a link to your encoded file.

Encoded File Format: (What you get back from Trackmymail)

The file returned will be in a tab-delimited format as follows.

CustomerUniqueIdentifier	OneCode	EncodedOneCode
0000000008344382851	00040000803004248308393370765229	FFDATTADDAAFAFDDFDTDTFADAFTTAFADTDDTAFFTAFFFFFDAFAFTFDAATTAFDTFFFT
0000000008344382851	00040000803008645974393370278189	TDATDAFATAAFFTFADDTAAATDFDDTFTADDDTTAAFDTFTFDADDFAFADDFFTDATDDFFT
0000000008344382789	00040000803008645975394670508524	FTTADFDDAFTADDFTTDDTATATTTFDADDAAAADTADFFTADATATDAAATADDTFTAFDAAT

The completed IMB files can be obtained by clicking on the link to the encoded file you receive via email notification. You must be logged into your account in order to retrieve the file.

To Retrieve:

1. Sign into your PrecisionTrack account
2. Click on the link in your email notification
3. You will be directed to the download screen where your encoded file is available as a compressed (.zip) file or as a .txt file
4. Right-click on the link for the file type you would like to download and choose "Save-As"
5. Save the file locally

The encoded file format is specified below. Field sizes are the maximum field size allowed.

Column	Type	Max Size
CustomerUniqueIdentifier	Alpha	20
Intelligent Mail Barcode	Numeric	31
BarcodeId	Numeric	2
SvcTypeId	Numeric	3
SubscriberId	Numeric	6
TrackingId	Numeric	9
Postnet	Numeric	11
Encoded IMB	Char	65

If you need assistance, please contact Customer Service at 888-444-9972, ext 1043 or customerservice@trackmymail.com