**IPND Manager**

**Integrated Public Number Database (IPND)**

**IPND User Guidelines for Data Files**

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***Notes:***

*1. Upper case only should be used for all codes.*

*2. File Source code is field 3 in each header record of data uploading to the IPND.*

*3. CSP code is field 13 and Data Provider Code is field 14 of each transaction record sent to the IPND.*

*4. All CSP codes are to be entered as 3 digit codes when uploading data to the IPND ie 001, 045 etc.*

1. **DATA USERS – IPND Codes and Release History**



***Notes:***

1. *Data Users codes are listed for those systems which are different from the provider systems and for data users which are not carriage service providers.*

# 3. Introduction

## 1.1 Purpose

The purpose of this document is to provide IPND Data Users and Data Providers a set of guidelines that will enable them to produce valid input to, and correctly interpret the output from, the IPND.

##  Scope

This document covers broad guidelines for interfacing with the IPND system. These guidelines should be read in conjunction with the documents mentioned in section 1.3.

## 1.3 References

* Geographic information systems – Data dictionary for transfer of street addressing

Information (AS4212).

* IPND Data Users and Data Providers Technical Requirements.
* IPND Data Industry Guideline ACIF (G619:2017)

# Guidelines for Data Files

This section lists guidelines for the creation and interpretation of data files sent to and from the IPND. This should be used in conjunction with the IPND Data Users and Data Providers Technical Requirements and the IPND Data Industry Guideline ACIF (G619:2017). These guidelines are provided to promote consistency between the Data Providers. It is the responsibility of the Data Providers to ensure these guidelines are observed.

1. Data will be applied to the IPND in the order in which it is sent; therefore it is essential that records be placed into the upload files in the correct order, both within and across files.
2. Files must not exceed 100,000 records (excluding header and trailer)
Data Providers should limit the number of files transmitted to 10 in a 24 hour period

The number of records in the file will have to match the 7 digit record count in the trailer.

1. The record delimiter must be a single newline character (ASCII 10), not a carriage return and a newline.
2. Each change could be sent in a single record, or multiple changes could be combined into a single record. This must comply with the time requirements on the Data Provider specified in the ACIF-IPND code (C555:2020).
3. If multiple changes are combined into the same record, the most recent values should be sent for each field, particularly Service Status Code, Transaction Date etc.
4. Several fields are longer than the format specified in AS4212. This is to enable the systems providing the data to provide their current data when the system is initially populated. It is preferred that the data is provided within the length specified in AS4212 and padded out with spaces to conform to IPND Upload file formats. Data Providers should move towards providing their data in AS4212 format if they cannot currently do so.
5. AS4212 lists normative abbreviations for many of the fields. It is preferred that these abbreviations are used by the Data Providers, or that they will move towards these abbreviations, to ensure consistency of the data in the IPND.
6. AS4212 lists several guidelines; it is preferred that these be used where appropriate. Eg for Locality: “The name is recorded in its usual form. Any forced abbreviation is to be done by truncation from the right.”
7. A service address must always be provided. The directory address must be provided for listed entries. For listed numbers where these two addresses are the same, all relevant information should be provided in both addresses even if identical.
8. File Creation Start and End date and time are not validated. They are provided to assist in the investigation of data inconsistencies.
9. Date and time fields should be provided using Eastern Standard Time (EST).
10. There is no distinction between a disconnected service which has soft dial tone enabled and one which does not. Therefore the old details (customer name, service address etc) must be provided with each disconnected service, to enable 000 operators to identify the address.
11. If the IPND is to be populated with numbers allocated to a Data Provider, but not yet used, they will be entered as disconnected. “NOT YET CONNECTED” would need to be placed in the mandatory fields.
12. If the IPND is to be populated with numbers not yet allocated to a Data Provider, and not yet used, “NOT YET CONNECTED” would need to be placed in mandatory fields.
13. Transaction date is expected to hold the date on which the transaction being sent to the IPND was entered in the front of house system.
14. Service Status Date is expected to hold the date that the service reached the Service Status Code specified in the transaction. E.g. If a service was connected on 01/01/2018 and changed their finding name on 02/02/2018, the transaction sent on 02/02/2018 would hold a Service Status Date of 01/01/2018 and a Transaction Date of 02/02/2018.
15. Where a cancellation of a pending transaction occurs, it is expected that the Service Status Date would be the same as the Transaction Date.
16. File Source should contain a unique code for the system, providing the IPND with data. Note that a CSP may have multiple systems feeding the IPND. These codes are to be issued by the IPND Manager.
17. File Sequence Number: Each Source System must provide sequential consecutive numbers. This is because it is critical that the files are applied to the IPND in the correct order.
18. Prior Public Number is used when customer has changed numbers. A disconnection would be sent for the old number, and a connection for the new number. The prior number should be specified in the connection transaction, to assist in matching customers’ directory information.
19. Directory Address should contain the address which the customer wants listed in a directory. It should be filled, even if it is the same as the service address. It should be left empty for unlisted numbers.
20. Service Address should contain the address at which the service is physically installed. Its primary purpose is to provide information to 000 operators and emergency services. This is taken to be the “address of the customer” identified in the Telstra licence conditions.
21. It is the responsibility of Data Providers to ensure that Pending Service and Service data are kept consistent with each other. For example, if an “Actual” Service is modified to be Unlisted then if there is a Pending record for the same Service the Pending record should also be modified by the Data Provider to be Unlisted where applicable.

# Sample Address

The table below indicates the parts of the following sample address, please refer to the IPND Data Industry Guideline ACIF (G619:2017) for examples of mapping complex addresses to the IPND address elements.

Units 6A – 8C,
Floor 3A, Treasury Building Rear,
15A – 19C, Church St. South
Ashburton
VIC 3147

|  |  |
| --- | --- |
| **Address Elements** | **IPND Field Name** |
| Units | Service Building Type |
| 6 | Service Building 1st Nr |
| A | Service Building 1st Suffix |
| 8 | Service Building 2nd Nr |
| C | Service Building 2nd Suffix |
| Floor | Service Building Floor Type |
| 3 | Service Building Floor Nr |
| A | Service Building Floor Nr Suffix |
| Treasury Building | Service Building Property |
| Rear | Service Building Location |
| 15 | Service Street House Nr 1 |
| A | Service Street House Nr 1 Suffix |
| 19 | Service Street House Nr 2 |
| C | Service Street House Nr 2 Suffix |
| Church  | Service Street Name 1 |
| Street | Service Street Type 1 |
| South | Service Street Suffix 1 |
|  | Service Street Name 2 |
|  | Service Street Type 2 |
|  | Service Street Suffix 2 |
| Ashburton | Service Address Locality |
| Vic | Service Address State |
| 3147 | Service Address Postcode |