



Remove the shackles; run your business your way.....

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Post Office Address File (PAF) usage

The UFCS system employs its own validation to check that postcodes and towns in addresses are genuine, however some circumstances require a greater level of addressing accuracy.

UFCS can interrogate the Royal Mails Post Office Address or PAF file (via one of their licensed reseller utilities), to reach a greater level of accuracy in addressing. It can ensure the use of a genuine full postcode, from which an address to town and street level will be returned. Should greater functionality be required, a variety of advanced searches can be employed to 'drill down' further into the PAF file, building the full address for you.

Searching for an address by a Postcode (zap mode):

Main Details		Additional Info		Contacts	
Search By					
PostCode	DE55	4EW	<input type="button" value="Search Address"/>		
Company					
Sub Building Name	<input type="text"/>	Company Ref	<input type="text"/>		
Building Name	<input type="text"/>	Address Type	Delivery		

If you know that a **Company** has not been used as a consignee before, or you were unable to find their address then they need to be added, so start by keying in their **Postcode**.

This action will always list existing **Records Found Matching** the first part of the postcode (Outcode) at the bottom of the screen, which allows you to double-check if there is a match, before choosing to create a new address record.

Here a form message informs that the first record is **1 of 18**.

18 Records Found matching entered info. See list for results.								
Ref	Company Name	Address Type	Sub Building	Building Name	Building Number	Road Name	Town	Out C...
SIM600	SIMNETT CO...	Delivery				MIDLAND DI...	RIPLEY	DE5
SCH050	SCHADES LTD	Delivery				BRITTAI D...	RIPLEY	DE5
102061	RIPLEY NUR...	Delivery				SANDHAM L...	RIPLEY	DE5
102156	DENBY FREE...	Delivery				PRIMARY SC...	RIPLEY	DE5
073868	RIPLEY MILL ...	Delivery				PEASEHILL	RIPLEY	DE5
100000	RIPLEY ADE...	Delivery				MARKET ST	RIPLEY	DE5

Item: 1/18

Main Details Additional Info Contacts

Search By

PostCode DE55 4EW Search

Company _____

Sub-Building Name _____

Building Name _____

Postcode and Address Selector

This information covers more than one address.
Please enter some further details.

Postcode DE55 4EW

Company Name _____

Sub-Building Name _____

Building Name _____

Building Number _____

Road Name WEST STREET

Area RIDDINGS

Town ALFRETON

County DERBYSHIRE

Should the **Postcode** not be a valid code, you will be informed of this. Otherwise, a screen will be presented with the correct details to street level for the postcode. This then allows remaining information like the **Company Name**, and any more detailed address information to be completed.

Advanced PAF valid address Searching (match mode):

Because of the varied make-up of addresses we have given three further ways to obtain a correct address.

PAF Match

Cross Match:

Address west street
 alfreton

Cross-Match Clear

Type: Locality Items: 3

RIDDINGS
SOUTH NORMANTON
STONEBROOM

By typing in any part of the address you know, a **Cross Match** facility will query the PAF file and return any choices it can find that match what you have entered. From the form message we can see that it has found **3** Items in different **Localities** of the town Alfreton, that match.

In choosing the first locality of 'Riddings', you are then presented with another listing. This has found that there are **9** different choices of **Building Number** to choose from. Likewise if I choose '(49...55)' these building numbers will then be presented in a list, from which I can make the final choice. This gives some idea of the level you can go down to, to validate an address to the door, and how a full postcode is determined.

Type: Building Number Items: 9

Without Building Number

1
77
{2,...,17}
{19,...,21}
{23,...,25} Odds
{26,...,31}
{40,...,47}
{49,...,55}

A second way available to obtain a correct address is by using the [Wildcard Browse](#). Which is most useful when you may not be sure of the spelling of an address, if it could have been 'street' or 'road'.

Browse (Wildcard):

Company Name

Sub Building Name

Building Name

Building Number

Dep. Street

Street

Dep. Locality

Locality

Town

County

Postcode

* = Wildcard; ? = Single Wildcard Character.
Note:

On the left, we know the address was 'West something, Derbyshire', so in the [Street](#) field 'West *' is typed and 'Derbyshire' in the [County](#) field.

Whatever you type in these fields has to be true. What you can do though is combine searching by more than one field, and in those fields use [Wildcards](#) like the '?' to replace unknown characters, or the '*' to replace any number of missing characters.

Below is the results list for all the 'West something streets in Derbyshire'.

This shows [16 Towns](#) that meet the search criteria. Choose 'Alfreton' and it would show you 6 localities with a street name beginning 'West*'.

If you had known it was 'West Street' there would only have been 7 Items listed.

Similarly you could have looked for 'Tesco *' in the [Company](#) field and found there were 8 in Derbyshire.

There are actually 32 listings for Company names with the word 'wax' in them, and only one in Alfreton, so typing "wax*" and 'Alfreton' in the respective fields would have found you the company and address straight away.

Type: Town Items: 16

- ALFRETON, DERBYSHIRE
- ASHBOURNE, DERBYSHIRE
- BAKEWELL, DERBYSHIRE
- BELPER, DERBYSHIRE
- BUXTON, DERBYSHIRE
- CHESTERFIELD, DERBYSHIRE
- DERBY, DERBYSHIRE
- DRONFIELD, DERBYSHIRE
- GLOSSOP, DERBYSHIRE
- HEANOR, DERBYSHIRE
- HIGH PEAK, DERBYSHIRE
- HOPE VALLEY, DERBYSHIRE
- ILKESTON, DERBYSHIRE
- MATLOCK, DERBYSHIRE
- RIPLEY, DERBYSHIRE
- SWADLINCOTE, DERBYSHIRE

Town ALFRETON

County DERBYSHIRE

Postcode DE554EW

* = Wildcard; ? = Single Wildcard Character.
Note:
Dep. Street and Street will be concatenated.
Dep. Locality will not be returned.

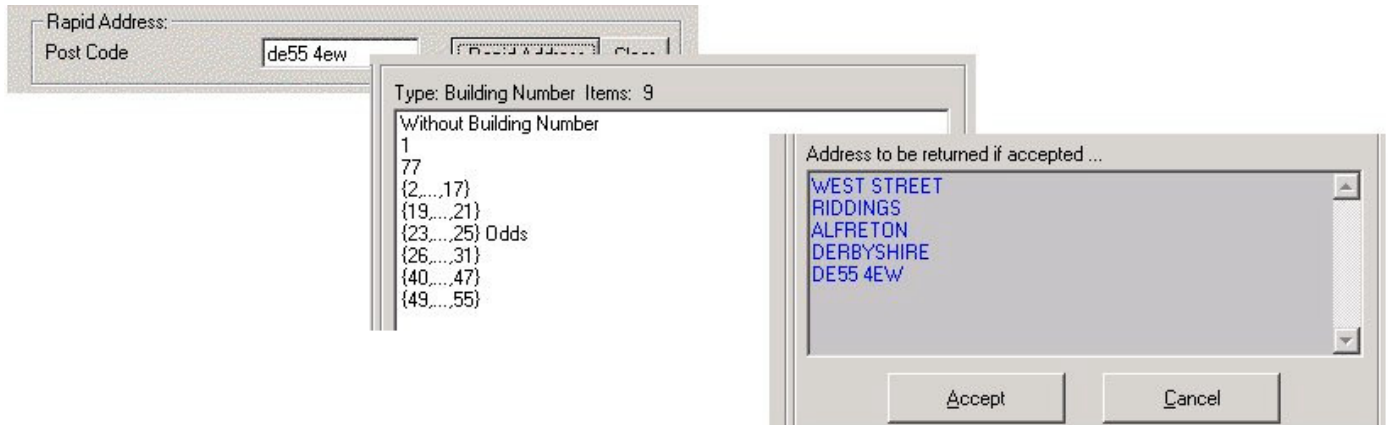
Address to be returned if accepted ...

GRANWAX
WEST STREET
RIDDINGS
ALFRETON
DERBYSHIRE
DE55 4EW

The last of these 3 advanced PAF search methods is called **Rapid Address**. This is again achieved by typing in a valid Postcode.

This will return nothing if the postcode is invalid, but will immediately list all the Buildings and **Building Numbers** within that postcode.

If the address requires no greater detail than 'street level', the address that is being 'built' in the '**Address to be returned if accepted**' area can be accepted without searching down any further.



Disclaimer

The information shown is not meant to be representative of any carrier or any carriers routing or rate structure. The information is provided solely for demonstration purposes and should be viewed as such.