

# SECTION 10: VENDORS

## Address Verification and Messages

### INTRODUCTION

*Address Verification and Messages* provides procedures for verifying and correcting vendor address information when adding a new vendor record or changing address information for an existing vendor record in AKSAS.

When you press <Enter> or <PF3-Submit> to process a 505-10: Add Vendor or 505-20: Change Vendor transaction, information entered in the **VENDOR ADDRESS, CITY, STATE, and ZIP CODE** fields is compared to a U.S. Postal Service (USPS) standard address data file. The address entered is system edited as error messages are presented on unmatchable addresses. This process is known as Address Verification. Steps should always be taken to correct address errors.

The Address Verification process helps:

- Correct spelling errors (if it can interpret the misspelled word).
- Remove punctuation and excess spaces between entries.
- Abbreviate and standardize words such as road, alley, boulevard, and street.
- Mail to be scanned (i.e., bar coded) by the postal service. Only U.S. domestic addresses are verified. The State of Alaska receives a postage discount for bar coded mail.

*NOTE: Foreign mailing addresses cannot be standardized or bar coded.*

The Address Verification process verifies the following address information: ZIP5 and ZIP+4 codes, city, carrier route, street name and number, street suffix and directional indicator, and unit designator and number.

### PROCEDURES

#### I. Enter a vendor transaction in AKSAS.

- A. Enter information on the 505-10: Add Vendor or 505-20: Change Vendor transaction screen according to the procedures in [Add Vendor](#) or [Change Vendor](#) in this Section.
- B. Press <Enter> or <PF3> to process the transaction. Address verification occurs automatically.

If the address is verified as correct or the address is a foreign address, the **Online Created Errors** screen displays:

```
FDE 505-20: CHANGE VENDOR B 1666607 S 0001
CODE ----- ONLINE CREATED ERRORS ----- LINE --INDICATIVE DATA--
```

Proceed with processing the transaction as you would normally. Refer to the procedures in [Add Vendor](#) or [Change Vendor](#) in this Section.

If the address was corrected during the verification process, or errors exist in the address, the **Address Verification** window displays:



Proceed with Step II.

## II. Review information displayed in the Address Verification window.

Where possible, Address Verification corrects the address entered and displays the corrected address at the top of the Address Verification window. Address verification does not correct the address entered if it cannot recognize it, and instead, displays the address as entered. Address Verification messages display below the address. There are three types of address verification messages:

- **Informational** messages tell you of a special condition existing in the address. No corrections are needed.
- **Correction** messages tell you a correction has been made to the address you entered on the transaction.
- **Error** messages tell you that an error may still exist in the address, preventing bar coding of the address.

### A. Review the address you entered on the add or change vendor transaction.

The Address Verification window displays only when the address has been corrected, has a special condition, or contains errors. Simple typographical errors such as transposed numbers or misspellings made in data entry can make your address unrecognizable, or can cause Address Verification to change the address you entered in a way that you did not expect.

For example, if you mistype the ZIP code, the city and/or state may be changed to match the ZIP entered.

Use the following general guidelines when verifying the address entered:

#### **Double check ALL address fields**

Double check the **VENDOR ADDRESS**, **CITY**, **STATE** and **ZIP CODE** fields on the 505-10: Add Vendor or 505-20: Change Vendor transaction screen. Make sure that you entered the mailing address correctly and that no typos exist.

#### **Check CITY and STATE fields**

Check the **CITY** and **STATE** fields. If the city or state was changed, verify you typed the ZIP code correctly. If the street name was changed, verify you typed the city name correctly.

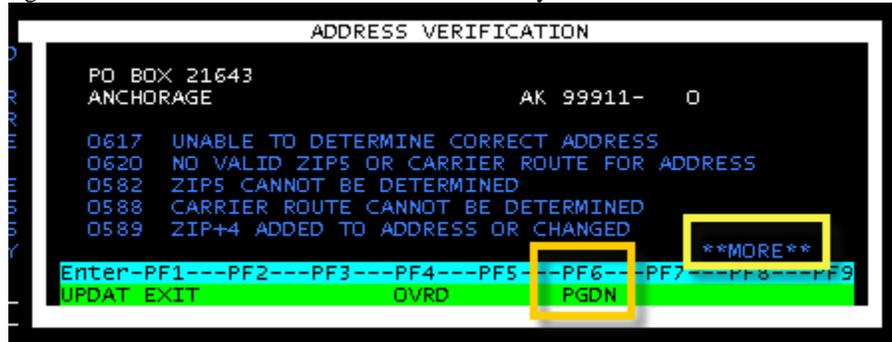
**Check the VENDOR ADDRESS field**

Check the **VENDOR ADDRESS** field. If the street number or name was changed, or if the suffix (e.g., ST, DR, BLVD, etc.) or directional indicator (e.g., N, S, E, W, etc.) was added or changed, verify you typed the street name and city name correctly.

- B. Review the **Address Verification** window for all messages displayed.

*NOTE: A complete list of address verification messages, explanations, and any corrective action necessary is included at the end of this procedure.*

If the list of messages displayed is more than one page, the word **\*\*MORE\*\*** displays in the bottom right corner of the window and the PF6-PGDN key is activated:



Press <PF6> to view additional pages. The word **\*\*END\*\*** displays on the last page of messages.

Based on your review of the address and associated messages, many of which will refer you to the [USPS Web site](#) for verification, take one of the following actions:

- **Accept** the address corrections and continue processing the transaction. **Go to Step III.**
- **Quit** address verification and make manual corrections to the address. **Go to Step IV.**
- **Override** the address corrections and process the transaction with the original address information. **Go to Step V.**

**III. Accept the address corrections and process the transaction.**

Accept address corrections if the address displayed in the **Address Verification** window is correct.

- A. On the **Address Verification** window, press <Enter> to accept the corrections. The **Online Created Errors** screen displays for the transaction.
- B. Continue processing the transaction according to the [Add Vendor](#) or [Change Vendor](#) procedures in this Section.

**IV. Quit Address Verification and make manual corrections to the address.**

If you need to make manual corrections to the address based on your review of the Address Verification messages, **quit** Address Verification to keep the original address information. Quitting Address

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Verification does not bypass the Address Verification process. After you have made manual corrections to the address and press <Enter> to process the transaction, the manually corrected address is verified again.

- A. On the **Address Verification** window, press <PF1-QUIT> to return to the transaction base screen.
- B. On the transaction base screen, make your corrections to the address.
- C. Repeat Part I.B through Part II.B in this procedure.

### V. Override address verification and process the transaction with the original address information.

If the address originally entered is verified as correct on the USPS Web site and Address Verification continues to display error messages, override the Address Verification process. Overriding the Address Verification process means that the address is not bar coded.

- A. Press <PF1-QUIT> to quit address verification.
- B. Enter **Address Verified w/USPS** on LINE 3 of the VENDOR DESC LONG field.
- C. Press <Enter> to save. The **Address Verification** window displays.
- D. On the **Address Verification** window, press <PF4-OVRD> to override the corrections. The **Online Created Errors** screen displays for the transaction.
- E. Continue processing the transaction according to the [Add Vendor](#) or [Change Vendor](#) procedures in this Section.

### ADDRESS VERIFICATION MESSAGES

Many Address Verification messages require you to verify the address entered using the [USPS Web site](#). If your address is verified as correct with the USPS Web site, you may override Address Verification. All Address Verification messages require Accept, Reject, and/or Override action. Refer to Steps III – V of this procedure.

#### 0580 ZIP5 ADDED TO ADDRESS

**Explanation:** This is a **Correction** message. The 5-digit **ZIP CODE** field on the transaction is blank. The ZIP5 was added to the address.

**Action Required:** Verify the address, city, and state displayed in the **Address Verification** window are correct.

#### 0581 ZIP5 CHANGED

**Explanation:** This is a **Correction** message. The 5-digit ZIP in the **ZIP CODE** field does not match the street address, city, and state entered. The ZIP5 was changed to correspond with the street address, city, and state entered.

**Action Required:** Verify the address, city, and state displayed in the **Address Verification** window are correct.

#### 0582 ZIP5 CANNOT BE DETERMINED

**Explanation:** This is an **Error** message. There is insufficient information in the **ADDRESS**, **CITY**, and/or **STATE** fields to determine the correct ZIP5.

No ZIP code was added and the address will not be bar coded. An address cannot be bar coded without a ZIP5.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS**, **CITY**, **STATE**, and/or **ZIP CODE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

#### 0583 CITY ADDED TO ADDRESS

**Explanation:** This is a **Correction** message. The **CITY** field on the transaction is blank. The city name corresponding to the street address, state, and ZIP code was added to the address.

**Action Required:** Verify the city name displayed in the **Address Verification** window is correct. If not, verify that no typos exist in the ZIP code you entered and/or verify the address on the USPS Web site.

**0584 CITY CHANGED**

**Explanation:** This is a **Correction** message. The city name entered in the **CITY** field on the transaction does not match the street address, state, and ZIP code entered. The city name was changed to correspond with the street address, state, and ZIP code entered.

**Action Required:** Verify the city name displayed in the **Address Verification** window is correct. If not, verify that no typos exist in the ZIP code you entered and/or verify the address on the USPS Web site.

**0585 DUPLICATE CITY IN STATE-VERIFY ZIP5**

**Explanation:** This is an **Error** message. There is more than one city with the same name for the state entered in the **STATE** field.

Address Verification verifies the mailing address entered in the **VENDOR ADDRESS** field with valid addresses for the duplicate city names. If the mailing address is valid for one of the cities, Address Verification assigns the ZIP5 for that city. If the mailing address is valid for more than one of the cities, address verification assigns the ZIP5 for the first city with the valid address match.

**Action Required:** Verify the correct ZIP5 for your address on the USPS Web site and/or contact the vendor to verify the address.

**0586 CITY NAME INVALID FOR USPS**

**Explanation:** This is a **Correction** message. The city name entered in the **CITY** field on the transaction is not a valid city name for bar coding. The city name was replaced by the USPS valid city name for bar coding.

For example, RPT is commonly used as the city name for Research Park Triangle in North Carolina. For bar coding purposes, RPT is not a valid city name. Address Verification will replace RPT with Durham, the valid city name for bar coding.

**Action Required:** Verify the city name displayed in the **Address Verification** window is correct. If not, verify that no typos exist in the zip code you entered and/or verify the address on the USPS Web site.

**0587 CITY CANNOT BE DETERMINED**

**Explanation:** This is an **Error** message. The **CITY** field on the transaction is blank, or an invalid city name is entered in the field, and there is insufficient information in the **VENDOR ADDRESS, STATE**, and/or **ZIP CODE** fields to determine the correct city.

The city name is not added or changed and the address will not be bar coded. An address cannot be bar coded without a city name.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, STATE**, and **ZIP CODE** fields of the transaction, and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0588 CARRIER ROUTE CANNOT BE DETERMINED**

**Explanation:** This is an **Error** message. There is insufficient information in the **VENDOR ADDRESS, CITY,** and/or **STATE** fields to determine the correct carrier route used in bar coding. The carrier route is an internal USPS code used for bar coding.

The address will not be bar coded. An address cannot be bar coded without a valid carrier route.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, CITY, STATE,** and/or **ZIP CODE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0589 ZIP+4 ADDED TO ADDRESS OR CHANGED**

**Explanation:** This is a **Correction** message. The 9-digit **ZIP CODE** field on the transaction is blank, or the **ZIP CODE** field on the transaction contains a ZIP5 but no ZIP+4, or the ZIP+4 entered on the transaction is incorrect.

The ZIP+4 was added to the address or corrected.

**Action Required:** Verify the address displayed in the **Address Verification** window is correct.

**0590 ADDRESS MATCHES MULTIPLE ZIP+4**

**Explanation:** This is an **Error** message. More than one ZIP+4 code exists for the vendor address, city, and state entered on the transaction.

**Example 1:** The mailing address 26074 Avenue Hall, Valencia, CA is for an office building with a range of suite numbers. Suites 1-8 are assigned ZIP+4 = 91355-3444, and suites 9-24 are assigned ZIP+4 = 91355-3445. If you entered the address without a suite number, message 0590 displays indicating that the street address 26074 Avenue Hall has more than one ZIP code.

**Example 2:** The mailing address Main St, Algona, WA 98001 is entered. The street name Main St is valid for both Algona and Auburn WA, which are both assigned a ZIP5 of 98001. In order to determine the correct ZIP+4 code, a street number must be entered for the Algona address, such as 10 Main St.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, CITY, STATE,** and **ZIP CODE** fields of the transaction and that no typos exist. Verify that you entered the unit designator and number (e.g., STE 10, APT A1, etc.) if one exists. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0591 ZIP+4 INDICATES NON-DELIVERABLE ADDRESS**

**Explanation:** This is an **Error** message. The ZIP+4 in the **ZIP CODE** field is assigned to a non-deliverable address. There may be no mail receptacle, or this may be an address

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assigned to a site where no building exists yet.

The address will not be bar coded. An address determined as non-deliverable by the address verification process cannot be bar coded but may be hand-deliverable.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, CITY, STATE,** and **ZIP CODE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0593 ZIP+4 CANNOT BE DETERMINED**

**Explanation:** This is an **Error** message. The ZIP+4 in the **ZIP CODE** field on the transaction is blank or incorrect and no ZIP+4 was found for the street address, city, state, and ZIP5 entered.

The ZIP+4 was not added or changed, and the address will not be bar coded. An address cannot be bar coded without a ZIP+4.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, CITY, STATE,** and **ZIP CODE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0594 STREET NAME CHANGED**

**Explanation:** This is a **Correction** message. The street name entered in the **VENDOR ADDRESS** field does not match a USPS street name for the city and state entered. The street name was changed to correspond with the city and state entered.

**Action Required:** Verify the city name and state displayed in the **Address Verification** window are correct. Verify you entered all available information in the **VENDOR ADDRESS, CITY, STATE,** and **ZIP CODE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site.

**0595 STREET NAME CANNOT BE DETERMINED**

**Explanation:** This is an **Error** message. The **VENDOR ADDRESS** field on the transaction is blank, or Address Verification does not recognize the street name entered, and there is insufficient information in the **VENDOR ADDRESS, CITY,** and/or **STATE** fields to determine the correct street name.

No street name is added and the entered street name is not changed. The address will not be bar coded. An address cannot be bar coded without a valid entry in the **VENDOR ADDRESS** field.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, STATE,** and **ZIP CODE** fields and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0596 STREET NUMBER/PO BOX INVALID OR MISSING**

**Explanation:** This is an **Error** message. The street number entered in the **VENDOR ADDRESS** field is not within the range of street numbers assigned to the street name, or the PO Box number is not within the range of box numbers assigned to the delivery post office.

**Action Required:** Verify you entered the correct street number or PO Box number in the **VENDOR ADDRESS** field of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0597 ADDRESS FOUND FOR MULTIPLE ZIP5**

**Explanation:** This is an **Error** message. More than one ZIP code exists for the vendor address, city, and state entered on the transaction.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, CITY,** and **STATE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0598 STREET NUMBER CANNOT BE DETERMINED**

**Explanation:** This is an **Error** message. No street number, or an invalid street number, is entered in the **VENDOR ADDRESS** field.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS** field of the transaction and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0599 ADDRESS SUFFIX OR DIRECTION INVALID**

**Explanation:** This is a **Correction** message. The street number and name entered in the **VENDOR ADDRESS** field requires a street name suffix (e.g., ST, DR, BLVD, etc.) or a direction indicator (e.g., S, N, E, W, etc.) and the suffix or direction is not entered, or is incorrect. Or, the street number and name does not have a direction indicator, and one was entered on the transaction.

Address Verification enters the correct suffix and/or direction indicator, or deletes the unnecessary direction indicator.

**Action Required:** Verify the address displayed in the **Address Verification** window is correct.

**0600 ADDRESS SUFFIX OR DIRECTION NOT DETERMINED**

**Explanation:** This is an **Error** message. A street name with a suffix (e.g., ST, DR, BLVD, etc.) and/or a directional indicator (e.g., S, N, E, W, etc.) is entered in the **VENDOR ADDRESS** field without a street number. A street number is necessary to verify the correct suffix and directional indicator for a specific address.

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**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS** field of the transaction and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0601 STREET NAME ALIAS/NICKNAME USED**

**Explanation:** This is an **Informational** message. A locally used name for the street address is entered in the **VENDOR ADDRESS** field.

For example, 2065 KBeach, Kenai, AK was entered in the **VENDOR ADDRESS**, **CITY**, and **STATE** fields. KBeach is the locally used name for Kalifonski Beach, which is the USPS standard street name.

**Action Required:** No action is necessary. Message 0601 is for your information only.

**0603 STREET NAME ALIAS/NICKNAME INVALID**

**Explanation:** This is an **Error** message. A locally used name for the street address is entered in the **VENDOR ADDRESS** field and is not recognized by the USPS as a valid street name for the city and state entered.

**Action Required:** Enter the standard street name for the address in the **VENDOR ADDRESS** field, if available. Verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0604 FIRM NAME INVALID**

**Explanation:** This is an **Error** message. A business name is entered on the **VENDOR ADDRESS** field and is not recognized by the USPS as a valid business name for the city and state entered.

OR

A street name and number was entered in the **VENDOR ADDRESS** field and the USPS requires a business name instead.

**Action Required:** If you entered a business name in the **VENDOR ADDRESS** field, remove the business name and enter the street name and number.

If you entered a street address in the **VENDOR ADDRESS** field, verify the address on the USPS Web site and/or contact the vendor to verify the business name and address.

**0605 UNIT (APT, STE, ETC.) ADDED OR CHANGED**

**Explanation:** This is a **Correction** message. The street number and name entered in the **VENDOR ADDRESS** field indicates a multiple family dwelling unit or multiple business unit, such as an office or apartment building. A unit designator is required, such as APT, STE, or RM.

The unit designator was added or changed.

**Action Required:** Verify the address displayed in the **Address Verification** window is correct.

**0606 UNIT (APT, STE, ETC.) OR UNIT NUMBER MISSING**

**Explanation:** This is an **Error** message. The street number and name entered in the **VENDOR ADDRESS** field indicates a multiple family dwelling unit or multiple business unit, such as an office or apartment building. A unit designator and number is required (e.g., APT A1, STE 101, etc.), but no unit designator and/or number is entered.

**Action Required:** Verify you entered all available information correctly in the **VENDOR ADDRESS** field and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0607 UNIT INVALID**

**Explanation:** This is an **Error** message. A unit designator not recognized by the USPS, such as #, is entered in the **VENDOR ADDRESS** field on the transaction.

**Action Required:** Enter a valid USPS unit designator in the **VENDOR ADDRESS** field. Refer to the USPS Web site for approved standard abbreviations.

**0608 UNIT INVALID WITH STREET ADDRESS**

**Explanation:** This is an **Error** message. A unit designator and number, such as APT 10 or STE 204, is entered in the **VENDOR ADDRESS** field on the transaction, and either the unit designator (e.g., APT, STE, RM, etc.) is not the correct designator for the address and/or the unit number is not within the range of numbers assigned to the street address.

For example, 400 Selby Ave. is a multiple unit address in St. Paul, MN. The range of unit numbers is APT 201-234 and STE A-Y. If the address 400 Selby Ave APT 1 is entered, address verification will return error 0608.

**Action Required:** Verify you entered all available information correctly in the **VENDOR ADDRESS** field of the transaction and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0609 ALPHA CHARACTER IN UNIT NUMBER TRANSPOSED**

**Explanation:** This is a **Correction** message. The street number and name entered in the **VENDOR ADDRESS** field indicates a multiple family dwelling unit or multiple business unit, such as an office or apartment building. A unit designator and number,

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such as APT B201, is entered as APT 201B.

The unit number was replaced by the correct unit number.

**Action Required:** No action is necessary.

**0610 UNIT NUMBER VALID IN MULTIPLE LOCATIONS**

**Explanation:** This is an **Error** message. The unit designator and number, such as STE 1300, entered in the **VENDOR ADDRESS** field is valid for more than one street address, city, state, and/or ZIP code combination.

For example, 1 Market Plaza, STE 1300, San Francisco, CA has more than one valid ZIP+4. 1 Market Plaza, STE 1300 has a ZIP+4 = 94105-1013. But Musik Peeler Garrett, 1 Market Plaza, STE 1300 has a ZIP+4 = 94105-1402. Suite 1300 may house more than one business, with each business having a unique ZIP+4.

**Action Required:** Verify you entered all available information correctly in the **VENDOR ADDRESS** field of the transaction and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0611 UNIT NUMBER MISSING OR INVALID**

**Explanation:** This is an **Error** message. The street number and name entered in the **VENDOR ADDRESS** field indicates a multiple family dwelling unit or multiple business unit, such as an office or apartment building. A unit designator and number is required (e.g., APT A1, STE 101, etc.), but no unit number is entered or the unit number entered is not within the range of numbers assigned to the street address.

**Action Required:** Verify you entered all available information correctly in the **VENDOR ADDRESS** field of the transaction and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0612 ALPHA CHARACTER IN RR/HC TRANSPOSED**

**Explanation:** This is a **Correction** message. The Rural Route/Highway Contract (RR/HC) route address, such as RR B01, is entered as RR 01B.

The RR/HC was replaced by the correct RR/HC.

**Action Required:** No action is necessary.

**0613 ALPHA CHARACTER IN PO BOX NUMBER TRANSPOSED**

**Explanation:** This is a **Correction** message. The PO Box Number address, such as PO Box A12, is entered as 12A.

The PO Box Number was replaced by the correct box number.

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**Action Required:** No action is necessary.

**0614 RR/HC OR PO BOX OR GEN DEL CHANGED**

**Explanation:** This is a **Correction** message. The Rural Route/Highway Contract (RR/HC) route, PO Box, or General Delivery address entered in the **VENDOR ADDRESS** field on the transaction did not match the city, state, and ZIP+4 entered. The RR/HC has been changed to correspond with the city, state, and ZIP+4.

**Action Required:** Verify the address displayed in the **Address Verification** window is correct. Verify you entered all available information correctly in the **VENDOR ADDRESS, CITY, STATE,** and **ZIP CODE** fields of the transaction and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site.

**0615 RR/HC OR PO BOX OR GEN DEL INVALID**

**Explanation:** This is an **Error** message. A Rural Route/Highway Contract (RR/HC) route, PO Box, or General Delivery address not recognized by the USPS is entered in the **VENDOR ADDRESS** field on the transaction.

**Action Required:** Verify you entered all available information correctly in the **VENDOR ADDRESS** field and that no typos exist. Verify you entered "PO" as alpha characters. If you entered all information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0616 CITY, STATE, &/OR ZIP CHGED TO MATCH ADDR**

**Explanation:** This is a **Correction** message. The city, state, and/or ZIP code was changed to match the street number and address entered in the **VENDOR ADDRESS** field on the transaction.

**Action Required:** Verify the address displayed in the **Address Verification** window is correct. Verify you entered all available information correctly in the **VENDOR ADDRESS, CITY, STATE,** and **ZIP CODE** fields of the transaction and that no typos exist. If you entered all information correctly, verify the address on the USPS Web site.

**0617 UNABLE TO DETERMINE CORRECT ADDRESS**

**Explanation:** This is an **Error** message. Message 0617 displays if the address does not meet USPS standards and will not be bar coded.

**Action Required:** Review the additional messages displayed with 0617 and make corrections to the address until message 0617 does not display.

The address may be correct, but not recognized by the Address Verification process. Verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0618 ZIP5 CARRIER ROUTE ADDED TO ADDRESS**

**Explanation:** This is a **Correction** message. A valid ZIP5 and carrier route have been added to the

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address, but no ZIP+4 exists. The address will not be bar coded.

**Action Required:** No corrections are needed. An address cannot be bar coded without a ZIP+4.

**0619 PARTLY CORRECT, ONLY ZIP5 FOUND FOR ADDRESS**

**Explanation:** This is an **Error** message. The 5- or 9-digit **ZIP CODE** field on the transaction was blank or incorrect. Based on the information entered in the **VENDOR ADDRESS, CITY, and STATE** fields, Address Verification found only a 5-digit ZIP for the address. The ZIP+4 could not be matched based on the information given.

The ZIP+4 was not added or changed, and the address will not be bar coded. An address cannot be bar coded without a ZIP+4.

**Action Required:** Verify you entered all available information in the **VENDOR ADDRESS, CITY, and STATE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0620 NO VALID ZIP5 OR CARRIER ROUTE FOR ADDRESS**

**Explanation:** This is an **Error** message. There is insufficient information in the **VENDOR ADDRESS, CITY, and/or STATE** fields to determine the correct ZIP5 and/or carrier route.

A valid ZIP5 and/or carrier route was not added or changed, and the address will not be bar coded. An address cannot be bar coded without a valid ZIP5 and carrier route.

**Action:** Verify you entered all available information in the **VENDOR ADDRESS, CITY, and STATE** fields of the transaction and that no typos exist. If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.

**0621 ALPHA CHARACTER IN STREET ADDRESS INVALID**

**Explanation:** This is an **Error** message. The street number entered in the **VENDOR ADDRESS** field contains an alpha character and the valid number range for the street name does not include alpha characters.

For example, 1828B Tongass Ave, Ketchikan, AK was entered in the **VENDOR ADDRESS, CITY, and STATE** fields on the transaction. The correct street address is 1828 Tongass Ave.

**Action:** Verify you entered all available information correctly in the **VENDOR ADDRESS, CITY, and STATE** fields and that no typos exist. If you included a unit number, such as 204, or B, in the street number address, re-enter the street address, separating out the unit designator (e.g., APT, STE, etc.) and unit number (e.g., 101, 203B, etc.). If you entered the information correctly, verify the address on the USPS Web site and/or contact the vendor to verify the address.