Address Interface

UPDATING YOUR NZ POST POSTCODES .DAT FILE

Updating your NZ Post Postcodes .dat file

The following steps should be undertaken to update your NZ Post Postcode file

1. From the **Admin** menu, select **Post Codes and Addressing**
2. Select the **Address Full** page
3. Click the Download button to Download the Address File from our website. Or manually from our Website
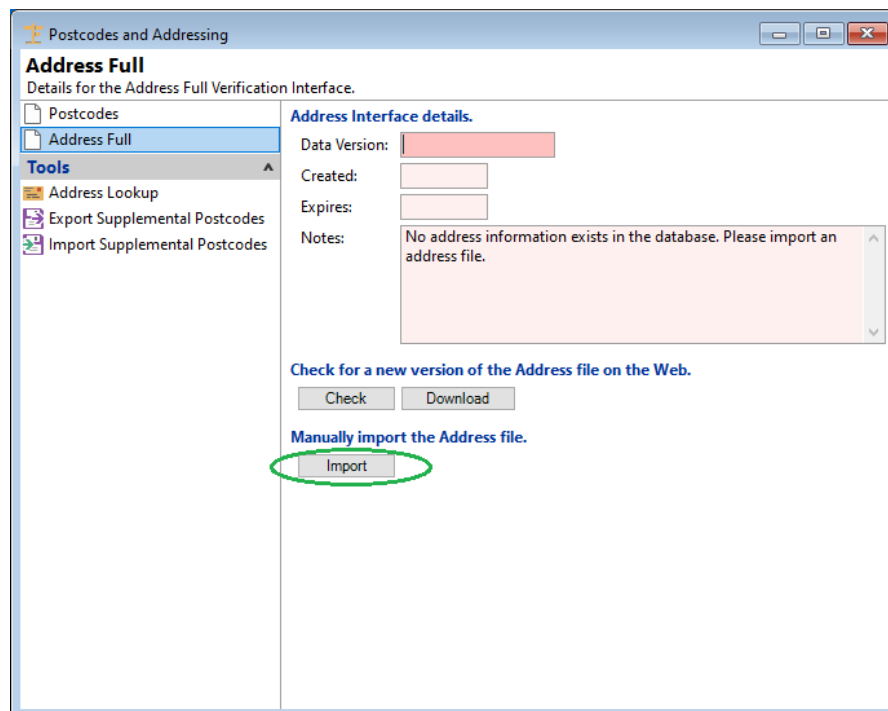
NZ Full Postal Address File

http://www.intersoft.co.nz/Download/DownloadDetails.aspx?category=&id=AddressListFull.NZ
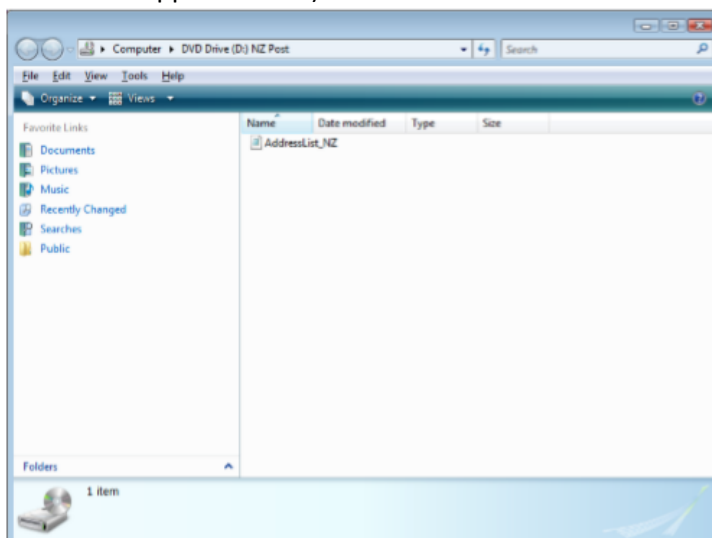
NZ Suburb Postal Address File

http://www.intersoft.co.nz/Download/DownloadDetails.aspx?category=&id=AddressList.NZ

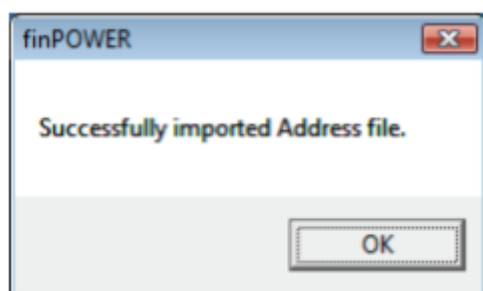4. Click the **Import File** button to import the updated file.

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5. Select the file **AddressList_NZ** dat file from your Explorer location (where you have just saved & unzipped this file).

6. Click **"Open"** to import the file.

    Please note: Importing the Full Address Verification file may take several minutes or more.

7. Once the file has been successfully imported the following message will be displayed.

8. Click "OK".
9. Once successfully imported, the Version, Created date and Expiry date will be updated as shown below.

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