



eParcel Consignment Import Guide

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1 Introduction

1.1 The purpose of this Document

This document provides the Merchant with the required information to enable them to create a Consignment file using their own database or spreadsheet and import this file into the eParcel system.

Also contained within this document is the CSV (comma separated values) file specification in detailed table format including descriptions of fields required, and a sample import file.

1.2 Intended Audience

This document is intended for:

- Australia Post customers (Merchant), and
- Australia Post representatives supporting their customers in migrating from current eParcel systems to the new eParcel system.

1.3 Assumed Knowledge

The following concepts are assumed knowledge for reading this document:

- CSV (Comma separated values) file formats, and
- eParcel Merchant Interface.

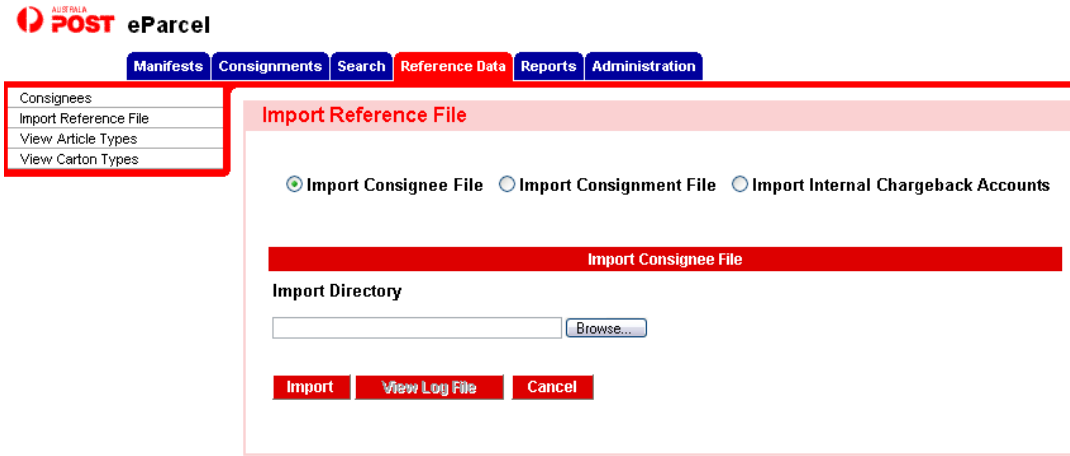
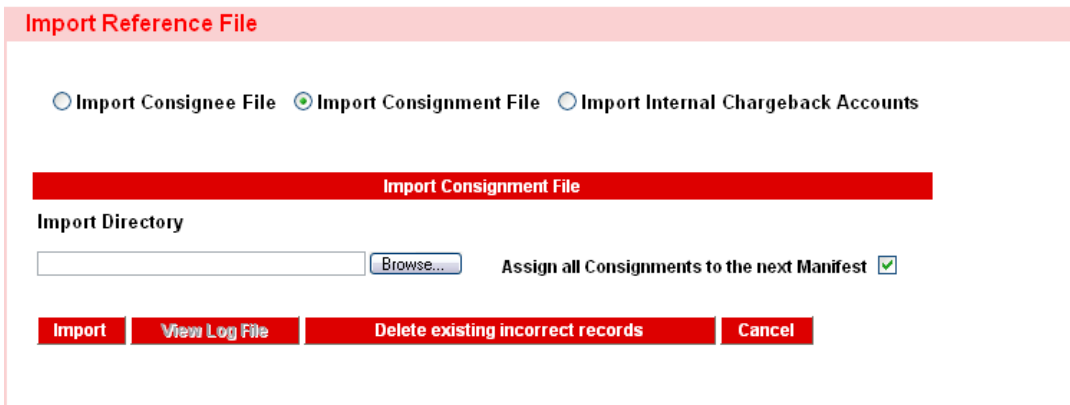
1.4 Help Contact Details

For further help or information on the eParcel Consignment Import Guide, please contact your eParcel State Controller. Alternatively, call the Australia Post Helpdesk on **132 131** and explain to the service person the nature of your call (i.e. eParcel Consignment Import). You will be put in touch with the relevant support personnel.

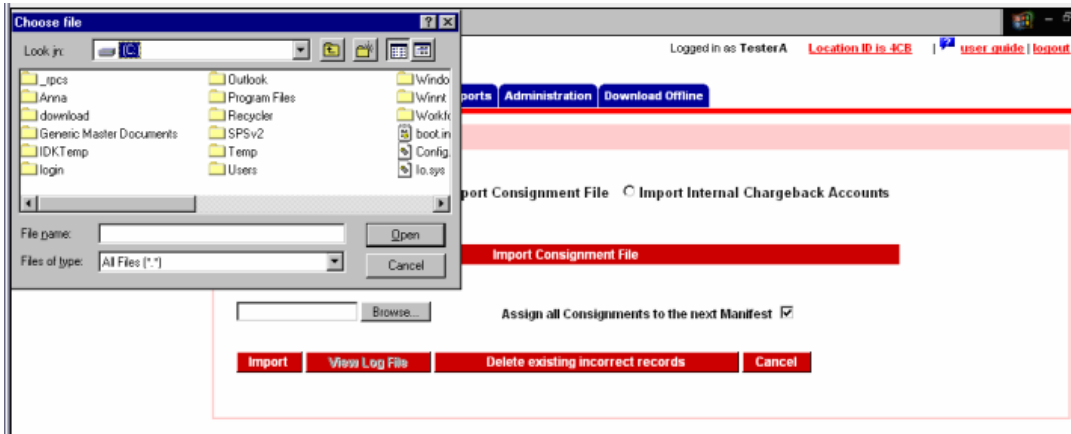
2 eParcel Import Consignment File Procedure

The eParcel system allows a Merchant to import consignment files that have been generated from their own system. The following outlines how a Merchant user imports the file into eParcel in order to generate a manifest.

2.1 Import Consignment

Step	Action
1.	<p>Select Import Reference File from the <i>Reference Data</i> menu. The Import Reference File screen is displayed:</p> 
	<p>When you go into this screen the first option has been pre-selected.</p>
2.	<p>Select the Import Consignment File:</p> 
	<p>The Assign all Consignments to the next Manifest box is ticked by default.</p> <p>If you do not wish the consignments to be assigned to the next manifest, please uncheck the Assign all Consignments to the next Manifest check box.</p>

3. Click on **Browse** and select the import file:



4. Click on **Import**.
A message tells you whether the import has completed successfully or if there are any errors.

5. To view the details, click on **View Log File**.
The *View Log File* screen is displayed.

Error Message?

If a file is not in the correct format for importing (it must be a CSV file), an error message is displayed.

2.2 View Log File

After you've imported data, click on [View Log File](#) to view the details.

The *Log* displays details at the top including:

- Merchant name
- Name of the log file
- The date of import
- The imported file's location and name
- Error details (if errors are found)
 - Error line number
 - Error Consignment number (if applicable)
 - Error description
 - Possible ways to fix the error
- Summary details.

The error log will explain exactly where a record has failed the import process. Those records that fail due to incorrect Suburb State and Postcode will be marked as Invalid and can be edited in the Consignments Not Despatched screen or deleted by clicking on the [Delete Incorrect Records from Import](#). Consignments that failed due to other errors need to be recreated into a new csv file and imported again.

After the import, two other buttons are activated:

Click on this

[Delete All Records from Import](#)

to delete all the records from this last import (previous imports will not be affected).

Click on this button

[Delete Incorrect Records from Import](#)

to delete only incorrect records from this last import (previous imports will not be affected).

The option to

[Delete Existing Incorrect Records](#)

is available once you have imported one or more Consignment Import files.

Click on

[Delete Existing Incorrect Records](#)

if you choose to delete all incorrect records currently in the system.

The file format is outlined in the next section. If you experience problems with the file import procedure, please check to ensure the format of the file is correct and meets the requirements outlined in the following sections. If you have further difficulties, please do not hesitate to contact your eParcel State Controller as outlined in the section of Help.

3 Consignment Import File Format

It is important that the format of the file is correct in order to ensure a complete error free import of consignments. Import consignment files are CSV files. The Import file specifications are outlined below and a sample consignment import file has been included. A sample file is attached to this document.

3.1 Consignment File Fields and Format

It is common for some CSV files to contain a Field Header row as the first record. In this file, such a Header record **MUST NOT** exist. ALL records are considered as data.

NOTE: If your data contains either commas (,) or quotation marks ("), then these characters **MUST be removed prior to creating the CSV file.**

The Consignment File consists of the following types of data records:

- Consignment Header (Type="C"). This must be the first record for each consignment.
- Article Record (Type="A")
 - For Domestic consignments there must be at least 1 Article Record for each Consignment, with a maximum of 20.
 - For International consignments, there can be **ONLY** 1 Article record per consignment.
- Goods records (Type="G"). Each Article record may be followed by any number of Goods records. Goods records are optional for Domestic Consignments and Mandatory for International consignments

The following rules apply to constructing the csv file:

- i) Every consignment to be imported must contain at least one Consignment Line and one Article Line.
- ii) If the consignment to be imported has a destination within Australia, then it must contain one Consignment Line and up to twenty Article Lines (representing 20 articles per consignment to the same address). A Goods Line is optional.
- iii) If the consignment to be imported has a destination overseas (or to external territories such as Christmas Island, Cocos Island, Norfolk Island), then it must contain one Consignment Line, only one Article Line, and at least one Goods Line (for customs purposes).
- iv) Boolean fields are not case sensitive.
- v) Fields left blank must be separated by commas.
- vi) Carriage return or the end of file will indicate end of line, i.e. no need to insert string of commas without any optional values between if there is no other data – carriage return is the end of the line. Where carriage return is used (instead of trailing commas) the record will import successfully and all columns unspecified will be read as null.
- vii) There is currently a restriction on the file size of 200 articles. If you import more than 200 articles each day you will need to break down your files into 200 articles or less. This restriction will be lifted in a future release of the eParcel system but customers progressing integration at present will need to develop their system with the current limitation in mind.

The following table outlines the fields and format. A Microsoft Excel format of the table below has also been attached to this document.

Consignment Record

Spread-sheet Column	Field Description	Type / Length	Mandatory / Optional	Comments
A	Consignment Line Indicator (TYPE)	See comments	M	Insert "C" to represent consignment record. Must be populated or import will fail.
B	Consignment Identifier (CNSGMT_ID)	Varchar(20)	N/A	Must be left blank, this will be system generated
C	Your Australia Post Account Number (POST_CHRG_TO_ACCT)	Varchar(20)	O	Use Default for Customer Location if blank.
D	Contract Charge Code (CHRG_CODE)	Varchar(10)	M	Charge codes are determined as a part of the contract setup.
<p>The following fields relate to the consignee. There are 3 options available:</p> <ol style="list-style-type: none"> 1) Use existing consignee from the address book – enter only the Consignee Code, or 2) Add new consignee to address book – Complete all relevant fields and set the "Add to Address Book" Indicator = "Y", or 3) Modify details for an existing Consignee – enter Consignee Code, set the "Add to Address Book" Indicator = "Y" and include fields that need to be updated. 				
E	Consignee Code (MERCHANT_CNSGNEE_CODE)	Varchar(20)	O	Consignee reference. See section 3.3 for further details.
F	Consignee Name (CNSGNEE_NAME)	Varchar(35)	M / O	Mandatory if using option 2 above, otherwise optional.
G	Consignee Business Name (CNSGNEE_BUS_NAME)	Varchar(35)	O	
H	Consignee Address Line 1 (CNSGNEE_ADDR_LINE1)	Varchar(40)	M / O	Mandatory if using option 2 above, otherwise optional.
I	Consignee Address Line 2 (CNSGNEE_ADDR_LINE2)	Varchar(40)	O	
J	Consignee Address Line 3 (CNSGNEE_ADDR_LINE3)	Varchar(40)	O	
K	Consignee Address Line 4 (CNSGNEE_ADDR_LINE4)	Varchar(40)	O	
L	Consignee Suburb (CNSGNEE_SUBURB)	Varchar(50)	M / O	Mandatory if Australia and using option 2 above, otherwise optional.
M	Consignee State (CNSGNEE_STATE_CODE)	Varchar(10)	M / O	Mandatory if Australia and using option 2 above, otherwise optional. Valid values: QLD NSW VIC SA WA NT TAS ACT
N	Consignee Post Code (CNSGNEE_PCODE)	Varchar(5)	M / O	Mandatory if Australia and using option 2 above, otherwise optional. For valid postcodes, refer to http://www1.auspost.com.au/postcodes/ .
O	Consignee Country (CNSGNEE_CNTRY_CODE)	Varchar(30)	M	Refer Appendix A for a list of valid codes.
P	Consignee Phone Number (CNSGNEE_PHONE_NBR)	Varchar(20)	M / O	Mandatory for International consignments.
Q	Print Phone Number on Label? (IS_PHONE_PRNT_REQD)	Char(1)	O	Default to "N" if blank.
R	Consignee Fax Number (CNSGNEE_FAX_NBR)	Varchar(20)	O	
End of Consignee Address				

S	Delivery Instructions (DELIVY_INSTRN)	Varchar(128)	0	Default to "If premises unattended, leave in a secure location out of weather" if left blank and signature is NOT required. Do not use commas in delivery instructions as it will fail to import.
T	Is a signature required? (IS_SIGNTR_REQD)	Char(1)	0	Y or N. Default to N if blank = signature NOT required, i.e. authority to leave.
U	Is this a part delivery? (IS_PART_DELIVY)	Char(1)	0	Default to "N" if blank.
V	Comments (CMNTS)	Varchar(256)	0	
W	Add Consignee to the address book? (ADD_TO_ADDRESS_BOOK)	Char(1)	0	Default to "N" if blank.
X	Cash to Collect Amount (CTC_AMT)	Number(12.2)	0	
Y	Reference (REF)	Varchar(50)	0	
Z	Print Reference of Label? (IS_REF_PRINT_REQD)	Char(1)	0	Default to "N" if blank.
AA	Second Reference (REF2)	Varchar(50)	0	
AB	Print Second Reference on Label? (IS_REF2_PRINT_REQD)	Char(1)	0	Default to "N" if blank.
AC	Chargeback Account (CHRGBCK_ACCT)	Varchar(20)	0	
AD	Is this a recurring Consignment? (IS_RECURREG_CNSGMT)	Char(1)	0	Default to "N" if blank. If "Y", recurring consignment will be created.
Return Address (default for Location used if omitted)				
AE	Return – Name (RTN_NAME)	Varchar(35)	0	Use Default for Customer Location if blank.
AF	Return – Address 1 (RTN_ADDR_LINE1)	Varchar(40)	0	Use Default for Customer Location if blank.
AG	Return – Address 2 (RTN_ADDR_LINE2)	Varchar(40)	0	Use Default for Customer Location if blank.
AH	Return – Address 3 (RTN_ADDR_LINE3)	Varchar(40)	0	Use Default for Customer Location if blank.
AI	Return – Address 4 (RTN_ADDR_LINE4)	Varchar(40)	0	Use Default for Customer Location if blank.
AJ	Return – Suburb (RTN_SUBURB)	Varchar(50)	0	Use Default for Customer Location if blank.
AK	Return – State (RTN_STATE)	Varchar(10)	0	Use Default for Customer Location if blank.
AL	Return – Postcode (RTN_PCODE)	Varchar(5)	0	Use Default for Customer Location if blank.
AM	Return – Country Code (RTN_CNTRY_CODE)	Varchar(30)	0	Use Default for Customer Location if blank.
Address for Redirection				
AN	Redirection – Company Name (REDIR_CO_NAME)	Varchar(35)	0	Use Default for Customer Location if blank.
AO	Redirection – Name (REDIR_NAME)	Varchar(35)	0	Use Default for Customer Location if blank.
AP	Redirection – Address 1 (REDIR_ADDR_LINE1)	Varchar(40)	0	Use Default for Customer Location if blank.
AQ	Redirection – Address 2 (REDIR_ADDR_LINE2)	Varchar(40)	0	Use Default for Customer Location if blank.
AR	Redirection – Address 3 (REDIR_ADDR_LINE3)	Varchar(40)	0	Use Default for Customer Location if blank.

AS	Redirection – Address 4 (REDIR_ADDR_LINE4)	Varchar(40)	0	Use Default for Customer Location if blank.
AT	Redirection – Suburb (REDIR_SUBURB)	Varchar(50)	0	Use Default for Customer Location if blank.
AU	Redirection – State (REDIR_STATE)	Varchar(10)	0	Use Default for Customer Location if blank.
AV	Redirection – Postcode (REDIR_PCODE)	Varchar(5)	0	Use Default for Customer Location if blank.
AW	Redirection – Country Code (REDIR_CNTRY_CODE)	Varchar(30)	0	Use Default for Customer Location if blank.
Other				
AX	Manifest Identifier (MANIFEST_ID)	Varchar(20)	N/A	Must be left blank.
AY	Consignee Email Address (CONSIGNEE_EMAIL)	Varchar(50)	0	
AZ	Email Notification (EMAIL_NOTIFICATION)	Varchar(10)	0	“NONE” or “DESPATCH”. Defaults to “NONE” if left blank or misspelt. If “DESPATCH”, a notification will be sent using email address provided in Consignee Email Address when consignment is despatched.

Article Record

Spreadsheet Column	Field	Type / Length	Mandatory / Optional	Comments
A	Article Line Indicator (TYPE)	See comments	M	Insert “A” to represent article record. Must be populated or import will fail.
B	Article Cubic Weight (ACTL_CUB_WT)	Number(6.2)	M	Must be populated or import will fail (Kilograms).
C	Length (LEN)	Integer	0	If no data is entered AND if the price schedule requires cubing (Y or P), then the consignment will be marked as invalid. (Measured in Centimetres – no decimals)
D	Width (WIDTH)	Integer	0	If no data is entered AND if the price schedule requires cubing (Y or P), then the consignment will be marked as invalid. (Measured in Centimetres – no decimals)
E	Height (HT)	Integer	0	If no data is entered AND if the price schedule requires cubing (Y or P), then the consignment will be marked as invalid. (Measured in Centimetres – no decimals)
F	Number of Identical Articles (NUMBER_IDENTICAL_ARTS)	Integer	0	Default to 1 if blank.
G	Article Description (CNSGMT_ARTC_TYPE_DESCR)	Varchar(40)	0	
H	Are the Goods Dangerous? (IS_DANGEROUS_GOODS)	Char(1)	0	Y or N. Default to N if blank. Refer to http://www.auspost.com.au/Pdfs/DangerousGoodsGuide.pdf
I	Is Insurance Required? (IS_TRANS_CVR_REQD)	Char(1)	0	Y or N. Default to N if blank.
J	Insurance Amount (TRANS_CVR_AMT)	Number(12.2)	0	
K	Goods Value for Customs (CUSTOMS_DECL_VAL)	Number(8.2)	0	

L	Export Reason (EXPORT_RSN)	Varchar(128)	0	
M	Export Clearance Number (EXPORT_CLRNC_NBR)	Varchar(20)	0	
Undelivered International Articles				
N	Return by Sea (IS_RTN_SFC)	Char(1)	0	Y or N. Default to N if blank.
O	Return by Air (IS_RTN_AIR)	Char(1)	0	Y or N. Default to N if blank.
P	Abandon Goods (IS_ABANDON)	Char(1)	0	Y or N. Default to N if blank.
Q	Redirect by Sea (IS_REDIRECT_SFC)	Char(1)	0	Y or N. Default to N if blank.
R	Redirect by Air (IS_REDIRECT_AIR)	Char(1)	0	Y or N. Default to N if blank.

Goods Record

Spread-sheet Column	Field	Type / Length	Mandatory / Optional	Comments
A	Good Line Indicator (TYPE)	See comments	M / O	Insert "G" to represent goods record. Mandatory if Goods record is populated, which is mandatory for International
B	Country of Origin (ORIG_CNTRY_CODE)	Varchar(30)	0	
C	HS Tariff Code (HS_TARIFF)	Varchar(12)	0	
D	Description (DESCR)	Varchar(50)	M / O	Do not use commas in the description as it will fail the import. For International consignments, this field describes the contents and is mandatory.
E	Product Type (PROD_Type)	Varchar(20)	M / O	Product type is mandatory for ECI and EPI consignments.
F	Product Classification (PROD_CLASSN)	Varchar(30)	0	
G	Quantity (QTY)	Integer	0	
H	Weight (WT)	Number(8.2)	0	
I	Unit Value (UNIT_VAL)	Number(12.2)	0	
J	Total Value (TOT_VAL)	Number(12.2)	M / O	Mandatory for International consignments.

Type / Length Description:

- Char(x) - Characters (maximum number of characters)
- Varchar(x) - Variable Alpha Numeric Characters (maximum number of characters)
- Integer - Number with NO decimal places
- Number(xx,x) - Number (maximum number of digits with comma representing decimal point)

3.2 Additional Features to the file Structure

Where Number of Identical Articles is populated, it is an indication that there are multiple identical articles in the consignment and that number of articles must be created. e.g. If Number of Identical Articles is six then the consignment will have six identical articles, each with the details as per the record.

Where Add this Consignee to the address book is 'yes' the user has designated that the consignee details associated with the record are to be added to the merchant location's consignees. If the Consignee Identifier already exists in the system, the details will be updated from this record. If the Consignee Identifier does not exist, then a new Consignee will be created.

3.3 Rules Applied to Import Process

The following rules are applied during the import process:

MERCHANT_CONSIGNEE_CODE	MERCHANT_CONSIGNEE_CODE is recognised by Post eParcel	ADD_TO_ADDRESS_BOOK	Action
NULL	N/A	Y	Use address details for consignment and new Consignee created and system generated Consignee ID is assigned
NULL	N/A	N	Use address details for consignment.
NOT NULL	Yes	Y	Consignee address details, currently held by the system are overwritten and used for consignment.
NOT NULL	No	Y	Use address details for consignment and new Consignee created and Consignee ID provided in file assigned to consignee
NOT NULL	Yes	N	Use address details for consignment.
NOT NULL	No	N	Use address details for consignment.

Address details for consignment denotes the following fields:

- CNSGNEE_ADDR_LINE1
- CNSGNEE_ADDR_LINE2
- CNSGNEE_ADDR_LINE3
- CNSGNEE_ADDR_LINE4
- CNSGNEE_BUS_NAME
- CNSGNEE_CNTRY_CODE
- CNSGNEE_FAX_NBR
- CNSGNEE_NAME
- CNSGNEE_PCODE
- CNSGNEE_PHONE_NBR
- CNSGNEE_STATE_CODE
- CNSGNEE_SUBURB

Appendix A: List of Country Codes

Country	Code
AFGHANISTAN	AF
ALBANIA	AL
ALGERIA	DZ
ANGOLA	AO
ANGUILLA	AI
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
ASCENSION AND ST HELENA	SH
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA	BO
BOSNIA-HERZEGOVINA	BA
BOTSWANA	BW
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA, PEOPLE'S REPUBLIC	CN
COLOMBIA	CO
COMOROS	KM
CONGO	CG
CONGO, DEMOCRATIC REPUBLIC OF	CD
COOK ISLANDS	CK
COSTA RICA	CR
CÔTE D'IVOIRE	CI
CROATIA	HR

Country	Code
CUBA	CU
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS	FK
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC	IR
IRAQ	IQ
IRELAND	IE
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JORDAN	JO

Country	Code
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC	KP
KOREA, REPUBLIC	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO, PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAO	MO
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
LIBYAN ARAB JAMAHIRIYA	LY
MALTA	MT
MARIANA ISLANDS	MP
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA	MD
MONGOLIA	MN
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES AND ARUBA	AN
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE ISLAND	NU
NORWAY	NO

Country	Code
OMAN	OM
PAKISTAN	PK
PALAU, REPUBLIC OF	PW
PANAMA, REPUBLIC OF	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN ISLANDS	PN
POLAND, REPUBLIC OF	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
REUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT CHRISTOPHER (ST KITTS) AND NEVIS	KN
SAMOA, AMERICAN	AS
SAMOA, WESTERN	WS
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA, KINGDOM OF	SA
SENEGAL	SN
SERBIA/MONTENEGRO	CS
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG
SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SPAIN	ES
SRI LANKA	LK
ST LUCIA	LC
ST PIERRE AND MIQUELON	PM
ST VINCENT AND THE GRENADINES	VC
SUDAN	SD
SURINAME	SR
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN	TW
TAJIKISTAN	TJ
TANZANIA	TZ
THAILAND	TH
TOGO	TG
TOKELAU ISLANDS	TK
TONGA	TO

Country	Code
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES OF AMERICA	US
URUGUAY	UY
UZBEKISTAN	UZ

Country	Code
VANUATU	VU
VATICAN	VA
VENEZUELA	VE
VIETNAM	VN
VIRGIN ISLANDS, BRITISH	VG
VIRGIN ISLANDS, USA	VI
WALLIS AND FUTUNA ISLANDS	WF
YEMEN	YE
ZAMBIA	ZM
ZIMBABWE	ZW