

OFFICIAL

POSTNET

BARCODE

UNITED STATES
POSTAL SERVICE™

POSTNET

Barcode Certification User Guide

CERTIFICATION

Numeric Value

Postal Value
74210

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0



UNITED STATES
POSTAL SERVICE®

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PURPOSE

POSTNET Barcode Certification is a process that evaluates the ability of printers and software to produce quality barcodes capable of being scanned by the United States Postal Service's barcode scanning equipment. POSTNET Barcode Certification also allows for compatibility testing of software and printers and listing of certified products by vendor name, product name, model, version number, etc. This certification program is available to manufacturers of printers, software, and systems (micro, mini, or mainframe). Manufacturer participation is strictly voluntary. POSTNET Barcode Certification by the USPS does not warrant components for any purpose, nor does it ensure or guarantee mail acceptance.

OVERVIEW

Manufacturers of printer and software products capable of producing POSTNET barcodes are encouraged to participate in the barcode certification program because it serves as a quality control check for manufacturers to use in verifying barcode quality prior to product release. Barcode specifications are listed in the *Domestic Mail Manual* (DMM) and Publication 25, *Designing Letter Mail* (Sections 5.3—5.6). In addition, the POSTNET Barcode Certification Vendor's List is published quarterly to assist USPS customers in purchasing POSTNET barcode equipment.

Certification can be conducted at a vendor's manufacturing site, customer site, or in some cases, at the National Customer Support Center (NCSC) in Memphis, Tennessee. An address file containing 308 addresses is used for testing, and this test file, which is provided to vendors upon application, consists of addresses that produce all variations of check digits. The test file is available in ASCII fixed length, comma delimited, dBase, and block formats. Available media include 3.5" or 5.25" diskettes.

A representative from the NCSC will verify production of test samples and answer any technical questions that arise during testing. Testing is intended to evaluate dimensional and mathematical qualities of the POSTNET barcode. Height, width, pitch, tilt, and offset are measured for dimensional quality, and the barcode (containing ZIP+4, delivery point, and check digit codes) is checked for mathematical quality.

POSTNET BARCODE CERTIFICATION

In April 1988, the USPS implemented the Coding Accuracy Support System (CASS), which was designed to improve the accuracy of ZIP+4, 5-Digit ZIP, and carrier route codes appearing on mailpieces. This was accomplished by providing service bureaus, commercial mailers, and software vendors a common platform by which to measure and quantify address matching software accuracy.

The USPS has expanded upon the success of CASS and responded to requests from the mailing industry by providing the POSTNET Barcode Certification program. During the certification process, the USPS will evaluate and certify printers, computer software, or systems (micro, mini, and mainframe) that produce POSTNET barcodes to verify that the barcodes meet all dimensional and mathematical specifications required by USPS barcode-reader equipment. However, this process only validates the ability of the equipment or software to correctly produce the POSTNET barcode. The readability of the barcode is a separate issue influenced by factors such as paper, ink, reflectance, and the “background noise” of an individual mailpiece. Therefore, readability is not included in the certification criteria; however, readability requirements are outlined in Publication 25, *Designing Letter Mail* (Section 5.7).

Recognizing the need for flexibility in the certification process, the USPS offers three certification options. POSTNET Barcode Certification can be performed at the vendor’s facility, at the NCSC in Memphis, Tennessee, or at the NCSC with the assistance of vendor technicians. Manufacturers who successfully complete the certification process will be issued a USPS POSTNET Barcode Certificate of Quality and listed, along with their products, in the quarterly POSTNET Barcode Certification Vendors List. The list is available upon request from the NCSC by calling (800) 238-3150.

We encourage printer and software vendors to allow the USPS to retain certain pieces of equipment and software for a period of time at the NCSC certification site for use as a test bed for ongoing validation of newly developed barcode software and printers. A cross-reference matrix of all software and the printers on which the software has been certified will be maintained and published.

TEST PROCEDURES FOR POSTNET BARCODE CERTIFICATION

1. Upon receiving your test files on diskette, you will have four different formats from which to choose: ASCII fixed length, ASCII delimited, ASCII block, and dBase.
2. Prior to certification, you will need to run some samples on the chosen media. Only the 9-digit ZIP+4 Code and the 11-digit delivery point barcode code will be tested. If your component is capable of producing the barcode in the lower right corner and the address block, we would like to see both.
3. For testing purposes, we will be accepting the following samples:
 - A. Lower right corner (9-digit or DPBC) 200 each
 - B. Address block (9-digit or DPBC) 100 each
4. Samples in NLQ and draft modes (where applicable) will be taken by dividing the quantities in half.
5. An evaluation of the samples will be performed at the NCSC. You will be notified verbally of the results. If your samples meet all specifications, a date will be chosen for the actual certification.

BARCODE CERTIFICATION TEST RECORD LAYOUT

Field Sequence Number	Field Description	Logical Length	Relative Position From Thru	
1	Name	30	01	30
2	Title	30	31	60
3	Delivery Address	40	61	100
* 4	Last Line	40	101	140
5	City Name	28	141	168
6	State Abbreviation	02	169	170
7	5-Digit ZIP Code	05	171	175
8	Add-On Code	04	176	179
9	ZIP+4 (no hyphen)	09	180	188
*10	ZIP+4 (with hyphen)	10	189	198
*11	ZIP+4 + Delivery Point Code	11	199	209
*12	DPBC Add-On Code	02	210	211
*13	Record Type Code	02	212	213

* Optional fields

EXAMPLES

Field Sequence Number	Field Description	Record #1
1	Name	24 6 31 9 1
2	Title	BARCODE CERTIFICATION TEST
3	Delivery Address	PO BOX 25
* 4	Last Line	LOOP STATION IL 60603-9000
5	City Name	LOOP STATION IL
6	States Abbreviation	IL
7	5-Digit ZIP Code	60603
8	Add-On Code	9000
* 9	ZIP+4 (no hyphen)	606039000
*10	ZIP+4 (with hyphen)	60603-9000
*11	ZIP+4 + Delivery Point Code	60603900025
*12	DPBC Add-On Code	25
*13	Record Type Code	01

* Optional Fields



Application for Postnet Barcode Certification

To apply for POSTNET barcode certification, please complete the following questions and return this form to the National Customer Support Center (NCSC) utilizing the address below. **Do not send any hardware or software until notified to do so.** Each vendor is permitted two attempts for certification. If the first attempt is unsuccessful, the vendor will have thirty days to resubmit for a second attempt. If the second attempt is unsuccessful, the component will be suspended for six months.

All shipping and handling charges to the test site are the responsibility of the vendor. The United States Postal Service® (USPS®) assumes no liability for any damage or loss that may occur as a result of the certification process. **Samples of the POSTNET barcode that are currently produced by the component to be certified must be furnished with each request.**

Any required special drivers, cables, or software must be furnished when the component is submitted for certification. **It is the vendor's responsibility to furnish user-friendly, step-by-step instructions and user manuals as well as cables and connection devices.** You also have the option to deliver and perform your own setup. Vendors requesting certification of their component on specific equipment or systems must furnish that equipment if it is not available at the NCSC.

CUSTOMER INFORMATION

Customer Name:		Phone Number:	
Firm/Company Name:			
Street Address, PO BOX or Rural Hwy Contract Route and Box Number:			Apt/Suite:
City or Post Office:		State:	ZIP+4® Code:

CERTIFICATION OPTIONS

Which of the following certification options are you requesting?

Option 1 USPS at your facility \$3,500.00

Option 2 NCSC/Memphis site (with vendor support) \$750.00

Option 3 NCSC/Memphis site (with no vendor support) \$1,200.00

Note: An additional \$100.00 fee is required for each subsequent component submitted for certification. All fees must be received before the certification process begins.

PAYMENT OPTIONS

Payment Method	<p>For further information, call NATIONAL CUSTOMER SUPPORT CENTER POSTNET BARCODE CERTIFICATION 1-800-233-5866</p> <p>Mail order form to ACCOUNTS RECEIVABLE NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001</p>
Make check or money order payable to "United States Postal Service"	
<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> American Express	
Card #: <input type="text"/>	
Card expiration date: ____ / ____	
Authorized Personnel (please print)	
Signature	
<i>The person signing above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.</i>	

GENERAL INFORMATION

Identify the component submitted for certification by answering the following questions:

Note: Each piece of equipment being certified must be submitted on a separate certification request form.

Software Name: _____ Version # _____

Printer Name: _____ Model # _____

System: Software _____ Version # _____

Printer: _____ Model # _____

(Includes one software package and one printer.)

With which of the following computers is the component compatible?

PC Mainframe Other: _____

This component is compatible with which of the following media? Letters Flats Form Feed

Do you request that this component be retained by the NCSC for ongoing validation? (*Terms and conditions for retention are negotiable.*) Yes No

This component can print the POSTNET barcode in which of the following configurations?

Above Address Block	<input type="checkbox"/>	9-digit	<input type="checkbox"/>	DPBC
Below Address Block	<input type="checkbox"/>	9-digit	<input type="checkbox"/>	DPBC
Lower Right Corner	<input type="checkbox"/>	9-digit	<input type="checkbox"/>	DPBC

If certifying software, with which operating system(s) is the program compatible? _____

If certifying a printer, what is the printer type and volume?

Dot Matrix Daisy Wheel Thermal Ink Jet
 Band Laser Other: _____

Printer volume: _____

TERMS AND CONDITIONS

The vendor retains responsibility for immediately notifying the US Postal Service™ in the event that the certified component is altered or modified in any manner that affects the component's ability to manufacture POSTNET barcodes. The process of POSTNET Barcode Certification by the US Postal Service does not warrant the component for any purpose, nor does it ensure or guarantee acceptance of the mail. The word "POSTNET" was developed by the US Postal Service to describe the barcodes used to encode ZIP Code® information on mailpieces. It may also be used to describe a product that produces the POSTNET barcode.

Name (*please print*)

Signature

Title

Date: