



MMS

Manifest Mailing System

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Understanding manifest mailing

If you pay postage by permit imprint, you may manifest mail — that is, document postage for pieces of the same or different weights and rates combined in a single mailing.

The Manifest Mailing System (MMS) can be used to pay for domestic and international postage, as well as fees for all special services, such as registered, insured, or COD mail. Using permit imprint indicia eliminates the need to affix postage (meters or stamps).

In the MMS, each mailpiece is encoded with a unique identification number or keyline. The weight for each piece is entered into the computer either automatically by a scale connected to the computer or by an operator who weighs each piece or who uses predetermined weights. The computer calculates the postage and records it on a manifest corresponding to the identification number of that piece. The manifest can be on paper or in electronic form, such as a diskette or other accessible media.

The Postal Service verifies the accuracy of the manifest by comparing random samples of the mailing. If the total postage or total weight of the pieces sampled differs from the manifest by 1.5 percent or less, the mailing is accepted with no postage adjustment. If the postage is understated by more than 1.5 percent, the Postal Service will adjust the total postage for the mailing.

Choosing the MMS process that meets your needs

A manifesting system can use either itemized or batch processing:

- With itemized processing, the postage for piece-rate mail and the piece weight for pound-rate mail appears on the manifest for each piece.
- With batch processing, the total postage for a group of pieces appears on the manifest as a single line item.

Benefits of itemized processing

With itemized processing, you may assign a unique identification number before or after producing the piece. You print the ID number on each piece and list each one on the manifest, followed by other information related to calculating postage for the piece.

Itemized processing is suitable for single-piece rate mailings and for mailings in which it is not easy to identify a specific batch of mail during postal sampling. You may list single-piece rate mail of different classes and/or processing categories on the same itemized manifest — this makes it easier to meet the minimum volume requirements for permit imprint mail.

Benefits of batch processing

In batch processing, each piece has a unique identification number — shown in a keyline on the piece with other postage rate information — but these numbers are not listed individually on the manifest. You divide the mailing into batches of mailpieces with consecutive identification numbers, but list only the first and last pieces of the batch with the batch piece totals and the total postage charges for the entire batch.

Batch processing produces a more abbreviated manifest than itemized processing. For this reason, batch processing is especially suitable for large-volume mailings of letter-size or flat-size pieces prepared in trays or sacks.

Meeting volume requirements

To receive discounted rates — such as presort rates — your mailings must meet certain minimum volume requirements. For example, the minimum volume of a Presorted First-Class mailing is 500 pieces, and single-piece rate mailings must contain at least 200 pieces or must weigh 50 pounds. To meet minimum volume requirements, you may list single-piece rate mail of different classes and/or processing categories on one manifest.

Using special services with the MMS

With the MMS, you may use all the special services of the Postal Service, including:

- Registered mail
- Collect On Delivery (COD) mail
- Insured mail
- Certified mail
- Return receipt for merchandise

Manifesting international mailings

You may also use the MMS for mail addressed for delivery in foreign countries. To meet the minimum volume requirements for permit imprint mailings, you may combine single-piece rate international manifest mailings with different classes of single-piece rate domestic mail on the same manifest.

Using the plant-verified drop shipment program

You may use the MMS to pay postage for plant-verified drop shipment (PVDS) mailings. The PVDS program allows you to receive more postage discounts for Standard Mail (A) and Standard Mail (B) mailings that you transport to destination postal facilities. You have the mail verified and you pay postage at your origin post office. Then you deposit the mail at the destination post office, and the mail is delivered to the addressees as usual.

Getting started with the MMS

To participate in the MMS, you must develop a system that consistently generates mailings and documentation that meet postal standards.

You can develop your own manifest mailing system in-house or acquire one from a vendor. The Postal Service's Manifest Analysis & Certification (MAC) program has tested and certified MMS software produced by vendors. A list of MAC-certified vendors is available from your local post office, and also from the Internet at the following address:

<http://ribbs.usps.gov/files/vendors/macblast.pdf>.

Quality control is an important part of your MMS. Your quality control program must ensure:

- The integrity of the system.
- The accuracy of the documentation.
- The eligibility of the mailings prepared for the postage rates claimed.

Getting approval for your MMS

Getting the Postal Service's approval for your MMS is not difficult. Here's the basic process:

- Plan, develop, test, and install a computer system in-house or acquire a system from a vendor.
- Develop and administer effective quality control procedures that ensure the integrity of the system.
- Complete the application form (Exhibit 1 in Publication 401, *Guide to Manifest Mailing System*).
- Submit the application and all requested documentation.

When the Postal Service completes a favorable review of your system, you will receive a 90-day authorization to begin manifest mailing. After a final favorable review, you will receive a 2-year authorization.

Taking the first step

If you want to know more about setting up a manifest mailing system, contact your local Postal Service representative:

- Business mail entry employee
- Postmaster
- Account representative

Or contact your **MMS Quick Response Team (QRT)**, a team of manifest experts in your local area who can answer your manifesting questions. To get the telephone number for the QRT in your area, use Postal Explorer on the Internet at <http://pe.usps.gov> — first click on “Postal Links,” and then under Publication 401, click on the hot link to the QRT list. The QRT telephone numbers for each area are listed by 3-digit ZIP Codes.

On the Web

You can access Publication 401, *Guide to the Manifest Mailing System*, on the Web at the following address:

www.usps.com/cpim/ftp/pubs/pub401.pdf

It is important to read Publication 401 for all MMS details.

Saving time and money

If you are faced with mailing large or small volumes of mail, there is a convenient way to save time and money — manifest mailing.

How the Manifest Mailing System (MMS) works is described in detail in Publication 401, *Guide to the Manifest Mailing System*, which is available from any business mail entry office, postal business center, or Postal Service account representative.

This brochure provides an overview of the benefits and process of setting up a manifest mailing system.