

# Update Notice

## Publication 205, Electronic Verification System Business and Technical Guide March 2008

Publication 205, *Electronic Verification System Business and Technical Guide*, was last printed in March 2008. To inform you of changes since that time, we periodically update this online edition of the publication. We use vertical bars (i.e., revision bars) in the margin to indicate text changed since March 2008.

This online version of Publication 205 has been updated with *Postal Bulletin* articles through 11-6-08, as follows:

<b>The chapter, subchapter, part, appendix, or section...</b>	<b>titled...</b>	<b>was...</b>	<b>in <i>Postal Bulletin</i> issue number...</b>	<b>with an issue date of...</b>
<b>Chapter 1, The Basics</b>				
1-3.3	Step 3: Certification and Quality Control	revised to clarify the requirement to submit two types of barcoded labels for eVS label certification	22245	11-6-08





## Electronic Verification System Business and Technical Guide

Publication 205

March 3, 2008  
Transmittal Letter

- A. Explanation.** This publication is designed for mailers, shippers, and software developers using or planning to use the Electronic Verification System (eVS) for manifesting parcel mail.
- B. Distribution.** Copies of this publication can be downloaded from [www.usps.com/cpim/ftp/pubs/pub205.pdf](http://www.usps.com/cpim/ftp/pubs/pub205.pdf).
- C. Comments on Content.** Send comments and suggestions about the content of this publication to the following address:  
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- D. Rescission.** This document supersedes Publication 205, *Electronic Verification System Business and Technical Guide*, dated November 8, 2007. Recycle all copies of the superseded publication and replace with this edition.
- E. Effective Date.** This publication is effective March 3, 2008.

A handwritten signature in black ink, appearing to read "Susan M. Plonkey".

Susan Plonkey  
Vice President  
Customer Service



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# 1 The Basics

## 1-1 Overview

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The Electronic Verification System (eVS) is all about doing parcel business with the Postal Service using electronic technology. This manifesting system allows parcel mailers to document and pay postage by transmitting electronic manifest files to the eVS database, which is part of the *PostalOne!*<sup>®</sup> system.

eVS makes it easy for parcel mailers to prepare destination entry rate parcel mailings and to streamline their internal business processes as well as those with the Postal Service. At the same time, eVS allows integration with other systems and business processes for data collection and performance measurement.

In many ways, eVS reflects the existing manifest mailing process, with two distinct differences:

- a. *Sampling.* eVS primarily uses destination sampling to capture sampling data used to monitor postage and preparation accuracy. When destination sampling occurs, the Postal Service collects the data after the mailer deposits the mailing at a destination entry facility. Depending on the mail class or particular mailer situation, eVS also uses origin sampling when appropriate to capture data at the mailer's facility or at a business mail entry facility.
- b. *Monthly Data Reconciliation.* eVS sampling data is reconciled against all the mailer's manifests received during a calendar month rather than against each individual mailing. For eVS, all mailings entered during a calendar month are treated as a "single mailing." Daily mailings, however, must meet all presort and eligibility requirements in the Mailing Standards of the United States Postal Service Domestic Mail Manual (DMM<sup>®</sup>).

## 1-2 Mailer Benefits

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### 1-2.1 **Operational Flexibility**

Under eVS, a parcel mailer has complete control of mailings from time of preparation to time of deposit at the destination entry facility, as long as the mailings are deposited to meet appointment windows scheduled with the Postal Service. The mailer is no longer subject to the hours of operation of

the origin Post Office™ and the availability of Postal Service personnel for the verification of mailings. This flexibility allows the mailer to dispatch mailings at various times of the day because eVS mailpiece sampling used as part of the verification process generally takes place at the destination entry facility.

### 1-2.2 **Elimination of Paperwork**

The eVS program significantly reduces paperwork. Hard-copy manifests, postage statements, PS Forms 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, and adjustment worksheets are all replaced with electronic documentation. Postage statements are generated from the mailer's electronic files and postage is then electronically deducted from the mailer's *PostalOne!* postage payment account.

### 1-2.3 **Online Mailing Data**

An eVS mailer can continuously review the results of postage samplings online at the eVS Web site. This arrangement helps the mailer monitor the quality of mail and, when necessary, take preventive measures to ensure that discrepancies and possible postage adjustments do not occur or are eliminated promptly.

## 1-3 eVS Participation

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### 1-3.1 **Step 1: Mailer Account Numbers**

To participate in eVS, an applicant must first have or establish a new permit imprint account, a postage payment account, and a master Mailer ID account, using the *Electronic Verification System Pre-Application Profile* (see Appendix B):

- a. *Permit Imprint Account.* The eVS applicant must have or establish a single permit account number for eVS at the administering district business mail entry unit closest to the mailer's corporate office. To apply for the new permit imprint account number, the applicant uses PS Form 3615, *Mailing Permit Application and Customer Profile* (see Appendix C). The Post Office where the business mail entry unit is located is generally considered the Post Office of Account for the eVS mailer. No two eVS mailers may use the same permit imprint number. The *PostalOne!* Help Desk coordinates the assignment of permit imprint account numbers unique to the eVS program. The following requirements apply to an eVS permit imprint account:
  - (1) *Abbreviations or Aliases.* The permit imprint indicia on all eVS mail must display the name, abbreviation, or alias reported to the Postal Service for the permit imprint account. The mailer's company name shown on PS Form 3615 and entered into the *PostalOne!* database is the name that appears in the mailer's eVS account and in the sampling databases. The same name is required to appear in the permit imprint indicia on the mailing

label. When applying for the new permit, the mailer must include company aliases and abbreviations to be used as alternative names in the permit imprint indicia. For example, Acme Enterprise Solutions may prefer to display “AES” in the permit imprint indicia rather “Acme Enterprise Solutions.”

- (2) *File Transmissions.* Both the permit imprint account number and the corresponding 5-digit ZIP Code™ of the issuing Post Office (termed the “Post Office of Account” or “permit ZIP Code”) must appear in the Header Records of all eVS manifest files.
  - (3) *Postage Payment Link.* The permit imprint account number must be linked to the mailer’s postage payment debit account — a Centralized Account Processing System (CAPS) debit account as described in [1-3.1b](#) — for automatic payment each time a postage statement is generated from the successful eVS processing of manifest file records.
  - (4) *Exclusive eVS Use.* The permit imprint number registered for eVS must be used for all eVS mailings. An eVS permit number may not be used for non-eVS mail. This restriction ensures that eVS financial transactions remain separate from non-eVS financial transactions related to the same CAPS account. Additionally, this separation by permit number helps the eVS mailer to reconcile financial transactions for various types of mailings prepared under different Postal Service payment systems. The exclusive eVS permit account number may appear as part of the permit imprint indicia as specified and illustrated in section [1-5](#).
  - (5) *Annual Mailing Fees.* The mailer must pay all applicable presort or destination entry mailing fees as required by the DMM at the administering district business mail entry unit (the Post Office of Account) where the eVS permit imprint account is held. The annual mailing fees are paid only at the Post Office of Account. Payment of annual mailing fees is not required under eVS at each Post Office serving a destination entry postal facility where eVS mail is deposited.
- b. *Postage Payment Account.* The mailer must have or establish a *PostalOne!* postage payment debit account. This account is used for automatic funds withdrawal each time a postage statement is generated by eVS from the eVS mailer’s transmitted manifest files. The permit account number registered in eVS is linked to the postage payment account (CAPS account) in *PostalOne!* to handle the funds withdrawal.

The postage statement transaction for the withdrawal is recorded and can be viewed in the eVS mailer’s CAPS account. The eVS applicant designates a debit-enabled bank account for postage charges. The bank account is debited for the total day’s postage on the next bank business day.

- (1) PS Form 6001, *Centralized Account Processing System (CAPS) Account Application*, is the application for establishing a national CAPS account. All eVS applicants without a CAPS account or

wanting a separate CAPS account must complete and submit this form to obtain a CAPS account.

- (2) PS Form 6002, *Accounts and Services to be Paid Through CAPS*, is the form for listing the local account numbers that the eVS applicant wishes to link to the CAPS account. All eVS applicants must complete and submit this form with information to link their unique eVS permit account number to their CAPS debit account.
  - (3) PS Form 6003, *Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement*, is the form for authorizing the Postal Service to debit the customer's bank account. All eVS applicants must complete this form to establish the debit account required for eVS.
- c. *Mailer Identification Numbers*. The eVS applicant must have or obtain a unique master Mailer ID from the Postal Service for all manifest file transmissions and, if desired, obtain additional Mailer IDs for parcel records in the manifest files. The master Mailer ID identifies the applicant in eVS, *PostalOne!*, and sampling databases. Additional Mailer IDs can be used to designate the applicant's mail facilities, distribution centers, or divisions within the company, or the Mailer IDs can be used to designate clients. The eVS applicant requests a unique master Mailer ID and additional Mailer IDs from Postal Service Confirmation Services Support at the National Customer Support Center, using *eVS/PRS Mailer ID Application* (see Appendix B). The following requirements apply to eVS Mailer IDs:
- (1) *Use of DUNS Numbers*. The following rules apply to the use of DUNS numbers, which are considered and classified as Mailer IDs:
    - (a) *eVS Mailers Authorized Before August 11, 2007*. Any mailer authorized before August 11, 2007, to manifest parcels under eVS and using a DUNS number for a master Mailer ID and additional DUNS numbers for parcel Mailer IDs previously registered and certified for eVS with the Postal Service before August 11, 2007, for the eVS mailer or for a client of the mailer may continue using those numbers as Mailer IDs. For any additional identification number required after August 10, 2007, the eVS mailer or the client of the mailer must request a Mailer ID from the Postal Service, not a DUNS number from Dun & Bradstreet.
    - (b) *eVS Mailers Not Authorized Before August 11, 2007*. Any mailer not authorized before August 11, 2007, to manifest parcels under eVS must obtain a master Mailer ID for file transmissions and any additional parcel Mailer IDs to be used in the file records and in the parcel barcodes printed on the mailing labels. The mailer is not permitted to use DUNS numbers in any eVS manifest file except for client DUNS numbers previously registered and certified only for eVS with the Postal Service before August 11, 2007. For any additional identification number required after



August 10, 2007, the eVS mailer or the client of the mailer must request a Mailer ID from the Postal Service, not a DUNS number from Dun & Bradstreet.

- (2) *File Transmission.* A master Mailer ID registered to a mailer for eVS must be used in the Electronic File Number (see Appendix [A](#)) in the Header Record of every eVS manifest file transmitted by the mailer. No other Mailer ID may be used for eVS manifest files transmitted by that mailer.
- (3) *Shared Services Master Mailer ID.* A shared services master Mailer ID is a Mailer ID registered to a mailer and certified for eVS before August 11, 2007, and also registered to the same mailer and certified for a non-eVS service such as Delivery Confirmation before August 11, 2007. A shared services master Mailer ID may be used for sending eVS and non-eVS files and receiving data from the Postal Service for such shared services file types. A shared services master Mailer ID, however, may not be used in the Package Identification Codes (PICs) of either eVS mail or non-eVS mail. Only mailers authorized to manifest under eVS before August 11, 2007, may use a shared services master Mailer ID. To facilitate reconciling transmission data, any eVS mailer permitted to use a shared services master Mailer ID should request a separate master Mailer ID for one of the file types, either eVS or non-eVS.
- (4) *Package Identification Code.* Mailer IDs used in the Package Identification Code (PIC) (see Appendix [A](#)) in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels must meet the following requirements:
  - (a) *eVS Master Mailer ID.* A master Mailer ID registered and certified only for eVS file transmissions and not for any other service may also be used as a parcel Mailer ID in the PICs in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels. This Mailer ID may not be used for non-eVS mail.
  - (b) *Shared Services Master Mailer ID.* A master Mailer ID registered and certified for transmitting eVS files and other file types such as Delivery Confirmation may not be used in the PICs in the Detail Records for eVS mail or for non-eVS mail.
  - (c) *Parcel Mailer IDs.* eVS applicants and current eVS mailers can request additional parcel Mailer IDs for PICs for identifying mailer processing facilities, distribution centers, mailer divisions within a company, or even mailer clients. Parcel Mailer IDs certified only for eVS, and identified in the database as “labels only” Mailer IDs, may not be used for non-eVS mail. Mailer IDs not certified for eVS but certified for other services such as Delivery Confirmation may not be used for eVS mail. This requirement helps mailers and the Postal Service identify all mail handled under eVS, and it

eliminates potential issues with reconciling unmanifested eVS and non-eVS parcels.

## Exhibit 1-3.1

**eVS Application Steps****Step 1: Mailer Account Numbers**

- a. *Account Numbers.* Determine account numbers needed in Postal Service databases by completing *eVS Pre-Application Profile* (see Appendix B).
- b. *New Permit Number.* Obtain new permit imprint account number by completing PS Form 3615, *Mailing Permit Application and Customer Profile* (see Appendix C).
- c. *CAPS Account.* Obtain or link an existing CAPS account to a new permit account by completing these forms from the CAPS Web site at <http://caps.usps.gov>:
  - (1) PS Form 6001, *Centralized Account Processing System (CAPS) Account Application*.
  - (2) PS Form 6002, *Accounts and Services to Be Paid Through CAPS*.
  - (3) PS Form 6003, *Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement*.
- d. *Mailer ID.* Request a master Mailer ID and additional parcel Mailer IDs (for internal divisions or mailer clients) by completing *eVS/PRS Mailer ID Application* (see Appendix B).

**Step 2: Mailing Information and Computer Access**

- a. *eVS Profile in Product Tracking System.* Establish eVS profile for file and barcode certification testing by completing PS Form 5051, *Confirmation Services — Electronic Option Application* (see Appendix C).
- b. *File Transfer.* Set up eVS file transfer mechanism with Postal Service and receive logon and password by completing PS Form 1357-S, *Request for Computer Access* (see Appendix C).
- c. *eVS PostalOne! Web Page.* Receive logon ID and password to view mailer's *PostalOne!* eVS Web page by completing PS Form 1357-C, *Customer Request for Web Access* (see Appendix C).
- d. *Mailing Information.* Provide information about your mailing operations to help Postal Service determine required support by completing *Electronic Verification System Application* (see Appendix B).

**Step 3: Certification and Quality Assurance**

- a. *Software.* Develop or obtain software meeting eVS file specifications for manifesting parcels and producing parcel barcodes.
- b. *File and Label Format.* Achieve eVS file and barcode format certification by completing PS Form 5052, *Printer Certification Submission* (see Appendix C).
- c. *File and Label Content.* Complete eVS file and label content evaluation by submitting eVS Level 1 Evaluation Order Form at <http://ribbs.usps.gov/mac.htm>.
- d. *Quality Assurance.* Develop and administer quality assurance for accurate mail production, postage payment, mail classification, and file transmissions (see chapter 5).

**Step 4: Mailing Test and Service Agreement**

- a. *Mailing Test.* Conduct a successful test transmitting eVS manifest files for actual mailings.
- b. *Mailing Agreement.* Enter into an eVS manifest mailing agreement (see Appendix D).

1-3.2 **Step 2: Mailing Information and Computer Access**

After obtaining or establishing the necessary accounts and paying applicable permit and annual mailing fees, the applicant must do the following:

- a. *Computer Access and eVS Profile.* Complete and submit PS Form 1357-C, *Customer Request for Web Access* (see Appendix C). This request is used to receive a logon ID and password needed to view the future eVS mailer's own eVS account in *PostalOne!* A separate PS Form 1357-C must be submitted for each company representative

requiring access to the mailer's eVS account. Along with other information about the mailer, such as the master Mailer ID and permit number, an eVS account is created in both the production and development environments once PS Form 1357-C is received and processed. After the eVS account is established, the mailer can view the eVS Monthly Account and Sampling Summary and related reports. Signed originals of PS Form 1357-C must be mailed to the *PostalOne!* Help Desk or included with the PS Form 1357-S and PS Form 5051 mailed to Confirmation Services Support.

- b. *Computer Access and File Transfer.* Complete and submit PS Form 1357-S, *Request for Computer Access*, to set up the file transfer mechanism with the Postal Service. Access is via a logon ID and password, unique to each eVS mailer, provided by the Postal Service. PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI). An applicant interested in EDI can contact Confirmation Services Support for information.
- c. *Account Management Delivery Confirmation (AMDC) Customer Profile.* Complete and submit PS Form 5051, *Confirmation Services – Electronic Option Application*. This is an administrative application for establishing a customer profile, with contact information in the Account Management Delivery Confirmation (AMDC) database. The following two elements are critical:
  - (1) *Master Mailer ID.* The creation of the mailer's profile in AMDC cannot be completed without this number. A master Mailer ID can be obtained using the *eVS/PRS Mailer ID Application* described in [1-3.1c](#) (see Appendix [B](#)).
  - (2) *File Testing Mechanism.* Although the creation of the mailer's profile in AMDC can be completed without this information, file testing cannot occur until the transfer mechanism is completed using PS Form 1357-S and the mailer has received a logon ID and password. The certification profile in AMDC is used to preset the eVS certification status to pending for testing files and label barcodes. When the certification status is pending, transmitted test files flow to Confirmation Services Support at the National Customer Support Center for review and to the *PostalOne!* development server for posting in the mailer's eVS account:
    - (a) *Unregistered Mailer ID.* An eVS manifest file Header Record containing a master Mailer ID not registered in AMDC cannot be processed for eVS by the Product Tracking System and causes the file to fail.
    - (b) *Registered Mailer ID in Pending Status.* An eVS manifest file Header Record containing a master Mailer ID registered in AMDC but in a pending status cannot be processed for eVS production but can be processed for eVS testing. A pending status in AMDC indicates that required file testing and certification have not taken place or have not been successful.

- (c) *Registered Mailer ID in Certified Status.* An eVS manifest file Header Record containing a master Mailer ID registered in AMDC and having a certified status is processed through eVS production for postage payment.
- d. *eVS Manifest Application.* Complete and submit the comprehensive *Electronic Verification System Application* (see Appendix B). The application solicits mailer information for determining the projected level of file testing and estimated range of postal resources needed to help the applicant meet all eVS requirements for manifesting. The application collects the following information:
  - (1) General information about the applicant's company.
  - (2) Postal Service account information including permit account number, CAPS account, and Mailer IDs.
  - (3) Parcel products used by the applicant.
  - (4) Acceptance points for mail verification.
  - (5) Mailer sort facilities for mail preparation.
  - (6) Entry facilities for mail deposit.
  - (7) Quality control processes.
  - (8) Manifest system capabilities.

### 1-3.3 **Step 3: Certification and Quality Control**

After completing the applications and all required forms, the applicant must do the following:

- a. *Software.* Develop or obtain computer software that meets eVS electronic file specifications for manifesting parcels and the barcode specifications for producing accurate and scannable barcodes printed on the parcel mailing labels.
- b. *File and Label Certification.* eVS file and label certification consists of two related but independent testing processes:
  - (1) *eVS Confirmation Services Certification.* The eVS Confirmation Services Certification process checks the format of eVS electronic files and barcode labels. If the applicant has been previously certified to transmit Confirmation Services manifests for Delivery Confirmation and to generate the corresponding UCC/EAN 128 Code barcoded labels, minimal changes are required to meet eVS file and label format specifications. The eVS applicant must indicate on the eVS application and Mailer ID application which Confirmation Services will be used. The eVS applicant is required to submit eVS barcode labels for Confirmation Services (using the appropriate Service Type Code for the service and class being used) corresponding to the Package Identification Codes in the manifest files. eVS customers who will mail eVS parcels without Confirmation Services must submit the second label type, the eVS barcode labels without any Extra Service (using Service Type Code 56).

- (2) *eVS File and Label Evaluation.* The eVS evaluation process checks rate calculations, entry and destination ZIP Codes, and the application of zones for zone-rated mail, as well as individual coding and coding configurations as specified in Appendix [A](#) and Appendix [G](#). Label content is also checked to ensure that rate and class markings, ancillary service endorsements, and other markings meet the standards in the DMM.
- c. *Quality Assurance.* Develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's mail production, postage payment, mail classification, and file transmissions as described in chapter [5](#).

#### 1-3.4 **Step 4: Mailing Test and Service Agreement**

After meeting all requirements to participate in eVS, the mailer must do the following to receive Postal Service approval to manifest parcel mail using eVS:

- a. *Mailing Test.* Complete a test during which eVS manifest files are transmitted and mailings are made to determine the accuracy of the mailer's system. File and label evaluation and certification must be completed before mailing tests are permitted. In most cases, mailings are presented under both existing plant-verified drop shipment and eVS procedures. The length of a test can vary, based on the issues identified. The test allows the prospective eVS mailer and the Postal Service to resolve potential issues and to monitor the effectiveness of quality control procedures. The type of test depends on whether the prospective eVS mailer is already manifesting parcel mail:
  - (1) *Manifest Mailer.* For a mailer already manifesting parcel mail, the Postal Service coordinates a parallel test run. During the test period, mailings are deposited and accepted using both eVS and existing plant-verified drop shipment (PVDS) procedures. Postage payment continues under existing processes, and the mailer continues to produce required postage statements, manifests, and PS Forms 8125 during the test.
  - (2) *Non-manifest Mailer.* For a mailer not manifesting parcel mail, the Postal Service coordinates testing procedures before actual mailings are deposited and postage withdrawn from the mailer's postage payment account.
- b. *Mailing Agreement.* Enter into an eVS Manifest Mailing Agreement with the Postal Service (see Appendix [D](#) for a sample agreement). Once the mailer meets the requirements and testing for eVS, an eVS manifest mailing agreement is prepared between the mailer and the Postal Service. The agreement contains the terms and conditions for preparing and presenting eVS mailings to the Postal Service.

## 1-4 Required and Optional Use of eVS

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### 1-4.1 Required Use

All parcel mailers and shippers entering permit imprint Parcel Select<sup>®</sup> mailings at Postal Service destination facilities will be required to use eVS for postage manifesting and payment of those mailings at a date to be announced by the Postal Service in the *Federal Register* and the *Postal Bulletin*. The original mandate of required use by August 1, 2007, has been suspended and a new date will be established.

All parcel mailers and shippers authorized under DMM 705 to commingle Standard Mail<sup>®</sup> machinable parcels or other Package Services parcels (Bound Printed Matter, Library Mail, or Media Mail<sup>®</sup>) with Parcel Select mailings will be required to use eVS for postage manifesting and payment for all mailpieces in the mailing at a date to be announced by the Postal Service in the *Federal Register* and the *Postal Bulletin*.

### 1-4.2 Optional Use

The use of eVS with all other parcel mail is optional. eVS may be used only for the subclasses and rate combinations available under eVS as shown in [Table G-5](#) in Appendix [G](#). When additional classes and subclasses of parcel mail and additional rate categories become available under eVS, the Postal Service will announce those additions in the *Postal Bulletin* and revise this publication. Appendix [F](#) contains a listing of applicable rates by destination entry facility.

### 1-4.3 Mailing Standards

The principal mailing standards for eVS are in DMM 705. The following standards also apply to eVS:

- a. Only parcels as defined in the DMM may be mailed using eVS. Letter-size and flat-size mailpieces may not be manifested using eVS, except for Priority Mail<sup>®</sup> pieces mailed in USPS -provided mailing envelopes and claimed at the unzoned 1-pound rate.
- b. Only permit imprints may be used as the postage payment method for eVS mailings. Postage stamps, pre-canceled stamps, and metered postage may not be used for eVS mailings.
- c. Destination entry rate mail must meet the applicable standards in the DMM.
- d. Presort rate mail must meet the applicable presort standards and volumes in the DMM.
- e. All mail must meet the classification and content requirements in the DMM.

### 1-4.4 Postage Computation

Postage must be computed according to the applicable standards in the DMM, including DMM 604.7.0 for computing postage. The elements used in

eVS for the computation of postage are as follows and detailed in Appendixes [A](#) and [E](#):

- a. *Postage Amount.* In eVS, the determinants of the postage amount shown in Detail Record 1 record positions 038–044 in the manifest file (see Appendix [A](#)) are class of mail, rate indicator, destination rate indicator, zone, processing category, and postal routing barcode (in the case of Parcel Select destination bulk mail center rate mail prepared without a postal routing barcode), weight of parcel, and size of parcel (in the case of balloon rate for Priority Mail, Parcel Post<sup>®</sup>, and Parcel Select, and in the case of oversized rate for Parcel Post and Parcel Select). Each of these determinants — other than size of parcel except for Priority Mail dimensional-weight pricing — is recorded in a separate field in Detail Record 1.

The postal routing barcode is a possible determinant of a parcel barcoded discount as described in [1-4.4b](#) or a possible surcharge for the absence of the postal routing barcode as described in [1-4.4c](#).

How the postage amount is reported in the Detail Record 1 positions 038–044 and how the actual total postage amount is calculated by eVS for generating postage statements is not identical:

- (1) *Postage Amount in Manifest Record.* The recorded postage amount in Detail Record 1 positions 038–044 is a single amount that does not include the subtraction of discounts or the addition of surcharges, nonincidental enclosure postage, and Extra Services.
  - (2) *Total Postage Amount for Postage Statement.* For the total postage amount for the Postal Service generation of postage statements, eVS adds up the postage amount plus any surcharges and nonincidental enclosure amounts minus any discounts reported in the corresponding Detail Record 1 positions (see Appendix [A](#)).
  - (3) *Extra Services for Postage Statement.* Total Extra Service fees are calculated separately and reported separately from the postage amount for the generation of postage statements. Detail Record 1 can accommodate up to three Extra Services for each parcel record (see Appendix [A](#)).
- b. *Discounts.* Discounts such as the parcel barcoded discount are not included in the calculation of the postage amount in Detail Record 1 record positions 038–044. Discounts are coded in Detail Record 1 positions 161–162 and the amount is reported in Detail Record 1 positions 163–169. [Table G-8](#) in Appendix [G](#) contains the discount codes.
  - c. *Surcharges.* Surcharges such as the nonbarcoded parcel surcharge are not included in the calculation of the postage amount in Detail Record 1 positions 038–044. Surcharges are coded in Detail Record 1 positions 161–162 and the amount is reported in Detail Record 1 positions 163–169. [Table G-8](#) in Appendix [G](#) contains the surcharge codes.

- d. *Balloon Rate and Oversized Rate.* The balloon rate for Parcel Post, Parcel Select, and Priority Mail and the oversized rate for Parcel Post and Parcel Select are not surcharges but dimensional rates. These rates, which are for parcels exceeding certain dimensions, are calculated as follows:
- (1) *Balloon Rate.* Priority Mail, Parcel Post, and Parcel Select parcels weighing less than 20 pounds and measuring more than 84 inches in combined length and girth, but no more than 108 inches in combined length and girth are charged the appropriate 20-pound rate. The 20-pound rate is used for the postage amount in Detail Record 1 positions 038–044, but the actual weight of the piece must be shown in the electronic manifest file in Detail Record 1 positions 046–054. The appropriate rate indicator code in Detail Record 1 positions 057–058 must be used to represent the balloon rate. Parcels weighing 20 pounds or more are not subject to the balloon rate. The balloon rate conditions vary by subclass of mail:
    - (a) *Priority Mail.* For Priority Mail, the balloon rate applies only to those parcels under 20 pounds subject to the balloon rate and destined for local and zones 1 through 4. Priority Mail parcels destined for zones 5 through 8 are not subject to the balloon rate, regardless of parcel weight and size.
    - (b) *Parcel Post.* For intra-BMC and inter-BMC Parcel Post, the balloon rate applies to any parcel subject to the balloon rate destined for local and zones 1 through 8.
    - (c) *Parcel Select.* For Parcel Select, the balloon rate applies to any parcel subject to the balloon rate regardless of zone, including Parcel Select rates without zones: destination sectional center facility (DSCF) rates and destination delivery unit (DDU) rates.
  - (2) *Oversized Rate.* Parcel Post and Parcel Select parcels up to 70 pounds measuring more than 108 inches and up to 130 inches in combined length and girth are charged the applicable oversized rate. The oversized rate is used for the postage amount, but the actual weight of the parcel must be shown in the electronic manifest file. The appropriate rate indicator code in Detail Record 1 positions 057–058 must be used to represent the oversized rate.
- e. *Priority Mail Dimensional-Weight Pricing.* Priority Mail parcels exceeding 1 cubic foot (1,728 cubic inches) for zones 5 through 8 are subject to dimensional-weight pricing, based on actual weight or dimensional weight, whichever is greater. Priority Mail parcels not exceeding 1 cubic foot for zones 5 through 8 are not subject to dimensional-weight pricing. For Priority Mail parcels subject to dimensional-weight pricing, the appropriate rate indicator must be used in Detail Record 1 positions 057–058. Detail Record 1 also contains four fields in record positions 101 through 121 to



accommodate length, width, height, and dimensional weight, rounded up to a whole pound.

The following Steps 1 and 2 provide calculations to determine whether a Priority Mail parcel is subject to dimensional-weight pricing and, if it is, how the dimensional weight is calculated:

*Step 1.* Rounded off length is multiplied by rounded off width then multiplied by rounded off height to arrive at total cubic inches.

*Step 2.* If the result is 1,728 cubic inches or less, actual weight (the physical weight of the parcel) is used to calculate postage. If the result exceeds 1,728 cubic inches, the parcel shape is used to determine dimensional weight, which is then compared with the actual weight. If the parcel is rectangular, the result is divided by 194 and rounded up to the next whole number. If the parcel is nonrectangular, the result is first multiplied by an adjustment factor of 0.785. If the result exceeds 1,728 cubic inches, that result is divided by 194 and rounded up to the next whole number.

**Note: Round Up.** Round up requires increasing by 1 the whole number if any decimal position four places to the right of the whole number is greater than 0:

- (1) Example 1: 3.0000 rounded up is 3.0000 (the whole number remains unchanged).
- (2) Example 2: 3.0001 rounded up is 4.0000 (the whole number increases by 1).

- f. *Pound Weight.* All parcel weights are expressed in decimal pounds rounded off to four decimal places. For computing eVS parcel weights, each parcel is weighed individually and not in bulk, regardless of the class of mail.

**Note: Round Off.** Round off requires increasing by 1 the last digit to be kept if the digit to its right, which is not kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged:

- (1) Example 1: 3.37662 rounded off to four decimal positions is 3.3766.
- (2) Example 2: 3.37665 rounded off to four decimal positions is 3.3767.

- g. *Single-Piece-Rate Weight Calculation.* Single-piece rate weights are grouped as follows:

- (1) Rates for First-Class Mail<sup>®</sup>, Priority Mail, Parcel Post, Parcel Select, Media Mail, and Library Mail always use weight rounded up for single-piece rate calculation. For example, the Parcel Post rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. If an item weighs 4.0051 pounds, the weight (postage) increment is 5 pounds. For Parcel Post, Parcel Select, Media Mail, and Library Mail, the minimum postage rate per piece is the 1-pound rate. For Priority Mail not prepared in a flat-rate box or a flat-rate envelope, the minimum postage rate per piece is the 1-pound unzoned rate.

- For First-Class Mail, the minimum postage rate per piece is the 1-ounce (0.0625 pound) rate.
- (2) Nonpresorted Bound Printed Matter uses weight rounded up for a single-piece rate calculation. The minimum postage rate per piece is the 1-pound rate.
  - (3) Regular and Nonprofit Standard Mail parcels weighing 3.3 ounces (0.2063 pound) or less use a single-piece rate that is the same regardless of the parcel weight up to and including 3.3 ounces. For example, a Standard Mail parcel weighing 2 ounces (0.125 pound) is charged the same amount as a Standard Mail parcel weighing 3.3 ounces (0.2603 pound).
- h. *Bulk-Rate-Weight Calculation.* Rates for Standard Mail weighing more than 3.3 ounces (0.2063 pound) and all Presorted Bound Printed Matter require computing individual piece-pound rates for each parcel as described in the following paragraphs 1 and 2 and as shown in Appendix [E](#):
- (1) *Standard Mail.* Standard Mail parcels weighing more than 3.3 ounces (0.2063 pound) require multiplying the weight of each parcel by the applicable pound rate and then adding the result to the applicable piece rate to arrive at the postage amount of the individual parcel. The pound rate includes any applicable destination entry discount.
  - (2) *Bound Printed Matter.* Presorted Bound Printed Matter parcels require multiplying the weight of each parcel by the applicable zoned pound rate and then adding the result to the applicable piece rate to arrive at the postage amount of the individual parcel. The pound rate includes any applicable destination entry discount. Postage for a Bound Printed Matter parcel weighing 1 pound or less is calculated using the 1-pound rate added to the piece rate.

## 1-5 eVS Permit Imprint Indicia

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### 1-5.1 Requirement

Each parcel included in an eVS mailing must bear a permit imprint indicia following the standards in DMM 604.6.0 on use and format with these two options:

- a. *Company Permit Imprint Indicia.* A company permit imprint indicia displays the name or abbreviation of the company name, with or without a permit account number. This is the required style for eVS parcel mail unless the mailer has received authorization from the Business Mailer Support manager to use the permit style in [1-5.1b](#).
- b. *Regular Permit Imprint Indicia.* A regular permit imprint indicia displays the permit account number and city and state where the permit account is held, without the company name or abbreviation of the

company name. This style requires authorization from the Business Mailer Support manager.

### 1-5.2 **Company eVS Permit Imprint Indicia**

The marking “eVS” (or the alternatives “EVS” or “e-VS”) must appear by itself as the last line in the company eVS permit imprint indicia. As an option, “Permit No.” followed by the mailer’s exclusive e-VS permit account number may be included as part of the company eVS permit imprint if placed on the line below the company name or abbreviation of the company name and above the line containing the marking “eVS.” City and state never appear in a company eVS permit imprint indicia.

**PARCEL SELECT  
US POSTAGE PAID  
PEN SERVICE  
eVS**

**PRESORTED BPM  
US POSTAGE PAID  
J&B FULFILLMENT  
PERMIT NO 1  
eVS**

### 1-5.3 **Regular eVS Permit Imprint Indicia**

The marking “eVS” (or the alternatives “EVS” or “e-VS”) must appear by itself as the last line in the regular eVS permit imprint indicia, below the city and state line. eVS mailers wishing to use this indicia style must receive authorization from the Business Mailer Support manager.

**PRST STD  
US POSTAGE PAID  
PERMIT NO 1  
BUFFALO NY  
eVS**

### 1-5.4 **Test Indicator**

The marking “eVS Test” may be required in the permit imprint indicia for mailers participating in a mailing test to use eVS while paying postage through a non-eVS manifest system or other means of payment.

**PARCEL SELECT  
US POSTAGE PAID  
PEN SERVICE  
eVS TEST**

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# 2 Electronic Files and Manifests

## 2-1 eVS File and Manifest Structure

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### 2-1.1 eVS Process

eVS requires the creation of an electronic file containing specific data records organized into manifests. Each manifest within the file corresponds to a data record for each destination entry facility or each origin entry Post Office, with data records for the parcels grouped under the data record for the entry facility or entry Post Office.

eVS mailers transmit electronic files to the Postal Service Product Tracking System (PTS), which is also used for Confirmation Services. Business rule validations and record filtering occur in PTS. Successfully accepted records are forwarded to the eVS database. Records with errors are not forwarded to the eVS database.

The successfully accepted records are used by eVS to generate electronic postage statements for automatic debiting of the mailer's postage payment account.

### 2-1.2 File Format and Layout

eVS and Confirmation Services use a similar file format. Certain fields not required for Confirmation Services are *mandatory* for eVS. These fields must be populated for postage payment and verification purposes.

If the mailer chooses *not* to populate the full layout, the mailer must include the optional fields, shaded in gray and noted by position number in the heading. These fields must be filled using the default values indicated in the "Content Rules and Limitations" column in Appendix [A](#). Record lengths must not vary. They must be the exact length shown in the record formats.

Appendix [A](#) contains the eVS file layout and required fields.

### 2-1.3 **File, Manifest, and Records**

The eVS electronic manifest consists of three types of records: the Header Record (identified as H1), Detail Record 1 (identified as D1), and Detail Record 2 (identified as D2 but currently not available for eVS). The following definitions standardize terminology in this technical guide:

*Record.* A record consists of a specific number of bytes representing data either about a specific entry facility (Header Record) or a specific parcel (Detail Record 1).

*Manifest.* A manifest consists of one Header Record and one or more Detail Records 1. A manifest may never contain more than one Header Record.

*File.* An electronic file, at a minimum, must contain at least one manifest. Most files generally consist of many manifests identified by unique Header Records.

### 2-1.4 **Header Record**

The Header Record, which is 130 bytes long, contains general information about the mailer and specific information about the mailing, such as date and time of mailing and place of deposit for destination rate entry parcels or place of mailing for origin entry parcels. The Header Record contains the mailer's master Mailer ID, the mailer's permit imprint account number, and the 5-digit ZIP Code of the Post Office of Account corresponding to the permit account number.

Each Header Record in the electronic manifest is identified by a 22-digit Electronic File Number (EFN) that must remain *unique* for a 12-month period from first use. All Header Records must contain Service Type Code (STC) "50" in the EFN. For eVS mailings, the Header Record must display the value '5' in the "Electronic File Type" field. Appendix [A](#) contains complete information about all required Header Record fields and their content.

The Header Record also shows the total number of records in the manifest, which consists of one Header Record and all Detail Records under the Header Record. Each parcel is represented by an individual Detail Record 1 under the Header Record.

### 2-1.5 **Detail Record 1**

Each Detail Record 1, which is 200 bytes long, contains information about an individual parcel under the Header Record in the electronic manifest. Information about the parcel includes mail class, destination ZIP Code, postage amount, weight, processing category, rate and destination rate indicators, zone, postal routing barcode, Extra Services such as Delivery Confirmation, and any discount or surcharge.

Detail Record 1 contains a 22-digit Package Identification Code (PIC) that identifies the parcel and includes either the mailer's master Mailer ID (or another Mailer ID registered for the mailer) or the Mailer ID of the mailer's client. The PIC must remain unique for a 12-month period from first use. The Postal Service is exploring shortening that period to 6 months and will announce any change to this policy through the *Postal Bulletin*.

The PIC contained in the Detail Record 1 is represented on the corresponding physical parcel in the form of a barcode that is printed on the

mailing label affixed to the parcel. The human-readable numeric representation of the barcode must also appear below the barcode as described in chapter [3](#).

Another important element of each PIC is a service type code. [Table G-1](#) in Appendix [G](#) lists the service type codes for each class or subclass of mail and any Extra Service combined with the class or subclass of mail. Service type code 56 is used for all eVS mail not combined with an Extra Service, regardless of class or subclass of mail.

### 2-1.6 **Detail Record 2**

Detail Record 2, which is 352 bytes long, contains address information required for accountable mail in the mailing (for example, Insured and Collect on Delivery (COD)). Detail Record 2 is currently not available for eVS mail.

Mailers shipping parcels combined with Insurance or COD must prepare and submit hard copies or approved electronic facsimiles of PS Form 3877, *Firm Mailing Book for Accountable Mail*, to the district business mail entry unit at the Post Office of account serving the mailer's corporate office (see section [4-4](#)).

## 2-2 File Transmission

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### 2-2.1 **Transmission Methods**

eVS mailers must transmit their eVS electronic manifests to the Postal Service Product Tracking System (PTS). File Transfer Protocol (FTP) and Electronic Data Interchange (EDI) are the two methods eVS mailers may use to transmit eVS manifests to PTS. The two transmission methods currently available:

- a. *File Transfer Protocol (FTP)*. Standard FTP commands are used for sending the electronic manifest files. The manifest files may be sent compressed if using FTP via a modem only. (Compressed files may not be sent via the Internet.) PKZIP is the only compression software program that may be used to compress the electronic files. Files that are self-extracting or that require a password to decompress may not be sent.
  - (1) FTP via a dial-up connection using a Postal Service toll-free telephone line (in the United States and Canada).
  - (2) FTP via the Internet.
- b. *Electronic Data Interchange (EDI)*. Mailers wishing to use EDI with the Postal Service must be established as an EDI trading partner.

### 2-2.2 **Duplicate Records**

Mailers must not repeat (duplicate) Electronic File Numbers used in Header Records or Package Identification Codes (PICs) used in Detail Records 1 for 12 months from date of first use. Duplicate records compromise the usability of tracking information and the integrity of eVS file and payment

reconciliation, creating additional work and expense for the mailer and the Postal Service.

Duplicate records accidentally created and transmitted to eVS are handled as follows:

- a. *Header Records*. Duplicate Header Records with the associated Detail Records 1 that are successfully processed by PTS will be forwarded to eVS. eVS, however, will reject these duplicate Header Records and all their associated Detail Records 1.
- b. *Detail Records 1*. Duplicate Detail Records 1 processed by PTS, whether duplicated within the same file, same manifest or previously manifested within the past 12 months, are forwarded to eVS. eVS will process the duplicate Detail Records 1 and charge for these duplicates as part of the normal automatic postage debiting process.

### 2-2.3 **Transmission Reports**

Notice of electronic file transmission acceptance or rejection is displayed in the Product Tracking System (PTS) Confirmation Error/Warning Report. A PTS Confirmation Error/Warning Report is generated by PTS for each transmitted manifest and forwarded to eVS and the mailer. The first successfully transmitted Header Record in the PTS Confirmation Error/Warning Report is used to represent the manifest transaction in eVS.

Publication 91, *Confirmation Services Technical Guide*, contains more information about the file transmission process and is available in both Hypertext Markup Language (HTML) and Portable Document Format (PDF) at the following addresses:

Format	Address
HTML	<a href="http://www.usps.com/cpim/ftp/pubs/pub91/welcome.htm">http://www.usps.com/cpim/ftp/pubs/pub91/welcome.htm</a>
PDF	<a href="http://www.usps.com/cpim/ftp/pubs/pub91.pdf">http://www.usps.com/cpim/ftp/pubs/pub91.pdf</a>



# 3 Barcode Requirements

## 3-1 Barcode Symbology and Use

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eVS requires the standardized UCC/EAN Code 128 symbology for the barcodes that identify every eVS parcel and designate any Extra Service such as Delivery Confirmation or Signature Confirmation used with eVS.

The barcode always contains the 22-digit Package Identification Code (PIC) — sometimes called a tracking number — that is printed on the mailing label affixed to the parcel. The PIC must be unique and not repeated for 12 months from first use. In addition, each PIC must contain a Mailer ID that is unique to the mailer or the mailer’s client.

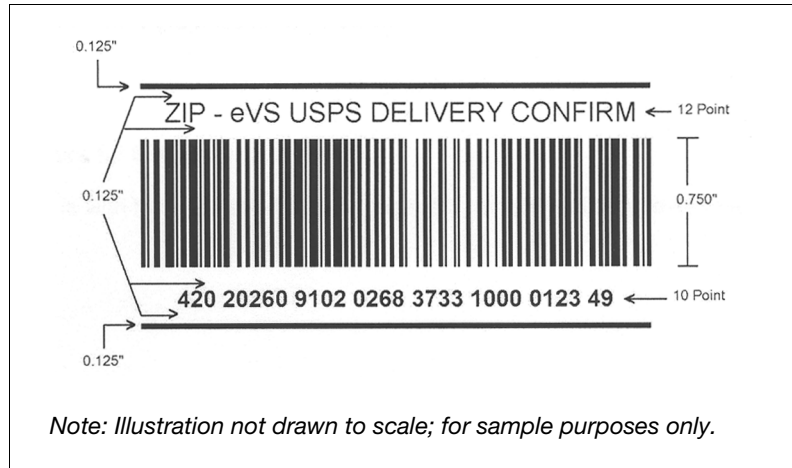
Mailers also may use a concatenated barcode format (barcode containing both the standard PIC used for tracking and the postal routing code). When using this option, the term “ZIP” must be printed on the barcode label in addition to the human-readable requirements. No other information should be put in the barcode area.

## 3-2 Barcode Specifications

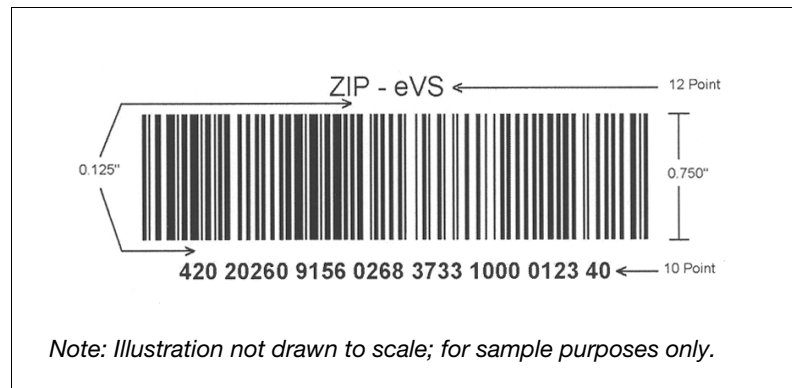
---

The barcode on the parcel must meet, at a minimum, the specifications outlined and illustrated in this chapter. Dimensions for UCC/EAN 128 barcodes appear in [Exhibit 3-2a](#) and [Exhibit 3-2b](#).

**Exhibit 3-2a**  
**Dimensions for UCC/EAN Code 128 (Confirmation Services)**



**Exhibit 3-2b**  
**Dimensions for UCC/EAN Code 128 (Non-Confirmation Services)**



## 3-3 Barcode Identification Format

### 3-3.1 Human-readable Information

Each barcode used for eVS must display human-readable information above and below the actual barcode to identify the service requested and to provide a numeric representation of the barcode. Human-readable text and numeric representations must meet the specifications described in [3-3.2](#) and [3-3.3](#).

### 3-3.2 Human-readable Text

The human-readable text above the barcode must meet the following standards:

- a. *ZIP, Extra Services (when applicable), and eVS.* As shown in [Exhibit 3-2a](#) and [Exhibit 3-2b](#), the human-readable text above the barcode consists of the following wording:
  - (1) *ZIP.* The term “ZIP” is required only if the barcode contains the postal routing code (the destination 5-digit delivery ZIP Code). The term “ZIP” must always be the first element on the line of human-readable text or be placed to the left of the barcode as described in [3-4](#).
  - (2) *Extra Service.* If any Extra Service is requested such as Delivery Confirmation, the human-readable text contains the service name. The proper text for each Extra Service or combination of services currently approved for eVS appears in [Table G-1](#) in Appendix [G](#).
  - (3) *eVS.* The human-readable text must always contain the designation “eVS” (or the approved alternative “e-VS”).

Exhibit 3-3.1a

#### Position of eVS with Extra Service Designations

Preferred Placement at End	Alternative Placement at Beginning
USPS DELIVERY CONFIRMATION eVS	eVS USPS DELIVERY CONFIRMATION
USPS SIGNATURE CONFIRMATION eVS	eVS USPS SIGNATURE CONFIRMATION
USPS INSURED eVS	eVS USPS INSURED

- b. *Placement.* The full line of human-readable text must be placed above the top clear zone of the barcode. The line of text must be no less than 0.125 inch and no more than 0.500 inch above the barcode.
- c. *Type Font and Case.* The type font must be sans serif bold, and the lettering must be in all uppercase.
- d. *Type Size.* The type size must be at least 12 points, with 14 points preferred. When 14–point type is used, the term “CONFIRMATION” may be shortened to “CONFIRM” such as “USPS DELIVERY CONFIRM eVS” if the line of full text in the larger point size type is longer than the barcode. The line of human-readable text, regardless of point size, must not exceed the length of the barcode.

### 3-3.3 Human-readable Barcode Numbers

The human-readable numeric representation of the barcode must meet the following standards:

- a. *Placement.* The full line of digits must be placed below the bottom clear zone of the barcode. The line of digits must be no less than 0.125 inch and no more than 0.500 inch below the barcode.
- b. *Type Font.* The type font must be sans serif bold.
- c. *Type Size.* The type size must be at least 10 points.
- d. *Application Identifiers.* Application Identifiers “91” and “420” must not appear in parentheses.
- e. *Parsing.* The digits making up the numeric representation of the barcode must be parsed (grouped) according to [3-3.4](#).

### 3-3.4 Parsing

The human-readable representation of the barcode must be parsed as follows:

- a. *Non-concatenated Barcode.* If the barcode is non-concatenated it contains a standard PIC but not a postal routing code (the destination 5-digit delivery ZIP Code). The 22 digits are parsed into groups of four digits, with the remaining two digits grouped at the end. A space is placed between each group.
- b. *Concatenated Barcode.* If the barcode is concatenated, it contains both a standard PIC and a postal routing code. The 30 digits are parsed as follows: the first group contains the three-digit 420 Application Identifier, followed by a space, the five-digit postal routing code, space, and the following digits parsed into groups of four digits with a space placed between each group, with the remaining two digits grouped at the end.

**Examples:**

Non-concatenated barcode: 9102 0268 3733 1000 0395 21

Concatenated barcode: 420 22153 9102 0268 3733 1000 0395 21

### 3-3.5 Identification Bars

If Confirmation Services or another service integrated with Confirmation Services is used, bold horizontal lines at least 0.062 inch thick must appear between 0.125 inch and 0.500 inch above and below the human-readable text and numbers to distinguish the Confirmation Services barcode from other information on the shipping label. At a minimum, the line length must extend the width of the barcode, but it can extend the width of the label.

If Confirmation Services or another service integrated with Confirmation Services is not used, the bold horizontal lines *must not* appear above and below the human-readable text and numbers (see [Exhibit 3-2b](#)).

## 3-4 ZIP Identifier for Concatenated Barcodes

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### 3-4.1 Purpose

Concatenated barcodes — barcodes containing both the standard Package Identification Code (PIC) used for tracking and the postal routing code (the 5-digit destination delivery ZIP Code) — must include the designation “ZIP” printed on the barcode label as specified in [3-4.2](#). No other information should be put in the barcode area. This standard ensures that parcels that require forwarding or return are routed correctly and not sent back to the routing code (ZIP Code), which is part of the concatenated barcode.

### 3-4.2 Placement

The designation “ZIP” must be placed using one of the following positions:

- a. *Left of Barcode.* To the left of the barcode in 12-point or larger sans serif type. A clear zone between the end of the word “ZIP” and the beginning of the barcode must be maintained as specified in [3-5.2](#).
- b. *On Upper Human-Readable Text Line.* At the beginning of the line of human-readable text above the barcode and separated from the rest of the text with a hyphen.

## 3-5 Printing Specifications

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### 3-5.1 Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of any narrow bars or spaces must be no less than 0.013 inch or greater than 0.021 inch. All bars must be at least 0.75 inch high.

### 3-5.2 Clear Zone

No printing may appear in an area 0.125 inch above or below the barcode. A minimum clear or quiet zone equal to 10 times the average measured narrow element (bar or space) width must be maintained on either side of the barcode per the specifications of the Association for Automatic Identification and Mobility (AIM). When feasible, a left/right clear zone of 0.250 inch is recommended.

### 3-5.3 Reflectance

When measured in the red spectral range between 630 nanometers to 675 nanometers, the minimum white space reflectance ( $R_s$ ) must be greater than 50%, and the maximum bar reflectance ( $R_b$ ) must be less than 25%. The minimum print reflectance difference ( $R_s - R_b$ ) is 40%. The measurements are made using a Postal Service–specified reflectance meter or a Postal Service–approved barcode verifier.

### 3-5.4 Barcode Quality Standards

The print quality of the barcodes that mailers produce must be at least 70 percent grade A or B using the measure of the American National Standards Institute (ANSI) and none of the remaining portion may measure lower than ANSI grade C. Information concerning ANSI guideline X3.182-1990 may be obtained from:

AMERICAN NATIONAL STANDARD FOR INFORMATION SYSTEMS  
BARCODE PRINT QUALITY GUIDELINE  
AMERICAN NATIONAL STANDARDS INSTITUTE  
11 W 42ND ST  
NEW YORK NY 10036-8002

Telephone: 212-642-4900  
Web site: <http://www.ansi.org>

### 3-5.5 UCC/EAN 128 AI Standard

The UCC/EAN 128 Application Identifier standard is based on the ANSI specification and can be obtained from:

AIM USA  
125 WARRENDALE-BAYNE RD STE 100  
WARRENDALE PA 15086-7570

Telephone: 724-934-4470 (ask for Technical Department)  
Web site: <http://www.aimglobal.org>

## 3-6 Barcode Elements

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### 3-6.1 Integrated Barcodes

An integrated barcode enables the mailer to combine eVS with one or more Extra Services and apply only a single barcode representing the services selected. An integrated barcode thus eliminates the need to print separate barcodes for each service requested. Service Type Codes (STCs) included in the barcode represent the various service combinations. Appendix [G](#) contains the STCs available for eVS.

eVS, Delivery Confirmation service, and all integrated barcode solutions use a 22-digit package ID barcode. An Application Identifier (AI) is required with the UCC/EAN Code 128 barcode symbology. In addition, the UCC/EAN Code 128 barcode contains a variable-length sequential package ID. [Exhibit 3-6.1](#) shows the required barcode elements.

Exhibit 3-6.1

**UCC/EAN Code 128 Barcode Elements**

<b>Data</b>	<b>Overhead</b>
	Start Code
	Function One
Application Identifier	
Service Type Code	
Mailer ID	
Sequential Package ID	
Check Digit – MOD 10	
	MOD 103
	Stop Code

**3-6.2 Start Code**

All barcodes must have a symbol start code. UCC/EAN Code 128 must begin with a start code C. The start character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

**3-6.3 Function One**

The Function One (FNC1) numeric character for UCC/EAN Code 128 must follow the symbol start code character, and is part of the symbology overhead. The FNC1 is also used to concatenate successive UCC/EAN Code 128 barcode symbols and must precede an Application Identifier (AI). The FNC1 character is *neither* part of the human-readable character set *nor* manually keyed or transmitted as data.

**3-6.4 Application Identifier**

The Application Identifier (AI) is a 2-digit code used within UCC/EAN Code 128 that identifies the barcode as a postal barcode. The AI values for Confirmation Services are 91 and 420, and appear as part of the human-readable printed data. If concatenation is used to include the postal routing code (destination ZIP Code), then both the AI of 91 and 420 must appear as part of the human-readable print for the routing barcode component. Neither Application Identifier 91 nor 420 may appear in parentheses.

**3-6.5 Service Type Code**

Service Type Codes (STCs) are two-digit designators included in the Confirmation Services barcode to identify the class of mail and/or type of Extra Services included on that specific mail item. See [Table G-1](#) in Appendix [G](#) for the Service Type Codes available for eVS.

**3-6.6 Mailer ID**

A Mailer ID provided by the Postal Service or a DUNS number previously authorized for eVS before August 11, 2007, must be used in the barcode to identify the mailer or the mailer's client. A Mailer ID can uniquely identify a

mailer's business at specific geographical locations, divisions within a mailer's business, or clients of the mailer. Mailers or their clients who need to obtain Mailer IDs must complete *eVS/PRS Mailer ID Application* (see Appendix B), or they can contact Confirmation Services Support via [eVS@usps.gov](mailto:eVS@usps.gov).

### 3-6.7 Sequential Package ID

Customers assign an 8-digit Sequential Package Identifier. This string of numbers may be a variable length field of 2 to 8 digits using the UCC/EAN Code 128 symbology.

### 3-6.8 Check Digit – MOD 10

The MOD 10 check digit validates the barcode authenticity. Section [3-7](#) contains instructions on how to calculate the MOD 10 check digit.

### 3-6.9 Stop Code

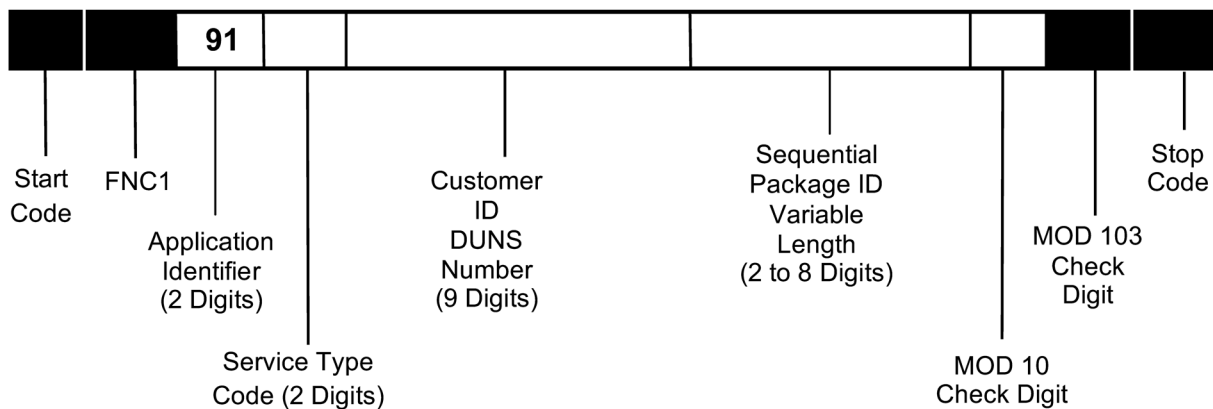
All barcodes must end with symbol stop code. The stop character is not shown in the human-readable presentation and it is not manually keyed or transmitted.

### 3-6.10 Element Comparison

[Exhibit 3-6.10a](#) shows the barcode elements required for a non-concatenated barcode, which is a barcode not combined with the Postal Service routing code. [Exhibit 3-6.10b](#) shows the barcoded elements required for a concatenated barcode, which is a barcode combined with the Postal Service routing code (5-digit destination ZIP Code).

Exhibit 3-6.10a

#### UCC/EAN Code 128 (Non-concatenated Format)



Note: Illustration not drawn to scale; for sample purposes only.





3-7.2 **Step 1**

Set up a two-row matrix, labeled 1 through 22, with 1 being the most significant position in the matrix (i.e., the right-most position). Starting from the least significant position of the matrix (position 22), copy each digit of the PIC all the way to position 2 (excluding the position of the check digit shown in the example below by a “?”).

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	2	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?

3-7.3 **Step 2**

Starting from position 2 of the matrix, add the values in the even-numbered boxes.

For example:  $1 + 0 + 0 + 0 + 9 + 7 + 5 + 3 + 1 + 0 + 9 = 35$

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	2	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?

3-7.4 **Step 3**

Multiply the result of Step 2 by 3.

For example:  $35 \times 3 = 105$

3-7.5 **Step 4**

Starting from position 3 of the matrix, add up the values in the odd-numbered boxes, skipping position 1 because it is the position of the check digit.

For example:  $0 + 0 + 0 + 0 + 8 + 6 + 4 + 2 + 2 + 1 = 23$

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	1	0	2	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	0	1	?

3-7.6 **Step 5**

Add up the results for Steps 3 and 4.

For example:  $105 + 23 = 128$

**3-7.7 Step 6**

The check digit is the smallest number which, when added to the result obtained through step 5, gives a number that is a multiple of 10.

For example:

$$128 + X = 130$$

$$X = 2$$

The smallest number, that when added to 128 results in a multiple of 10, equals 2. Therefore, the check digit is 2.

**Note:** The dimension of the matrix (the number of cells) will vary depending on the length of the Sequential Package ID. In this example, the Sequential Package ID is 8 digits long (00000001), requiring a matrix with a total of 22 cells (including the cell for the check digit).

**3-7.8 MOD 10 Calculation for Electronic File Number**

The same process described above is used for calculating the check digit used within the Electronic File Number.

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# 4 Postage Verification and Adjustment

## 4-1 Online Information

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### 4-1.1 Purpose

eVS is designed to allow the mailer and the Postal Service to monitor the receipt of electronic manifests and to analyze the results of parcel sampling performed by specially trained Postal Service employees. Ongoing review of this online information is critical in order to pinpoint problems, find their root causes, and take appropriate action to resolve the problems.

### 4-1.2 Information Access

Information for the current month is displayed on the eVS Monthly Account and Sampling Summary page. This summary report consolidates financial data from manifest files, postage statement generation, and sampling data. The eVS Monthly Account and Sampling Summary consists of three distinct but related sections:

- a. Mailer Information.
- b. Monthly Account Summary.
- c. Monthly Sampling Summary.

Various links on the eVS Monthly Account and Sampling Summary provide access to other important eVS reports used for checking data flow and postage payment. Chapter 6 describes these reports generated and posted on the eVS Web site for the mailer and the Postal Service.

## 4-2 Sampling Data

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### 4-2.1 Collection Frequency and Locations

The Postal Service captures parcel sampling data continuously as part of the eVS mailing and verification process. The collection of sampling data takes place mainly at destination bulk mail centers (DBMCs), destination auxiliary service facilities (DASFs), destination sectional center facilities (DSCFs), and destination delivery units (DDUs). The Postal Service can also collect sampling data at the mailer's plant or at the origin Post Office.

#### 4-2.2 Reconciliation Period and Reports

Throughout the month, eVS continuously reconciles parcel sampling data against the records in the mailer's electronic manifest files received during the month. The actual reconciliation period for parcel sampling data includes the month itself and the first 10 days of the following month.

- a. *Manifests.* eVS matches data for sampled parcels against data in the manifest records transmitted during that particular month. For example, manifests for June mailings that are transmitted from June 1 through June 30 will be used for reconciliation. Additionally any reconciliation file for unmanifested data submitted through July 10 will be included as described in [4-3.4](#).
- b. *Sampling Data.* Sampling data for a specific month includes parcel samples taken during the month as well as samples taken the first 10 days of the following month if those samples can be matched against records that are part of a manifest transmitted during that particular month; for example, samples taken from June 1 through July 10 that can be matched against manifests with a June 1 through June 30 date of mailing in the Header Records.

#### 4-2.3 Sampling Summary Information

Information about the continuous sampling reconciliation — sample data matched with the corresponding manifest data — appears on the eVS Monthly Account and Sampling Summary page in the Monthly Sampling Summary section. For parcels sampled and used to compute the postage adjustment factor (PAF), the Monthly Sampling Summary displays two running postage amounts that reflect the ongoing sampling process. The eVS mailer can view and analyze the detailed information for the following two totals by checking the eVS Monthly Account and Sampling Summary page on the eVS Web site:

- a. *Actual Postage of Pieces Sampled.* This amount reflects the total postage computed from the sampling data input by the Postal Service sampler.
- b. *Manifest Postage of Pieces Sampled.* This amount reflects the total manifest postage computed for the corresponding parcel records. The Postal Service uses the postage elements reported in the mailer's manifest parcel records for recalculating the manifest postage.

## 4-3 Postage Adjustments

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#### 4-3.1 Postage Adjustment Factor (PAF)

A postage adjustment factor (PAF) is calculated by dividing the total postage for the samples by the total postage recalculated by the Postal Service for the corresponding parcel records in the mailer's manifest file. The Postal Service recalculates manifest postage using rate-specific data elements exactly as coded in the mailer's manifest.

If the results of the monthly sampling indicate that total manifest postage — as recalculated by the Postal Service for the sampled parcels — is underpaid by more than 1.5% (that is, the PAF is greater than 1.015), the Postal Service assesses additional postage due by multiplying total recalculated manifest postage for the month by the PAF multiplier (the PAF minus 1). For example, if the PAF equals 1.021, the PAF multiplier applied against the manifest postage for the additional postage due is 0.021. This additional postage due is not collected until 21 days after the end of the month upon completion of the 10-day mailer investigation (see [4-3.4](#)) and during the 10-day joint Mailer/Postal Service sampling data review (see [4-3.5](#)).

Incorrectly rated parcels, unmanifested parcels without Confirmation Services, and mis-shipped DBMC and DSCF parcels can contribute toward possible additional postage due. If postage is overpaid, no postage adjustment is made for the month, although overpayments made during a month offset underpayments. The mailer can minimize the potential for both overpayments and additional postage assessments by monitoring the results of samplings and taking corrective action on subsequent mailings.

#### 4-3.2 **Unmanifested Confirmation Services Parcels**

Unmanifested Confirmation Services parcels are parcels accepted and scanned by the Postal Service for which the Product Tracking System never received or successfully processed electronic manifest records representing the parcels or individual parcel records. These unmanifested Confirmation Services parcels are linked in databases to eVS mailers through the Mailer ID within the 22-digit Package Identification Code (PIC) on the mailing label affixed to the parcels.

For eVS parcels identified by the Product Tracking System as unmanifested, postage due is collected on the 21st day after the last day of the monthly accounting period using the following calculations to determine the amount:

- a. *Fewer Than 10 Unmanifested Confirmation Services Samples.* If fewer than 10 unmanifested parcels are sampled during the monthly accounting period, the postage due for those unmanifested Confirmation Services parcels is calculated using a per-unit postage rate derived from the actual postage of pieces sampled divided by the total number of pieces sampled for the PAF as displayed in the Monthly Sampling Summary. The total number of pieces sampled for the PAF does not include samples that are filtered for technical or business reasons, dropped by the Postal Service because of inaccuracy, or identified as unmanifested Confirmation Services parcels.
- b. *10 or More Unmanifested Confirmation Services Samples.* If 10 or more unmanifested Confirmation Services parcels are sampled during the monthly accounting period, the postage due for all unmanifested Confirmation Services parcels is calculated using a per-unit postage rate derived from the average postage of the sampled unmanifested Confirmation Services parcels. Pieces sampled that are unmanifested Confirmation Services parcels are not included in the total pieces sampled for the PAF.

The total calculated sample postage for unmanifested Confirmation Services parcels is divided by the total number of those sampled pieces to derive the average per unit cost. The total identified unmanifested Confirmation Services parcels, which includes the samples, is multiplied by the average per unit cost to compute the total postage due for all unmanifested Confirmation Services parcels.

If a mailer submits a manifest containing parcel records matching the Package Identification Codes of the sampled unmanifested Confirmation Services parcels, those sampled pieces then become part of the total pieces sampled for the PAF.

#### 4-3.3 **Mis-shipped Parcels**

Parcels deposited by an eVS mailer at an incorrect entry facility are termed “mis-shipped” parcels and are handled as follows:

- a. *Destination Delivery Unit Parcels.* Mis-shipped destination delivery unit (DDU) rate parcels are each charged additional postage derived from the difference between the manifest postage for the parcel and the applicable nondestination-entry single-piece rate for the mis-shipped DDU parcel as defined in the *Domestic Mail Manual*. In the case of a Standard Mail parcel, the mailer is charged the difference between the manifested postage and the appropriate First-Class Mail single-piece rate or the unzoned 1-pound Priority Mail rate for a parcel weighing more than 13 ounces.

Postage for mis-shipped Confirmation Services parcels is tracked and made available to the mailer via the DDU Confirmation Services Mis-shipped Report in eVS. The mailer’s *PostalOne!* postage payment account is debited on the 21st day of the following month for the additional mis-shipped postage accumulated during the previous month. Mis-shipped DDU parcels are not included in the postage adjustment factor described in [4-3.1](#).

- b. *Destination Bulk Mail Center and Destination Sectional Center Facility Parcels.* Mis-shipped destination bulk mail center (DBMC) and destination sectional center facility (DSCF) parcels are not individually charged as mis-shipped parcels as done for mis-shipped DDU parcels. Instead, the difference in postage between the postage recalculated by the Postal Service for the data elements in the manifest record and the postage calculated for any sampled mis-shipped DBMC or DSCF parcel becomes part of the postage adjustment factor for sampled parcels. Sample postage for mis-shipped DBMC and DSCF parcels is calculated at the appropriate nondestination entry rate, including rezoning as necessary.

#### 4-3.4 **10-Day Mailer Investigation**

After the close of the monthly accounting period, the mailer has 10 days to review sampling data as well as unmanifested and mis-shipped parcels. During this period, the mailer can transmit files containing records for parcels listed as un-manifested.



Any manifests transmitted to reconcile un-manifested parcels from the previous month must contain a “Date of Mailing” (Header Record positions 026–033) value equal to the last day of that previous month.

**Example:**

A manifest transmitted on November 7, 2006, to reconcile un-manifested parcels from October 2006 must use “20061031” (October 31, 2006) as the “Date of Mailing” value in the Header Record.

4-3.5 **10-Day Joint Mailer/Postal Service Data Review**

After the 10-day mailer investigation, the Postal Service and the mailer review the data for the monthly accounting period to determine whether any samples used to calculate the postage adjustment factor, unmanifested Confirmation Services parcels, or mis-shipped DDU parcels should be removed from the final reconciliation for any additional postage due.

4-3.6 **Appeals and Refunds**

All appeals and refund requests must be submitted in writing with appropriate documentation to the Business Mailer Support manager within 30 days following the end of the 10-day joint mailer/Postal Service data review.

## 4-4 Post Office of Account

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4-4.1 **Description**

The Post Office of account is the Post Office where the eVS mailer holds the permit account number used exclusively for all eVS mailings, maintains the *PostalOne!* postage payment account used for eVS withdrawals, and pays any applicable annual presort and destination entry mailing fees used for eVS mailings. The Post Office of account processes any eVS postage adjustments and refunds that must be manually made. The Post Office of account is generally the Post Office containing the district business mail entry unit that serves the eVS mailer’s corporate location.

4-4.2 **Post Office of Mailing**

For all non-eVS mailings, the Post Office of mailing is the Post Office serving each of the mailer’s sites if the mailer has more than one mailing site. A Post Office of mailing handles the verification and acceptance of all non-eVS mail as well as any other normal postal business. The Post Office of account can also be a Post Office of mailing.

4-4.3 **Mailings with Accountable Mail**

For mailings with Insurance, or COD, a hardcopy or electronic facsimile of PS Form 3877, *Firm Mailing Book for Accountable Mail*, must be submitted to the Post Office of account serving the mailer’s corporate location. PS Form 3877 lists all parcels with Extra Services included in the mailing made that day and contained in the corresponding manifest file records. The

form must include data elements from those manifest file records such as Package Identification Code and manifest Header Records. The mailer may use the file format specified in Appendix [A](#) for Detail Records 2 as a substitute for PS Form 3877.

The Post Office of account serving the mailer's corporate location will reconcile the data on PS Form 3877 with the applicable manifest records. After reconciling the data, the Post Office of account personnel signs and round-stamps the PS Form 3877. The signed and dated PS Form 3877 provides the mailer with evidence that an Extra Service was purchased. All claims for lost or damaged accountable mail must be filed at the Post Office of Account.

#### 4-4.4 **Verification Function**

After mailings are prepared, the quality assurance described in chapter [5](#) is performed, and the electronic manifest file is successfully transmitted and received by PTS and eVS, the mailer can deposit mailings directly at the destination entry facility according to the appointment window made through Facility Access and Shipment Tracking (FAST) system.

The Post Office of account and any Post Office of mailing neither collect nor request postage statements, manifests, or PS Forms 8125 related to eVS mailings. The Post Offices of mailing generally do not perform onsite verification or sampling of eVS mailings.

# 5 Quality Assurance

## 5-1 Purpose

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### 5-1.1 Identification of Potential Failures

An effective quality assurance program identifies potential or actual system failures at the earliest possible stage in mail preparation and documentation. To participate in eVS, the mailer must implement the procedures listed in [5-2](#) or comparable procedures that ensure proper postage payment. These procedures are included as an attachment to the eVS manifest mailing service agreement.

### 5-1.2 Mail Preparation and File Accuracy

At a minimum, quality assurance ensures the accuracy of mail preparation and correctness of postage computation. It also helps a mailer identify areas for improvement or enhancement that can streamline all business functions and mailing operations and lead to a more effective use of resources.

### 5-1.3 Development of Procedures

If the Postal Service determines that the procedures implemented by the eVS mailer are not sufficient to prevent inaccurate postage calculations, errors in file transmissions, or large volumes of un-manifested parcels and mis-shipped parcels, the Postal Service will require the mailer to correct existing quality control procedures within 30 days' notice before requiring additional procedures. The Postal Service will work directly with the eVS mailer to develop any new or additional procedures.

## 5-2 Procedures

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### 5-2.1 Internal Sampling

Initially the eVS mailer must perform postage accuracy verifications on 0.5% of the parcels (1 in 200 parcels) for each destination entry level (DBMC, DSCF, and DDU) from each mailer facility. This is done by comparing the postage documented during the quality assurance sampling against the postage claimed for those parcels on the manifest.

The mailer must document a parcel-by-parcel postage comparison on PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet* —

*Single-Package Rate Mailings* (or a facsimile or similar worksheet developed by the mailer). The PS Form 8159 is available from the Postal Service. As one part of quality assurance, a Postage Adjustment Factor (PAF) must be calculated using the following formula:

$$\text{PAF} = \frac{\text{Total Required Postage of Sampled Pieces}}{\text{Total Manifest Postage of Sampled Pieces}}$$

### 5-2.2 Postage Accuracy Verifications

Postage accuracy verifications are handled as follows:

- a. *Day 1–30.* The mailer must perform postage accuracy verifications on 0.5% (1 in 200 parcels) of the parcels from each mailer facility for the first 30 days.
- b. *Day 31–90.* After that 30-day period, when postage calculations for mailings remain within the  $\pm 1.5\%$  (1 in 400 parcels) accuracy level, the percentage of parcels verified from each destination entry level can be reduced to 0.25% for the next 60 days.
- c. *After Day 90.* After that 60-day period, the percentage of parcels verified can be reduced to 0.10% (1 in 1,000 parcels).
- d. If any destination entry level exceeds the  $\pm 1.5\%$  difference, 0.5% of the parcels to that entry level must be sampled until the  $\pm 1.5\%$  accuracy level is maintained for 30 days.

### 5-2.3 Quality Control Areas

Quality assurance requires that eVS mailers at a minimum have quality control procedures in place for the following areas:

- a. *Quality Control Documentation.* The mailer must maintain and document the mailer's quality control over all aspects of mail production and system processing environments. Documentation could be represented by a quality control manual or other work instructions and checklists that the Postal Service could audit if necessary.
- b. *Customer Identification Maintenance Process.* The mailer must ensure that all clients of the mailer are incorporated into the eVS data structure for proper identification and impact on postage payment.
- c. *Barcode Read Rate.* The mailer must document which quality controls are used and which reports are generated to ensure accurate readability of barcode information on all parcels.
- d. *Accountable Mail Parcels.* The mailer must have a process to validate that all insured parcels or collect-on-delivery parcels, whether claimed by the mailer or by clients of the mailer, are verified as being present within the mailing before including the mailer's data or the clients' data within the electronic eVS manifest mailing. All claims for lost or damaged accountable mail must be filed at the Post Office of Account.
- e. *Sampling Process.* The mailer must document the frequency of errors by using an electronically formatted sampling form approved by the

Postal Service. Samples must consist of mixed classes and destinations. Descriptions, root causes of those errors and the corrective action taken for files accepted from clients must be documented on the sampling form. The mailer must have client-based quality control to ensure the proper rating of all material being entered by the client.

- f. *File Merge Process.* The mailer must ensure the inclusion of all client data files within the body of the main electronic eVS manifest mailing.
- g. *File Upload Process.* The mailer must ensure the proper upload of all electronic eVS manifest mailing data.
- h. *File Return Process.* The mailer must ensure that file error report data returned from the Postal Service receives scrutiny, prompt correction, retransmission or other electronically documented reconciliation.
- i. *Monthly Quality Improvement Effort.* The mailer must provide a corrective action report regarding action being taken to improve quality if Postal Service sampling results indicate more than 1.5% postage error rate.
- j. *Delivery Appointment Quality Measurement.* The mailer must arrive within one half hour of appointment schedules and provide, upon request by the Postal Service, electronic validation of monthly performance in meeting these appointment schedule times, as applicable to each destination entry facility where mail is being deposited.

## 5-3 File and Document Retention

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As part of the quality control procedures implemented by the eVS mailer, manifest files and quality control records prepared under eVS must be retained as follows:

- a. *Manifest Files.* All eVS manifest files must be retained for at least 90 days from the date of mailing and made available for inspection by the Postal Service. Mailers with adequate storage capacity are advised to retain electronic files for at least 6 months.
- b. *Quality Control Sampling Reports.* Quality control sampling reports must be retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the corrective action taken must be described on the sampling report and the reports must be retained for at least one year.

## 5-4 Financial Reconciliation

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All electronic manifest files transmitted during a monthly accounting period are expected to be compared against Postal Service debits from the mailer's unique *PostalOne!* postage payment account. All discrepancies must be

brought to the Postal Service attention for resolve as soon as discovered by the mailer.

Methods to ensure postage validation require using the unique sequence file numbers embedded in all Header Records. All missing sequence file numbers require regeneration of that file or an explanation for non-use. Any financial reconciliation must be accomplished during the 21-day financial reconciliation period.

Subsequently, missing, duplicate or incorrect debits must be reconciled using the appeal process outlined in Section [4-3](#).

# 6 eVS Reports

## 6-1 General Information

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### 6-1.1 Online Viewing

The eVS reports available on the eVS Web site allow each mailer to monitor the accuracy of mailings and postage payments and take any necessary corrective action to minimize the potential for additional postage payment. Mailers can access reports for their eVS mailings through the *PostalOne!/eVS* Web site at <http://www.uspspostalone.com>.

### 6-1.2 Access and Format

The Reports Menu link on the eVS Monthly Account and Sampling Summary page described in [6-2](#) provides access to monthly eVS reports derived from manifest and sampling data. Information in these reports can be used as diagnostic tools to identify quality issues in eVS manifest mail preparation, rate calculations, and transportation operations.

Most reports contain hyperlinks to other data or reports, and are formatted to allow the user to sort the information in ascending or descending order by clicking on column headings. The user generally can download report data in these file formats: comma-separated value (CSV), Excel, and portable document format (PDF). Section [6-2](#) presents the eVS Monthly Account and Sampling Summary and describes its three sections. Section [6-3](#) alphabetically presents the main eVS reports and describes their use.

## 6-2 eVS Monthly Account and Sampling Summary Report

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### 6-2.1 Overview

The eVS Monthly Account and Sampling Summary is the first report — the “landing page” — that the eVS mailer or Postal Service user sees when accessing the eVS Web site. The report presents three distinct but related sections, each enclosed within an individual ruled box:

- a. Mailer Information.
- b. Monthly Account Summary.
- c. Monthly Sampling Summary.

The eVS Monthly Account and Sampling Summary presents a dynamic view of the mailer's account by consolidating manifest and sampling reconciliation data for eVS mailings entered during the current month. The report also provides ongoing calculations of the postage adjustment factor by comparing the information reported on each manifest with the results of the sampling process. The report allows reviewing data for the previous months.

### 6-2.2 Mailer Information

The upper section of the page displays Mailer Information. This section contains general information identifying the eVS mailer including address, mailer ID number, and permit account number. This section also lists the subclasses of mail that the mailer is authorized to prepare under eVS.

### 6-2.3 Monthly Account Summary

The middle section of the page displays the Monthly Account Summary. As shown in [Exhibit 6-2.3](#), information in this section is organized in rows and columns, with numbered text entries in the first column on the left for hyperlinks to related reports and data sources, numeric entries in the second column for showing the number of pieces, and dollar amounts in the third column for showing postage. The top of the section includes a hyperlink to the Postage Statement Summary as described in [6-3.10](#).

The Monthly Account Summary specifically presents mailing activity and postage data to show how total postage is calculated. Total postage is the net amount of manifest postage (calculated as the original postage recorded in the mailer's manifest files plus or minus a variance in postage from the Postal Service recalculation of the manifest postage) and additional postage due subtotals.

The total postage calculation involves verifying postage declared in the mailer's manifest and using sampling verifications conducted throughout the monthly accounting period that can result in additional postage due:

- a. *Total Manifest Postage*. Total manifest postage (line [1c](#)) is derived by adding the manifest postage from the mailer's files (line [1a](#)) and the difference ("variance") (line [1b](#)) between the recalculated postage by the Postal Service using the mailer's data and the mailer's declared postage in line [1a](#). The display of data occurs as follows:
  - (1) *Postage*. Manifest postage amounts (lines [1a](#) and [1c](#)) and variance amount (line [1b](#)) change dynamically each time a postage statement is successfully generated from the processing of manifest files.
  - (2) *Pieces*. Manifest piece counts (lines [1a](#) and [4a](#)) and variance piece counts (line [1b](#)) also change dynamically as manifest postage and variance amounts change.
- b. *Total Additional Postage Due*. Total additional postage due (line [2d](#)) is calculated by adding the postage from the sampling postage adjustment factor (line [2a](#)) with the unmanifested parcels postage as determined by Confirmation Services barcode scans (line [2b](#)) and the postage adjustments determined by mis-shipped DDU parcels



Confirmation Services barcode scans (line [2c](#)). The display of data occurs as follows:

- (1) *Postage*. Any additional postage due (line [2a](#)) from applying a postage adjustment factor exceeding 1.015 appears immediately. Any additional postage due for unmanifested parcels (line [2b](#)) and for mis-shipped DDU parcels (line [2c](#)) does not appear until the 11th day of the following month, after the 10-day mailer investigation period described in [4-3.4](#).
- (2) *Pieces*. Piece counts change dynamically each week for unmanifested parcels (lines [2b](#) and [4b](#)) and mis-shipped DDU parcels (line [2c](#)) when the extract data is received from the Product Tracking System. No piece counts appear for additional postage due from applying a postage adjustment factor.

Exhibit 6-2.3

### Monthly Account Summary Section

<b>Monthly Account Summary</b>		
<b>Files and Postage Statements:</b> <u>Postage Statement Summary</u>		
<b>Total Postage Calculation</b>		
	<b>Pieces</b>	<b>Postage</b>
<b>1. Manifest Postage:</b>		
a. <u>Manifest postage from mailer's files</u>	1475	\$4,111.52
b. <u>Variance postage from USPS recalculation of mailers data</u>	417	\$-18.65
c. <b><u>Total manifest postage</u></b>	N/A	\$4,092.87
<b>2. Additional Postage Due:</b>		
a. <u>Postage adjustment from sampling postage adjustment factor (PAF)</u>	N/A	\$1,563.23
b. <u>Unmanifested parcels from Confirmation Services scans</u>	0	\$0.00
c. <u>Mis-Shipped DDU parcels from Confirmation Services scans</u>	0	\$0.00
d. <b>Total additional postage due</b>	N/A	\$1,563.23
<b>3. Total Postage:</b>	N/A	\$5,656.10
<b>4. Piece Count:</b>		
a. Manifested pieces	1475	
b. Unmanifested pieces	0	
c. <b>Total pieces</b>	1475	

### 6-2.4 Monthly Sampling Summary

The lower section of the landing page displays the Sampling Summary. This section organizes monthly information on total number of pieces sampled for the postage adjustment factor (PAF), postage calculated for those sampled pieces, and the corresponding postage that was actually paid after the Postal Service recalculated the postage for those pieces using the data elements reported in the mailer's manifest files. (Recalculation of postage generally results in a postage difference — variance — for Standard Mail and Bound Printed Matter because of rounding.) The postage adjustment factor is calculated as a ratio of the sample postage amount to the manifest

postage amount and is displayed in this section of the report. Related reports based on sampling data can be accessed through the Reports Menu hyperlink.

At the top of the Sampling Summary is a drop-down menu listing 8-digit sequential numbers extracted from the 22-digit Electronic File Numbers in selected manifest Header Records that list mailer's files submitted during the month. A file generally contains more than one manifest, consisting of a Header Record and one or more Detail Records 1 as described in [2-1.3](#). eVS selects one of the 22-digit manifest Header Record Electronic File Numbers to identify the entire file.

The 8-digit sequential numbers in the drop-down menu are hyperlinked to individual Postage Statement Detail pages. The upper part of a Postage Statement Detail page displays the 22-digit Electronic File Number identifying the entire file and information for each postage statement generated from all the processed parcel records in the file. The lower part lists each manifest by its 22-digit Electronic File Number, including the one used to identify the entire file, in the Sub File Number column on the left.

#### 6-2.5 **Current and Past Data**

The "Change Month and Year" menus in the upper right corner of the eVS Monthly Account and Sampling Summary allow the user to select and view summary reports for previous months. After selecting the desired month, the user clicks the "Show Data" button. By default, the initial view of this page displays data for the current month and year. This functionality is available for most other eVS reports.

#### 6-2.6 **Links to Other Reports**

The following reports can be accessed directly from the Monthly Account Summary:

- a. DDU Confirmation Services Mis-shipped Report (from the hyperlink in line [2c](#)).
- b. Manifest Summary Report (from the hyperlink in line [1a](#)).
- c. Postage Discrepancy Report (from the hyperlink in line [2a](#)).
- d. Postage Statement Summary (from the hyperlink "Postage Statement Summary" and the hyperlinks in lines [1b](#) and [1c](#)).
- e. Product Tracking System Unmanifested Records Report (from the hyperlink in line [2b](#)).

## 6-3 Reports

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#### 6-3.1 **Damaged/Missing Barcode Report**

This report, based on sampling data, lists the parcels that the Postal Service cannot sample accurately because the required parcel barcode is missing or so damaged that it cannot be scanned or the human-readable data entered manually into the sampling device. As a result, eVS cannot match the

sampling data with the corresponding manifest data in the manifest file to determine the accuracy of postage payment for the parcel. The Damaged/Missing Barcode Report is accessed from the Reports Menu, then Sampling Reports link.

### 6-3.2 **DDU Confirmation Services Mis-shipped Report**

This report lists parcels identified as mis-shipped by the Product Tracking System (PTS) from data collected by Confirmation Services scans. The destination delivery ZIP Codes for these parcels reported in the mailer's manifest records are not within the service area of the destination delivery units (DDUs) that initially received the parcels from the mailer. These mis-shipped parcels are ineligible for the DDU rates claimed in the mailer's manifest records. Additional postage due for these mis-shipped DDU parcels is calculated according to the eVS mailing standards in the *Domestic Mail Manual* and is withdrawn from the mailer's account on the 21st day following the accounting month. The DDU Confirmation Services Mis-shipped Report is accessed from the Monthly Account Summary section from the hyperlink in line [2c](#) or from the Reports Menu.

### 6-3.3 **Delayed Transportation Report**

This report, based on sampling data, lists parcels that are sampled 4 days or more after the mailing date in the associated manifest Header Record. The data for this report is obtained by comparing the date when sampling data is collected for each sampled parcel with the mailing date in the manifest containing the corresponding parcel record. The Delayed Transportation Report is accessed from the Reports Menu, then Sampling Reports link.

### 6-3.4 **Float Report**

This report, based on sampling data, lists parcels sampled 1 day or more before the mailing date in the associated manifest Header Record. The data for this report is obtained by comparing the date when sampling data is collected for each sampled parcel with the mailing date in the manifest containing the corresponding parcel record. An electronic eVS manifest file must be transmitted on or before the date when the eVS mailing represented by the file is presented at a destination entry facility or at an origin facility. The Postal Service uses this report to determine whether parcels are being deposited before postage payment. The Float Report is accessed from the Reports Menu, then Sampling Reports link.

### 6-3.5 **Manifest Summary Report**

This report, based on manifest data, lists all the manifest files successfully transmitted and processed for the selected month. The report shows the 22-digit Electronic File Number, transmission date, mailing date in the Header Record, total number of parcel records accepted and processed, total manifest postage declared in the mailer's manifest file, any invalid Service Type Code (STC), any invalid Mailer ID (a Mailer ID used by the mailer but not registered in the mailer's account), and duplicate Package Identification Codes (PICs). The report also presents the number of parcels

with variance postage amounts showing the difference between the postage in the manifest file and the postage amount recalculated by the Postal Service. The Manifest Summary Report is accessed from the Monthly Account Summary section from the hyperlink in line 1a or from the Reports Menu.

### 6-3.6 **Manually Entered Barcode Report**

This report, based on sampling data, lists sampled parcels bearing barcodes that cannot be scanned by Postal Service personnel conducting verification sampling. The human-readable text of the barcode must be manually entered into the sampling device. Parcels listed on this report become ineligible for any parcel barcode discount claimed. The Manually Entered Barcode Report is accessed from the Reports Menu, then Sampling Reports link.

### 6-3.7 **Package Summary**

This summary, based on sampling and manifest data, is a side-by-side comparison of specific data elements for the manifest package and sample package. For the manifest package and the sample package, the summary shows the full 22-digit Package Identification Code, weight, presence of a postal routing barcode (5-digit barcode), machinability, zone, destination rate indicator, and any Extra Services. The Package Summary is accessed in each sampling-based report that hyperlinks a package ID.

### 6-3.8 **Postage Discrepancy Report**

This report, based on sampling data, lists parcels for which the sampled postage differs from the postage reported in the corresponding individual parcel records in the transmitted manifest file. The report includes sample and manifest weights and sample and manifest postage. The report lists both positive and negative discrepancy postage amounts. A Package ID with an asterisk indicates that the package was sampled at a destination delivery unit (DDU) and accepted with the destination rate indicator code in the mailer's manifest record (representing the same or higher rate category). The Postage Discrepancy Report is accessed from the Monthly Account Summary section from the hyperlink in line 2a or from the Reports Menu, then Sampling Reports link.

### 6-3.9 **Postage Statement Detail**

This report, based on manifest data, displays hyperlinks to class-specific postage statements, along with the dollar amount of the Extra Services fees and manifest postage recalculated by the Postal Service using the codes in the manifest files. In addition, the report presents the postage variance by parcel record between the manifest postage and the recalculated postage. The report also provides payment status for each postage statement. The lower part of the report lists the 22-digit Electronic File Numbers contained in the Header Record of every manifest contained within the file, along with the number of parcels for each manifest and the manifest postage for the parcels. The Postage Statement Detail is accessed through hyperlinks in the Postage Statement Summary Report described in [6-3.10](#).

### 6-3.10 **Postage Statement Summary Report**

This report, based on manifest data, lists the 22-digit Electronic File Number used to identify files consisting of one or more manifests with the underlying parcel records. In addition, the report displays the mailing date, the permit number and permit ZIP Code, and the postage amount as recalculated by the Postal Service using the codes in the manifests and Detail Records 1. The report also shows the payment status of the postage statements generated by the files. The hyperlinked 22-digit Electronic File Numbers allow the user to open the corresponding Postage Statement Detail as described in [6-3.9](#) that contains links to postage statements generated by the parcel records to a specific file with one or more manifests.

Each time the mailer sends a transmission file containing one or more manifests successfully processed by *PostalOne!*, the *PostalOne!* Wizard Web Service (WWS) generates a separate postage statement, by processing category, for each class or subclass of mail in that transmission file. For example, if the transmission file contains four successfully processed manifests for four destination entry facilities, and each manifest contains machinable Parcel Select parcels, machinable Standard Mail parcels, and irregular Standard Mail parcels, then WWS generates three postage statements: one for the machinable Parcel Select parcels, one for the machinable Standard Mail parcels, and one for the irregular Standard Mail parcels.

The total amount on each postage statement — which is the amount recalculated by eVS using the codes and parcel weights in the mailer's manifest files — is then automatically withdrawn from the mailer's postage payment account. Withdrawals can be verified by checking the transaction amounts in the postage payment account with the amounts on the generated postage statements. This arrangement allows the mailer to trace each transaction in the postage payment account to a successfully generated postage statement. The Postage Statement Summary Report is accessed from the hyperlink "Postage Statement Summary" and the hyperlinks in lines [1b](#) and [1c](#) on the Monthly Account Summary section.

### 6-3.11 **Postage Statement Variance Report**

This report, based on sampling and manifest data, shows the 22-digit Electronic File Number from the Header Record used to identify the entire file and then the individual 22-digit Package Identification Codes from the associated Detail Records 1. Several columns display manifest postage, Extra Services, and surcharges and discounts, followed by the same columns for the recalculated postage based on the codes in the mailer's manifest Detail Records 1. Each line ends with a column displaying any difference (variance) between the total manifest postage amounts and the total recalculated by the Postal Service.

The Postage Statement Variance Report is accessed by first selecting the Postage Statement Summary described in [6-3.10](#), then by an individual hyperlinked File Number to open the Postage Statement Detail described in [6-3.9](#). If a row in the Postage Statement Detail shows a hyperlinked package

or postage variance, the user can select the hyperlink to open the Postage Statement Variance Report for the originally selected Electronic File Number.

### 6-3.12 **Product Tracking System Unmanifested Records Report**

This report, based on Confirmation Services scan data, lists parcels for the selected month received by the Postal Service Product Tracking System (PTS) but not reported in an eVS manifest file. If 10 or more unmanifested Confirmation Services parcels are sampled during the monthly accounting period, the postage due for all unmanifested Confirmation Services parcels is calculated using a per-unit postage rate derived from the average postage of the sampled unmanifested Confirmation Services parcels. Pieces sampled that are unmanifested Confirmation Services parcels are not included in the total pieces sampled for the PAF as described in [4-3.2](#). The Product Tracking System Unmanifested Records Report is accessed from the Monthly Account Summary section from the hyperlink in line [2b](#).

### 6-3.13 **Reconciled Samples Report**

This report, based on sampling data, lists parcels sampled by Postal Service personnel and matched (“reconciled”) with the corresponding parcel record in the manifest file. The report shows the postage difference between manifest postage recalculated by the Postal Service and postage determined by sampling data. A user can select an individual Package Identification Code (PIC) to see a side-to-side comparison of the sample data and Manifest information for that parcel in the Package Summary page. The Reconciled Samples Report is accessed from the Reports Menu, then Sampling Reports link.

### 6-3.14 **Weight Discrepancy Report**

This report, based on sampling data, lists those parcels for which a discrepancy exists between the weight reported by Postal Service sampling personnel and the weight reported on the manifest. The Weight Discrepancy Report is accessed from the Reports Menu, then Sampling Reports link.

## Appendix A

# eVS Electronic File Layout

## Content and Explanation

This appendix contains the flat file layout for the Header Record, Detail Record 1, and Detail Record 2 of the electronic manifest file. Detail Record 2 is currently not available for eVS mailings. Substantive changes since the previous edition of Publication 205 appear in bold lettering and underlined. Since August 11, 2007, eVS mailers who require new or additional mailer or customer identification numbers must request Mailer IDs from Confirmation Services Support at the National Customer Support Center, using the “eVS/ PRS Mailer ID Application” in Appendix B. eVS mailers authorized before August 11, 2007, to use DUNS numbers issued by Dun & Bradstreet may continue to use those numbers as Mailer IDs in their manifest file records. For purposes of uniformity, the term “Mailer ID” is introduced and refers either to a Mailer ID issued by the Postal Service or to a DUNS number previously authorized for an eVS mailer. The following fields use Mailer IDs:

- a. Header Record Electronic File Number (EFN) (record positions 004–025).
- b. Detail Record 1 Package Identification Code (PIC) (record positions 005–026).
- c. Detail Record 1 Client ID/DUNS Number (positions 122–130).
- d. Detail Record 2 Package Identification Code (PIC) (record positions 003–024).

The mailer may choose to use only the fields required for eVS as annotated in the “Require Code” column with “ALL” or “EVS”. The fields that are *not* required for eVS are shaded in gray and do not have any annotation.

If the mailer chooses *not* to use the full layout, the optional fields (shaded in gray in the file layout and with the position numbers listed in the heading of each page) must be filled using the default values indicated in the “Content Rules and Limitations” column in Appendix A. Record lengths must not vary; they must be the exact size shown in the record formats. The Header Record is 130 bytes, Detail Record 1 is 200 bytes, and Detail Record 2 is 352 bytes.

### Flat File Format

The flat file format used by eVS is similar to but not identical with the one used for Confirmation Services:

- a. No embedded spaces.

- b. The file is an ASCII (American Standard Code for Information Interchange) text with a fixed field length.
- c. A line feed with a carriage return is needed at the end of every Header Record and every Detail Record except the last record of the electronic file.

## Header Record

Mailers creating eVS electronic manifests need to be especially careful to observe the following data elements for each Header Record:

- a. *Electronic File Type (position 003)*. This type is always “5” for eVS files. The Electronic File Type will be the same in every Header Record in the transmission file.
- b. *Electronic File Number (positions 004–025)*. This 22-digit unique number identifies the electronic manifest file with the 2-digit application identifier “91”; 2-digit Service Type Code “50”; Mailer ID unique to the mailer transmitting the manifest file; an 8-digit fixed length sequential number unique for 12 months from date of first use; and a 1-digit MOD 10 check digit. The Electronic File Number will vary for each Header Record in the transmission file.
- c. *Entry Facility ZIP Code (positions 040–044)*. This 5-digit number is the 5-digit ZIP Code of the Post Office where mail is presented by the mailer. The Entry Facility ZIP Code can vary for each Header Record in the transmission file, but more than one Header Record may have the same Entry Facility ZIP Code.
- d. *Permit Account Number (positions 045–054)*. This 10-digit number includes leading zeros and the permit imprint account number used exclusively for eVS that is linked to the postage payment account. For example, permit 12 is presented as 0000000012. The Permit Account Number will be the same for every Header Record in the transmission file.
- e. *Post Office of Account ZIP Code (positions 057–061)*. This 5-digit number is the 5-digit ZIP Code of the Post Office that maintains the permit account linked to the mailer’s postage payment account. The Post Office of account ZIP Code will be the same for every Header Record in the transmission file.
- f. *Unique Developer ID Code (positions 078–080)*. The 3-character designation will be provided to each software vendor upon successfully completing the Postal Service file certification process. The Unique Developer ID Code will be the same for every Header Record in the transmission file.
- g. *Shipping/Manifesting Software’s Product Version Number (positions 081–088)*. The 8-character designation provided by the software developer. Changes made to approved Product Versions must be reported to the Postal Service and may require recertification. The Shipping/Manifesting Software’s Product Version Number will be the same for every Header Record in the transmission file.



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**Header Record — Electronic File Record Format Version 1.4**


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**Header Record (130 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** The following shaded record positions are not required for eVS and default to spaces: 062-073 and 074.

**Require Code:** “ALL” indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001-002	Electronic File Header Record ID	<b>A(2)</b>	2-character field to identify record as an Electronic File Header Record	<b>H1</b>	“H1” only valid value.
EVS	003	Electronic File Type	<b>A(1)</b>	1-character field to identify file type for appropriate processing by Product Tracking System (PTS): ■ 5 = Electronic Verification System	<b>5</b>	“5” only valid value for eVS.
ALL	004-025	Electronic File Number (EFN)	<b>N(22)</b>	Unique 22-digit number assigned to identify electronic manifest file matching UCC/EAN 128 Code symbology: ■ 2 digits — Application Identifier (AI) ■ 2 digits — Service Type Code (STC) ■ 9 digits — Mailer ID ■ 8 digits — Fixed length sequential number ■ 1 digit — MOD 10 check digit	<b>9150123456789000 000019</b>	Elements of EFN: ■ Application Identifier always “91”. ■ Service Type Code: Always “50” for EFN. ■ Mailer ID described in Chapter <a href="#">1</a> . ■ Sequential number must be unique for 12 months from date of first use. ■ MOD 10 check digit described in Chapter <a href="#">3</a> .
ALL	026-033	Date of Mailing	<b>N(8)</b>	Date mail deposited into mailstream by mailer.	<b>20070427</b>	YYYYMMDD Date must be valid. If reconciling un-manifested eVS parcels from previous month, date value must equal last day of that previous month as described in Chapter <a href="#">4</a> .
ALL	034-039	Time of Mailing	<b>N(6)</b>	Time (estimated) mail deposited into mailstream by mailer.	<b>131500</b>	HHMMSS 24-hour time format.
ALL	040-044	Entry Facility	<b>N(5)</b>	5-digit ZIP Code of postal facility where mail is deposited into mailstream as defined by USPS <i>Drop Ship Product File</i> .	<b>22201</b>	5-digit ZIP Code for destination entry facility.
EVS, EM, IEM, BI	045-054	Permit Account Number	<b>N(10)</b>	Permit number linked to postage payment account used to pay for mailing.	<b>0012345678</b>	Leading zeroes required.
EVS, EM, IEM, BI	055-056	Method of Payment	<b>N(2)</b>	Payment method used for mailing: ■ 01 = Permit System	<b>01</b>	“01” only valid value for eVS.

## Header Record — Electronic File Record Format Version 1.4

**Header Record (130 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** The following shaded record positions are not required for eVS and default to spaces: 062-073 and 074.

**Require Code:** "ALL" indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS, BI	057-061	Post Office of Account ZIP Code	<b>N(5)</b>	5-digit ZIP Code of Post Office issuing permit account number used in record position 054.	<b>62901</b>	5-digit ZIP Code.
Drop shipments only	062-073	FAST Confirmation Number	<b>A(12)</b>	Confirmation number received when mailer makes a scheduled appointment for depositing mail at a USPS facility.	<b>12272R0810 entered as: 0012272R0810</b>	Leading zeros required for drop shipments. Default value spaces.
EM, IEM	074	Pickup Requested Indicator	<b>A(1)</b>	Indicator if mail (such as Priority Mail) picked up by USPS: ■ Y = Pickup ■ space = No pickup	<b>Y</b>	Default value space.
ALL	075-077	USPS Electronic File Version Number	<b>N(3)</b>	USPS Electronic File Version Number.	<b>014</b>	Version 1.4 for rate changes for R2006-1 rate case; new file format, new coding, and new rates must be used. Version 1.3 may be used only up to 30 days after implementation date of rate change if mailing date occurred before implementation date; old file format, old coding, and old rates must be used.
ALL	078-080	Unique Developer ID Code	<b>A(3)</b>	A unique code provided by USPS to identify developer of shipping or manifesting system.	<b>123</b>	Code provided by USPS National Customer Support Center.
ALL	081-088	Shipping / Manifesting Software's Product Version Number	<b>A(8)</b>	Shipping or Manifesting Software Product Version Number.	<b>5.02.3A _</b>	Unique number designated by software developer. Left-justified, with trailing spaces if necessary.
ALL	089-097	File Record Count	<b>N(9)</b>	Total number of all records in electronic file to include Header and all Detail Records.	<b>000001517</b>	Leading zeroes required.
ALL	098-130	Filler	<b>A(33)</b>	Filler for future use.	<b>Must be spaces</b>	Must be spaces.

**Detail Record 1 – Electronic File Record Format Version 1.4**

**Detail Record 1 (200 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** The following shaded record positions are not required for eVS: 061 and 062 (default to “N”); 063 (defaults to “1”); 076-079 (default to zeroes); 170-171 and 172-173 (default to spaces); and 174-180, 181-189, and 190-198 (default to zeroes); and 200 (defaults to space)

**Require Code:** “ALL” indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001–002	Electronic File Detail Record ID	<b>A(2)</b>	2-character field to identify record as an Electronic File Detail Record.	<b>D1</b>	“D1” only valid value.
ALL	003–004	Class of Mail	<b>A(2)</b>	2-character code to identify mail class or subclass: <ul style="list-style-type: none"> <li>■ BB = Bound Printed Matter</li> <li>■ BL = Library Mail</li> <li>■ BP = Parcel Post</li> <li>■ BS = Media Mail</li> <li>■ FC = First-Class Mail</li> <li>■ PM = Priority Mail</li> <li>■ PS = Parcel Select</li> <li>■ SA = Standard Mail Regular</li> <li>■ S2 = Standard Mail Nonprofit</li> <li>■ S3 = Standard Mail Enhanced Carrier Route</li> <li>■ S4 = Standard Mail Nonprofit Enhanced Carrier Route</li> </ul>	<b>PS</b>	SA redefined as Regular Standard Mail; S2, S3, and S4 are added. <a href="#">Table G-2</a> (Appendix <a href="#">G</a> ) contains valid values for eVS.
ALL	005–026	Package Identification Code (PIC)	<b>N(22)</b>	Unique 22-digit number assigned to identify a parcel and generate an associated mailing label barcode using UCC/EAN 128 Code symbology: <ul style="list-style-type: none"> <li>■ 2 digits – Application Identifier (AI)</li> <li>■ 2 digits – Service Type Code (STC)</li> <li>■ 9 digits – Mailer ID</li> <li>■ 8 digits – Fixed length sequential number</li> <li>■ 1 digit – MOD 10 check digit</li> </ul>	<b>91021234567890000 00012</b>	Elements of PIC: <ul style="list-style-type: none"> <li>■ Application Identifier always “91”.</li> <li>■ Service Type Code: <a href="#">Table G-1</a> (Appendix <a href="#">G</a>) contains valid values for eVS.</li> <li>■ Mailer ID described in Chapter <a href="#">1</a>.</li> <li>■ Sequential number must be unique for 12 months from date of first use.</li> <li>■ MOD 10 check digit described in Chapter <a href="#">3</a>.</li> </ul>
ALL	027–031	Destination ZIP Code	<b>N(5)</b>	5-digit ZIP Code destination of the delivery address on the parcel.	<b>22201</b>	Valid 5-digit ZIP Code required.

**Detail Record 1 — Electronic File Record Format Version 1.4**

**Detail Record 1 (200 bytes)**

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Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	032-035	Destination ZIP+4	<b>N(4)</b>	4-digit destination add-on corresponding to domestic 5-digit ZIP Code provided in record positions 027-031.	<b>2804</b>	Default value spaces if not available (4-digit add-on is never preceded by hyphen in file).
IEM	036-037	Country Code	<b>A(2)</b>	2-character International Standards Organization (ISO) country code. Required for international pieces.	<b>UK</b>	Default value spaces for domestic mail.
ALL	038-044	Postage	<b>N(7)</b>	<p>Postage amount excludes:</p> <ul style="list-style-type: none"> <li>■ Extra Service fee amounts in record positions 082-086, 089-093, 096-100.</li> <li>■ Discount or Surcharge amount in record positions 163-169.</li> <li>■ Nonincidental Enclosure postage amount in record positions 174-180.</li> </ul> <p>For Standard Mail and Presorted Bound Printed Matter, compute both piece rate and pound rate and add together to obtain parcel rate (see Appendix <a href="#">E</a>).</p> <p>For Standard Mail, the piece-rate calculation is used if the parcel weighs 3.3 ounces (0.2063 pound) or less; the piece-pound rate calculation is used if the parcel weighs more than 3.3 ounces (0.2063 pound).</p>	<p><b>Example 1:</b> <b>\$1.6411</b> <b>Entered as:</b> <b>0001641</b></p> <p><b>Example 2:</b> <b>\$1.6415</b> <b>Entered as:</b> <b>0001642</b></p>	Discounts are not be included in postage amount in record positions 038-044. Leading zeroes required In unit of dollars and rounded off to 3 decimal positions. Chapter <a href="#">1</a> and Appendix <a href="#">E</a> contain postage computation rules.
EVS, EM, IEM, BI	045	Unit of Measure	<b>N(1)</b>	<p>1-digit code (numeric) to identify unit of weight measurement for parcel mail:</p> <ul style="list-style-type: none"> <li>■ 1 = pound</li> </ul> <p>All parcel weights, including those for First-Class Mail and Standard Mail parcels, must be expressed in pounds.</p>	<b>1</b>	"1" only valid value for eVS.

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**Detail Record 1 (200 bytes)**

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**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

<b>Require Code</b>	<b>Record Position</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
EVS, EM, IEM, BI	046–054	Weight	<b>N(9)</b>	Actual mailpiece weight Physical weight, not rate weight, must be used. For example, a Parcel Select parcel weighing 1.2513 pounds is expressed as 1.2513 pounds, not 2.0000 pounds.	<b>14.3257 pounds</b> <b>Entered as:</b> <b>000143257</b>	Weight represents actual physical weight. Leading zeroes required. In unit of measure and rounded off to 4 decimal positions. Weight of any nonincidental enclosure in positions 181–189 must be excluded.
EVS	055	Processing Category	<b>N(1)</b>	1-character code (numeric) to identify mail processing categories for eVS parcels: <ul style="list-style-type: none"> <li>■ 3 = Machinable Parcels (all parcel classes and subclasses except Priority Mail)</li> <li>■ 4 = Irregular Parcels (Standard Mail, Bound Printed Matter, Media Mail, and Library Mail)</li> <li>■ 5 = Nonmachinable Parcels (all parcel classes and subclasses except Standard Mail and Priority Mail)</li> <li>■ 6 = Not Flat-Machinable (under 6 ounces [0.375 pound]) (Standard Mail only)</li> <li>■ 7 = Not Flat-Machinable (at least 6 ounces [0.375 pound] but less than 16 ounces [1 pound]) (Standard Mail only)</li> <li>■ 8 = Reserved</li> <li>■ 9 = Priority Mail Parcels</li> </ul>	<b>3</b>	Processing categories 6, 7, 8 (reserved), and 9 are added. <a href="#">Table G-3</a> (Appendix G) contains valid values for eVS.
EVS	056	Destination Rate Indicator	<b>A(1)</b>	1-character code (alpha) to identify Destination Rate Indicators (DRIs) for eVS parcels that designate a destination rate <ul style="list-style-type: none"> <li>■ B = Destination Bulk Mail Center (DBMC)</li> <li>■ S = Destination Sectional Center Facility (DSCF)</li> <li>■ D = Destination Delivery Unit (DDU)</li> <li>■ N = None</li> </ul>	<b>B</b>	Codes T (intra-BMC Parcel Post) and E (inter-BMC Parcel Post) are eliminated. <a href="#">Table G-4</a> (Appendix G) contains valid values for eVS.

**Detail Record 1 — Electronic File Record Format Version 1.4**

**Detail Record 1 (200 bytes)**

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**Require Code:** "ALL" indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

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Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS, EM, IEM	057-058	Rate Indicator	<b>A(2)</b>	<p>2-character code (alpha or alphanumeric) to identify Rate Indicator (RI) that designates a rate for a mail class or subclass available for eVS parcels and:</p> <ul style="list-style-type: none"> <li>■ With a few exceptions, does not contain class- or subclass-specific information.</li> <li>■ Does not contain barcoding information.</li> </ul> <p>The following rate indicator codes are used:</p> <ul style="list-style-type: none"> <li>■ AD = ADC rate</li> <li>■ BA = Basic rate</li> <li>■ BM = BMC rate</li> <li>■ BN = Balloon rate</li> <li>■ B3 = Balloon 3-digit rate</li> <li>■ CB = Carrier route basic rate</li> <li>■ CH = Carrier route high density rate</li> <li>■ CR = Carrier route rate</li> <li>■ CS = Carrier route saturation</li> <li>■ DN = Dimensional nonrectangular rate</li> <li>■ DR = Dimensional rectangular rate</li> <li>■ FB = Flat-rate box</li> <li>■ FE = Flat-rate envelope</li> <li>■ MA = Mixed ADC rate</li> <li>■ MB = Mixed BMC rate</li> <li>■ NP = Nonpresorted rate</li> <li>■ OS = Oversized rate</li> <li>■ <b><u>PL = Large Flat-Rate Box</u></b></li> <li>■ <b><u>PM = Military Flat-Rate Box</u></b></li> <li>■ PR = Presorted rate</li> <li>■ SP = Single-piece rate</li> <li>■ 1A = Intra-BMC single-piece rate</li> <li>■ 1E = Inter-BMC single-piece rate</li> </ul>	<b>SP</b>	<a href="#">Table G-5</a> (Appendix <a href="#">G</a> ) contains valid values for eVS.

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Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS, EM, IEM	057–058	Rate Indicator	<b>A(2)</b>	<ul style="list-style-type: none"> <li>■ 2A = Intra-BMC balloon rate</li> <li>■ 2E = Inter-BMC balloon rate</li> <li>■ 3A = Intra-BMC oversized rate</li> <li>■ 3D = 3-digit rate</li> <li>■ 3E = Inter-BMC oversized rate</li> <li>■ 5D = 5 digit rate</li> </ul>	<b>SP</b>	<a href="#">Table G-5</a> (Appendix <a href="#">G</a> ) contains valid values for eVS.
EVS	059–060	Zone	<b>A(2)</b>	Individual mailpiece zones valid for eVS parcel: <ul style="list-style-type: none"> <li>■ 00 = Not applicable</li> <li>■ LC = Local zone</li> <li>■ 01 thru 08 = Zones 1 thru 8</li> </ul>	<b>00</b>	<a href="#">Table G-6</a> (Appendix <a href="#">G</a> ) contains valid values for eVS. Leading zeroes required if numeric. Default value zeroes for nonapplicable mail classes, subclasses, or rate categories.
EM	061	PO Box Indicator	<b>A(1)</b>	Y = Express Mail® Manifesting addressed to a PO Box	<b>N</b>	Default value “N”. Mandatory for Express Mail® manifesting.
EM	062	Waiver of Signature	<b>A(1)</b>	Waiver of signature for Express Mail® <ul style="list-style-type: none"> <li>■ Y = Mailer requests waiver of signature on delivery for Express Mail®</li> <li>■ N = Mailer does not request waiver of signature on delivery of Express Mail®</li> </ul>	<b>N</b>	Default value “N”. Mandatory for Express Mail® Manifesting.
EM	063	No Weekend/ Holiday Delivery	<b>N(1)</b>	Express Mail delivery: <ul style="list-style-type: none"> <li>■ 1 = Normal (default) for regular delivery for Express Mail® Manifesting</li> <li>■ 2 = No weekend delivery</li> <li>■ 3 = No holiday delivery</li> <li>■ 4 = No weekend or holiday delivery</li> </ul>	<b>1</b>	Default value “1”. Mandatory for Express Mail® Manifesting.
EVS, BI	064–070	Value of Article if Insured	<b>N(7)</b>	Wholesale cost of article Required if insured	<b>\$200.05</b> <b>Entered as:</b> <b>0020005</b>	Default value zeroes. Mandatory if insurance included as an Extra Service.

## Detail Record 1 — Electronic File Record Format Version 1.4

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**Require Code:** “ALL” indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

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Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS, BI	071–075	COD Amount for Fee Calculation	<b>N(5)</b>	Dollar amount to be collected or insurance coverage desired, whichever is higher. That amount is entered in this field and is used to determine the COD fee entered in record positions 082–086, 089–093, or 096–100.	<b>\$206.00</b> <b>Entered as: 20600</b>	Field Name and Description Default value zeros. Required if parcel COD.
BI	076–079	Handling Charge	<b>N(4)</b>	Handling charge for registered mail valued at more than \$25,000.00	<b>\$20.50</b> <b>Entered as: 2050</b>	Default value zeroes. Required if First-Class Mail with registered service valued at more than \$25,000.
ALL	080–081	Extra Service Code 1st Service	<b>N(2)</b>	Extra Service code as defined by USPS in Table G-9 (Appendix <a href="#">G</a> )	<b>01</b>	Default value spaces Mandatory when one Extra Service used. <a href="#">Table G-9</a> (Appendix <a href="#">G</a> ) contains valid values for eVS.
ALL	082–086	Fee for 1st Extra Service	<b>N(5)</b>	Fee for 1 <sup>st</sup> Extra Service Code	<b>Example 1:</b> <b>\$0.251</b> <b>Entered as:</b> <b>00025</b> <b>Example 2: \$0.256</b> <b>Entered as: 00026</b>	Default value zeroes. Mandatory when 1 Extra Service used. If Extra Service code is not spaces, then fee must be numeric and greater than five zeroes. If Extra Service code is 01 and Class of Mail code in positions 003–004 is PM or PS, then fee must be 00000.
ALL	087–088	Extra Service Code 2nd Service	<b>N(2)</b>	Extra Service code as defined by USPS in Table G-9 (Appendix <a href="#">G</a> )	<b>04</b>	Default value spaces. Mandatory when 2 Extra Services used. Example: Integrated barcode with Delivery Confirmation and Insurance. <a href="#">Table G-9</a> (Appendix <a href="#">G</a> ) contains valid values for eVS.
ALL	089–093	Fee for 2nd Extra Service	<b>N(5)</b>	Fee for 2nd Extra Service Code	<b>See example for positions 082–086</b>	Default value zeroes. Mandatory when 2 Extra Services used. See content rules and limitations in positions 082–086.



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ALL	094–095	Extra Service Code 3rd Service	<b>N(2)</b>	Extra Service code as defined by USPS in Table G-9 (Appendix <a href="#">G</a> )	<b>05</b>	Default value spaces. Mandatory when 3 Extra Services used. <a href="#">Table G-9</a> (Appendix <a href="#">G</a> ) contains valid values for eVS.
ALL	096–100	Fee for 3d Extra Service	<b>N(5)</b>	Fee for 3 <sup>rd</sup> Extra Service Code	<b>See example for positions 082–086</b>	Default value zeroes. Mandatory when 3 Extra Services used. See content rules and limitations in positions 082–086.
EVS	101–105	Length	<b>N(5)</b>	Mailpiece length measured in inches, rounded off to a whole inch if dimensional weight required	<b>Example: 50.30 inches Entered as: 05000</b>	Default value spaces. Required if rate indicator DR or DN and zone 5, 6, 7, or 8. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces.
EVS	106–110	Width (or Girth)	<b>N(5)</b>	Mailpiece width measured in inches, rounded off to a whole inch if dimensional weight required	<b>Example: 20.80 inches Entered as: 02100</b>	Default value spaces. Required if rate indicator is DR or DN and zone is 5, 6, 7, or 8. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces.
EVS	111–115	Height	<b>N(5)</b>	Mailpiece height measured in inches, rounded off to a whole inch if dimensional weight required	<b>Example: 5.5 inches Entered as: 00600</b>	Default value spaces. Required if rate indicator is DR or DN and zone is 5, 6, 7, or 8. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces.

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Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS	116-121	Dimensional Weight	<b>N(6)</b>	<p>Postage for Priority Mail parcels for zones 5 thru 8 and exceeding 1 cubic foot (1,728 inches) is based on actual weight or dimensional weight, whichever is greater.</p> <p>Mailpiece dimensional weight in pounds, rounded to a whole pound is calculated as follows (as described in <i>Domestic Mail Manual</i> 123.1.0):</p> <ol style="list-style-type: none"> <li>1. Multiply rounded length by rounded width by rounded height to arrive at cubic inches.</li> <li>2. IF the result is 1,728 cubic inches or less use actual weight to calculate postage. IF result exceeds 1,728 cubic inches, proceed as follows according to parcel shape to determine dimensional weight: <ul style="list-style-type: none"> <li>■ If piece is rectangular result is divided by 194 and rounded up to next whole number.</li> <li>■ If piece is nonrectangular, multiplication result is further multiplied by an adjustment factor of 0.785. If result exceeds 1,728 cubic inches, that result is divided by 194 and rounded up to next whole number.</li> </ul> </li> </ol> <p>If dimensional weight exceeds actual weight in record positions 046-054, then the dimensional weight is used for postage calculation.</p>	<p><b>Rectangular</b> <b>Example:</b> <b>32.47 pounds</b> <b>(result from division of [50x21x6] divided by 194)</b> <b>Entered as: 003300</b></p> <p><b>Non-rectangular</b> <b>Example:</b> <b>25.49 pounds</b> <b>(result from [50x21x6x 0.785] divided by 194)</b> <b>Entered as: 002600</b></p>	<p>Default value spaces.</p> <p>Required if rate indicator is DR or DN and zone is 5, 6, 7, or 8. If required, must be &gt;0 and a whole number.</p> <p>Not required for any other parcel mail, including balloon rate and oversized rate pieces.</p>

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Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	122-130	<b>Client Mailer ID</b>	<b>N(9)</b>	Used by shippers mailing for other clients: <ul style="list-style-type: none"> <li>■ Mailer ID must be registered with USPS for client for which shipper is mailing</li> <li>■ Client must be certified by USPS to receive a copy of extract file</li> <li>■ Mailer ID must be set up with an FTP address for client to receive copy of extract file</li> </ul>	<b>123456789</b>	Default value zeroes.
ALL	131-160	Customer Reference Number	<b>A(30)</b>	Used for customer internal identification purposes	<b>Order Number 123456</b>	Default value spaces. If used with EM, Express Mail charge back number must be in this field.

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**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS	161-162	Discount or Surcharge Type	<b>A(2)</b>	<p>For certain classes of mail or rates, discounts are available. For First-Class and Standard Mail, surcharges might be required for certain mailpiece physical characteristics.</p> <p>Discounts:</p> <ul style="list-style-type: none"> <li>■ D1 = Machinable parcel barcode discount (Bound Printed Matter, Library Mail, Media Mail, Parcel Post)</li> <li>■ D2 = OBMC presort discount (Inter-BMC Parcel Post)</li> <li>■ D3 = BMC Presort discount (Inter-BMC Parcel Post)</li> <li>■ D4 = Nonmachinable discount (Intra-BMC Parcel Post) for special handling</li> <li>■ D5 = Nonmachinable discount (Inter-BMC Parcel Post) for special handling</li> <li>■ D6 = Nonmachinable discount (DBMC Parcel Select) for special handling</li> <li>■ D7 = Nonmachinable discount (3-Digit DSCF Parcel Select) for special handling</li> <li>■ D8 = OBMC presort discount with Machinable parcel barcode discount</li> <li>■ D9 = BMC Presort discount with Machinable parcel barcode discount</li> </ul> <p>Surcharges:</p> <ul style="list-style-type: none"> <li>■ N1 = Nonmachinable or nonbarcoded parcel surcharge (First-Class Mail)</li> <li>■ N2 = Nonbarcoded parcel surcharge (Standard Mail Regular, Standard Mail Nonprofit only)</li> <li>■ N3 = Detached address label (Standard Mail Enhanced Carrier Route, Standard Mail Nonprofit Enhanced Carrier Route)</li> </ul>	<b>D1</b>	<p>Both discounts and surcharges are entered in record positions 161 and 162. New discount and surcharge codes added; former surcharge codes are eliminated.</p> <p>Default value spaces.</p> <p><a href="#">Table G-8</a> (Appendix G) contains valid values for eVS.</p>

**Detail Record 1 — Electronic File Record Format Version 1.4**

**Detail Record 1 (200 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** The following shaded record positions are not required for eVS: 061 and 062 (default to “N”); 063 (defaults to “1”); 076-079 (default to zeroes); 170-171 and 172-173 (default to spaces); and 174-180, 181-189, and 190-198 (default to zeroes); and 200 (defaults to space)

**Require Code:** “ALL” indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS	163-169	Discount or Surcharge Amount	<b>N(7)</b>	Discount or surcharge in unit of dollars and rounded off to 3 decimals. Discounts and surcharges are not to be incorporated into the postage amount field (record positions 038-044) but placed in record positions 163-169.  Discounts are considered “subtractions” or negative amounts when computing total postage. They reduce total postage.  Surcharges are considered “additions” or positive amounts when computing total postage. They increase total postage.	<b>Example 1:</b> <b>\$0.2423</b> <b>Entered as:</b> <b>0000242</b>  <b>Example 2:</b> <b>\$0.2426</b> <b>Entered as:</b> <b>0000243</b>	Leading zeroes required.  Default value zeroes for nonapplicable products.
See rules →	170-171	Nonincidental Enclosure Rate Indicator	<b>A(2)</b>	Valid in any combination with the Class of Mail code in record position 172-173.  Table G-5 (Appendix G) contains permissible rate indicators for each class of mail.	<b>5D</b>	Restrict rate indicators to those available to class of mail indicated in positions 172-173.  Default value spaces if not applicable.  Mandatory if applicable.
See rules →	172-173	Nonincidental Enclosure Class of Mail	<b>A(2)</b>	Class of Mail codes restricted to the following: ■ FC = First-Class Mail ■ SA = Standard Mail Regular	<b>FC</b>	Restrict to First-Class Mail and Standard Mail Regular.  Default value spaces if not applicable.  Mandatory if applicable.
See rules →	174-180	Nonincidental Enclosure Postage	<b>N(7)</b>	Postage amount of nonincidental enclosure. In unit of dollars and rounded off to 3 decimal positions	<b>\$0.42</b> <b>Entered as:</b> <b>0000420</b>	Default value zeroes.  Mandatory if applicable.
See rules →	181-189	Nonincidental Enclosure Weight	<b>N(9)</b>	Individual weight of nonincidental enclosure. In unit of pound and rounded off to 4 decimal positions	<b>0.1250 pound</b> <b>Entered as:</b> <b>000001250</b>	Default value zeroes.  Mandatory if applicable.
EM, IEM	190-198	Customer Design Agreement Number	<b>N(9)</b>	Customer Design Agreement Number for Express Mail.	<b>00000000</b>	Default value zeroes.  Mandatory if Express Mail is Customer Design.

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**Detail Record 1 — Electronic File Record Format Version 1.4**


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**Detail Record 1 (200 bytes)**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** The following shaded record positions are not required for eVS: 061 and 062 (default to "N"); 063 (defaults to "1"); 076-079 (default to zeroes); 170-171 and 172-173 (default to spaces); and 174-180, 181-189, and 190-198 (default to zeroes); and 200 (defaults to space)

**Require Code:** "ALL" indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

**Changes:** Changes since the previous issue of this publication are indicated with bold and underlined text.

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
EVS	199	Postal Routing Barcode	<b>A(1)</b>	1-character code (numeric) to identify presence and type of a 5-digit (destination ZIP Code) on the parcel: <ul style="list-style-type: none"> <li>■ 0 = Absence of barcode</li> <li>■ 1 = UCC/EAN 128 Code barcode</li> <li>■ 2 = POSTNET barcode</li> </ul>	<b>1</b>	Mandatory for eVS. <a href="#">Table G-7</a> (Appendix <a href="#">G</a> ) contains valid values for eVS.
ALL	200	Filler	<b>A(1)</b>	Filler area for future expansion	<b>Must be spaces</b>	Must be spaces.

**Detail Record 2 – Electronic File Record Format Version 1.4**

**Detail Record 2 (352 bytes) – Is Not Currently Available**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** All of the record positions are shaded because none of the record positions are available.

**Require Code:** “ALL” indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
ALL	001–002	Electronic File Detail Record ID	<b>A(2)</b>	2-character field to identify record as Electronic File Detail Record 2	<b>D2</b>	“D2” required.
ALL	003–024	Package Identification Code (PIC)	<b>A(22)</b>	Unique 22-digit number assigned to identify a parcel and generate associated mailing label barcode using UCC/EAN 128 Code symbology: <ul style="list-style-type: none"> <li>■ 2 digits – Application Identifier (AI)</li> <li>■ 2 digits – Service Type Code (STC)</li> <li>■ 9 digits – Mailer ID</li> <li>■ 8 digits – Fixed length sequential number</li> <li>■ 1 digit – MOD 10 check digit</li> </ul>	<b>9102123456789000000012</b>	UCC/EAN 128 Code symbology: <ul style="list-style-type: none"> <li>■ Application Identifier always “91”.</li> <li>■ Service Type Code: <a href="#">Table G-1</a> (Appendix <a href="#">G</a>) contains valid values for eVS.</li> <li>■ Mailer ID described in <a href="#">Chapter 1</a>.</li> <li>■ Sequential number must be unique for 12 months from date of first use.</li> <li>■ MOD 10 check digit described in <a href="#">Chapter 3</a>.</li> </ul> Express Mail label numbers are alphanumeric.
ALL See rules →	025–072	Name of Addressee	<b>A(48)</b>	Name of addressee	<b>JOHN DOE</b>	Default value spaces. Required for accountable mail and international mail.
ALL See rules →	073–120	Miscellaneous Address Information	<b>A(48)</b>	Miscellaneous address information in destination address	<b>BUILDING A</b>	Default value spaces.
ALL See rules →	121–168	Secondary Unit Designator / Additional Address Information	<b>A(48)</b>	Secondary unit designator in destination address. This field is not to be used for city or state	<b>SUITE 400</b>	Default value spaces. Not used for city or state.
ALL See rules →	169–216	Delivery Address	<b>A(48)</b>	Delivery address in destination address. Contains secondary unit designator, such as APT or SUITE, for accountable mail	<b>123 MAIN ST</b>	Default value spaces. Required for accountable mail and international mail.
ALL See rules →	217–244	City Name	<b>A(28)</b>	City name in destination address.	<b>RESTON</b>	Mandatory for International mail.
ALL	245–246	State	<b>A(2)</b>	2-letter USPS code to identify state in destination address	<b>VA</b>	Default value spaces for international mail.

**Detail Record 2 — Electronic File Record Format Version 1.4**

**Detail Record 2 (352 bytes) — Is Not Currently Available**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** All of the record positions are shaded because none of the record positions are available.

**Require Code:** "ALL" indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
IEM See rules →	247–257	Postal Code	<b>A(11)</b>	Foreign country postal codes or POSTNET representation	<b>A0A9A0</b>	Mandatory for international mail to countries using postal codes. Left-justified. Default value spaces.
IEM See rules →	258–285	International Province Name	<b>A(28)</b>	International province name in destination address	<b>Ontario</b>	Mandatory for international mail to countries with province names. Default value spaces.
IEM See rules →	286–295	Customs Category Article 1	<b>A(10)</b>	Code of article in parcel using USITC Harmonized Tariff Schedule.	<b>1702.20.22</b> <b>entered as:</b> <b>17022022</b>	For international mail. If used, first 4 characters mandatory. Left-justified; trailing spaces. Default value spaces.
IEM See rules →	296–297	Customs Count Article 1	<b>N(2)</b>	Total number of articles in parcel of this customs category.	<b>20</b>	For international mail
IEM See rules →	298–305	Customs Value Article 1	<b>N(8)</b>	Total value of articles in parcel of this customs category. In units of dollars and rounded to nearest cent	<b>\$100.00</b> <b>entered as:</b> <b>00010000</b>	For international mail.
IEM See rules →	306–315	Customs Category Article 2	<b>A(10)</b>	Code of article in parcel using USITC Harmonized Tariff Schedule	<b>1702.20.22</b> <b>entered as:</b> <b>17022022</b>	For international mail. If used, first 4 characters mandatory.
IEM See rules →	316–317	Customs Count Article 2	<b>N(2)</b>	Total number of articles in parcel of this customs category	<b>10</b>	For international mail.
IEM See rules →	318–325	Customs Value Article 2	<b>N(8)</b>	Total value of articles in parcel of this customs category. In units of dollars and rounded to nearest cent	<b>\$50.00</b> <b>Entered as:</b> <b>00005000</b>	For international mail.
IEM See rules →	326–335	Customs Category Article 3	<b>A(10)</b>	Code of article in parcel using USITC Harmonized Tariff Schedule	<b>1702.20.22</b> <b>entered as:</b> <b>17022022</b>	For international mail. If used, first 4 characters mandatory. Left-justified. Default value spaces.



**Detail Record 2 — Electronic File Record Format Version 1.4**

**Detail Record 2 (352 bytes) — Is Not Currently Available**

**Format (Size):** A = ASCII text (alpha-numeric), N = Numeric. **Number in parenthesis** = field size

**Shaded Areas:** All of the record positions are shaded because none of the record positions are available.

**Require Code:** "ALL" indicates required for any file types; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

Require Code	Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
IEM See rules →	336–337	Customs Count Article 3	<b>N(2)</b>	Total number of articles in parcel of this customs category	<b>15</b>	For international mail.
IEM See rules →	338–345	Customs Value Article 3	<b>N(8)</b>	Total value of articles in parcel of this customs category. In units of dollars and rounded to nearest cent	<b>\$300.99</b> <b>Entered as:</b> <b>00030099</b>	For international mail.
ALL	346–352	Filler	<b>A(7)</b>	Filler for future use	<b>Must be spaces</b>	Must be spaces.

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## Appendix B

# eVS Applications

## Completion and Submission

This appendix presents copies of three applications used to expedite creating mailer accounts in Postal Service databases and to obtain information for implementing eVS:

- a. *eVS Pre-Application Profile*. This application guides the eVS applicant on how to obtain a new permit account number used exclusively for all eVS mailings. It describes the steps for establishing and linking a Centralized Account Processing System (CAPS) debit account for postage payment. Further, the application explains how to request a Mailer ID from the Postal Service for eVS file transmissions and parcel barcodes. Other information requested by this application identifies the file transmission method and activation of sampling equipment at Postal Service facilities. Establishing the necessary accounts is important and must occur before the applicant can move forward in the eVS application process.
- b. *eVS/PRS Mailer ID Application*. This application requests information needed by the Postal Service in order to provide Mailer ID to an eVS applicant. Mailer IDs are used in the Electronic File Number of every eVS manifest file transmission header record and in the Package Identification Code (PIC) of individual parcel detail records.
- c. *eVS Application*. This comprehensive application solicits basic information needed to carry out eVS testing and implementation. The application requests information on classes of mail to be mailed, company processing sites and distribution centers to be used for eVS mailings, and quality control measures to be managed.

eVS applicants can request copies of these applications by sending an email message to [eVS@usps.gov](mailto:eVS@usps.gov). Forms must be completed electronically and returned to the PostalOne! Help Desk at [eVS@usps.gov](mailto:eVS@usps.gov).

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## ELECTRONIC VERIFICATION SYSTEM (eVS) PRE-APPLICATION PROFILE

eVS mailers must have or establish required accounts and pay proper mailing fees in order for the Postal Service to create mailer profiles in several Postal Service systems for sending and receiving eVS manifest files. eVS account requirements can be found in Publication 205, *Electronic Verification System Business and Technical Guide*, [www.usps.com/cpim/ftp/pubs/pub205.pdf](http://www.usps.com/cpim/ftp/pubs/pub205.pdf). Return electronically completed pre-application to the *PostalOne!* Help Desk at [eVS@usps.gov](mailto:eVS@usps.gov).

---

### Company name and corporate address

Company name:  
Street address:  
City, state, ZIP+4®:

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### Company contact information

Name and title:  
Telephone number:  
Fax number:  
Email address:

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### 1. Permit account number and permit imprint name or abbreviation

eVS requires that all mail is paid with a permit imprint (postage stamps and meter impressions are not allowed). Each mailer must establish a new permit account to be used only for eVS mailings. Because no two permit account numbers may be the same in eVS, the *PostalOne!* Help Desk will coordinate the assignment of numbers.

Use **PS Form 3615, *Mailing Permit Application and Customer Profile***, to open an account at an administering district business mail entry unit (BMEU) closest to your corporate office. You must use only one name or abbreviation (alias) in the permit imprint indicia box for eVS and provide that information when applying for the new permit.

- a. Unique eVS Permit Account Number**
- b. Name or abbreviation to appear in permit imprint**
- c. Finance Number** *(to be provided by BMEU employee)*
- d. ZIP Code of finance number** *(to be provided by BMEU employee)*

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### 2. Mailer Centralized Account Processing System (CAPS) number

eVS requires a CAPS debit account for postage payment. You may use an existing CAPS debit account or open a new one for eVS.

Do you currently have a *PostalOne!* CAPS debit account that you wish to use?

No  Yes If yes, what is your CAPS number?

If you need a CAPS debit account or wish to open one for eVS, please complete **PS Form 6001, PS Form 6002, and PS Form 6003** after you have been issued an exclusive eVS permit imprint account number. Forms and information are available at <http://caps.usps.gov/>.

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### 3. Mailer Identification Number

New eVS mailers must use a master Mailer ID (MID) number issued by the Postal Service. You may obtain MIDs by contacting *Confirmation Services Support* at [eVS@usps.gov](mailto:eVS@usps.gov) or at 877-264-9693 to receive an **eVS Mailer ID application**. The application requires providing the eVS permit account number before an MID can be issued.

List the master MID (9-digit mailer identification number) assigned to your company in all eVS manifest file header records. Header records identify the sender of eVS files. Only the master MID may be used for this purpose and for file transmissions. The master MID used for eVS file transmissions may not be used to transmit any other file type.

**Master Mailer Identification Number**

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**ELECTRONIC VERIFICATION SYSTEM (eVS) / PARCEL RETURN SERVICE (PRS)  
MAILER ID APPLICATION**

Mailers interested in manifesting parcels under eVS or using PRS must obtain a master Mailer ID (MID) issued by the Postal Service. Before doing so, potential eVS mailers should obtain a unique permit imprint number before requesting a MID. This master MID identifies the mailer in all file transmissions. *(eVS or PRS mailers previously approved to use a master DUNS® and additional DUNS® may continue using those numbers..)* The master MID may also be used to identify parcels, or additional MIDs may be obtained for that purpose to represent specific mailer facilities, divisions, or mailer clients.

If you need more information about MIDs, please call Confirmation Services Support at 877-264-9693. Once this application is filled out, email it to Confirmation Services Support at [eVS@usps.gov](mailto:eVS@usps.gov) or fax it to 901-821-6244.

**1. Company name and corporate address**

**Name:**  
**Street address:**  
**City, state, ZIP+4®:**

**2. Company contact information**

**Name and title:**  
**Title:**  
**Telephone number:**  
**Fax number:**  
**Email address:**

**3. Permit**

**Company permit imprint number to be used for eVS:**  
**City and state where permit held:**

**4. MID Sites**

Complete separate blocks for each needed MID on this page and the next page.  
eVS MIDs may be used only on mail manifested under eVS.

Select type of service to be used:

Electronic Verification System (eVS)     Parcel Return Service (PRS)

**a. Master MID for File Transmission**

The master MID is to be used to identify the mailer in all eVS or PRS file transmissions in each header record. The master MID may also be used in the package identification code (PIC) in individual parcel detail records in the manifest files and in the corresponding barcode required on each mailing label.

**Are you currently assigned or using a master MID (or master DUNS®)?**

Yes. If yes, please provide number.                       No. If no, please complete 4a below.

Corporate Site	Street Address	City	State	ZIP Code	Contact Name, Telephone, and Email

► **Master Mailer ID (assigned by Postal Service):**

*(Continue on next page for parcel MIDs)*

**b. Parcel MIDs for Package Identification Codes**

Parcel MIDS are used in the parcel PIC to identify mailer facilities or division or mailer clients. The Parcel MIDs are used in the Package Identification Code (PIC) in individual parcel detail records in the manifest files and in the corresponding barcode required on each mailing label.

Company Facility/Division or Client	Street Address	City	State	ZIP Code	Contact Name, Telephone, and Email
1.					
<b>▶ 1. Parcel MID (assigned by Postal Service):</b>					
2.					
<b>▶ 2. Parcel MID (assigned by Postal Service):</b>					
3.					
<b>▶ 3. Parcel MID (assigned by Postal Service):</b>					
4.					
<b>▶ 4. Parcel MID (assigned by Postal Service):</b>					
5.					
<b>▶ 5. Parcel MID (assigned by Postal Service):</b>					
6.					
<b>▶ 6. Parcel MID (assigned by Postal Service):</b>					
7.					
<b>▶ 7. Parcel MID (assigned by Postal Service):</b>					
8.					
<b>▶ 8. Parcel MID (assigned by Postal Service):</b>					
<b>Name of person completing application (signature not required)</b>					<b>Date</b>

If more than eight MIDs are required, use an additional application.



## eVS Application



### ELECTRONIC VERIFICATION SYSTEM (eVS) APPLICATION

eVS manifesting – principally used for Parcel Select parcels paid with a permit imprint – can also be used for other permit imprint parcel mail such as Standard Mail and Bound Printed Matter.

Mailers interested in eVS must first establish a new permit account number, obtain or have a CAPS postage payment account, and obtain a Mailer ID number from the Postal Service to be used exclusively for eVS mailings and data file transmission. Mailers need to complete the **eVS Pre-Application Profile** and **eVS/PRS Mailer ID Application** available from the *PostalOne!* Help Desk at [eVS@usps.gov](mailto:eVS@usps.gov).

After mailers obtain or establish the required account numbers, mailers must then complete this full application electronically. Email the completed application to the *PostalOne!* Help Desk at [eVS@usps.gov](mailto:eVS@usps.gov). If you have questions about the application, please call (800) 522-9085 or send your questions to [eVS@usps.gov](mailto:eVS@usps.gov).

#### Part A. Mailer Information

1. Company name

2. Company corporate address (street address, city, state, and ZIP+4®)

Street address:

City, state, and ZIP+4®:

3. Contact information

Name

Title

Telephone number

Fax number

Email address

4. Desired participation date in eVS

5. Summary of parcel mail used by your company

**Mail Type**

**Annual Volume in Pieces**

- a. Parcel Select
- b. Parcel Post
- c. Bound Printed Matter
- d. Media Mail
- e. Library Mail
- f. Standard Mail
- g. Priority Mail
- h. First-Class Mail
- h. Express Mail
- i. International Mail

6. Name of person completing application (*signature not required*)

Date

**eVS Application**

**Part B. Mailer and Client Identification**

**1. Mailer Identification (MID) numbers and site locations**

Please complete this section with the applicable Mailer ID (MID) information. A Mailer ID provided by the Postal Service or a DUNS number must be used in the parcel barcode and corresponding parcel record in the electronic manifest files to identify the mailer or the mailer's client. eVS mailers previously authorized to use DUNS numbers before August 11, 2007, may continue using those numbers, but they must request MIDs if additional numbers are needed.

All new eVS mailers must use 9-digit Mailer IDs (MIDs) issued by the Postal Service. Mailers or their clients who need to obtain MIDs can contact the *PostalOne!* Help Desk at [eVS@usps.gov](mailto:eVS@usps.gov). Once issued, a **PS Form 5051, Confirmation Services - Electronic Option Application**, must be submitted for each MID. **PS Form 5052, Printer Certification Submission**, is used for barcode and label certification.

Transmissions. List the "master" MID (9-digit mailer identification number) of your company to be used in all eVS manifest file header records. Header records identify the sender of eVS files. Only the "master" MID may be used for this purpose and file transmissions. The master MID used for eVS file transmissions may not be used to transmit any other file type.

Parcels. List any additional MIDs of your company to be used for the package identification codes (PICs) in the detail records of the eVS files and as part of the parcel barcode printed on the mailing label. These additional numbers generally represent different company sites or divisions within your company. The master MID used for transmissions may also be used for PICs in the detail records and the barcode printed on the mailing label. The identification numbers in the PICs used on parcels prepared under eVS may be used only for eVS mailings.

Company Site	Street Address	City	State	ZIP Code	Contact Telephone	MID
<b>Example:</b> <i>Kansas City</i>	<i>3801 Walnut St</i>	<i>Kansas City</i>	<i>MO</i>	<i>64111</i>	<i>816-000-0000</i>	<i>123412341</i>

**Mailer Identification (MID) number to be used in all eVS file transmission header records**

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**MIDs to be used in package identification codes (PICs) in detail records and barcode on labels**


**2. Mailer permit account number**

eVS requires a single permit account number that is used exclusively for all eVS mailings. This number may not be applied to non-eVS mail. **PS Form 3615** is used to establish the new permit account. The Postal Service will coordinate issuing and establishing this account number.

Permit Number	City	State	ZIP Code



## eVS Application

### Part C. Parcel Products

#### 1. Mail classes and rate categories

Check all mail classes, subclasses, and rate categories applicable to your current mailing operations (parcels only). Not all parcel subclasses or rate categories are currently available under eVS. Those that are not available are indicated by a shaded field and an asterisk.

#### a. Package Services

Mail Subclass and Rate Category	Mail Processing Category	
<input type="checkbox"/> <b>Parcel Post</b>	<b>Machinable</b>	<b>Non-machinable</b>
<input type="checkbox"/> <b>Inter-BMC rate:</b>		
<input type="checkbox"/> Nonpresorted rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *OBMC presort discount rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *BMC presort discount rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Intra-BMC rate</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Parcel Select</b>	<b>Machinable</b>	<b>Non-machinable</b>
<input type="checkbox"/> Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Bound Printed Matter</b>	<b>Machinable</b>	<b>Irregular</b>
<input type="checkbox"/> *Nonpresorted rate (single-piece rate)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Presorted rate (minimum 300 pieces):</b>		
<input type="checkbox"/> Nondestination entry rate	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> * <b>Carrier route rate (minimum 300 pieces):</b>		
<input type="checkbox"/> *Nondestination entry rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>

► Mail categories marked with shaded fields and asterisks are currently not available under eVS, but check any that your company uses.

### eVS Application

Mail Subclass and Rate Category	Mail Processing Category	
<input type="checkbox"/> <b>Media Mail</b>	<b>Machinable</b>	<b>*Irregular</b>
<input type="checkbox"/> <b>Single-piece rate</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Presorted rate (minimum 300 pieces):</b>		
<input type="checkbox"/> Basic rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 5-digit rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>*Library Mail</b>	<b>*Machinable</b>	<b>*Irregular</b>
<input type="checkbox"/> <b>*Single-piece rate</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>*Presorted rate (minimum 300 pieces):</b>		
<input type="checkbox"/> *Basic rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *5-digit rate	<input type="checkbox"/>	<input type="checkbox"/>

#### b. Standard Mail

Mail Subclass and Rate Category	Mail Processing Category	
<input type="checkbox"/> <b>Regular</b>	<b>Machinable</b>	<b>Irregular</b>
<input type="checkbox"/> Nondestination entry rate	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>*Not Flat-Machinable:</b>	<b>*Machinable (Under 6 oz.)</b>	<b>*Machinable (6 oz. &amp; over)</b>
<input type="checkbox"/> *Nondestination entry rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>*Enhanced Carrier Route</b>	<b>*Machinable</b>	<b>*Irregular</b>
<input type="checkbox"/> <b>*Basic</b>		
<input type="checkbox"/> *Nondestination entry rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>*High Density</b>		
<input type="checkbox"/> *Nondestination entry rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>

► Mail categories marked with shaded fields and asterisks are currently not available under eVS, but check any that your company uses.

**eVS Application**

Mail Subclass and Rate Category	Mail Processing Category	
<input type="checkbox"/> <b>*Saturation</b>		
<input type="checkbox"/> *Nondestination entry rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Bulk Mail Center (DBMC) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Sectional Center facility (DSCF) rate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> *Destination Delivery Unit (DDU) rate	<input type="checkbox"/>	<input type="checkbox"/>

**c. Express Mail, Priority Mail and First-Class Mail**

Mail Subclass and Rate Category
<input type="checkbox"/> <b>*Express Mail</b>
<input type="checkbox"/> <b>Priority Mail</b>
<input type="checkbox"/> Single-piece rate (nonzone-rated and zone-rated)
<input type="checkbox"/> Flat-rate envelope (nonzone-rated)
<input type="checkbox"/> Flat-rate box (nonzone-rated)
<input type="checkbox"/> Large Flat-Rate box (unzoned)
<input type="checkbox"/> Military Flat-Rate box (unzoned)
<input type="checkbox"/> <b>First-Class Mail</b>
<input type="checkbox"/> Single-piece rate
<input type="checkbox"/> *Presorted rate

**d. Combined Mailings**

Mail Classes and Subclasses
<input type="checkbox"/> Parcel Select
<input type="checkbox"/> Bound Printed Matter
<input type="checkbox"/> Media Mail
<input type="checkbox"/> *Library Mail
<input type="checkbox"/> Standard Mail

**Authorization Type (Domestic Mail Manual 705.6 and 705.7)**

<input type="checkbox"/> <b>DMM 705.6.1</b> (Combining Machinable Parcels—DMBC Entry)
<input type="checkbox"/> <b>DMM 705.6.2</b> (Combining Parcels—Parcel Post OBMC Presort, BMC Presort, DSCF, DDU Rates)
<input type="checkbox"/> <b>DMM 705.6.3</b> (Combining Package Services and Standard Mail — Optional 3-Digit SCF Entry)
<input type="checkbox"/> <b>DMM 705.7.1</b> (Combining Parcels—DSCF and DDU Entry)
<input type="checkbox"/> <b>DMM 705.7.2</b> (Combining Package Services Machinable Parcels for DBMC Entry)

**Submit a copy of appropriate authorization letter with application.**

► Mail categories marked with shaded fields and asterisks are currently not available under eVS, but check any that your company uses.

## eVS Application

### e. Extra Service Options for Domestic Mail

**Extra Services:**

- \*Bulk Insurance
- \*Certified Mail (First-Class Mail and Priority Mail only)
- Collect on Delivery (COD) (PS Form 3877 required)
- Delivery Confirmation
- Insured Mail (Package Services and Standard Mail only) (PS Form 3877 required)
- Restricted Delivery
- Return Receipt (COD and Insured Mail)
- \*Return Receipt for Merchandise
- Signature Confirmation
- Special Handling

### f. International Parcel Services

**\*International Parcel Service:**

- \*Global Express Guaranteed
- \*Express Mail International
- \*Priority Mail International
- \*First-Class Mail International

### g. Extra Service Options for International Mail

**\*Extra Services for International Mail:**

- \*Insured
- \*Registered
- \*Return Receipt

► Mail categories marked with shaded fields and asterisks are currently not available under eVS, but check any that your company uses.





## eVS Application

### Part E. Mailer Sort Facilities

**1. Mailer sort facilities**

Provide information of all the facilities where you prepare and sort parcel mail.

Check this box if the Mailer Sort Facilities are the same as Company Sites listed in section D.1.

Sort Facility Name	Street Address	City	State	ZIP Code
<b>Example:</b> <i>Kansas City</i>	<i>3801 Walnut St</i>	<i>Kansas City</i>	<i>MO</i>	<i>64111</i>

### Part F. Entry Facilities

**1. Destination and origin entry facility listing**

Check destination entry facilities—bulk mail centers (BMCs), sectional center facilities (SCFs), destination delivery units (DDUs)—within the BMC ZIP Code ranges shown. If origin entry facilities are used including detached mail units within the mailer’s plant, check the appropriate boxes within the BMC ZIP Code ranges. Send an electronic file or spreadsheet listing the destination entry facilities and city, state, and ZIP Codes of SCFs, DDUs, and origin facilities.

Serving BMC/ASF	BMC/ASF Service Area ZIP Codes	DBMC	DSCF	DDU	Origin
BMC New Jersey NJ 00102	005, 068-079, 085-098, 100-119, 124-127	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Springfield MA 05500	010-067, 120-123, 128, 129	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Pittsburgh PA 15195	130-136, 140-168, 260-266, 439-447	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Pittsburgh PA 15195	150-168, 260-266, 439-447	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Philadelphia PA 19205	080-084, 137-139, 169-199	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Washington DC 20499	200-212, 214-239, 244, 254, 267, 268	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Greensboro NC 27075	240-243, 245-249, 270-297, 376	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Atlanta GA 31195	298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>eVS Application</b>					
<b>Serving BMC/ASF</b>	<b>BMC/ASF Service Area ZIP Codes</b>	<b>DBMC</b>	<b>DSCF</b>	<b>DDU</b>	<b>Origin</b>
BMC Jacksonville FL 32099	299, 313-316, 320-342, 344, 346, 347, 349.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Memphis TN 38999	369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Cincinnati OH 45900	250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Detroit MI 48399	434-436, 465-468, 480-497	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Des Moines IA 50999	500-516, 520-528, 612, 680, 681, 683-689	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Minneapolis/St. Paul MN 55202	498, 499, 540-564, 566	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASF Sioux Falls SD 570	570-577	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASF Fargo ND 580	565, 567, 580-588	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASF Billings MT 590	590-599, 821	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Chicago IL 60808	463, 464, 530-532, 534, 535, 537-539, 600-611, 613	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC St. Louis MO 63299	420, 423, 424, 475-479, 614- 620, 622-639	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Kansas City KS 64399	640, 641, 644-658, 660-679, 739	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASF Oklahoma City OK 730	730, 731, 734-738, 740, 741, 743-746, 748, 749	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Dallas TX 75199	706, 710-712, 718, 733, 747, 750-799, 880, 885	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Denver CO 80088	690-693, 800-816, 820, 822- 831, 856, 857	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASF Salt Lake City UT 840	832-834, 836, 837, 840-847, 898, 979	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASF Phoenix AZ 852	850, 852, 853, 855, 859, 860, 863, 864	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASF Albuquerque NM 870	865, 870-875, 877-879, 881-884	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Los Angeles CA 90901	889-891, 893, 900-908, 910- 928, 930-935	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC San Francisco CA 94850	894, 895, 897, 936-966	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMC Seattle WA 98000	835, 838, 970-978, 980-986, 988-994	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## eVS Application

### Part G. Quality Control

#### 1. Procedures

Attach the quality control (QC) procedures used by your company to address each of the following areas:

- a. Preparation and maintenance of quality control documentation
- b. Proper classification of mail for rate eligibility
- c. Assignment and maintenance of Mailer IDs (including DUNS) for company and clients
- d. Maintenance of barcode read rate
- e. Documentation of Extra Services on PS Form 3877, *Firm Mailing Book for Accountable Mail*
- f. Systematic sampling process
- g. Maintenance of electronic file quality including transmission and updating
- h. Overall periodic operational quality improvement
- i. Management of delivery appointments with the Postal Service

#### 2. QC Worksheets

Do you prepare and maintain quality control worksheets?

- a. Yes
- b. No

#### 3. Weight determinations

How are parcel weights determined?

- a. By weighing after the package is produced.
- b. By predetermined weight(s). Explain how predetermined weights are calculated and how often they are updated in your system.
  
- c. Other method. Describe fully any other method used.

#### 4. Scale maintenance

How often are the scales calibrated and certified?

- a. Annually
- b. Semiannually
- c. Quarterly

### Part H. Manifest System Information

#### 1. Internal programming or vendor-provided support

Will your company develop the manifest system?

- a. Yes
- b. No Give the name and address of the vendor developing your manifest system (including internet-based systems)

#### 2. Duplicate package identification numbers

Can your company's manifest system ensure against duplicate package identification codes (PICs) within a 12-month period?

- a. Yes
- b. No

### eVS Application

- 3. Update of rate tables and zone charts**  
Can your company's manifest system update rate tables and zone charts?
- a. Yes  
 b. No
- 4. Manual entry elements**  
Which data elements require manual input to generate your manifest?
- a. Unique ID number  
 b. Class of mail  
 c. Other (specify):  
 d. None
- 5. Manifest system capabilities**
- a. Nonmachinable surcharge on Parcel Post  
 b. Balloon rate for Parcel Post and Parcel Select under 20 pounds and over 84 inches in length and girth combined  
 c. Oversized rate for Parcel Post over 108 inches up to 130 inches in length and girth combined  
 d. Balloon rate for Priority Mail under 20 pounds and over 84 inches in length and girth combined for local and zones 1 through 4  
 e. Dimensional-rate pricing for Priority Mail for zones 5 through 8 for parcels greater than one cubic foot  
 f. Parcel barcoded discount when applicable  
 g. Nonmachinable or Nonbarcoded Parcel Surcharge (First-Class Mail)  
 h. Nonbarcoded Parcel Surcharge (Standard Mail)
- 6. Hard copy output**  
If applicable, submit in electronic or scanned form with this application the following documentation for a sample mailing. These samples must be produced from the actual software and hardware that will be used.
- a. Current sample labels showing permit imprint and unique package identification code.  
 b. Completed sample Form 3877, *Firm Mailing Book for Accountable Mail* or facsimile, if you are manifesting pieces with Extra Services.  
 c. Sample of any privately printed Extra Service labels.
- 7. Delivery Confirmation certification**  
If yes, attach PS Form 3152. If no, you will need to submit files for both Delivery Confirmation certification and eVS certification with PS Form 5051 and PS Form 5052.
- a. Yes  
 b. No
- 8. If Delivery Confirmation certified, barcode label production**
- a. Internally produced  
 b. Client produced  
 c. Other (explain)
- Note:** Even if your company has previously received Delivery Confirmation certification, you must still submit eVS files and labels for eVS certification.
- 9. Electronic file transmission**
- a. Internet FTP  
 b. Dial-up (modem) FTP  
 c. Electronic Data Interchange (EDI)
- Note:** **PS Form 1357-S** is required to establish connectivity for FTP. EDI requires different forms and processes.
- 10. Barcode label production for Postal Service Confirmation Services**
- a. Print own labels  
 b. Use labels preprinted by Postal Service

## eVS Application

### Part I. Account Profile (Completed by Postal Service)

**1. Mailer permit account number and name or abbreviation in indicia**  
**Unique permit account number.**

Which permit imprint payment account number will be used for eVS mailings and what is the post office of account name with its corresponding ZIP Code?

The permit account number must be a new permit number that is used only for eVS mailings, and it must be unique among the permit numbers used by other eVS mailers. At this time, only one permit account number may be applied to eVS mailings, linked to the mailer's CAPS account.

**Company name in indicia.**

How will the mailer identify itself in the company-style permit wording? Full name or abbreviation? The mailer's "master" Mailer Identification (MID) number, company name or abbreviation, along with the permit number, to be used in the indicia will be sent to the Statistical Programs Office for inclusion in its statistical sampling software. The same information will also be sent to the *PostalOne!* team for loading into the Intelligent Mail Device (IMD) used for eVS parcel sampling.

<b>Permit Account Number</b>	<b>Company Name or Abbreviation in Indicia</b>
<b>Permit Post Office of Account</b>	<b>Finance Number (Post Office of Account)</b>
<b>City                      State                      ZIP Code</b>	
<b>CAPS Number Linked to Permit Number</b>	<b>Master Mailer ID (or Master DUNS)</b>
<b>USPS Area Name</b>	<b>USPS District Name</b>

**2. Postal Service Support Team**

Include contact information for the Postal Service representatives below who will provide assistance for customer adoption and maintain appropriate level of customer service.

Representative Title	Name	Telephone Number
<i>PostalOne!</i> Help Desk Agent		
BMS Analyst		
BME Manager		
BME Analyst		
Sales Representative (if applicable)		
Operations Integration Specialist		
BSN Representative (if applicable)		
Marketing Manager		
District Manager		

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## Appendix C

# Postal Service Forms

## Completion and Submission

Appendix C contains descriptions and links to all Postal Service forms for the eVS application process except the online forms required to establish the postage payment debit account.

- a. PS Form 1357-C, *Customer Request for Web Access*. This form is used to provide the eVS applicant with a logon ID and password for accessing PostalOne! A separate PS Form 1357-C must be submitted by each eVS applicant staff member needing access to PostalOne! The form requires the name and signature of the staff member as well as the name and signature of the Information Technology systems administrator of the company. The name of the application to be entered on the form is "eVS PostalOne!" The completed signed form is mailed to:

POSTALONE! HELP DESK  
US POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Click on the link below to find the latest edition of PS Form 1357-C.

[www.usps.com/forms/\\_pdf/ps1357c.pdf](http://www.usps.com/forms/_pdf/ps1357c.pdf)

- b. PS Form 1357-S, *Request for Computer Access*. This form is used to establish the internet account for transmitting eVS files to the Postal Service and to obtain the needed logon and password for the transmissions. The completed signed form is mailed to:

CONFIRMATION SERVICES SUPPORT  
US POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Click on the link below to find the latest edition of PS Form 1357-S.

[www.usps.com/forms/\\_pdf/ps1357s.pdf](http://www.usps.com/forms/_pdf/ps1357s.pdf)

- c. PS Form 3615, *Mailing Permit Application and Customer Profile*. This form is used to obtain the exclusive eVS permit account number and to pay for any required annual mailing fee for First-Class Mail Presort, Standard Mail, Parcel Select, Presorted Media Mail, Presorted Library Mail, and Destination Entry Bound Printed Matter. The one-time fee for the permit imprint authorization is currently \$175.00, and each annual mailing fee is also \$175.00. PS Form 3615 and payment must be submitted to the district administering Business Mail Entry Unit designated to handle the eVS mailer's monthly account and committed to provide support to the mailer as necessary.

Click on the link below to find the latest edition of PS Form 3615.

[www.usps.com/forms/\\_pdf/ps3615.pdf](http://www.usps.com/forms/_pdf/ps3615.pdf)

- d. PS Form 5051, Confirmation Services Electronic Option Application. This form is used to establish the customer profile in the Account Management Delivery Confirmation (AMDC) database. On receipt of a completed form, the Postal Service sends the eVS applicant certification test kits. For the type of service requested, the eVS applicant checks the box for Electronic Verification System. The form is submitted to Confirmation Services Support at the National Customer Support Center. To expedite the creation of the eVS accounts, the applicant should include PS Form 1357-C and PS Form 1357-S at the time PS Form 5051 is mailed to Confirmation Services Support.

Click on the link below to find the latest edition of PS Form 5051.

[www.usps.com/forms/\\_pdf/ps5051.pdf](http://www.usps.com/forms/_pdf/ps5051.pdf)

- e. PS Form 5052, Printer Certification Submission. This form is used to document the printer generating the barcode samples submitted for testing and evaluation. The original signed PS Form 5052 and barcode labels (which correspond to files transmitted through the Product Tracking System) are mailed to Confirmation Services Support.

Click on the link below to find the latest edition of PS Form 5052.

[www.usps.com/forms/\\_pdf/ps5052.pdf](http://www.usps.com/forms/_pdf/ps5052.pdf)



## Appendix D

# Sample eVS Manifest Mailing Agreement

### ELECTRONIC VERIFICATION SYSTEM (eVS) MANIFEST MAILING AGREEMENT

Between the

UNITED STATES POSTAL SERVICE

and

[Company Name]

[Street Address]

[City State ZIP+4]

1. Agreement Content. This eVS manifest mailing agreement, with any attachments thereto, contains the specific terms and conditions for using eVS manifest mailings as provided in the latest editions of the Domestic Mail Manual; Publication 401, *Guide to Manifest Mailing System*; and Publication 205, *Electronic Verification System (eVS) Technical Guide*.
2. Postal Regulations. In addition to complying with the specific terms and conditions of this agreement, [company name], (hereafter referred to as “mailer”) will prepare all mailings pursuant to postal regulations and mailing standards that include, but are not limited to, proper preparation and sortation, appropriate mailpiece and content eligibility, and correct payment of the required postage and fees for the rates and services claimed. This agreement is therefore subordinate to, and does not supersede, any provisions of the Domestic Mail Manual or any other Postal Service regulations or rulings that apply to mail presented under this agreement or any other service agreement that the mailer has or is required to have with the Postal Service.
3. Permissible Mailpiece Type. This agreement will be limited to pay postage and fees for mailpieces in the “Parcel” processing category (also known as “packages”) defined by the Postal Service in the Domestic Mail Manual. This agreement will not be used to pay postage and fees for pieces in the letter-size or flat-size mail processing categories as defined by the Postal Service in the Domestic Mail Manual.
4. Permissible Mail Classes, Rate Categories, and Extra Services. This agreement for mailing parcels will be limited to the classes of mail, the rate categories, and the Extra Services specified in Attachment A, *Mail Classes, Rate Categories, and Extra Services*. Parcels will meet the appropriate eligibility standards and content requirements for those classes of mail, rate categories, and Extra Services. Parcels prepared and claimed as other classes of mail or at other rate categories or with other Extra Services will not be mailed under this agreement unless approved by the Manager, Business Mailer Support.
5. Mailer Identification and Locations. Prior to mailing, the mailer will provide the Postal Service with mailer identification numbers that are to be used for mailings presented under this agreement, whether for the mailer or clients of the mailer. The mailer will also provide the Postal Service with a complete listing of all mailer sort facilities and entry postal facilities where the mailer will deposit mail. The mailer identification numbers, mailer sort facilities, and entry postal facilities will be listed

in Attachment B, *Mailer Identification Numbers and Mailing Locations*. The mailer will be responsible for updating this listing any time a change is to be made.

6. Quality Control and Record Retention. The mailer will, at a minimum, establish and perform under this agreement all quality control procedures described in Attachment C, *Quality Control Procedures*, to ensure and maintain the accuracy of mail preparation and the correctness of postage computation. In addition, the mailer will monitor mail quality by reviewing on a regular basis all available mailer reports posted on the eVS website. The Postal Service will reserve the right, at its discretion, to require the mailer to implement other reasonable and appropriate quality control procedures if the Postal Service determines that the procedures described in Attachment C are inadequate to ensure proper payment of postage. The Postal Service will give the mailer 30 days to correct existing quality control procedures before requiring additional procedures. As part of the quality control procedures, manifest files and quality control records prepared under this agreement will be retained as follows:
  - a. All eVS manifest files will be retained for at least 90 days from the date of mailing and made available for inspection by the Postal Service.
  - b. Quality control sampling reports will be retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the corrective action taken will be described on the sampling report and the reports will be retained for at least one year.
7. Payment Process. The mailer will establish a Centralized Account Processing System (CAPS) debit account with the Postal Service, if such account has not already been established, and will authorize the Postal Service to deduct charges for postage and any fees from this CAPS account based on the mailing information reported under this agreement. The mailer will authorize the Postal Service to create the appropriate postage statements based on data transmitted in the electronic manifest files and to deduct postage and any fees automatically from the mailer's CAPS account. The mailer will maintain sufficient funds on deposit in this account to cover all postage and fees for any mailing made under this agreement.
8. Manifest Transmission. The mailer will transmit each electronic manifest before, or on the same day, the mail represented by the manifest is deposited at entry postal facilities. The mailer will ensure the successful transmission of each electronic manifest to the Postal Service. Data in each manifest file record will be accurate and populated to the correct fields as specified in Publication 205. Manifests that cannot be accepted by the Postal Service because of problems with the transmission of the manifests or the data within in the file records will be corrected, as necessary, and retransmitted within 24 hours unless a longer period is approved by the Manager, Business Mailer Support.
9. Parcel Barcode and Payment Markings. Each parcel presented by the mailer under this agreement will bear a readable barcode meeting the technical standards in Publication 205 and containing the required parcel information and, where applicable, any Extra Service used by the mailer. Each parcel will also bear a permit imprint indicating the payment of postage and displaying all markings required by the Domestic Mail Manual for eVS manifest mailings. Containers such as pallets or pallet boxes used to hold parcels will also be appropriately marked and labeled to indicate that all parcels on or in such containers are part of an eVS manifest mailing.
10. Extra Services Documentation. For mailings that contain parcels with Extra Services that include insurance, the mailer will submit a copy or approved electronic facsimile of PS Form 3877, *Firm Mailing Book for Accountable Mail*, to the post office serving the mailer's corporate location or the post office where the mailer's postage payment account is maintained. The PS Form 3877 will list all Extra Service fee insured parcels mailed that day and contained in the corresponding manifest file records and will include data elements from those manifest file records such as Package Identification Code and those elements required by the Domestic Mail Manual. The mailer may use the file format specified in Publication 205 for the inclusion of required information on PS Form 3877.
11. Mailer Reviews. The mailer will provide any assistance the Postal Service may require to conduct periodic monitoring and review of the accuracy of mail acceptance and payment pursuant to this agreement. Such review will include, but not be limited to, the review of procedures for handling

damaged and withdrawn pieces, proper identification and classification of mail matter, quality control and corrective actions, and, production of accurate documentation.

12. Refund Requests. The mailer will submit in writing any request for a postage refund or any adjustment to the postage payment debit account for postage overpayment and will document and clearly explain the reason for the discrepancy and corrective action taken by mailer to ensure that the discrepancy does not occur again. Any occurrences of postage underpayment detected by the mailer will be reported within five (5) working days from the date of detection. Any postage refund request or postage overpayment or underpayment occurrence may initiate an investigation by the Postal Service to determine why the discrepancy was not detected and whether proper corrective action was taken to prevent a recurrence. The Manager, Business Mailer Support, will make a decision on the validity of a postage refund request or postage payment adjustment. When the Postal Service determines postage was overpaid or underpaid because of a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, the mailer will agree to pay separately the administrative processing cost or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.
13. Sampling. Postage sampling data will be collected by the Postal Service at entry facilities after the deposit of mailings under this agreement. The Postal Service will reserve the right to collect postage sampling data at the mailer's plants or places of origin with proper notice to the mailer or when required by the class of mail or rate category manifested.
14. Postage Calculation Accuracy. The Postal Service will electronically check the accuracy of the postage calculations reflected in all electronic manifest files prepared and submitted by the mailer as specified in Publication 205. The Postal Service will calculate the postage and fees for each manifest using the original data elements in the mailer's manifest files needed to calculate postage and issue a report showing the variance between the mailer's postage calculation and the Postal Service postage calculation used to generate the final postage statement.
15. Additional Postage Assessments and Reconciliation Period. The Postal Service will handle the calculation and assessment of any outstanding postage due as explained in Publication 205. After the close of any postal accounting period (the corresponding calendar month), the mailer will have the first 10 days during the subsequent month (the "reconciliation month,") to determine and transmit any missing manifest records. For the next 10 days, the mailer and the Postal Service will review the sampling data and determine whether any samples are to be eliminated from there conciliation process. The Postal Service will handle adjustments to postage due for the following specific situations:
  - a. Adjustment to Manifest Postage. The Postal Service will determine whether the mailer owes additional postage for any postal accounting period by using sampling verifications conducted throughout the accounting period to calculate a Postage Adjustment Factor (PAF). The PAF will be calculated by dividing the total actual postage amount of the samples taken by the Postal Service by the total manifest postage amount paid by the mailer for those samples. Any additional postage owed the Postal Service will be determined by the PAF as follows:
    - (1) If the PAF is less than or equal to 1.015, then the total manifest postage for that accounting period will not be adjusted at the end of the 20-day reconciliation period to reflect the underpayment of postage.
    - (2) If the PAF is more than 1.015, then the mailer will determine whether any manifest records were not reported and will transmit those records during the first 10 days of there conciliation period. If the PAF remains greater than 1.015 after the 20-day reconciliation period, a postage withdrawal will be made from the mailer's CAPS account on the 21st day of the reconciliation month.
  - b. Un-manifested Parcels. Parcels will be considered "un-manifested parcels" if the barcodes for those parcels are scanned by the Postal Service and the associated parcel records are not found on an eVS manifest. Throughout the accounting period and the subsequent reconciliation period, the Postal Service will generate and post on the eVS Web site necessary

reports identifying un-manifested parcels. The mailer is required to submit additional eVS manifest files containing these un-manifested parcels throughout the accounting period and the first 10 days of the reconciliation month. Postage due for un-manifested parcels remaining after the 20-day reconciliation period will be determined as follows:

- (1) Postage due for un-manifested parcels will be calculated by multiplying the total number of un-manifested parcels at the end of the reconciliation period by the average cost per parcel. The calculation of the average cost per parcel will be determined by the number of un-manifested parcels sampled during the accounting period:
    - (a) If fewer than 10 un-manifested parcels are sampled during the accounting period, the average cost per parcel will be calculated by dividing the total postage of all sampled parcels (whether un-manifested or not) for that accounting period by the total number of sampled parcels.
    - (b) If 10 or more un-manifested parcels are sampled during the accounting period, the average cost per parcel will be calculated by dividing the total postage of only un-manifested sampled parcels by the total number of un-manifested parcels during the accounting period.
  - (2) A postage withdrawal will be made from the mailer's CAPS account for the un-manifested parcels on the 21st day of the reconciliation month.
- c. Mis-shipped DDU Parcels. Parcels prepared and claimed at destination delivery unit (DDU) rates and deposited at incorrect DDU entry locations will be considered "mis-shipped parcels." Postage adjustments for mis-shipped parcels will be determined as follows:
- (1) The postage for mis-shipped parcels will be calculated as the difference between the manifested postage and the appropriate single-piece rate for each such mis-shipped piece. The single-piece rate for Standard Mail parcels will be either the single-piece First-Class Mail rate or the single-piece Priority Mail rate, whichever is lower.
  - (2) A postage withdrawal will be made from the mailer's postage payment account for them is-shipped parcels on the 21st day of the reconciliation month.

Note on Mis-shipped DDU Parcels: Until the calculation of mis-shipped parcels is functional within eVS, the mailer will be responsible for picking up all DDU parcels and transporting them to the correct locations. Mis-shipped DBMC and DSCF parcels are redirected by the Postal Service, and any such parcels sampled by the Postal Service become part of the postage adjustment factor as detailed in Article 15 of this agreement.

16. Mailer Modifications. The mailer will provide 30 days' advance written notice, unless otherwise specified or approved by the Postal Service, to the Manager, Business Mailer Support, for any of the following:
  - a. Any relocation of or change in ownership. A change in ownership will cause the termination of this agreement and require the establishment of a new agreement with the new owners.
  - b. Any addition or modification to the mailer's production equipment or computerized systems that affect mail preparation or the generation of electronic files, barcodes, or mailing documentation required under this agreement.
  - c. Any addition or modification to the mailer's list of entry points.
  - d. Updates or changes to the list of mailer's company and/or customer identification numbers before submitting any mailings using these updated or changed numbers.
17. Suspension. The Manager, Business Mailer Support, may suspend this agreement at any time, pending review, when there is an indication that postal revenue is not fully protected.
18. Mailer Cancellation. The mailer may cancel this agreement at any time by giving written notice to the Manager, Business Mailer Support.
19. Postal Service Cancellation. The Manager, Business Mailer Support, may cancel this agreement upon 30 days' written notice if the manager determines that:
  - a. The mailer has not complied with the terms specified in any section in article 16.

## Sample eVS Manifest Mailing Agreement

- b. The mailer has improperly performed or neglected to perform quality control procedures required by this agreement and has not taken or refuses to take corrective action.
  - c. The mailer has consistently presented mailings improperly paid or prepared, including them in classification of mail.
  - d. The mailer has presented no mailings for more than 6 months unless longer periods are approved by the Manager, Business Mailer Support.
20. Mailer Obligation. The mailer's signature on this agreement and any attachments thereto will certify acceptance of liability for and agreement to pay any revenue deficiencies assessed on any mailing represented by an eVS manifest file, subject to administrative appeal. With each transmission, the mailer will certify that all information transmitted in an eVS file as specified under this agreement is accurate, truthful, and complete; that the mail in the mailing complies with all Postal Service standards; that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. The mailer understands that anyone who furnishes false or misleading information in eVS manifest files or omits material information in the manifest files may be subject to criminal penalties and/or civil penalties, including fines and imprisonment.
21. Mail Transport Equipment (MTE): The mailer will ensure that all MTE loaned by the Postal Service is used only for the preparation and transportation of mail that is delivered by the Postal Service. The mailer will use its best efforts to protect and maintain in good condition any MTE loaned by the Postal Service, that it will return all such MTE at the times, dates and locations prescribed by the Postal Service, and that it will reimburse the Postal Service for the current replacement cost of any such MTE that is damaged beyond normal wear and use or destroyed while in the mailer's possession, custody or control.
22. Duration. The authorization for this eVS manifest mailing agreement will remain in effect until such time the Manager, Business Mailer Support, or the mailer's representative cancels this agreement. If Postal Service periodic reviews or mailer-supplied information indicates a need for modification of this agreement, then the agreement will be amended with concurrence by the Manager, Business Mailer Support, and the mailer's representative.

**THIS ELECTRONIC VERIFICATION SYSTEM MANIFEST MAILING AGREEMENT CONSISTS OF 22 ARTICLES WITH ATTACHMENTS A, B, AND C. THIS AGREEMENT MAY NOT BE AMENDED OR CHANGED WITHOUT THE APPROVAL OF THE MANAGER, BUSINESS MAILER SUPPORT.**

**eVS Mailer**

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
[Mailer Name]  
[Title]  
[Company Name]  
[Street Address]  
[City State ZIP Code]  
Telephone:

**District Manager**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_  
[Manager Name]  
District Manager  
United States Postal Service  
[Street Address]  
[City State ZIP Code]  
Telephone:

**Business Mailer Support Manager**

---

Signature \_\_\_\_\_ Date \_\_\_\_\_  
[Manager Name]  
Manager, Business Mailer Support  
United States Postal Service  
475 L'Enfant Plaza SW RM 2P846  
Washington DC 20260-0846  
Telephone:

**Attachment A**

**Mail Classes, Rate Categories, and Extra Services**

**[Company Name]**

The mailer is authorized to use the following mail classes, subclasses, rate categories, and Extra Services for parcels presented under the Electronic Verification System (eVS). The mailer must meet any content eligibility standards and restrictions specific to a subclass such as Bound Printed Matter, Media Mail, Library Mail, and Nonprofit Regular Standard Mail.

**1. Mail Classes, Subclasses, and Rate Categories**

<b>Class</b>	<b>Subclass</b>	<b>Authorized (Yes or No)</b>	<b>Rate Categories</b>
Package Services	Parcel Post / Parcel Select	No	Intra-BMC
		No	Inter-BMC
		No	Destination Delivery Unit (DDU)
		No	Destination Sectional Center Facility (DSCF)
		No	Destination Bulk Mail Center (DBMC)
	Bound Printed Matter	No	Nonpresorted (Single-Piece)
		No	Presorted: Nondestination Entry
		No	Presorted: DBMC
		No	Presorted: DSCF
		No	Presorted: DDU
		No	Carrier Route: Nondestination Entry
		No	Carrier Route: DBMC
		No	Carrier Route: DSCF
	Media Mail	No	Single-Piece
		No	Presorted: Basic
		No	Presorted: 5-Digit
	Library Mail	No	Single-Piece
		No	Presorted: Basic
		No	Presorted: 5-Digit

<b>Class</b>	<b>Subclass</b>	<b>Authorized (Yes or No)</b>	<b>Rate Categories</b>	
Standard Mail	Regular	No	Nonautomation: Nondestination Entry	
		No	Nonautomation: DBMC	
		No	Nonautomation: DSCF	
		No	Nonautomation: DDU	
		No	Nonautomation: Not Flat-Machinable (NFM)	
		No	Nonautomation: NFM DBMC	
		No	Nonautomation: NFM DSCF	
		No	Nonautomation: NFM DDU	
	Regular Enhanced Carrier Route	No	Nondestination Entry	
		No	DBMC	
		No	DSCF	
		No	DDU	
	Nonprofit Regular	No	Nonautomation: Nondestination Entry	
		No	Nonautomation: DBMC	
		No	Nonautomation: DSCF	
		No	Nonautomation: DDU	
		No	Nonautomation: Not Flat-Machinable (NFM)	
		No	Nonautomation: NFM DBMC	
		No	Nonautomation: NFM DSCF	
		No	Nonautomation: NFM DDU	
	Nonprofit Enhanced Carrier Route	No	Nondestination Entry	
		No	DBMC	
		No	DSCF	
		No	DDU	
	First-Class Mail	First-Class Mail	No	Single-Piece
			No	Presorted
		Priority Mail	No	Single-Piece
			No	Flat-Rate Envelope
No			Flat-Rate Box	
No			Large Flat-Rate Box	
No			Military Flat-Rate Box	



**2. Combined Mailings**

<b>Authorized (Yes or No)</b>	<b>Authorization Type</b>
No	DMM 705.6.1 Combining Machinable Parcels – DBMC Entry
No	DMM 705.6.2 Combining Parcels—Parcel Post OBMC Presort, BMC Presort, DSCF, and DDU Rates
No	DMM 705.6.3 Combining Package Services and Standard Mail – Optional 3-Digit SCF Entry
No	DMM 705.7.1 Combining Parcels—DSCF and DDU Entry
No	DMM 705.7.2 Combining Package Services Machinable Parcels for DBMC Entry

**3. Extra Services**

<b>Authorized (Yes or No)</b>	<b>Extra Service</b>
No	Bulk Insurance
No	Certified Mail
No	Collect on Delivery (COD)
No	Delivery Confirmation
No	Insured Mail
No	Restricted Delivery
No	Return Receipt
No	Return Receipt for Merchandise
No	Signature Confirmation
No	Special Handling

**Attachment B****Mailer Identification Numbers and Mailing Locations****[Company Name]**

The mailer plans to use and is authorized to use the following mailer identification numbers for the mailer's own mail and/or for mail of the mailer's clients. Numbers used as part of the Package Identification Code (PIC) for parcels prepared under the Electronic Verification System (eVS), whether for the mailer or the mailer's clients, may be used only for eVS mailings. These numbers may not be used for PICs for non-eVS mailings.

**1. Mailer Identification Numbers****a. Mailer File Transmission**

The mailer identification number shown in Attachment B. 1 will be used for transmitting files

**b. Mailer Package Identification**

The mailer identification number(s) shown in Attachment B.1 will be used for Package Identification Codes under the mailer's name

**c. Client Package Identification**

The mailer identification number(s) shown in Attachment B.1 will be used for the Package Identification Codes under the name of the clients of the mailer.

**2. Mailer eVS Permit and Postage Payment Account Information****a. Exclusive eVS Permit Number****b. Postage Payment Debit Account Number****3. Mailer Sort Facilities**

The facilities shown in Attachment B.2 will be used by the mailer to prepare, sort, and manifest mail under this agreement.

**4. Mailing Locations****a. Entry Facility Type**

The mailer plans to deposit mail at the following types of postal facilities.

<b>Authorized (Yes or No)</b>	<b>Postal Entry Facility</b>
No	Origin post office or plant
No	Destination delivery unit (DDU)
No	Destination sectional center facility (DSCF)
No	Destination bulk mail center (DBMC)

**b. Entry Facility Type, Name, State, and ZIP Code**

The mailer intends to deposit mail at the following facilities (show facility type, name, state, and ZIP Code). The mailer will provide an electronic file listing these entry facilities and attach a printed copy of this listing.

**Attachment B.1**  
**Mailer's and Mailer Clients' Identification Numbers**

Mailer or Client Name	Site (City and State)	ID Number
<b>a. Mailer File Transmission</b>		
<b>b. Mailer Package Identification</b>		
<b>c. Client Package Identification</b>		



**Attachment C**  
**Quality Control Procedures**

[Company Name]

**1. Electronic Monitoring of Mailings**

The mailer agrees to monitor continuously the Web-based mailer reports provided by the Electronic Verification System (eVS) to identify manifesting errors, underpayment of postage, postage variance errors, unmanifested parcels, misshipped DDU parcels, system problems, and any other reports or messages transmitted to the mailer by the Postal Service.

**2. Internal Sampling Verification**

The mailer will develop an electronically formatted Quality Control sampling form approved by the Postal Service and document a parcel-by-parcel postage comparison on that form.

Initially, the mailer will perform postage accuracy verifications on 0.5 percent of the parcels, or 100 parcels, whichever is less, per day from each mailing location for the first 30 days. After that, when mailings remain within the +/- 1.5 percent accuracy level for proper postage calculation, the number of parcels verified from each mailer location can be reduced to 100 parcels per week.

The mailer will perform these verifications by comparing the postage documented during the quality assurance sampling against the postage claimed in the electronic manifest files.

The mailer will retain Quality Control sampling forms electronically for at least **90 days** unless errors are detected. If errors are detected during the sampling process, the mailer will document the following on the Quality Control sampling form and retain these report for at least **1 year**:

- Description of error,
- Root cause of error,
- Corrective action, and
- Notification to production supervisor.

This same procedure will also be followed when the Postal Service finds and reports errors to the mailer.

**3. Quality Control Areas**

The mailer will ensure that a quality process is in place for any of the following applicable areas:

- a. Quality Control Documentation. The mailer will maintain and document the mailer's quality control over all aspects of mail production including accurate classification of mail and system processing environments. Documentation could be represented by a quality control manual or other work instructions and checklists that the Postal Service could audit if necessary.
- b. Mailer and Client Identification Number Maintenance. The mailer will ensure that the identification number used for file transmission and identification numbers used for package identification of the mailer and package identification of the clients of the mailer are incorporated into the eVS data structure for proper identification and impact on postage payment.
- c. Barcode Readability. The mailer will document the quality controls used and the reports generated that ensure accurate readability of barcode information on all parcels. Barcodes include the barcodes used for the Package Identification Codes and barcodes used as the postal routing barcodes for the destination ZIP Code of the parcel.
- d. Insured Parcel Records. The mailer will have a process to validate that all insured parcels or collect-on-delivery parcels, whether claimed by the mailer or by clients of the mailer, are verified as being present within the mailing before including the mailer's data or the clients' data within the electronic eVS manifest mailing. The mailer will prepare electronic PS Forms 3877, *Firm Mailing Book for Accountable Mail*, or similar documentation approved by the Postal Service to record elements for these parcels required for any claim of loss or damage, including the insured or declared value of the articles mailed, Package Identification Code, and other elements required by the Domestic Mail Manual.
- e. Sampling Process. The mailer will document the frequency of errors by using an electronically formatted sampling form approved by the Postal Service. Samples will consist of mixed classes and destinations. Descriptions, root causes of those errors and the corrective action taken for files accepted from clients will be documented on the sampling form. The mailer will have client-based quality control to ensure the proper rating of all material being entered by the client.

- f. File Merge Process. The mailer will ensure the inclusion of all client data files within the body of the main electronic eVS manifest mailing.
- g. File Upload Process. The mailer will ensure the proper upload of all electronic eVS manifest mailing data.
- h. File Return Process. The mailer will ensure that file error report data returned from the Postal Service receives scrutiny, prompt correction, retransmission or other electronically documented reconciliation.
- i. Monthly Quality Improvement Effort. The mailer will provide a corrective action report regarding action being taken to improve quality if Postal Service sampling results indicate more than 1.5 percent of underpayment of postage. In addition, the mailer will provide corrective action reports for unmanifested parcels and for misshipped DDU parcels that exceed 1.5 percent of parcels mailed during any monthly accounting period.
- j. Delivery Appointment Quality Measurement. The mailer will arrive within one half hour of appointment schedules and provide, upon request by the Postal Service, electronic validation of monthly performance in meeting these appointment schedule times, as applicable to each destination delivery unit post office where mail is being deposited.

## Appendix E

# Piece-Pound Parcel Rate Computations

## Standard Mail

To record piece-pound postage amount in Detail Record 1 positions 038–044, compute as follows:

Step 1	Use parcel weight in (A) from Detail Record 1 positions (046–054), rounded off to 4 decimal places (decimal point shown only for ease of illustration).
Step 2	Multiply (A) by the appropriate discounted pound rate (B) to determine the “individualized” pound postage amount (C).
Step 3	Add (C) and the corresponding piece rate (D) to determine the “interim” postage amount (E).
Step 4	Round off (E) to 3 decimal places to determine the rounded postage amount (F).
Step 5	Record (F) as shown in (G) with leading zeroes - use in detail record positions 038–044.

**Note:** Postage amount reported in record positions 038–044 excludes:

- Extra Service fee amounts in record positions 082–086, 089–093, 096–100.
- Barcode Surcharge amount in record positions 163–169.
- Nonincidental Enclosure postage amount in record positions 174–180.

Rate With Destination Discount	(A) Weight (pound) (046-054)		(B) Pound Rate	=	(C) A x B Pound Postage Amount	+	(D) Piece Rate	=	(E) (C + D) Interim Postage Amount	=	(F) Rounded Postage Amount	(G) Postage Amount Reported in Record Positions 038-044
Presorted Barcoded BMC DBMC	000.5652	x	\$0.580	=	\$0.3278	+	\$0.716	=	\$1.0438	=	\$1.044	0001044
Presorted Nonbarcode d BMC DBMC	000.5652	x	\$0.580	=	\$0.3278	+	\$0.716	=	\$1.0438	=	\$1.044	0001044
Presorted Nonbarcode d 5-digit DSCF	000.5652	x	\$0.536	=	\$0.3029	+	\$0.346	=	\$0.6489	=	\$0.649	0000649
Presorted Nonbarcode d 5-digit DDU	000.5652	x	\$0.491	=	\$0.2775	+	\$0.346	=	\$0.6235	=	\$0.624	0000624

### Machinable BMC Rate with DBMC Destination Entry Discount

0.5652 pound x \$0.580 pound rate (\$0.739 pound rate minus \$0.159 DBMC discount) = \$0.3278 + \$0.716 piece rate = \$1.0438 individual parcel rate, rounded off to \$1.044. Report in Detail Record 1 positions 038-044 as **0001044**.

### Machinable 5-Digit or 5-Digit Scheme Rate with DSCF Destination Entry Discount

At least 10 pounds of parcels to the same 5-digit or 5-digit scheme location required.

0.5652 pound x \$0.536 (\$0.739 pound rate minus \$0.203 DSCF discount) pound rate = \$0.3029 + \$0.346 piece rate = \$0.6489 individual parcel rate, round off to \$0.649. Report in Detail Record 1 positions 038-044 as **0000649**.

### Machinable 5-Digit or 5-Digit Scheme Rate with DDU Destination Entry Discount

Standard Mail parcels entered at DDUs are eligible at any volume.

0.5652 lb. x \$0.491 (\$0.739 pound rate minus \$0.248 DDU discount) = \$0.2775 + \$0.346 piece rate = \$0.6235 individual parcel rate, rounded off to \$0.624. Report in Detail Record 1 positions 038-044 as **0000624**.



## Bound Printed Matter (Presort)

To record piece-pound postage amount in Detail Record 1 positions 038–044, compute as follows:

Step 1	Use parcel weight in (A) from Detail Record 1 positions (046–054), rounded off to 4 decimal places (decimal point shown only for ease of illustration).
Step 2	Multiply (A) by the appropriate discounted pound rate (B) to determine the “individualized” pound postage amount (C).
Step 3	Add (C) and the corresponding piece rate (D) to determine the “interim” postage amount (E).
Step 4	Round off (E) to 3 decimal places to determine the rounded postage amount (F).
Step 5	Record (F) as shown in (G) with leading zeroes. Use in detail record positions 038–044.

**Note:** Postage amount reported in record positions 038–044 excludes:

- Extra Service fee amounts in record positions 082–086, 089–093, 096–100.
- Barcode Discount amount in record positions 163–169.
- Nonincidental Enclosure postage amount in record positions 174–180.

Rate With Destination Discount	(A) Weight (pound) (046-054)		(B) Pound Rate	=	(C) A x B Pound Postage Amount	+	(D) Piece Rate	=	(E) (C + D) Interim Postage Amount	=	(F) Rounded Postage Amount	(G) Postage Amount Reported in Record Positions 038–044
Presorted Barcoded DBMC zone 3	002.0222	x	\$0.124	=	\$0.2508	+	\$1.13	=	\$1.3808	=	\$1.381	0001381
Presorted Nonbarcoded DBMC zone 3	002.0222	x	\$0.124	=	\$0.2508	+	\$1.13	=	\$1.3808	=	\$1.381	0001381
Presorted Nonbarcoded DSCF	002.0222	x	\$0.083	=	\$0.1678	+	\$0.747	=	\$0.9148	=	\$0.915	0000915
Presorted Nonbarcoded DDU	002.0222	x	\$0.040	=	\$0.0809	+	\$0.663	=	\$0.7439	=	\$0.744	0000744

### Machinable Presorted DBMC Destination Entry Zone 3 Rate

2.0222 pounds X \$0.124 pound rate = \$0.2508 + \$1.13 piece rate = \$1.3808 individual parcel rate, rounded to \$1.381. Report in Detail Record 1 positions 038–044 as **0001381**.

### **Machinable Presorted DSCF Destination Entry Rate**

At least 10 pieces or 20 pounds of parcels to the same 5-digit or 5-digit scheme location required.

2.0222 pounds x \$0.083 pound rate = \$0.1678 + \$0.747 piece rate = \$0.9148 individual parcel rate, rounded to \$0.915. Report in Detail Record 1 positions 038-044 as **0000915**.

### **Machinable Presorted DDU Destination Entry Rate**

Bound Printed Matter parcels entered at DDUs are eligible at any volume.

2.0222 pounds x \$0.040 pound rate = \$0.0809 + \$0.663 piece rate = \$0.7439 individual parcel rate, rounded to \$0.744. Report in Detail Record 1 positions 038-044 as **0000744**.

Appendix F

## Applicable Rates for Destination Entry Mailing

### Destination Entry Facilities

#### Mailings Deposited at a Destination Bulk Mail Center/Auxiliary Service Facility

Subclass	Rate Category
Parcel Select and Parcel Post	<ul style="list-style-type: none"> <li>■ Parcel Select DBMC zone rate if within destination BMC/ASF service area.</li> <li>■ Parcel Post Inter—BMC zone rate if outside destination BMC/ASF service area.</li> </ul>
Bound Printed Matter	<ul style="list-style-type: none"> <li>■ Presorted DBMC discount zone rate if within BMC/ASF service area.</li> <li>■ Presorted zone rate if outside BMC/ASF service area.</li> </ul>
Media Mail	<ul style="list-style-type: none"> <li>■ Basic rate if within BMC/ASF service area.</li> <li>■ 5-digit rate (volume dependent).</li> </ul>
Library Mail	<ul style="list-style-type: none"> <li>■ Basic rate if within BMC/ASF service area.</li> <li>■ 5-digit rate (volume dependent).</li> </ul>
Regular or Nonprofit Standard Mail	<ul style="list-style-type: none"> <li>■ Presorted BMC rate at DBMC entry discount if within BMC/ASF service area.</li> <li>■ Presorted 5-digit rate (volume dependent) at DBMC entry discount if within BMC/ASF service area.</li> <li>■ Presorted 3-digit rate (volume dependent) at DBMC entry discount if within BMC/ASF service area.</li> <li>■ Presorted ADC rate (volume dependent) at DBMC entry discount if within BMC/ASF service area.</li> <li>■ Presorted Mixed ADC/BMC rate, with no destination entry rate discount.</li> </ul>

**Mailings Deposited at a Destinaton Sectional Center Facility**

<b>Subclass</b>	<b>Rate Category</b>
Parcel Select and Parcel Post	<ul style="list-style-type: none"> <li>■ Parcel Select DSCF rate if within DSCF service area.</li> <li>■ Parcel Select DBMC zone rate under DMM L607 if within DSCF service area and BMC serving DSCF.</li> </ul>
Bound Printed Matter	<ul style="list-style-type: none"> <li>■ Presorted DSCF discount rate (volume dependent) if within DSCF service area.</li> <li>■ Presorted DBMC discount zone rate under DMM L607 if within DSCF service area and BMC serving DSCF.</li> </ul>
Media Mail	<ul style="list-style-type: none"> <li>■ Basic rate (volume dependent).</li> <li>■ 5-digit rate (volume dependent).</li> </ul>
Library Mail	<ul style="list-style-type: none"> <li>■ Basic rate (volume dependent).</li> <li>■ 5-digit rate (volume dependent).</li> </ul>
Regular or Nonprofit Standard Mail	<ul style="list-style-type: none"> <li>■ Presorted 5-digit DSCF rate (volume dependent) if within DSCF service area.</li> <li>■ Presorted 3-digit DSCF rate (volume dependent) if within DSCF service area.</li> <li>■ Presorted ADC DSCF rate if within DSCF service area.</li> </ul>

**Mailings Deposited at a Destinaton Delivery Unit**

<b>Subclass</b>	<b>Rate Category</b>
Parcel Select and Parcel Post	<ul style="list-style-type: none"> <li>■ Parcel Select DDU rate if within DDU service area.</li> </ul>
Bound Printed Matter	<ul style="list-style-type: none"> <li>■ Presorted DDU rate if within DDU service area.</li> </ul>
Media Mail	<ul style="list-style-type: none"> <li>■ 5-digit rate if within DDU service area.</li> </ul>
Library Mail	<ul style="list-style-type: none"> <li>■ 5-digit rate if within DDU service area.</li> </ul>
Regular or Nonprofit Standard Mail	<ul style="list-style-type: none"> <li>■ Presorted DDU rate if within DDU service area.</li> </ul>

## Appendix G

# Service Type Codes and Rate Ingredient Tables

## Codes for Services and Rate Combinations

This appendix contains the following tables that present codes used in the flat file format described in Appendix [A](#):

[Table G-1](#): Service Type Codes

[Table G-1a](#): Delivery Confirmation Service Only

[Table G-1b](#): Signature Confirmation Service Only

[Table G-1c](#): Insurance — Delivery Confirmation Service with Insurance Service

[Table G-1d](#): COD — Delivery Confirmation Service with COD Service

[Table G-1e](#): Insurance — Signature Confirmation Service with Insurance Service

[Table G-1f](#): COD — Signature Confirmation Service with COD Service

[Table G-1g](#): Passive Enroute Scan (No Extra Service)

[Table G-1h](#): Electronic File Header Record

[Table G-2](#): Class of Mail Codes

[Table G-3](#): Processing Category Codes

[Table G-4](#): Destination Rate Indicator Codes

[Table G-5](#): Rate Indicator Codes

[Table G-6](#): Zone Codes

[Table G-7](#): Parcel Routing Barcode Codes

[Table G-8](#): Discount and Surcharge Type Codes

[Table G-9](#): Extra Service Codes

[Table G-10](#): eVS Valid Rate Ingredient Combinations

[Table G-10a](#): First-Class Mail

[Table G-10b](#): Priority Mail

[Table G-10c](#): Standard Mail Regular: Piece Rate

[Table G-10d](#): Standard Mail Regular: Piece-Pound Rate

[Table G-10e](#): Standard Mail Nonprofit: Piece Rate

[Table G-10f](#): Standard Mail Nonprofit: Piece-Pound Rate

[Table G-10g](#): Standard Mail Regular Not Flat-Machinable:  
Piece Rate

[Table G-10h](#): Standard Mail Regular Not Flat-Machinable:  
Piece-Pound Rate Less Than 6 Ounces

[Table G-10i](#): Standard Mail Regular Not Flat-Machinable:  
Piece-Pound Rate 6 Ounces or More

[Table G-10j](#): Standard Mail Nonprofit Not Flat-Machinable:  
Piece Rate

[Table G-10k](#): Standard Mail Nonprofit Not Flat-Machinable:  
Piece-Pound Rate Less Than 6 Ounces

[Table G-10l](#): Standard Mail Nonprofit Not Flat-Machinable:  
Piece-Pound Rate 6 Ounces or More

[Table G-10m](#): Parcel Post — Intra-BMC

[Table G-10n](#): Parcel Post — Inter-BMC

[Table G-10o](#): Parcel Select

[Table G-10p](#): Bound Printed Matter — Nonpresorted

[Table G-10q](#): Bound Printed Matter — Presorted

[Table G-10r](#): Media Mail

[Table G-10s](#): Library Mail

[Table G-11](#): Coding Key

Table G-1

**Service Type Codes**

The Service Type Code consists of the two characters immediately following the Application Identifier “91” in the Package Identification Code (PIC) of a barcode using the UCC/EAN Code 128 barcode symbology. When 14-point type is used, you may abbreviate the text to “USPS DELIVERY CONFIRM” or “USPS SIGNATURE CONFIRM” in the human-readable text above the barcode. The term “ZIP” followed by a hyphen is used only if the barcode is concatenated to include the 5-digit postal routing code described in Chapter 3.

If Service Type Code is 05, 06, 09, 10, 25, 26, 29, or 30, refer to Chapter 4, Subsection “Mailings with Accountable Mail.”

Service Type Code 50 must be used in the Electronic File Number field of the Header Record. Service Type Code 50 must not be used in any Detail Record.

Service Type Code 56 is used in the Package Identification Code and the corresponding parcel barcode when no extra service, including Delivery Confirmation, is claimed. The format of the barcode and the human-readable text above the barcode are described in Chapter 3. Parcel barcodes with Service Type Code 56 receive “passive scans” only if processed on parcel sorting equipment. These scans are designated “passive” because no employee scans the parcel barcode with a hand-held device.

Table G-1a

**Delivery Confirmation Service Only**

<b>Class of Mail Code</b>	<b>Service Type Code</b>	<b>Mail Class and Subclass</b>	<b>Other or Extra Service</b>	<b>Human Readable Text Above UCC/EAN 128 Barcode</b>
PM	01	Priority Mail	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
FC	01	First-Class Mail	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BB	02	Package Services Bound Printed Matter	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BL	02	Package Services Library Mail	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BS	02	Package Services Media Mail	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BP	02	Package Services Parcel Post	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
PS	02	Package Services Parcel Select	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
SA	02	Standard Mail Regular	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
S2	02	Standard Mail Nonprofit	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
S3	02	Standard Mail Enhanced Carrier Route	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
S4	02	Standard Mail Nonprofit Enhanced Carrier Route	None	ZIP – USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS

Table G-1 (Continued)  
**Service Type Codes**

Table G-1b  
**Signature Confirmation Service Only**

<b>Class of Mail Code</b>	<b>Service Type Code</b>	<b>Mail Class and Subclass</b>	<b>Other or Extra Service</b>	<b>Human Readable Text Above UCC/EAN 128 Barcode</b>
PM	21	Priority Mail	None	ZIP – USPS SIGNATURE CONFIRMATION eVS USPS SIGNATURE CONFIRMATION eVS
FC	21	First-Class Mail	None	ZIP – USPS SIGNATURE CONFIRMATION eVS USPS SIGNATURE CONFIRMATION eVS
BB	22	Package Services Bound Printed Matter	None	ZIP – USPS SIGNATURE CONFIRMATION eVS USPS SIGNATURE CONFIRMATION eVS
BL	22	Package Services Library Mail	None	ZIP – USPS SIGNATURE CONFIRMATION eVS USPS SIGNATURE CONFIRMATION eVS
BS	22	Package Services Media Mail	None	ZIP – USPS SIGNATURE CONFIRMATION eVS USPS SIGNATURE CONFIRMATION eVS
BP	22	Package Services Parcel Post	None	ZIP – USPS SIGNATURE CONFIRMATION eVS USPS SIGNATURE CONFIRMATION eVS
PS	22	Package Services Parcel Select	None	ZIP – USPS SIGNATURE CONFIRMATION eVS USPS SIGNATURE CONFIRMATION eVS



Service Type Codes and Rate Ingredient Tables

Table G-1 (Continued)  
**Service Type Codes**

Table G-1c  
**Insurance – Delivery Confirmation Service with Insurance Service**

<b>Class of Mail Code</b>	<b>Service Type Code</b>	<b>Mail Class and Subclass</b>	<b>Other or Extra Service</b>	<b>Human Readable Text Above UCC/EAN 128 Barcode</b>
PM	05	Priority Mail	Insured (value > \$200)	ZIP - USPS INSURED eVS USPS INSURED eVS
FC	05	First-Class Mail	Insured (value > \$200)	ZIP - USPS INSURED eVS USPS INSURED eVS
BB	06	Package Services Bound Printed Matter	Insured (value > \$200)	ZIP - USPS INSURED eVS USPS INSURED eVS
BL	06	Package Services Library Mail	Insured (value > \$200)	ZIP - USPS INSURED eVS USPS INSURED eVS
BS	06	Package Services Media Mail	Insured (value > \$200)	ZIP - USPS INSURED eVS USPS INSURED eVS
BP	06	Package Services Parcel Post	Insured (value > \$200)	ZIP - USPS INSURED eVS USPS INSURED eVS
PS	06	Package Services Parcel Select	Insured (value > \$200)	ZIP - USPS INSURED eVS USPS INSURED eVS
PM	07	Priority Mail	Insured (value ≤ \$200)	ZIP - USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
FC	07	First-Class Mail	Insured (value ≤ \$200)	ZIP - USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BB	08	Package Services Bound Printed Matter	Insured (value ≤ \$200)	ZIP - USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BL	08	Package Services Library Mail	Insured (value ≤ \$200)	ZIP - USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BS	08	Package Services Media Mail	Insured (value ≤ \$200)	ZIP - USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
BP	08	Package Services Parcel Post	Insured (value ≤ \$200)	ZIP - USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS
PS	08	Package Services Parcel Select	Insured (value ≤ \$200)	ZIP - USPS DELIVERY CONFIRMATION eVS USPS DELIVERY CONFIRMATION eVS

Table G-1 (Continued)  
**Service Type Codes**

Table G-1d  
**COD – Delivery Confirmation Service with COD Service**

<b>Class of Mail Code</b>	<b>Service Type Code</b>	<b>Mail Class and Subclass</b>	<b>Other or Extra Service</b>	<b>Human Readable Text Above UCC/EAN 128 Barcode</b>
PM	09	Priority Mail	COD	ZIP - USPS COD eVS USPS COD eVS
FC	09	First-Class Mail	COD	ZIP - USPS COD eVS USPS COD eVS
BB	10	Package Services Bound Printed Matter	COD	ZIP - USPS COD eVS USPS COD eVS
BL	10	Package Services Library Mail	COD	ZIP - USPS COD eVS USPS COD eVS
BS	10	Package Services Media Mail	COD	ZIP - USPS COD eVS USPS COD eVS
BP	10	Package Services Parcel Post	COD	ZIP - USPS COD eVS USPS COD eVS
PS	10	Package Services Parcel Select	COD	ZIP - USPS COD eVS USPS COD eVS

Service Type Codes and Rate Ingredient Tables

Table G-1 (Continued)  
**Service Type Codes**

Table G-1e

**Insurance – Signature Confirmation Service with Insurance Service**

<b>Class of Mail Code</b>	<b>Service Type Code</b>	<b>Mail Class and Subclass</b>	<b>Other or Extra Service</b>	<b>Human Readable Text Above UCC/EAN 128 Barcode</b>
PM	25	Priority Mail	Insured (all values)	ZIP - USPS INSURED eVS USPS INSURED eVS
FC	25	First-Class Mail	Insured (all values)	ZIP - USPS INSURED eVS USPS INSURED eVS
BB	26	Package Services Bound Printed Matter	Insured (all values)	ZIP - USPS INSURED eVS USPS INSURED eVS
BL	26	Package Services Library Mail	Insured (all values)	ZIP - USPS INSURED eVS USPS INSURED eVS
BS	26	Package Services Media Mail	Insured (all values)	ZIP - USPS INSURED eVS USPS INSURED eVS
BP	26	Package Services Parcel Post	Insured (all values)	ZIP - USPS INSURED eVS USPS INSURED eVS
PS	26	Package Services Parcel Select	Insured (all values)	ZIP - USPS INSURED eVS USPS INSURED eVS

Table G-1 (Continued)  
**Service Type Codes**

Table G-1f  
**COD – Signature Confirmation Service with COD Service**

<b>Class of Mail Code</b>	<b>Service Type Code</b>	<b>Mail Class and Subclass</b>	<b>Other or Extra Service</b>	<b>Human Readable Text Above UCC/EAN 128 Barcode</b>
PM	29	Priority Mail	COD	ZIP - USPS COD eVS USPS COD eVS
FC	29	First-Class Mail	COD	ZIP - USPS COD eVS USPS COD eVS
BB	30	Package Services Bound Printed Matter	COD	ZIP - USPS COD eVS USPS COD eVS
BL	30	Package Services Library Mail	COD	ZIP - USPS COD eVS USPS COD eVS
BS	30	Package Services Media Mail	COD	ZIP - USPS COD eVS USPS COD eVS
BP	30	Package Services Parcel Post	COD	ZIP - USPS COD eVS USPS COD eVS
PS	30	Package Services Parcel Select	COD	ZIP - USPS COD eVS USPS COD eVS

Service Type Codes and Rate Ingredient Tables

Table G-1 (Continued)  
**Service Type Codes**

Table G-1g  
**Passive Enroute Scan (No Extra Service)**

<b>Class of Mail Code</b>	<b>Service Type Code</b>	<b>Mail Class and Subclass</b>	<b>Other or Extra Service</b>	<b>Human Readable Text Above UCC/EAN 128 Barcode</b>
PM	56	Priority Mail	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
FC	56	First-Class Mail	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
BB	56	Package Services Bound Printed Matter	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
BL	56	Package Services Library Mail	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
BS	56	Package Services Media Mail	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
BP	56	Package Services Parcel Post	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
PS	56	Package Services Parcel Select	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
SA	56	Standard Mail Regular	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
S2	56	Standard Mail Nonprofit	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
S3	56	Standard Mail Enhanced Carrier Route	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)
S4	56	Standard Mail Nonprofit Enhanced Carrier Route	None	eVS ZIP – eVS (Parallel horizontal ID bars not used above or below barcode)

Table G-1 (Continued)  
**Service Type Codes**

Table G-1h  
**Electronic File Header Record**

Class of Mail Code	Service Type Code	Mail Class and Subclass	Other or Extra Service	Human Readable Text Above UCC/EAN 128 Barcode
N/A	50	Priority Mail	None	Not Applicable
N/A	50	First-Class Mail	None	Not Applicable
N/A	50	Package Services (Bound Printed Matter, Library Mail, Media Mail, Parcel Post, and Parcel Select)	None	Not Applicable
N/A	50	Standard Mail (Regular, Nonprofit, Enhanced Carrier Route, Nonprofit Enhanced Carrier Route)	None	Not Applicable

Table G-2  
**Class of Mail Codes**  
 (Detail Record 1 Positions: 003–004)

Mail Class Code	Mail Class or Subclass Name
FC	First-Class Mail
PM	Priority Mail
BB	Bound Printed Matter
BL	Library Mail
BP	Parcel Post
BS	Media Mail
PS	Parcel Select
SA	Standard Mail Regular
S2	Standard Mail Nonprofit
S3	Standard Mail Enhanced Carrier Route
S4	Standard Mail Nonprofit Enhanced Carrier Route

Table G-3  
**Processing Category Codes**  
 (Detail Record 1 Position: 055)

Processing Category Code	Processing Category Name	Possible Mail Classes or Subclasses
3	Machinable	FC; BB, BL, BP, BS, PS; SA, S2
4	Irregular	SA, S2, S3, S4; BB, BL, BS
5	Nonmachinable	FC; BB, BL, BP, BS, PS
6	Not Flat-Machinable (less than 6 ounces)	SA, S2, S3, S4
7	Not Flat-Machinable (6 ounces or more)	SA, S2, S3, S4
8	Reserved	
9	Priority Mail	PM

Service Type Codes and Rate Ingredient Tables

Table G-4

**Destination Rate Indicator Codes**

(Detail Record 1 Position: 056)

Destination Rate Indicator Code	Destination Rate Indicator Name	Possible Mail Classes or Subclasses
N	None	FC, PM; BB, BL, BP, BS; SA, S2, S3, S4
B	Destination Bulk Mail Center (DBMC)	BB, PS; SA, S2, S3, S4
S	Destination Sectional Center Facility (DSCF)	BB, PS; SA, S2, S3, S4
D	Destination Delivery Unit (DDU)	BB, PS; SA, S2, S3, S4

Table G-5

**Rate Indicator Codes**

(Detail Record 1 Positions: 057–058)

Rate Indicator Code	Rate Indicator Name	Possible Mail Classes or Subclasses
1A	Intra-BMC single-piece rate	BP
1E	Inter-BMC single-piece rate	BP
2A	Intra-BMC balloon rate	BP
2E	Inter-BMC balloon rate	BP
3A	Intra-BMC oversized rate	BP
3D	3-digit rate	FC; PS; SA, S2
3E	Inter-BMC oversized rate	BP
5D	5-digit rate	FC; BL, BS, PS; SA, S2
AD	ADC rate	FC; SA, S2
B3	Balloon 3-digit rate	PS
BA	Basic rate	BL, BS
BM	BMC rate	SA, S2
BN	Balloon rate	PM; BP, PS
CB	Carrier route basic rate	S3, S4
CH	Carrier route high density rate	S3, S4
CR	Carrier route rate	BB
CS	Carrier route saturation rate	S3, S4
DN	Dimensional nonrectangular	PM
DR	Dimensional rectangular	PM
FB	Flat-rate box rate	PM
FE	Flat-rate envelope rate	PM
MA	Mixed ADC rate	FC; SA, S2
MB	Mixed BMC rate	SA, S2
NP	Nonpresorted rate	BB
OS	Oversized rate	BP, PS
PL	Large Flat-Rate Box	PM
PM	Military Flat-Rate Box	PM
PR	Presorted rate	BB
SP	Single-piece rate	FC, PM; BL, BP, BS, PS

Table G-6

**Zone Codes**

(Detail Record 1 Positions: 059–060)

Zone Code	Zone Name	Possible Mail Classes or Subclasses
00	No zone	PM, FC; BB, BL, BS, PS; SA, S2, S3, S4
LC	Local zone	BP
01–05	Zones 1 through 5	PM; BB, BP, PS
06–08	Zones 6 through 8	PM; BB, BP

Table G-7

**Postal Routing Barcode Codes**

(Detail Record 1 Position: 199)

Postal Routing Barcode Code	Postal Routing Barcode Name	Possible Mail Classes or Subclasses
0	No barcode	FC, PM; BB, BL, BP, BS, PS; SA, S2, S3, S4
1	UCC/EAN 128 Code	FC, PM; BB, BL, BP, BS, PS; SA, S2, S3, S4
2	POSTNET	FC, PM; SA, S2, S3, S4

Table G-8

**Discount and Surcharge Type Codes**

(Detail Record 1 Positions: 161–162)

Discount or Surcharge Code	Discount or Surcharge Name	Possible Mail Classes or Subclasses
D1	Machinable Parcel Barcode Discount	BB, BL, BP, BS
D2	OBMC Presort Discount	BP
D3	BMC Presort Discount	BP
D4	Nonmachinable Discount (Intra-BMC Parcel Post) for Special Handling	BP
D5	Nonmachinable Discount (Inter-BMC Parcel Post) for Special Handling	BP
D6	Nonmachinable Discount (DBMC Parcel Select) for Special Handling	PS
D7	Nonmachinable Discount (3-Digit DSCF Parcel Select) for Special Handling	PS
D8	OBMC Presort Discount With Machinable Parcel Barcode Discount	BP
D9	BMC Presort Discount With Machinable Parcel Barcode Discount	BP
N1	Nonmachinable or Nonbarcoded Parcel Surcharge	FC
N2	Nonbarcoded Parcel Surcharge	SA, S2
N3	Detached Address Label	S3, S4



Service Type Codes and Rate Ingredient Tables

Table G-9

**Extra Service Codes**

(Detail Record 1 Positions: 080–081, 087–088, and 094–095)

<b>Extra Service Code</b>	<b>Extra Service Name</b>	<b>Possible Mail Classes or Subclasses</b>
01	Delivery Confirmation	FC, PM; BB, BL, BP, BS, PS; SA, S2, S3, S4
02	Signature Confirmation	FC, PM; BB, BL, BP, BS, PS
03	Certified Mail	FC, PM
04	Insured Mail	FC, PM; BB, BL, BP, BS, PS
05	COD (Collect on Delivery)	FC, PM; BB, BL, BP, BS, PS
06	Return Receipt	FC, PM; BB, BL, BP, BS, PS; SA, S2, S3, S4
07	Return Receipt for Merchandise	PM; BB, BL, BP, BS, PS; SA, S2, S3, S4
08	Restricted Delivery	FC, PM; BB, BL, BP, BS, PS; SA, S2, S3, S4
11	Special Handling (less than or equal to 10 pounds)	FC, PM; BB, BL, BP, BS, PS
12	Special Handling (more than 10 pounds)	PM; BB, BL, BP, BS, PS
13	Bulk Insurance	SA, S2, S3, S4

Table G-10

**eVS Valid Rate Ingredient Combinations**

eVS supports the parcel subclasses and rate categories identified in Exhibit G-10. A table identified with an asterisk indicates that all combinations in the table are supported for manifesting and sampling. Additions to this table will be announced in the *Postal Bulletin* as the number of supported parcel products increases.

Exhibit G-10

**Available eVS Parcel Products**

Table	Mail Class (Record Positions 003-004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057-058)	Zone (Record Positions 059-060)	Parcel Routing Barcode (Record Position 199)
G-10a	FC	3	N	SP	00	0, 1, 2
	FC	5	N	SP	00	0, 1, 2
	PM	9	N	FE	00	0, 1, 2
G-10b*	PM	9	N	FB	00	0, 1, 2
	PM	9	N	SP	00	0, 1, 2
	PM	9	N	SP	01-08	0, 1, 2
	PM	9	N	BN	01-04	0, 1, 2
	PM	9	N	DR	05-08	0, 1, 2
	PM	9	N	DN	05-08	0, 1, 2
G-10c	SA	4	D	5D	00	0, 1, 2
	SA	3	N	5D, BM, MB	00	0, 1
G-10d	SA	3	B	5D, BM	00	0, 1
	SA	3	S	5D	00	0, 1
	SA	3	D	5D	00	0, 1
	SA	4	D	5D	00	0, 1, 2
G-10m*	BP	All listed	All listed	All listed	All listed	All listed
G-10n*	BP	All listed	All listed	All listed	All listed	All listed
G-10o*	PS	All listed	All listed	All listed	All listed	All listed
	BB	3	N	PR	01-08	0, 1
G-10q	BB	3	B	PR	01-05	0, 1
	BB	3	S	PR	00	0, 1
	BB	3	D	PR	00	0, 1
	BB	4, 5	D	PR	00	0, 1
G-10r	BS	3	N	SP, BA, 5D	00	0, 1

\* All rate ingredient combinations in the table are available.

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10a  
**First-Class Mail**

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
FC	3	N	SP	00	0	Single-Piece
FC	3	N	SP	00	1	Single-Piece
FC	3	N	SP	00	2	Single-Piece
FC	5	N	SP	00	0	Single-Piece
FC	5	N	SP	00	1	Single-Piece
FC	5	N	SP	00	2	Single-Piece
FC	3	N	5D	00	0	5-Digit
FC	3	N	3D	00	0	3-Digit/Surcharge
FC	3	N	AD	00	0	ADC/Surcharge
FC	3	N	MA	00	0	Single-Piece
FC	3	N	5D	00	1	5-Digit
FC	3	N	3D	00	1	3-Digit
FC	3	N	AD	00	1	ADC
FC	3	N	MA	00	1	Single-Piece
FC	3	N	5D	00	2	5-Digit
FC	3	N	3D	00	2	3-Digit
FC	3	N	AD	00	2	ADC
FC	3	N	MA	00	2	Single-Piece
FC	5	N	5D	00	0	5-Digit
FC	5	N	3D	00	0	3-Digit/Surcharge
FC	5	N	AD	00	0	ADC/Surcharge
FC	5	N	MA	00	0	Single-Piece
FC	5	N	5D	00	1	5-Digit
FC	5	N	3D	00	1	3-Digit/Surcharge
FC	5	N	AD	00	1	ADC/Surcharge
FC	5	N	MA	00	1	Single-Piece
FC	5	N	5D	00	2	5-Digit
FC	5	N	3D	00	2	3-Digit/Surcharge
FC	5	N	AD	00	2	ADC/Surcharge
FC	5	N	MA	00	2	Single-Piece

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10b  
**Priority Mail**

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
PM	9	N	FE	00	0	Flat-Rate Envelope
PM	9	N	FE	00	1	Flat-Rate Envelope
PM	9	N	FE	00	2	Flat-Rate Envelope
PM	9	N	FB	00	0	Flat-Rate Box
PM	9	N	FB	00	1	Flat-Rate Box
PM	9	N	FB	00	2	Flat-Rate Box
PM	9	N	SP	00	0	Single-Piece (Unzoned)
PM	9	N	SP	00	1	Single-Piece (Unzoned)
PM	9	N	SP	00	2	Single-Piece (Unzoned)
PM	9	N	SP	01-08	0	Single-Piece (Zoned)
PM	9	N	SP	01-08	1	Single-Piece (Zoned)
PM	9	N	SP	01-08	2	Single-Piece (Zoned)
PM	9	N	BN	01-04	0	Balloon (Zoned)
PM	9	N	BN	01-04	1	Balloon (Zoned)
PM	9	N	BN	01-04	2	Balloon (Zoned)
PM	9	N	DR	05-08	0	Rectangular Dimensional Weight (Zoned)
PM	9	N	DR	05-08	1	Rectangular Dimensional Weight (Zoned)
PM	9	N	DR	05-08	2	Rectangular Dimensional Weight (Zoned)
PM	9	N	DN	05-08	0	Nonrectangular Dimensional Weight (Zoned)
PM	9	N	DN	05-08	1	Nonrectangular Dimensional Weight (Zoned)
PM	9	N	DN	05-08	2	Nonrectangular Dimensional Weight (Zoned)
PM	9	N	PL	00	0	Large Flat-Rate Box (Unzoned)
PM	9	N	PL	00	1	Large Flat-Rate Box (Unzoned)
PM	9	N	PL	00	2	Large Flat-Rate Box (Unzoned)
PM	9	N	PM	00	0	Military Flat-Rate Box (Unzoned)
PM	9	N	PM	00	1	Military Flat-Rate Box (Unzoned)
PM	9	N	PM	00	2	Military Flat-Rate Box (Unzoned)

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10c  
**Standard Mail Regular**

Piece Rate: 3.3 ounces (0.2063 pound) or less

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
SA	4	N	5D	00	0	5-Digit
SA	4	N	3D	00	0	3-Digit/Surcharge
SA	4	N	AD	00	0	ADC/Surcharge
SA	4	N	MA	00	0	Mixed ADC/Surcharge
SA	4	N	5D	00	1	5-Digit
SA	4	N	3D	00	1	3-Digit
SA	4	N	AD	00	1	ADC
SA	4	N	MA	00	1	Mixed ADC
SA	4	N	5D	00	2	5-Digit
SA	4	N	3D	00	2	3-Digit
SA	4	N	AD	00	2	ADC
SA	4	N	MA	00	2	Mixed ADC
SA	4	B	5D	00	0	DBMC 5-Digit
SA	4	B	3D	00	0	DBMC 3-Digit/Surcharge
SA	4	B	AD	00	0	DBMC ADC/Surcharge
SA	4	B	MA	00	0	DBMC Mixed ADC/Surcharge
SA	4	B	5D	00	1	DBMC 5-Digit
SA	4	B	3D	00	1	DBMC 3-Digit
SA	4	B	AD	00	1	DBMC ADC
SA	4	B	MA	00	1	DBMC Mixed ADC
SA	4	B	5D	00	2	DBMC 5-Digit
SA	4	B	3D	00	2	DBMC 3-Digit
SA	4	B	AD	00	2	DBMC ADC
SA	4	B	MA	00	2	DBMC Mixed ADC
SA	4	S	5D	00	0	DSCF 5-Digit
SA	4	S	3D	00	0	DSCF 3-Digit/Surcharge
SA	4	S	AD	00	0	DSCF ADC/Surcharge
SA	4	S	5D	00	1	DSCF 5-Digit
SA	4	S	3D	00	1	DSCF 3-Digit
SA	4	S	AD	00	1	DSCF ADC
SA	4	S	5D	00	2	DSCF 5-Digit
SA	4	S	3D	00	2	DSCF 3-Digit
SA	4	S	AD	00	2	DSCF ADC
SA	4	D	5D	00	0	DDU 5-Digit
SA	4	D	5D	00	1	DDU 5-Digit
SA	4	D	5D	00	2	DDU 5-Digit

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10d  
**Standard Mail Regular**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
SA	3	N	5D	00	0	5-Digit
SA	3	N	BM	00	0	BMC/Surcharge
SA	3	N	MB	00	0	Mixed BMC/Surcharge
SA	3	N	5D	00	1	5-Digit
SA	3	N	BM	00	1	BMC
SA	3	N	MB	00	1	Mixed BMC
SA	3	B	5D	00	0	DBMC 5-Digit
SA	3	B	BM	00	0	DBMC BMC/Surcharge
SA	3	B	5D	00	1	DBMC 5-Digit
SA	3	B	BM	00	1	DBMC BMC
SA	3	S	5D	00	0	DSCF 5-Digit
SA	3	S	5D	00	1	DSCF 5-Digit
SA	3	D	5D	00	0	DDU 5-Digit
SA	3	D	5D	00	1	DDU 5-Digit
SA	4	N	5D	00	0	5-Digit
SA	4	N	3D	00	0	3-Digit/Surcharge
SA	4	N	AD	00	0	ADC/Surcharge
SA	4	N	MA	00	0	Mixed ADC/Surcharge
SA	4	N	5D	00	1	5-Digit
SA	4	N	3D	00	1	3-Digit
SA	4	N	AD	00	1	ADC
SA	4	N	MA	00	1	Mixed ADC
SA	4	N	5D	00	2	5-Digit
SA	4	N	3D	00	2	3-Digit
SA	4	N	AD	00	2	ADC
SA	4	N	MA	00	2	Mixed ADC
SA	4	B	5D	00	0	DBMC 5-Digit
SA	4	B	3D	00	0	DBMC 3-Digit/Surcharge
SA	4	B	AD	00	0	DBMC ADC/Surcharge
SA	4	B	MA	00	0	DBMC Mixed ADC/Surcharge
SA	4	B	5D	00	1	DBMC 5-Digit
SA	4	B	3D	00	1	DBMC 3-Digit
SA	4	B	AD	00	1	DBMC ADC
SA	4	B	MA	00	1	DBMC Mixed ADC
SA	4	B	5D	00	2	DBMC 5-Digit
SA	4	B	3D	00	2	DBMC 3-Digit
SA	4	B	AD	00	2	DBMC ADC
SA	4	B	MA	00	2	DBMC Mixed ADC
SA	4	S	5D	00	0	DSCF 5-Digit

Service Type Codes and Rate Ingredient Tables

Table G-10d

**Standard Mail Regular**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
SA	4	S	3D	00	0	DSCF 3-Digit/Surcharge
SA	4	S	AD	00	0	DSCF ADC/Surcharge
SA	4	S	5D	00	1	DSCF 5-Digit
SA	4	S	3D	00	1	DSCF 3-Digit
SA	4	S	AD	00	1	DSCF ADC
SA	4	S	5D	00	2	DSCF 5-Digit
SA	4	S	3D	00	2	DSCF 3-Digit
SA	4	S	AD	00	2	DSCF ADC
SA	4	D	5D	00	0	DDU 5-Digit
SA	4	D	5D	00	1	DDU 5-Digit
SA	4	D	5D	00	2	DDU 5-Digit

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10e

**Standard Mail Nonprofit**

Piece Rate: 3.3 ounces (0.2063 pound) or less

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
S2	4	N	5D	00	0	5-Digit
S2	4	N	3D	00	0	3-Digit/Surcharge
S2	4	N	AD	00	0	ADC/Surcharge
S2	4	N	MA	00	0	Mixed ADC/Surcharge
S2	4	N	5D	00	1	5-Digit
S2	4	N	3D	00	1	3-Digit
S2	4	N	AD	00	1	ADC
S2	4	N	MA	00	1	Mixed ADC
S2	4	N	5D	00	2	5-Digit
S2	4	N	3D	00	2	3-Digit
S2	4	N	AD	00	2	ADC
S2	4	N	MA	00	2	Mixed ADC
S2	4	B	5D	00	0	DBMC 5-Digit
S2	4	B	3D	00	0	DBMC 3-Digit/Surcharge
S2	4	B	AD	00	0	DBMC ADC/Surcharge
S2	4	B	MA	00	0	DBMC Mixed ADC/ Surcharge
S2	4	B	5D	00	1	DBMC 5-Digit
S2	4	B	3D	00	1	DBMC 3-Digit
S2	4	B	AD	00	1	DBMC ADC
S2	4	B	MA	00	1	DBMC Mixed ADC
S2	4	B	5D	00	2	DBMC 5-Digit
S2	4	B	3D	00	2	DBMC 3-Digit
S2	4	B	AD	00	2	DBMC ADC
S2	4	B	MA	00	2	DBMC Mixed ADC
S2	4	S	5D	00	0	DSCF 5-Digit
S2	4	S	3D	00	0	DSCF 3-Digit/Surcharge
S2	4	S	AD	00	0	DSCF ADC/Surcharge
S2	4	S	5D	00	1	DSCF 5-Digit
S2	4	S	3D	00	1	DSCF 3-Digit
S2	4	S	AD	00	1	DSCF ADC
S2	4	S	5D	00	2	DSCF 5-Digit
S2	4	S	3D	00	2	DSCF 3-Digit
S2	4	S	AD	00	2	DSCF ADC
S2	4	D	5D	00	0	DDU 5-Digit
S2	4	D	5D	00	1	DDU 5-Digit
S2	4	D	5D	00	2	DDU 5-Digit



Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10f

**Standard Mail Nonprofit**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
S2	3	N	5D	00	0	5-Digit
S2	3	N	BM	00	0	BMC/Surcharge
S2	3	N	MB	00	0	Mixed BMC/Surcharge
S2	3	N	5D	00	1	5-Digit
S2	3	N	BM	00	1	BMC
S2	3	N	MB	00	1	Mixed BMC
S2	3	B	5D	00	0	DBMC 5-Digit
S2	3	B	BM	00	0	DBMC BMC/Surcharge
S2	3	B	5D	00	1	DBMC 5-Digit
S2	3	B	BM	00	1	DBMC BMC
S2	3	S	5D	00	0	DSCF 5-Digit
S2	3	S	5D	00	1	DSCF 5-Digit
S2	3	D	5D	00	0	DDU 5-Digit
S2	3	D	5D	00	1	DDU 5-Digit
S2	4	N	5D	00	0	5-Digit
S2	4	N	3D	00	0	3-Digit/Surcharge
S2	4	N	AD	00	0	ADC/Surcharge
S2	4	N	MA	00	0	Mixed ADC/Surcharge
S2	4	N	5D	00	1	5-Digit
S2	4	N	3D	00	1	3-Digit
S2	4	N	AD	00	1	ADC
S2	4	N	MA	00	1	Mixed ADC
S2	4	N	5D	00	2	5-Digit
S2	4	N	3D	00	2	3-Digit
S2	4	N	AD	00	2	ADC
S2	4	N	MA	00	2	Mixed ADC
S2	4	B	5D	00	0	DBMC 5-Digit
S2	4	B	3D	00	0	DBMC 3-Digit/Surcharge
S2	4	B	AD	00	0	DBMC ADC/Surcharge
S2	4	B	MA	00	0	DBMC Mixed ADC/ Surcharge
S2	4	B	5D	00	1	DBMC 5-Digit
S2	4	B	3D	00	1	DBMC 3-Digit
S2	4	B	AD	00	1	DBMC ADC
S2	4	B	MA	00	1	DBMC Mixed ADC
S2	4	B	5D	00	2	DBMC 5-Digit
S2	4	B	3D	00	2	DBMC 3-Digit
S2	4	B	AD	00	2	DBMC ADC
S2	4	B	MA	00	2	DBMC Mixed ADC

Table G-10f

**Standard Mail Nonprofit**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
S2	4	S	5D	00	0	DSCF 5-Digit
S2	4	S	3D	00	0	DSCF 3-Digit/Surcharge
S2	4	S	AD	00	0	DSCF ADC/Surcharge
S2	4	S	5D	00	1	DSCF 5-Digit
S2	4	S	3D	00	1	DSCF 3-Digit
S2	4	S	AD	00	1	DSCF ADC
S2	4	S	5D	00	2	DSCF 5-Digit
S2	4	S	3D	00	2	DSCF 3-Digit
S2	4	S	AD	00	2	DSCF ADC
S2	4	D	5D	00	0	DDU5-Digit
S2	4	D	5D	00	1	DDU 5-Digit
S2	4	D	5D	00	2	DDU 5-Digit

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10g

**Standard Mail Regular Not Flat-Machinable**

Piece Rate: 3.3 ounces (0.2063 pound) or less

For Barcoding and Sortation Requirements: less than 6 ounces (0.3750 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
SA	6	N	5D	00	0	5-Digit
SA	6	N	3D	00	0	3-Digit/Surcharge
SA	6	N	AD	00	0	ADC/Surcharge
SA	6	N	MA	00	0	Mixed ADC/Surcharge
SA	6	N	5D	00	1	5-Digit
SA	6	N	3D	00	1	3-Digit
SA	6	N	AD	00	1	ADC
SA	6	N	MA	00	1	Mixed ADC
SA	6	N	5D	00	2	5-Digit
SA	6	N	3D	00	2	3-Digit
SA	6	N	AD	00	2	ADC
SA	6	N	MA	00	2	Mixed ADC
SA	6	B	5D	00	0	DBMC 5-Digit
SA	6	B	3D	00	0	DBMC 3-Digit/Surcharge
SA	6	B	AD	00	0	DBMC ADC/Surcharge
SA	6	B	MA	00	0	DBMC Mixed ADC/ Surcharge
SA	6	B	5D	00	1	DBMC 5-Digit
SA	6	B	3D	00	1	DBMC 3-Digit
SA	6	B	AD	00	1	DBMC ADC
SA	6	B	MA	00	1	DBMC Mixed ADC
SA	6	B	5D	00	2	DBMC 5-Digit
SA	6	B	3D	00	2	DBMC 3-Digit
SA	6	B	AD	00	2	DBMC ADC
SA	6	B	MA	00	2	DBMC Mixed ADC
SA	6	S	5D	00	0	DSCF 5-Digit
SA	6	S	3D	00	0	DSCF 3-Digit/Surcharge
SA	6	S	AD	00	0	DSCF ADC/Surcharge
SA	6	S	5D	00	1	DSCF 5-Digit
SA	6	S	3D	00	1	DSCF 3-Digit
SA	6	S	AD	00	1	DSCF ADC
SA	6	S	5D	00	2	DSCF 5-Digit
SA	6	S	3D	00	2	DSCF 3-Digit
SA	6	S	AD	00	2	DSCF ADC
SA	6	D	5D	00	0	DDU 5-Digit
SA	6	D	5D	00	1	DDU 5-Digit
SA	6	D	5D	00	2	DDU 5-Digit

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10h

**Standard Mail Regular Not Flat-Machinable**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

For Barcoding and Sortation Requirements: less than 6 ounces (0.3750 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
SA	6	N	5D	00	0	5-Digit
SA	6	N	3D	00	0	3-Digit/Surcharge
SA	6	N	AD	00	0	ADC/Surcharge
SA	6	N	MA	00	0	Mixed ADC/Surcharge
SA	6	N	5D	00	1	5-Digit
SA	6	N	3D	00	1	3-Digit
SA	6	N	AD	00	1	ADC
SA	6	N	MA	00	1	Mixed ADC
SA	6	N	5D	00	2	5-Digit
SA	6	N	3D	00	2	3-Digit
SA	6	N	AD	00	2	ADC
SA	6	N	MA	00	2	Mixed ADC
SA	6	B	5D	00	0	DBMC 5-Digit
SA	6	B	3D	00	0	DBMC 3-Digit/Surcharge
SA	6	B	AD	00	0	DBMC ADC/Surcharge
SA	6	B	MA	00	0	DBMC Mixed ADC/ Surcharge
SA	6	B	5D	00	1	DBMC 5-Digit
SA	6	B	3D	00	1	DBMC 3-Digit
SA	6	B	AD	00	1	DBMC ADC
SA	6	B	MA	00	1	DBMC Mixed ADC
SA	6	B	5D	00	2	DBMC 5-Digit
SA	6	B	3D	00	2	DBMC 3-Digit
SA	6	B	AD	00	2	DBMC ADC
SA	6	B	MA	00	2	DBMC Mixed ADC
SA	6	S	5D	00	0	DSCF 5-Digit
SA	6	S	3D	00	0	DSCF 3-Digit/Surcharge
SA	6	S	AD	00	0	DSCF ADC/Surcharge
SA	6	S	5D	00	1	DSCF 5-Digit
SA	6	S	3D	00	1	DSCF 3-Digit
SA	6	S	AD	00	1	DSCF ADC
SA	6	S	5D	00	2	DSCF 5-Digit
SA	6	S	3D	00	2	DSCF 3-Digit
SA	6	S	AD	00	2	DSCF ADC
SA	6	D	5D	00	0	DDU 5-Digit
SA	6	D	5D	00	1	DDU 5-Digit
SA	6	D	5D	00	2	DDU 5-Digit

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10i

**Standard Mail Regular Not Flat-Machinable**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

For Barcoding and Sortation Requirements: 6 ounces (0.3750 pound) or more

Mail Class (Record Positions 003–004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057–058)	Zone (Record Positions 059–060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
SA	7	N	5D	00	0	5-Digit
SA	7	N	AD	00	0	ADC/Surcharge
SA	7	N	MA	00	0	Mixed ADC/Surcharge
SA	7	N	5D	00	1	5-Digit
SA	7	N	AD	00	1	ADC
SA	7	N	MA	00	1	Mixed ADC
SA	7	B	5D	00	0	DBMC 5-Digit
SA	7	B	AD	00	0	DBMC ADC/Surcharge
SA	7	B	MA	00	0	DBMC Mixed ADC/ Surcharge
SA	7	B	5D	00	1	DBMC 5-Digit
SA	7	B	AD	00	1	DBMC ADC
SA	7	B	MA	00	1	DBMC Mixed ADC
SA	7	S	5D	00	0	DSCF 5-Digit
SA	7	S	5D	00	1	DSCF 5-Digit
SA	7	D	5D	00	0	DDU 5-Digit
SA	7	D	5D	00	1	DDU 5-Digit

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10j

**Standard Mail Nonprofit Not Flat-Machinable**

Piece Rate: 3.3 ounces (0.2063 pound) or less

For Barcoding and Sortation Requirements: less than 6 ounces (0.3750 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
S2	6	N	5D	00	0	5-Digit
S2	6	N	3D	00	0	3-Digit/Surcharge
S2	6	N	AD	00	0	ADC/Surcharge
S2	6	N	MA	00	0	Mixed ADC/Surcharge
S2	6	N	5D	00	1	5-Digit
S2	6	N	3D	00	1	3-Digit
S2	6	N	AD	00	1	ADC
S2	6	N	MA	00	1	Mixed ADC
S2	6	N	5D	00	2	5-Digit
S2	6	N	3D	00	2	3-Digit
S2	6	N	AD	00	2	ADC
S2	6	N	MA	00	2	Mixed ADC
S2	6	B	5D	00	0	DBMC 5-Digit
S2	6	B	3D	00	0	DBMC 3-Digit/Surcharge
S2	6	B	AD	00	0	DBMC ADC/Surcharge
S2	6	B	MA	00	0	DBMC Mixed ADC/ Surcharge
S2	6	B	5D	00	1	DBMC 5-Digit
S2	6	B	3D	00	1	DBMC 3-Digit
S2	6	B	AD	00	1	DBMC ADC
S2	6	B	MA	00	1	DBMC Mixed ADC
S2	6	B	5D	00	2	DBMC 5-Digit
S2	6	B	3D	00	2	DBMC 3-Digit
S2	6	B	AD	00	2	DBMC ADC
S2	6	B	MA	00	2	DBMC Mixed ADC
S2	6	S	5D	00	0	DSCF 5-Digit
S2	6	S	3D	00	0	DSCF 3-Digit/Surcharge
S2	6	S	AD	00	0	DSCF ADC/Surcharge
S2	6	S	5D	00	1	DSCF 5-Digit
S2	6	S	3D	00	1	DSCF 3-Digit
S2	6	S	AD	00	1	DSCF ADC
S2	6	S	5D	00	2	DSCF 5-Digit
S2	6	S	3D	00	2	DSCF 3-Digit
S2	6	S	AD	00	2	DSCF ADC
S2	6	D	5D	00	0	DDU 5-Digit
S2	6	D	5D	00	1	DDU 5-Digit
S2	6	D	5D	00	2	DDU 5-Digit

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10k

**Standard Mail Nonprofit Not Flat-Machinable**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

For Barcoding and Sortation Requirements: less than 6 ounces (0.3750 pound)

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
S2	6	N	5D	00	0	5-Digit
S2	6	N	3D	00	0	3-Digit/Surcharge
S2	6	N	AD	00	0	ADC/Surcharge
S2	6	N	MA	00	0	Mixed ADC/Surcharge
S2	6	N	5D	00	1	5-Digit
S2	6	N	3D	00	1	3-Digit
S2	6	N	AD	00	1	ADC
S2	6	N	MA	00	1	Mixed ADC
S2	6	N	5D	00	2	5-Digit
S2	6	N	3D	00	2	3-Digit
S2	6	N	AD	00	2	ADC
S2	6	N	MA	00	2	Mixed ADC
S2	6	B	5D	00	0	DBMC 5-Digit
S2	6	B	3D	00	0	DBMC 3-Digit/Surcharge
S2	6	B	AD	00	0	DBMC ADC/Surcharge
S2	6	B	MA	00	0	DBMC Mixed ADC/ Surcharge
S2	6	B	5D	00	1	DBMC 5-Digit
S2	6	B	3D	00	1	DBMC 3-Digit
S2	6	B	AD	00	1	DBMC ADC
S2	6	B	MA	00	1	DBMC Mixed ADC
S2	6	B	5D	00	2	DBMC 5-Digit
S2	6	B	3D	00	2	DBMC 3-Digit
S2	6	B	AD	00	2	DBMC ADC
S2	6	B	MA	00	2	DBMC Mixed ADC
S2	6	S	5D	00	0	DSCF 5-Digit
S2	6	S	3D	00	0	DSCF 3-Digit/Surcharge
S2	6	S	AD	00	0	DSCF ADC/Surcharge
S2	6	S	5D	00	1	DSCF 5-Digit
S2	6	S	3D	00	1	DSCF 3-Digit
S2	6	S	AD	00	1	DSCF ADC
S2	6	S	5D	00	2	DSCF 5-Digit
S2	6	S	3D	00	2	DSCF 3-Digit
S2	6	S	AD	00	2	DSCF ADC
S2	6	D	5D	00	0	DDU 5-Digit
S2	6	D	5D	00	1	DDU 5-Digit
S2	6	D	5D	00	2	DDU 5-Digit

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10I

**Standard Mail Nonprofit Not Flat-Machinable**

Piece-Pound Rate: more than 3.3 ounces (0.2063 pound)

For Barcoding and Sortation Requirements: 6 ounces (0.3750 pound) or more

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
S2	7	N	5D	00	0	5-Digit
S2	7	N	AD	00	0	ADC/Surcharge
S2	7	N	MA	00	0	Mixed ADC/Surcharge
S2	7	N	5D	00	1	5-Digit
S2	7	N	AD	00	1	ADC
S2	7	N	MA	00	1	Mixed ADC
S2	7	B	5D	00	0	DBMC 5-Digit
S2	7	B	AD	00	0	DBMC ADC/Surcharge
S2	7	B	MA	00	0	DBMC Mixed ADC/ Surcharge
S2	7	B	5D	00	1	DBMC 5-Digit
S2	7	B	AD	00	1	DBMC ADC
S2	7	B	MA	00	1	DBMC Mixed ADC
S2	7	S	5D	00	0	DSCF 5-Digit
S2	7	S	5D	00	1	DSCF 5-Digit
S2	7	D	5D	00	0	DDU 5-Digit
S2	7	D	5D	00	1	DDU 5-Digit



Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10m  
**Parcel Post – Intra-BMC**

Mail Class (Record Positions 003–004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057–058)	Zone (Record Positions 059–060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
BP	3	N	1A	LC	0	Mach
BP	3	N	2A	LC	0	Mach Balloon
BP	3	N	1A	LC	1	Mach/BC Discount
BP	3	N	2A	LC	1	Mach Balloon/BC Discount
BP	5	N	1A	LC	0	Nonmach
BP	5	N	2A	LC	0	Nonmach Balloon
BP	5	N	3A	LC	0	Nonmach Oversized
BP	5	N	1A	LC	1	Nonmach
BP	5	N	2A	LC	1	Nonmach Balloon
BP	5	N	3A	LC	1	Nonmach Oversized
BP	3	N	1A	01-05	0	Mach
BP	3	N	2A	01-05	0	Mach Balloon
BP	3	N	1A	01-05	1	Mach/BC Discount
BP	3	N	2A	01-05	1	Mach Balloon /BC Discount
BP	5	N	1A	01-05	0	Nonmach
BP	5	N	2A	01-05	0	Nonmach Balloon
BP	5	N	3A	01-05	0	Nonmach Oversized
BP	5	N	1A	01-05	1	Nonmach
BP	5	N	2A	01-05	1	Nonmach Balloon
BP	5	N	3A	01-05	1	Nonmach Oversized

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10n

**Parcel Post – Inter-BMC**

<b>Mail Class (Record Positions 003–004)</b>	<b>Processing Category (Record Position 055)</b>	<b>Destination Rate Indicator (Record Position 056)</b>	<b>Rate Indicator (Record Positions 057–058)</b>	<b>Zone (Record Positions 059–060)</b>	<b>Parcel Routing Barcode (Record Position 199)</b>	<b>Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)</b>
BP	3	N	1E	01-08	0	Mach
BP	3	N	2E	01-08	0	Mach Balloon
BP	3	N	1E	01-08	1	Mach/BC Discount
BP	3	N	2E	01-08	1	Mach Balloon/BC Discount
BP	5	N	1E	01-08	0	Nonmach
BP	5	N	2E	01-08	0	Nonmach Balloon
BP	5	N	3E	01-08	0	Nonmach Oversized
BP	5	N	1E	01-08	1	Nonmach
BP	5	N	2E	01-08	1	Nonmach Balloon
BP	5	N	3E	01-08	1	Nonmach Oversized

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10o  
**Parcel Select**

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
PS	3	B	SP	01-05	0	Intra-BMC Mach NBC
PS	3	B	BN	01-05	0	Intra-BMC Mach NBC
PS	3	B	SP	01-05	1	DBMC Mach
PS	3	B	BN	01-05	1	DBMC Mach Balloon
PS	5	B	SP	01-05	0	DBMC Nonmach
PS	5	B	BN	01-05	0	DBMC Nonmach Balloon
PS	5	B	OS	01-05	0	DBMC Nonmach Oversized
PS	5	B	SP	01-05	1	DBMC Nonmach
PS	5	B	BN	01-05	1	DBMC Nonmach Balloon
PS	5	B	OS	01-05	1	DBMC Nonmach Oversized
PS	3	S	SP	00	0	DSCF Mach
PS	3	S	BN	00	0	DSCF Mach Balloon
PS	3	S	SP	00	1	DSCF Mach
PS	3	S	BN	00	1	DSCF Mach Balloon
PS	5	S	5D	00	0	DSCF Nonmach 5-Digit
PS	5	S	3D	00	0	DSCF Nonmach 3-Digit
PS	5	S	BN	00	0	DSCF Nonmach 5-Digit Balloon
PS	5	S	B3	00	0	DSCF Nonmach 3-Digit Balloon
PS	5	S	OS	00	0	DSCF Nonmach Oversized
PS	5	S	5D	00	1	DSCF Nonmach 5-Digit
PS	5	S	3D	00	1	DSCF Nonmach 3-Digit
PS	5	S	BN	00	1	DSCF Nonmach 5-Digit Balloon
PS	5	S	B3	00	1	DSCF Nonmach 3-Digit Balloon
PS	5	S	OS	00	1	DSCF Nonmach Oversized
PS	3	D	SP	00	0	DDU
PS	3	D	BN	00	0	DDU Balloon
PS	3	D	SP	00	1	DDU
PS	3	D	BN	00	1	DDU Balloon
PS	5	D	SP	00	0	DDU
PS	5	D	BN	00	0	DDU Balloon
PS	5	D	OS	00	0	DDU Oversized
PS	5	D	SP	00	1	DDU
PS	5	D	BN	00	1	DDU Balloon
PS	5	D	OS	00	1	DDU Oversized

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**

Table G-10p

**Bound Printed Matter – Nonpresorted**

<b>Mail Class (Record Positions 003–004)</b>	<b>Processing Category (Record Position 055)</b>	<b>Destination Rate Indicator (Record Position 056)</b>	<b>Rate Indicator (Record Positions 057–058)</b>	<b>Zone (Record Positions 059–060)</b>	<b>Parcel Routing Barcode (Record Position 199)</b>	<b>Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)</b>
BB	3	N	NP	01-08	0	Nonpresorted
BB	3	N	NP	01-08	1	Nonpresorted/BC Discount
BB	4	N	NP	01-08	0	Nonpresorted
BB	4	N	NP	01-08	1	Nonpresorted
BB	5	N	NP	01-08	0	Nonpresorted
BB	5	N	NP	01-08	1	Nonpresorted

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10q  
**Bound Printed Matter – Presorted**

Mail Class (Record Positions 003–004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057–058)	Zone (Record Positions 059–060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
BB	3	N	PR	01-08	0	Presorted
BB	3	N	PR	01-08	1	Presorted/BC Discount
BB	4	N	PR	01-08	0	Presorted
BB	4	N	PR	01-08	1	Presorted
BB	5	N	PR	01-08	0	Presorted
BB	5	N	PR	01-08	1	Presorted
BB	3	B	PR	01-05	0	DBMC Presorted
BB	3	B	PR	01-05	1	DBMC Presorted/BC Discount
BB	4	B	PR	01-05	0	DBMC Presorted
BB	4	B	PR	01-05	1	DBMC Presorted
BB	5	B	PR	01-05	0	DBMC Presorted
BB	5	B	PR	01-05	1	DBMC Presorted
BB	3	S	PR	00	0	DSCF Presorted
BB	3	S	PR	00	1	DSCF Presorted
BB	4	S	PR	00	0	DSCF Presorted
BB	4	S	PR	00	1	DSCF Presorted
BB	5	S	PR	00	0	DSCF Presorted
BB	5	S	PR	00	1	DSCF Presorted
BB	3	D	PR	00	0	DDU Presorted
BB	3	D	PR	00	1	DDU Presorted
BB	4	D	PR	00	0	DDU Presorted
BB	4	D	PR	00	1	DDU Presorted
BB	5	D	PR	00	0	DDU Presorted
BB	5	D	PR	00	1	DDU Presorted

Table G-10 (Continued)

**eVS Valid Rate Ingredient Combinations**Table G-10r  
**Media Mail**

<b>Mail Class (Record Positions 003—004)</b>	<b>Processing Category (Record Position 055)</b>	<b>Destination Rate Indicator (Record Position 056)</b>	<b>Rate Indicator (Record Positions 057—058)</b>	<b>Zone (Record Positions 059—060)</b>	<b>Parcel Routing Barcode (Record Position 199)</b>	<b>Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)</b>
BS	3	N	SP	00	0	Single-Piece
BS	3	N	SP	00	1	Single-Piece/BC Discount
BS	4	N	SP	00	0	Single-Piece
BS	4	N	SP	00	1	Single-Piece
BS	5	N	SP	00	0	Single-Piece
BS	5	N	SP	00	1	Single-Piece
BS	3	N	BA	00	0	Basic
BS	3	N	BA	00	1	Basic/BC Discount
BS	4	N	BA	00	0	Basic
BS	4	N	BA	00	1	Basic
BS	5	N	BA	00	0	Basic
BS	5	N	BA	00	1	Basic
BS	3	N	5D	00	0	5-Digit
BS	3	N	5D	00	1	5-Digit
BS	4	N	5D	00	0	5-Digit
BS	4	N	5D	00	1	5-Digit
BS	5	N	5D	00	0	5-Digit
BS	5	N	5D	00	1	5-Digit

Service Type Codes and Rate Ingredient Tables

Table G-10 (Continued)  
**eVS Valid Rate Ingredient Combinations**

Table G-10s  
**Library Mail**

Mail Class (Record Positions 003—004)	Processing Category (Record Position 055)	Destination Rate Indicator (Record Position 056)	Rate Indicator (Record Positions 057—058)	Zone (Record Positions 059—060)	Parcel Routing Barcode (Record Position 199)	Rate (Including Barcoding Discounts or Barcoding or Nonmachinability Surcharges)
BL	3	N	SP	00	0	Single-Piece
BL	3	N	SP	00	1	Single-Piece/BC Discount
BL	4	N	SP	00	0	Single-Piece
BL	4	N	SP	00	1	Single-Piece
BL	5	N	SP	00	0	Single-Piece
BL	5	N	SP	00	1	Single-Piece
BL	3	N	BA	00	0	Basic
BL	3	N	BA	00	1	Basic/BC Discount
BL	4	N	BA	00	0	Basic
BL	4	N	BA	00	1	Basic
BL	5	N	BA	00	0	Basic
BL	5	N	BA	00	1	Basic
BL	3	N	5D	00	0	5-Digit
BL	3	N	5D	00	1	5-Digit
BL	4	N	5D	00	0	5-Digit
BL	4	N	5D	00	1	5-Digit
BL	5	N	5D	00	0	5-Digit
BL	5	N	5D	00	1	5-Digit

Table G-11  
Coding Key

<b>Mail Class (Record positions 003–004)</b>	
BB	Bound Printed Matter
BL	Library Mail
BP	Parcel Post
BS	Media Mail
FC	First-Class Mail
PM	Priority Mail
PS	Parcel Select
SA	Standard Mail Regular
S2	Standard Mail Nonprofit
S3	Standard Mail Enhanced Carrier Route
S4	Standard Mail Nonprofit Enhanced Carrier Route
<b>Processing Category (Record position 055)</b>	
3	Machinable
4	Irregular
5	Nonmachinable
6	Not Flat-Machinable (less than 6 ounces)
7	Not Flat-Machinable (6 ounces but less than 16 ounces)
8	Reserved
9	Priority Mail
<b>Destination Rate Indicator (Record position 056)</b>	
B	Destination Bulk Mail Center (DBMC)
D	Destination Delivery Unit (DDU)
N	None
S	Destination Sectional Center Facility (DSCF)



Service Type Codes and Rate Ingredient Tables

Table G-11  
Coding Key

<b>Rate Indicator (Record positions 057–058)</b>	
AD	ADC rate
BA	Basic rate
BM	BMC rate
BN	Balloon rate
B3	Balloon 3-digit rate
CB	Carrier route basic rate
CH	Carrier route high density rate
CR	Carrier route rate
CS	Carrier route saturation rate
DN	Dimensional nonrectangular rate
DR	Dimensional rectangular rate
FB	Flat-rate box
FE	Flat-rate envelope
MA	Mixed ADC rate
MB	Mixed BMC rate
NP	Nonpresorted rate
OS	Oversized rate
PR	Presorted rate
SP	Single-piece rate
1A	Intra-BMC single-piece rate
1E	Inter-BMC single-piece rate
2A	Intra-BMC balloon rate
2E	Inter-BMC balloon rate
3A	Intra-BMC oversized rate
3D	3-digit rate
3E	Inter-BMC oversized rate
5D	5-digit rate
<b>Zone (Record positions 059–060)</b>	
LC	Local zone
00	No zone
01-08	Zones 1 through 8
<b>Postal Routing Barcode (Record position 199)</b>	
0	No barcode
1	UCC/EAN 128 Code
2	POSTNET

Table G-11  
Coding Key

<b>Discount and Surcharge Type (Record positions 161–162)</b>	
D1	Machinable Parcel Barcode Discount
D2	OBMC Presort Discount
D3	Presort BMC Discount
D4	Nonmachinable Discount (Intra-BMC Parcel Post) for Special Handling
D5	Nonmachinable Discount (Inter-BMC Parcel Post) for Special Handling
D6	Nonmachinable Discount (DBMC Parcel Select) for Special Handling
D7	Nonmachinable Discount (3-Digit DSCF Parcel Select) for Special Handling
D8	OBMC Presort Discount With Machinable Parcel Barcode Discount
D9	Presort BMC Discount With Machinable Parcel Barcode Discount
N1	Nonmachinable or Nonbarcoded Parcel Surcharge (First-Class Mail)e
N2	Nonbarcoded Parcel Surcharge (Regular Standard Mail and Nonprofit Standard Mail)
N3	Detached Address Label
<b>Extra Services (Record positions 080–081, 087–088, and 094–095)</b>	
01	Delivery Confirmation
02	Signature Confirmation
03	Certified Mail
04	Insured Mail
05	COD (Collect on Delivery)
06	Return Receipt
07	Return Receipt for Merchandise
08	Restricted Delivery
11	Special Handling (less than or equal to 10 pounds)
12	Special Handling (more than 10 pounds)
13	Bulk Insurance

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