UNITED STATES POSTAL SERVICE®

Confirm Service Featuring OneCode Confirm

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The U.S. Postal Service® is committed to providing the mailing industry with Intelligent Mail® products and services. One of the key strategies of the Postal Service™ Transformation Plan is to achieve growth by adding value for its customers. Confirm® service is one way to add value by providing "visibility" in the mailstream.

You are an important component of this commitment. As you develop and expand your business strategies, you probably ask, "How can we maintain a competitive edge and offer competitive service?" The Postal Service has harnessed current technology to give you options that can improve your bottom line.

Confirm service can provide you with data that can be used to track mail electronically. Confirm service is geared towards giving you information in advance about the processing and delivery of:

- Outbound mail going to your customers.
- Incoming reply mail.

To learn more about how this product can benefit you and how to get started, refer to this guide. If you have any questions — or you just want to talk about new ways to make your mailing smarter — please contact your account manager or the National Customer Support Center as follows:

Mail	USPS NATIONAL CUSTOMER SUPPORT CENTER ATTN: CONFIRM SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001
Telephone	800-238-3150
E-mail	Confirm@usps.gov

General information about Confirm service is available at the Mail Tracking and Reporting Web site at *http://mailtracking.usps.com*.

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1 Confirm Service: A Summary

1-1 Service Description

Confirm® service allows mailers to uniquely identify and receive mail processing data for outgoing and incoming reply mailpieces. It provides mailers with information about automation-compatible letters and flats for First-Class Mail®, Standard Mail®, and Periodicals mail. Data includes:

a. The date, time, and location that outgoing Confirm mail was inducted at a Postal Service facility.

b. The date, time, location and sort operation at which a mailpiece was processed at a Postal Service facility.

Confirm requires that mailers display prescribed mail barcodes on the front of mailpieces. A mailer's proper application of these barcodes allows the Postal Service to generate Confirm scan data and distribute this data to the mailer.

Confirm provides two types of service: Destination Confirm and Origin Confirm.

1-1.1 Destination Confirm

Destination Confirm can provide mailers with an electronic notification when their outgoing mailpieces are inducted at a Postal Service facility and mailpiece processing data that helps them determine delivery.

1-1.2 Origin Confirm

Origin Confirm enables the Confirm mailer to determine when and where their customers mailed incoming reply mailpieces. Remittance mail processors and mail order companies use Origin Confirm to receive advance notice of incoming payments and orders.

1-1.3 Benefits

Mailers use Destination Confirm service to anticipate when their message will reach their customers, and they use Origin Confirm service to know when a response is on its way to them from their customers. Mailers can use Confirm service to align their business processes and resources with the actual processing and delivery status of their mail. Integrating Confirm data into current business practices puts valuable information in the hands of corporate decision makers, and that can help reduce costs, enhance marketing efforts, and improve their relationships with customers.

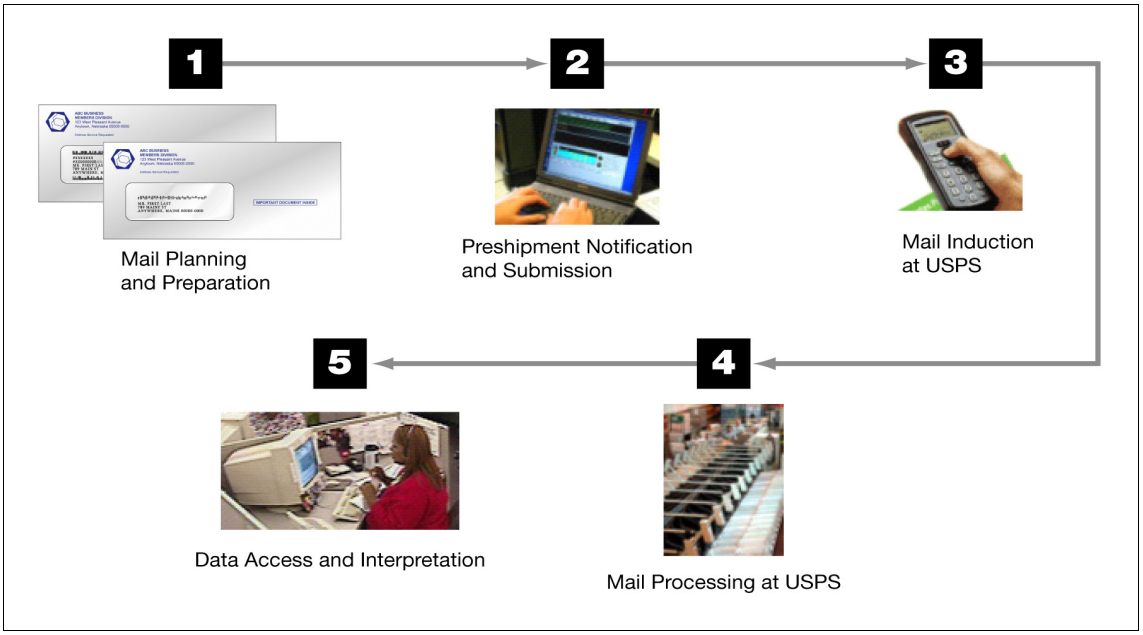
1-2 How Confirm Works: Process Overview

Confirm uses barcodes scanned by mail processing equipment to collect data from mailpieces as they are sorted and approach delivery.

Prior to using Confirm service, the mailer must become a Confirm subscriber. Refer to chapter 2 for steps required to subscribe to the service. Upon establishing a Confirm account, mailers follow the Confirm service process as noted below (see also Exhibit 1-2):

1. Mail planning and preparation.
2. Preshipment notification preparation and submission.
3. Mail induction at a Postal Service facility.
4. Mail processing at a Postal Service facility.
5. Data access and interpretation.

Exhibit 1-2
Confirm Process Overview



1-2.1 Mail Planning and Preparation

a. The mailer decides whether to use Destination Confirm, Origin Confirm, or both.

b. The mailer determines which prescribed Confirm barcodes to use to generate Confirm data, choosing from the following options:

(1) PLANET Code® barcodes in combination with POSTNET™ (Postal Numeric Encoding Technique) barcodes.

(2) OneCode Confirm™, which uses Intelligent Mail® barcodes. (For a discussion of the Intelligent Mail barcode — which is a "4-state" barcode — see 3-5.)

See chapter 3 for more information on barcoding options.

c. The mailer determines how many mailpieces to use to generate Confirm data, choosing from the following options:

(1) All mailpieces in the mailing.

(2) Only a sampling of the mailpieces (i.e., “seeding”).

d. The mailer determines the information to include in the Confirm barcode. This includes the service type ID for the mailpieces.

e. The mailer ensures that mailpieces are designed and prepared in accordance with Confirm requirements and basic specifications for automation-compatible mail.

f. The mailer prepares mail to be inducted at a Postal Service facility.

Refer to chapter 3 for detailed information.

1-2.2 Preshipment Notification Preparation and Submission

a. For Destination Confirm mail only, the mailer prepares the preshipment notification (e.g., Electronic Mailing Data), validates the file, and submits it. The preshipment notification is an electronic manifest that describes where and when the mailer will drop the shipments/mailings into the mailstream, and the Confirm barcode(s) associated with each shipment. The preshipment notification provides information that the Postal Service requires to properly distribute entry scan data to the mailer and link those entry scans with associated mailpiece processing scan data.

b. If mailing or shipment information changes, the mailer updates the preshipment notification.

Refer to chapter 4 for detailed information.

1-2.3 Mail Induction at a Postal Service Facility

a. For Destination Confirm mailings only, the mailer assigns a unique Shipment ID number to each shipment and affixes an associated Shipment ID barcode on proper documentation forms (PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance,* or PS Form 3152-A, *Confirm Advanced Shipping Notice (ASN) Shipment ID*) that accompany the mail as it is inducted.

b. The mailer drops the shipments at the Postal Service facility.

c. When the mailer drops a shipment at the Postal Service facility, the Postal Service receiving employee follows proper procedures for taking possession of the mail.

d. Upon induction, the Postal Service receiving employee scans the Shipment ID barcode on the PS Form 8125 or PS Form 3152-A to generate an Entry Scan.

e. The Postal Service sends the Entry Scan data to the Confirm subscriber.

Refer to chapter 5 for detailed information.

1-2.4 Mail Processing at a Postal Service Facility

a. The Postal Service processes the mailpieces on mail processing equipment (MPE) and sends scan data to the mailer. Confirm data is generated each time that a “machine-readable” mailpiece, with machine-readable Confirm barcodes, is sorted using automated MPE. Mailpieces that are not processed on MPE do not generate Confirm mailpiece scan data. Mailpiece scan data contains processing location, sort operation, date/time, and barcode digits.

b. The Postal Service continues to process the mailpieces on MPE in preparation for delivery.

Refer to chapter 6 for detailed information.

1-2.5 Data Access and Interpretation

a. The mailer receives entry scan and mailpiece scan data from the Postal Service. Options are either to receive data electronically via scheduled file transfer, or to download the data from the Mail Tracking and Reporting Web site at *http://mailtracking.usps.com*. Entry scan notifications can also be received via e-mail.

b. The mailer integrates and utilizes Confirm data to suit their business needs. The mailer references support resources (e.g., Operation Code listing) to help interpret the data and turn it into useful information. In most cases, data can indicate mail delivery dates with a high level of certainty.

Refer to chapter 7 for detailed information.

1-3 Applications and Potential Benefits

Confirm service provides mailers with valuable mail intelligence data that allows them to make appropriate and timely decisions.

1-3.1 Organizations

Organizations that may benefit from Confirm service include the following:

a. Advertising agencies.
b. Audio and book clubs.
c. Banks.
d. Catalog and mail order companies.
e. Collection agencies.
f. Direct mail advertisers.
g. Financial organizations.
h. Government agencies.
i. Insurance companies.
j. Mail service providers.
k. Non-profit organizations/charities.

l. Political organizations.
m. Printing and publishing companies.
n. Restaurant and hospitality companies.
o. Retailers.
p. Telecommunications companies.
q. Utility companies.

1-3.2 Potential Benefits

Potential benefits from Confirm service may include the following:

a. Collections and dunning optimization.
b. Estimated cash flows for improved cash management.
c. Improved customer service and retention.
d. Improved remittance center processing performance.
e. Improved integration of marketing efforts to increase response rates and reduce costs.
f. Increased return on investment (ROI) on marketing and advertising expenditures.
g. Reduced unnecessary outbound customer contact calls.
h. Optimized work force staffing.

1-3.2.1 Improving Messaging

a. *Heighten awareness.* Identify mail delivery trends that will help set mailing schedules using in-home delivery dates from Destination Confirm service on outgoing mailings.
b. *Integrate direct marketing programs.* Boost response rates by timing follow-up e-mail or telemarketing calls to coincide with in-home direct mail delivery by taking advantage of the delivery predictability that comes with using Confirm service to track outgoing mailings.
c. *Sharpen follow-up communications.* Use the mail intelligence gathered from Confirm service to track incoming and outgoing mailings to improve the effectiveness of telemarketing follow-up.
d. *Ensure timely delivery of marketing messages.* Ensure that marketing messages reach target audiences in time to support promotions and boost traffic by using Confirm service data for near real-time tracking of outgoing solicitations.
e. *Test different offers.* Test different creative images and offers against others to evaluate the success of ad campaigns and determine which bring higher response rates by using Confirm service on both incoming and outgoing mailpieces. Confirm results are faster than conventional seeding methods for which results may take weeks or months to compile.

f. *Evaluate mail effectiveness.* Plan future campaigns by using Confirm service on incoming reply mail to measure how effective direct mail is at generating responses or sales and identify the day of the week customers are putting reply mail into the mailstream. Confirm data can be used to identify and analyze response rate curves.

1-3.2.2 Improving Operations and Reducing Costs

a. *Improve and determine cash flow.* Track accounts receivable incoming mailpieces to estimate daily cash flow by knowing in advance who is returning payments.

b. *Improve lockbox operations.* Ensure the optimal resources for processing checks based on the incoming check volume identified by Origin Confirm service on incoming mailpieces.

c. *Encourage timely responses.* Monitor delivery patterns from outgoing Confirm mailings to ensure that time-sensitive offers are delivered to customers before respond-by dates. Know when customers are about to receive bills, credit cards, insurance cancellations, notices, direct mail solicitations, and other important mail.

d. *Reduce collection cost and customer frustration associated with dunning notices.* Save money and reduce customer frustration by using Confirm service on incoming payments to determine the appropriate follow-up. Know that the check really is in the mail!

e. *Grant or deny customer reprieves.* Use Confirm scan data on outgoing and incoming mailpieces to know whether customers are receiving their bills in time to submit payments by designated due dates. This is valuable information to have when considering the issuance of reprieves on late payments.

f. *Mail intelligently.* Determine mailing priority on outgoing mailpieces by using Confirm data to identify customer payment and response patterns.

g. *Improve management of call centers.* Use Confirm service on outgoing mailpieces to anticipate call volumes.

h. *Improve management of inventory.* Stock inventory based on Confirm scan data reported on outgoing mail and/or incoming reply mail.

i. *Monitor and manage supply chain vendors.* Use Destination Confirm entry scan data to know when vendors induct mailpieces for your customers.

j. *Reduce credit card and check fraud.* Track where new credit cards and checks are in the mailstream and predict delivery using Confirm service on outgoing mailings.

k. *Process orders efficiently.* Respond to orders immediately by using Confirm service on incoming mailpieces that indicate an order by mail. Also use Confirm service on outgoing mailpieces to know when customers receive fulfillments of mail orders.

l. *Document mailings.* Have documentation that mail was sent and that the Postal Service has begun processing mailpieces with Destination Confirm service on outgoing mailings and/or Origin Confirm service on incoming mailings. Using Confirm service to track mailpieces improves customer relationship management.

m. *Promote customer satisfaction.* Enable call centers to better manage customer relationships by using Confirm data on incoming and outgoing mail to lead appropriate communication.

n. *Identify target customers.* Cross reference response rate patterns and demographic data to target potential customers and develop customer acquisition strategies using Origin Confirm service on incoming mailings.

o. *Customer acquisition.* Improve response rates of new customers by using Confirm service on outgoing solicitations and messages to synchronize timely message delivery to marketing e-mails and/or telemarketing messages.

p. *Strengthen customer loyalty.* Use Confirm barcodes on your outgoing mailpieces to bring delivery predictability that customers can trust. Customers grow loyal to companies that are dependable.

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2 Subscribing to Confirm

Confirm is a subscription-based service. Before mailing Confirm mail with the proper Confirm barcodes, the mailer must become a Confirm subscriber. To become a subscriber, the mailer must submit a completed application form, subscription fee payment, and verification of the mailer and/or printing vendor's ability to generate accurate and scan-ready barcodes prior to mailing.

2-1 Subscription Rates

Confirm service offers three subscription levels: Silver, Gold, and Platinum. All subscription levels offer both Destination and Origin Confirm services. See Exhibit 2-1 for subscription fees effective May 12, 2008.

Exhibit 2-1

Confirm Subscription Fee Structure[1] Effective May 12, 2008

Level	Price	Period	Number of Subscriber IDs[2]	Number of Mailpiece Scans With Subscription	Cost for Additional Scans During Subscription Period	Upgradeable?
Silver	$2,000	3 months	1	15 million	$500 per 2 million scans	No
Gold	$6,500	1 year	1	50 million	$800 per 6 million scans	Yes
Platinum	$23,500	1 year	3	Unlimited	Not applicable	Not applicable

1. *The Confirm fee structure and fees are subject to change based on standard Postal Service rate adjustment procedures.*
2. *A mailer can purchase additional Subscriber IDs as follows: $2,500 for 1 year (Gold and Platinum), or $900 for 3 months or end of subscription period, whichever comes first.*

For asistance with subscribing or renewing a Confirm subscription, contact Confirm Customer Assistance at *confirm@usps.gov* or at 800-238-3150.

2-2 Applying for Confirm Service

From the time the Postal Service receives a completed application from the mailer, it can take as little as 2 weeks to process the application and activate a Confirm subscription. You may also go to *http://mailtracking.usps.com*.

To apply for Confirm service, follow these steps:

1. Obtain the Confirm service application form by visiting the Postal Service's Mail Tracking and Reporting (MT&R) Web site at *http://mailtracking.usps.com;* click on *Confirm* and then on *Confirm Resources.* Or call Confirm Customer Assistance at 800-238-3150.
2. Complete and submit the Confirm Service application form per instructions.
3. Receive verification from Confirm Customer Assistance that your Confirm application was received and completed properly. Then go to the MT&R Web site at *http://mailtracking.usps.com* to complete the Postal Service Customer Registration process by clicking on the "Sign Up" button for "New Users." Registration at this site provides you with access to the Confirm Service links. Customer Assistance will review the information and notify you of your MT&R Web site logon.
4. Receive Confirm Subscriber ID(s) from Confirm Customer Assistance.
5. Submit 30 sample mailpieces barcoded with proper Confirm barcodes. Also submit 30 sample Shipment ID barcodes. Refer to chapters 3 and 5 for guidelines on preparing Confirm mail and induction forms containing the Shipment ID barcode. Mailers choosing the Intelligent Mail barcode format should refer to 3-5 for details on obtaining information about barcode software.
6. Receive verification from the Postal Service as to whether or not your sample mailpieces and Shipment ID barcodes are compliant with Postal Service specifications. If necessary, modify your sample mailpieces and Shipment ID barcodes based on the guidance provided by the Postal Service.
7. After receiving the Confirm subscription invoice from the Postal Service, contact Confirm Customer Assistance for directions to pay via automated clearinghouse (ACH) or submit payment to:

   USPS DISBURSING OFFICER
   ACCOUNTING SERVICE CENTER
   2825 LONE OAK PKWY
   EAGAN MN 55121-9640
8. Receive final approval from the Postal Service after receipt of payment.
9. Receive username/password and confirmation of Confirm subscription activation.

Call Confirm Customer Assistance at 800-238-3150 with questions or concerns regarding the application process or preparing Confirm mailings.

3 Confirm Mail Planning and Preparation

To use Confirm service effectively, mailers must prepare mail to meet basic Confirm requirements, including the following:

a. Mailers must use Confirm for First-Class Mail, Standard Mail, or Periodicals on letter-size or flat-size automation-compatible mailpieces.

b. Mailers must apply a Confirm barcode (i.e., PLANET Code and POSTNET barcode combination or the Intelligent Mail barcode) on the front of the mailpiece.

c. For outgoing mail, mailers must create a Shipment ID barcode and print it on the induction form (either PS Form 3152 or PS Form 8125), which is presented when the shipment is inducted. See chapter 5 for information on Confirm mail induction.

Confirm mailpiece barcodes and Shipment ID barcodes are essential to mail preparation and to preparing a preshipment notification. The PLANET Code in combination with the delivery point POSTNET barcode can uniquely identify each mailpiece in the mailing. The Intelligent Mail barcode combines the capability of PLANET and POSTNET into one barcode. Confirm subscribers can use either PLANET Code and POSTNET barcode combination or the Intelligent Mail barcode to generate Confirm data.

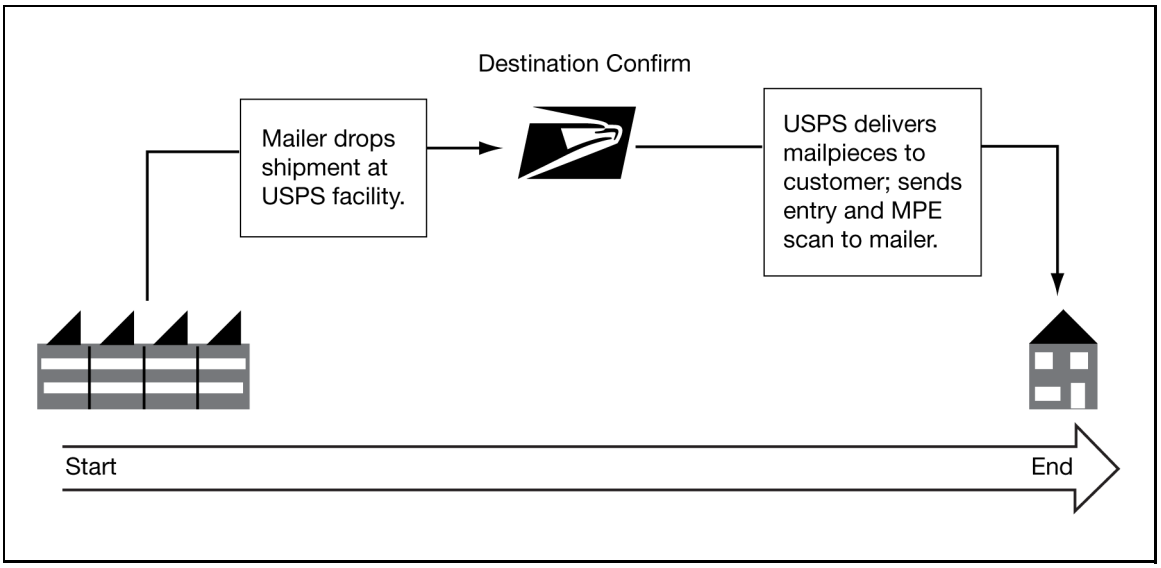
3-1 Choosing the Service Type

The mailer decides whether to use Destination Confirm, Origin Confirm, or both. In each case, an individual mailpiece can typically generate one or several scans as it travels through the postal system.

3-1.1 Destination Confirm Service

Destination Confirm service generates mail processing data for outgoing mailpieces such as solicitations, credit cards, statements, and other important communications sent to customers. Mailers receive scan information that can indicate mail processing status, including delivery.

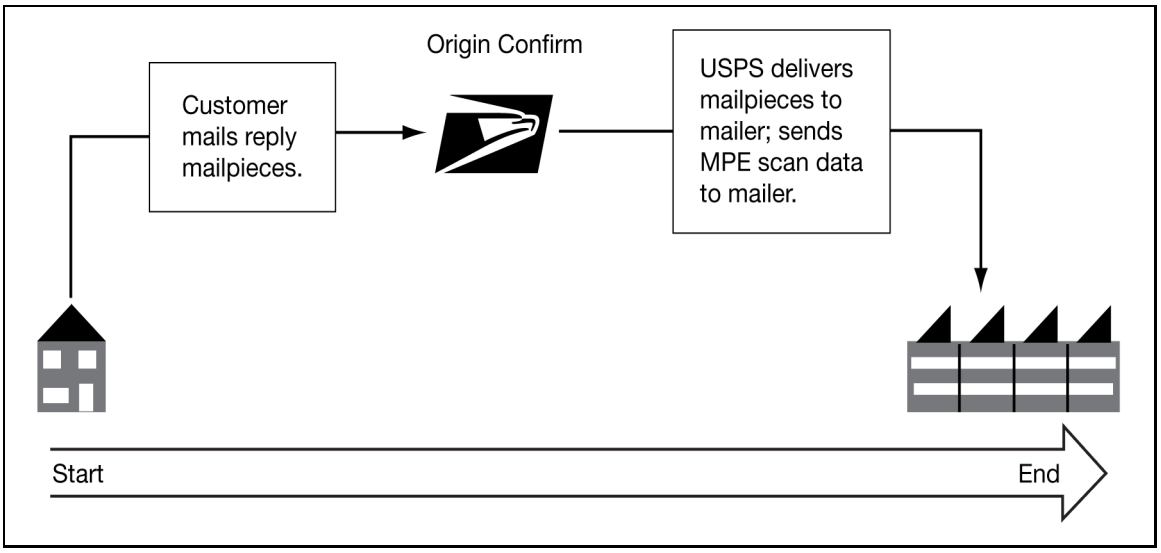
Exhibit 3-1.1
Destination Confirm Service



3-1.2 Origin Confirm Service

Origin Confirm service generates mail processing data for incoming reply mailpieces such as payments, orders, and other responses from customers. Mailers receive notification that reply pieces from customers are in the mailstream and are being processed for delivery.

Exhibit 3-1.2
Origin Confirm Service



A Confirm subscription allows a mailer to use Destination Confirm, Origin Confirm, or both. Depending on the service used, the mailer must use the appropriate barcoding formats referenced later in this chapter.

3-2 Determining a Mail Coding Approach

Mailers may choose to use Confirm barcodes on all mailpieces in their mailings. This approach allows the mailers the potential to track individual mailpieces and will normally generate a larger data stream.

Alternatively, mailers may choose to “seed” outgoing mailings with Confirm barcoded mailpieces rather than printing the barcodes on every mailpiece. The mailer uses data from the seeds to make assumptions about the entire mailing. For example, if the mailer seeded every tray of a mailing with five Confirm barcoded mailpieces, then the mailer could receive information from the seeded mailpieces to make assumptions on the entire tray. The mailer chooses the seeding quantity and coverage to meet their specific needs.

Mailers have two alternative seeding approaches:

a. Place Confirm barcodes on a portion of the live pieces in the mailing.

b. Place Confirm barcodes on Confirm Smart Seed mailpieces in the mailing.

Confirm Smart Seed allows mailers to receive mail processing equipment scan data for the mailing without applying a PLANET Code or Intelligent Mail barcode to mailpieces that will be delivered to customers. See Appendix A for detailed information.

3-3 Choosing a Barcode — PLANET Code or Intelligent Mail Barcode

The Confirm service offers mailers two alternative barcode technologies to use for generating Confirm mailpiece processing data:

a. PLANET Code.

b. Intelligent Mail barcode.

The PLANET Code — the original barcode technology used for Confirm service — is an 11- or 13-digit barcode used in combination with the POSTNET barcode to uniquely identify mailpieces.

The Intelligent Mail barcode — a newer barcode technology — is a 31-digit barcode that combines the capability of PLANET Code and POSTNET barcodes into one unique barcode.

Mailers must design mailpieces that accommodate the particular Confirm barcode according to Postal Service specifications. The barcodes must be visible on the front of the mailpieces and located in the specified read area. The barcodes must be (and must remain) entirely unobstructed. Refer to the following sections for details on barcode formats and other requirements.

3-4 Using PLANET Codes for Confirm Service

The PLANET Code is an 11- or 13-digit barcode that can generate mailpiece processing data used for tracking purposes when mail is processed on automated mail processing equipment. The PLANET Code is very similar in structure to the POSTNET address barcode used by Postal Service mail processing equipment to sort the mail.

Like POSTNET, the PLANET Code is a type of height-modulated "2-state" barcode, which consists of two types of bars — tall and short. (For a discussion of the Intelligent Mail barcode — which is a "4-state" barcode — see 3-5.) PLANET Code digit symbology is the inverse of POSTNET Code digit symbology — whereas each POSTNET Code digit uses a combination of two tall and three short bars, each PLANET Code digit uses three tall and two short bars. See Exhibit 3-4.

Exhibit 3-4
PLANET Code

POSTNET		PLANET
	0	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	

All printed PLANET Codes include an additional check-sum digit or correction character. This digit must always be the single-digit number (i.e., 0–9) that, when added to the sum of the other digits in the barcode, results in a whole number that is a multiple of 10.

PLANET Codes must begin and end with one long framing bar.

The PLANET Code formats for Destination Confirm service and Origin Confirm service differ and are described in the following sections.

3-4.1 Destination Confirm PLANET Code Format Requirements

The Destination Confirm PLANET Code consists of the following elements:

a. *Service Type ID:* The first 2 digits represent the service type (i.e., Destination Confirm) and the class/shape of the mail. The Service Type IDs for Destination Confirm are as follows:

- 40: First-Class Mail letters.
- 41: First-Class Mail flats.

- 42: Standard Mail letters.
- 43: Standard Mail flats.
- 44: Periodicals letters.
- 45: Periodicals flats.
- 46: First-Class Mail cards.
- 47: Standard Mail cards.

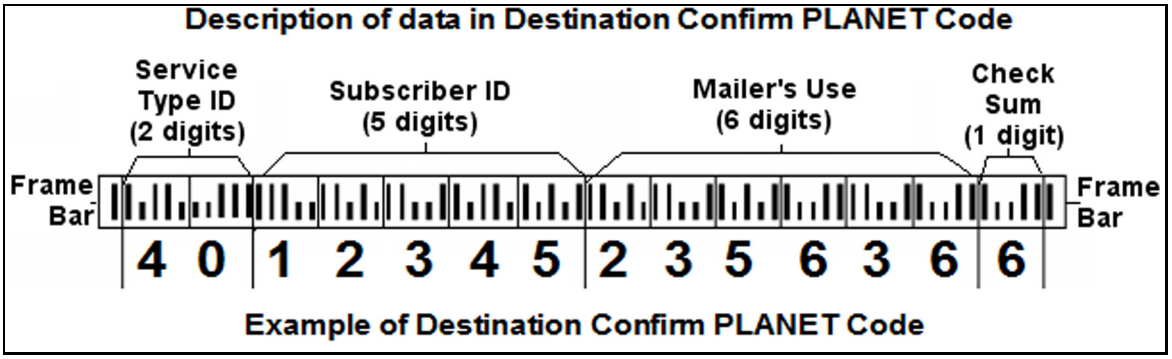
b. *Subscriber ID:* The next 5 digits identify the subscriber. The Subscriber ID is assigned by the Postal Service.

c. *Mailer's Use:* The next 4 or 6 digits are available to the mailer to use for their own identification purposes (for example, to identify mailings or clients). Mailers can use these digits in combination with the delivery point POSTNET code to identify mailpieces uniquely.

d. *Check-Sum:* The last digit is a check-sum digit that helps the Postal Service detect errors.

The Destination Confirm PLANET Code is comprised as shown in Exhibit 3-4.1.

Exhibit 3-4.1
Example of a 13-Digit Destination Confirm PLANET Code (with the additional check-sum digit)



Note: Alternatively, mailers may use an 11-digit PLANET Code (with the additional check-sum digit).

3-4.2 Origin Confirm PLANET Code Format Requirements

For Origin Confirm service, the Postal Service identifies the Confirm subscriber by the POSTNET Code preprinted on the reply mailpiece. The subscriber can register up to 200 separate 9- or 11-digit ZIP™ Codes to which Origin Confirm reply mailpieces will be mailed and which will be represented by the POSTNET on the mailpiece. The Origin Confirm PLANET Code consists of the following elements:

a. *Service Type ID:* The first 2 digits represent the service (i.e., Origin Confirm) and the class/shape of the mail. The Service Type IDs for Origin Confirm are as follows:

- 50: Courtesy reply letters.
- 51: Courtesy reply flats.
- 52: Business reply letters.

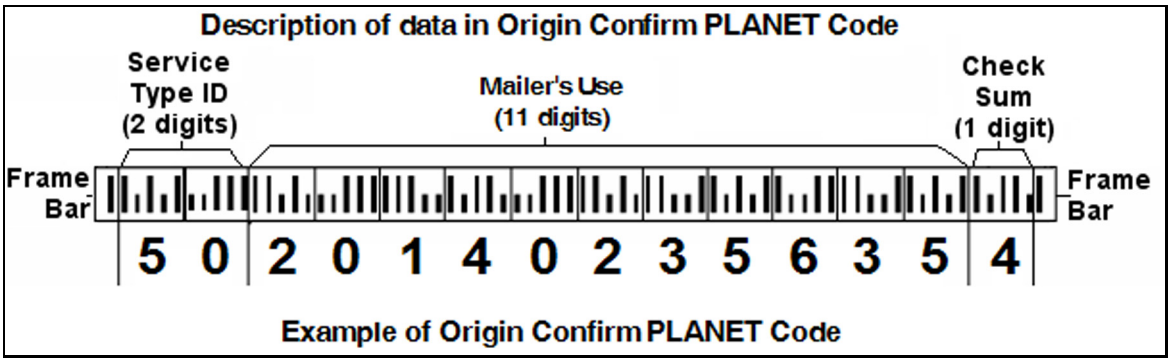
- 53: Business reply flats.
- 54: Business reply cards.
- 56: QBRM letters.
- 57: QBRM cards.
- 58: Courtesy reply cards.

b. *Customer ID (Mailer's Use):* The next 9 or 11 digits are available to the subscriber to help identify the customer (i.e., mailer of reply mailpiece) or the reply mailpiece itself.

c. *Check-Sum Digit:* The last digit is a check-sum digit that helps the Postal Service detect errors.

The Origin Confirm PLANET Code is comprised as shown in Exhibit 3-4.2.

Exhibit 3-4.2
Example of a 13-Digit Origin Confirm PLANET Code (with the additional check-sum digit)



Note: Alternatively, mailers may use an 11-digit PLANET Code (with the additional check-sum digit).

The PLANET Code appears on the mailpiece in the address block. The mailpiece must also include a POSTNET Code.

3-4.3 Calculating the Check Sum Digit

All PLANET Codes include a check-sum digit or correction character. The check-sum digit is required as an additional digit that comes in the last position in the code. This digit must always be the single-digit number (i.e., 0-9) that, when added to the sum of the other digits in the PLANET Code, results in a whole number that is a multiple of 10.

Example

Assume that the 11 digits of an 11-digit PLANET Code are 40123456789:

a. Add the digits: 4 + 0 + 1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 = 49.

b. 49 + X = 50 (a whole number that is a multiple of 10).

c. X = 1.

Thus, the check-sum digit (X) equals 1.

The check sum digit appears in the last position in the barcode. This calculation procedure is same for both 11- or 13-digit PLANET Codes.

3-5 Using Intelligent Mail Barcodes for OneCode Confirm

The Intelligent Mail barcode is the Postal Service's next generation of barcode technology used to sort, track, and request special services for letters and flats. This multi-functional barcode is now available for use in Confirm service. The new option is called OneCode Confirm™. With increased data capacity compared to the PLANET Code, the Intelligent Mail barcode is an expanded next step for mailpiece sorting and tracking within the mailing industry.

3-5.1 OneCode Confirm — Summary

OneCode Confirm is the new option for the Confirm service that allows use of the new Intelligent Mail barcode. The Intelligent Mail barcode is similar to the POSTNET Code and PLANET Code in that they all belong to the class of height-modulated barcodes — but there is a significant difference between them. POSTNET and PLANET Codes are "2-state" barcodes — as shown in the sample in Exhibit 3-5.1a they encode data using two types of bars (tall bars and short bars). However, the Intelligent Mail barcode is a "4-state" barcode — as shown in the sample in Exhibit 3-5.1b, it encodes data using four types of bars (called "ascender," "descender," "tracker," and "full bar" — the first four bars in Exhibit 3-5.1b show these four types, respectively).

Exhibit 3-5.1a
PLANET Code

Exhibit 3-5.1b
Intelligent Mail Barcode

The Intelligent Mail barcode, which is designed for use in high-speed, automated mail sortation machines, allows both the PLANET Code and POSTNET barcode information to be combined into a single barcode with expanded tracking capability. The Intelligent Mail barcode configuration — containing 31 digits — is only slightly longer than an 11-digit POSTNET or PLANET barcode.

3-5.2 Major Benefits of OneCode Confirm

The primary benefits of OneCode Confirm include the following:

a. *One barcode — instead of two — frees up more space on the mailpiece.* OneCode Confirm enables mailers to utilize just one barcode for both mail sorting and tracking. The Intelligent Mail barcode's expanded data capacity configuration is designed to include not only tracking information found in PLANET Codes, but also the

entire delivery point mailing address (i.e., POSTNET) used to sort the mail. The use of one barcode for multiple purposes gives mailers more space and less clutter on the front of mailpieces.

b. *More digits than PLANET Code for use in identifying mail.* The Postal Service allows Confirm mailers who use PLANET Code up to 6 digits for outgoing mail (i.e., Destination Confirm) and 11 digits for incoming reply mail (i.e., Origin Confirm) to use to identify mail. This is suitable for a large number of customers. However, because some mailers expressed a need for even more data capacity for their own unique coding purposes, the Postal Service now offers the use of the Intelligent Mail barcode, which allows Confirm mailers up to 9 digits for Destination Confirm mail and 15 digits for Origin Confirm mail to use for their own use to track mailpieces.

c. *More data capacity allows the Postal Service to use the Intelligent Mail barcode for more applications.* Expanded data capacity within the Intelligent Mail barcode allows the Postal Service to use the code for multiple applications, beyond mail sorting and the Confirm service. For example, a mailer may wish to identify a mailpiece for Confirm as well as for Address Change Service (ACS™), also known as OneCode ACS™. The Intelligent Mail barcode is encoded in such a way that multiple services may be supported by a single barcode.

3-5.3 OneCode Confirm Format Requirements

The Postal Service has developed Intelligent Mail barcode specifications that accommodate the existing Confirm service and PLANET Code framework and work within the current Confirm processing system. The Postal Service has built capability to accept the Intelligent Mail barcode configuration, which expands the amount of data mailers can use for their own purposes.

Once they are setup for OneCode Confirm, current Confirm service mailers will be able to continue using their existing 5-digit Confirm Subscriber ID(s) as required by the Confirm service. See 3-5.4 and 3-5.5 for detailed format requirements for using the Intelligent Mail barcode for Destination and Origin Confirm.

Unlike the PLANET Code and POSTNET code, the Intelligent Mail barcode does *not* contain “human readable” representations of numerical digits. The data payload is a fixed-length array of 31 digits. An encoding algorithm translates these 31 digits into a series of 65 bars. Subscribers must use requisite encoding software and fonts that can print Intelligent Mail Barcodes and meet all specifications prior to implementing OneCode Confirm. For references about the barcode specifications and encoding algorithm, see 3-5.6.

Like users of PLANET Code, OneCode Confirm users must choose the appropriate barcode format depending on the type of service — Destination Confirm (for outgoing mail) or Origin Confirm (for incoming reply mail).

3-5.4 Destination Confirm OneCode Confirm Format Requirements

The Intelligent Mail barcode structure for Destination Confirm consists of data elements represented in Exhibit 3-5.4a and b.

Exhibit 3-5.4a
Destination Confirm Intelligent Mail Barcode Format Structure Digits

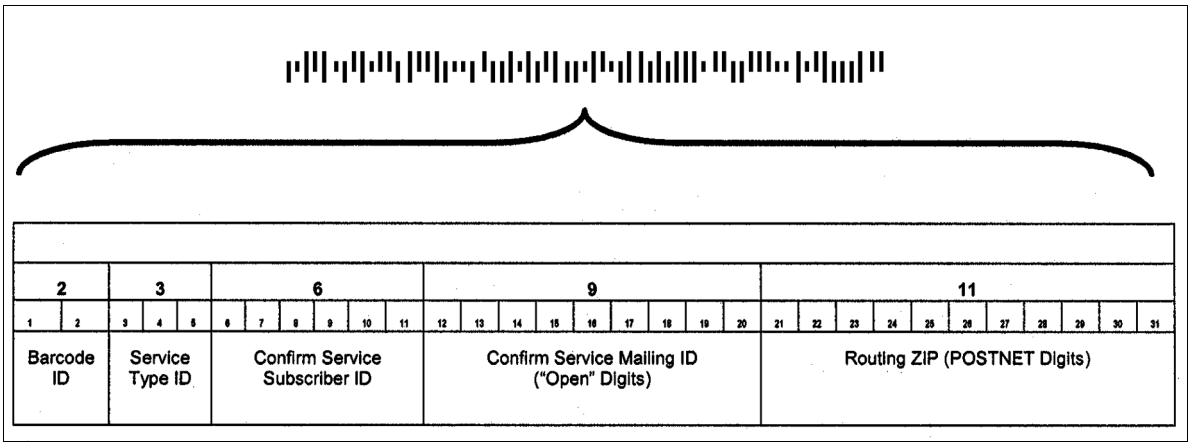


Exhibit 3-5.4b
Field Definitions of the Intelligent Mail Barcode for Destination Confirm

Element	Digits	Definition
Barcode ID	2	The Intelligent Mail barcode begins with a 2-digit identifier for internal Postal Service use only. The field is reserved for indicating Optional Endorsement Line (OEL) sort level and Exception Handling. ***Note:*** Confirm subscribers should populate this field with two zeros, unless instructed to do otherwise by other Postal Service programs utilizing the Intelligent Mail barcode.
Service Type ID	3	The Service Type ID identifies the specific service used for the mailpiece (i.e., Destination Confirm and mail class). For Destination Confirm, Confirm subscribers choose from the following three Service Type Codes: 040 — Destination First Class. 042 — Destination Standard Mail. 044 — Destination Periodicals. ***Note 1:*** The Intelligent Mail barcode does not accommodate separate Service Type IDs that differentiate mail shape (i.e., letter vs. flat). PLANET Code continues to accommodate this distinction. ***Note 2:*** When using OneCode Confirm for "seeding" automation-compatible mailings, a "non-seed" mailpiece may use the Intelligent Mail barcode containing a proper routing code to meet automation-rate eligibility. Such a "non-seed" Intelligent Mail barcode should contain a specific non-Confirm mail-class-designated Service Type ID to indicate that the mailpiece will not generate Confirm service data (700 = First-Class Mail; 702 = Standard Mail; 704 = Periodicals). The subscriber should continue to include an appropriate Subscriber ID within the barcode ***Note 3:*** If combining Confirm with other services using the Intelligent Mail barcode, please use appropriate Service Type ID.

Exhibit 3-5.4b
Field Definitions of the Intelligent Mail Barcode for Destination Confirm

Element	Digits	Definition
Subscriber ID a.k.a. Mailer ID when used in Intelligent Mail Barcode	6	A 5-digit Subscriber ID (Mailer ID) is assigned by the Postal Service to identify a Confirm subscriber. For OneCode Confirm, Confirm subscribers add a "leading zero" to represent the Subscriber ID (Mailer ID). Example: if the customer's assigned Subscriber ID is 12345, then the customer places 012345 within the Intelligent Mail barcode Subscriber ID (Mailer ID) field.
Mailing ID ("Open" digits)	9	This field is available to the subscriber to use for its own identification purposes (e.g., mailpiece, mailing, client, etc.).
Routing ZIP (POSTNET digits)	0, 5, 9, or 11	This field accommodates 0, 5, 9, or 11 digits of ZIP Code information and must contain only the Delivery Point ZIP Code for the addressee. Subscribers should not fill this field with preceding or trailing zeroes.

3-5.5 Origin Confirm OneCode Confirm Format Requirements

The Intelligent Mail barcode structure for Origin Confirm consists of data elements represented in Exhibit 3-5.5a and b.

Exhibit 3-5.5a
Origin Confirm Intelligent Mail Barcode Format Structure Digits

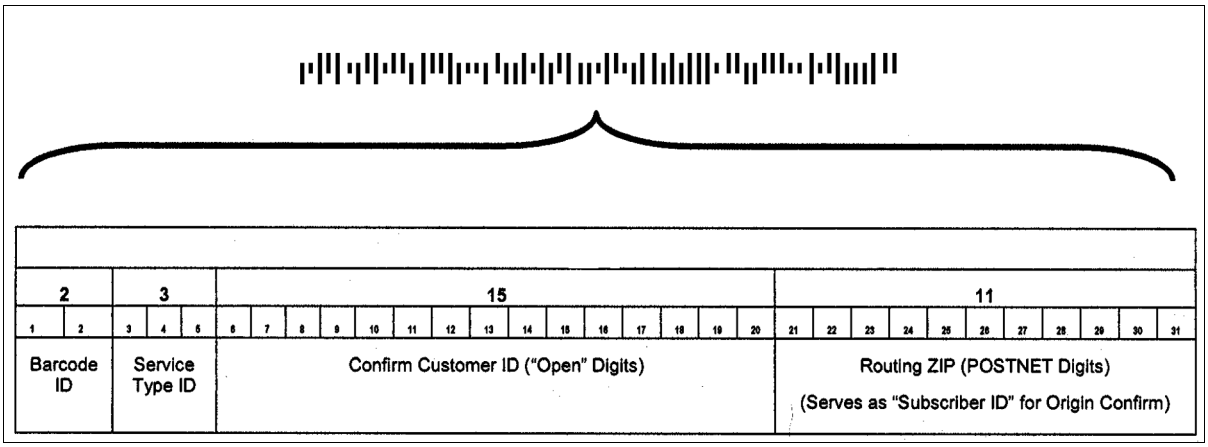


Exhibit 3-5.5b
Field Definitions of the Intelligent Mail Barcode for Origin Confirm

Element	Digits	Definition
Barcode ID	2	The Intelligent Mail barcode begins with a 2-digit identifier for internal Postal Service use only. The field is reserved for indicating Optional Endorsement Line (OEL) sort level and Exception Handling. ***Note:*** Confirm subscribers should populate this field with two zeros, unless instructed to do otherwise by other Postal Service programs utilizing the Intelligent Mail barcode.
Service Type ID	3	The Service Type ID identifies the specific service used for the mailpiece (i.e., Origin Confirm and mail class). For Origin Confirm, Confirm subscribers use the following Service Type Code: 050 — Origin ***Note:*** The Intelligent Mail barcode does not accommodate separate Service Type IDs that differentiate mail type.
Customer ID ("Open" digits)	15	This field is available to the subscriber to use for its own identification purposes (e.g., customer, mailpiece, account number, etc.).
Routing ZIP (POSTNET digits)	0, 5, 9, or 11	This field accommodates 0, 5, 9, or 11 digits of ZIP Code information and must contain only the Delivery Point ZIP Code for the addressee. Subscribers should not fill this field with preceding or trailing zeroes. ***Note:*** Confirm requires 9- or 11-digit Routing ZIP to serve as "Subscriber ID" for Origin Confirm users. Digits must be registered within subscriber's Confirm account and match exactly with data contained within the barcode.

3-5.6 Getting Started With OneCode Confirm

OneCode Confirm is available to new or existing Confirm service subscribers. To become a Confirm subscriber, follow instructions in chapter 2, or contact Confirm Customer Assistance at 800-238-3150.

Existing Confirm subscribers must do the following before using the Intelligent Mail barcode for Confirm mail:

1. *Prepare and submit sample mailpieces with the Intelligent Mail barcode.* The Confirm subscriber must prepare and submit 20 sample mailpieces containing the Intelligent Mail barcode. This will serve as notification to the Postal Service to prepare the subscriber's account to accommodate OneCode Confirm data transmission. Confirm subscribers must forward hardcopy samples to Confirm Customer Assistance at the following address:

   NATIONAL CUSTOMER SUPPORT CENTER
   ATTN: CONFIRM SERVICE
   6060 PRIMACY PKWY STE 201
   MEMPHIS TN 38188-0001

   For questions and follow-up, call Confirm Customer Assistance at 800-238-3150.

2. *Receive verification of barcode compliance and final approval.* Confirm subscribers must receive verification from the Postal Service that their sample mailpieces are compliant with specifications. Confirm Customer Assistance will work with subscribers to help correct

barcode and mailpiece problems. Upon final approval of samples, Confirm Customer Assistance will confirm with the subscriber that the subscriber is set up and ready to mail OneCode Confirm mail.

3-5.7 Intelligent Mail Barcode Software and Resources From the Postal Service

To aid in implementing OneCode Confirm, a number of tools and resources are available via the Postal Service Rapid Information Bulletin Board System (RIBBS) Web site, including the detailed specifications for the Intelligent Mail barcode, an online encoder/decoder tool, encoder software for a range of platforms, and Intelligent Mail barcode fonts.

The Postal Service RIBBS Web site has a dedicated section for Intelligent Mail barcode resources available at *http://ribbs.usps.gov/OneCodeSolution*. Refer to this site for detailed specifications and other resources relating to the Intelligent Mail barcode.

To convert the Intelligent Mail barcode into meaningful information, the RIBBS Web site offers to the general public an online decoder tool that allows users to enter the barcode sequence and receive the numeric representation of that barcode. A similar online encoder tool is available for encoding a user's own tracking and delivery point ZIP Code information into a graphic representation of the Intelligent Mail barcode.

To encode the Intelligent Mail barcode in a production environment, RIBBS offers an extended library of encoder source and binary code that can be downloaded and installed on a range of platforms. The Postal Service provides support for a total of 20 combinations of operating systems and language and application environments, as noted in Exhibit 3-5.7.

Exhibit 3-5.7
Operating Systems and Language and Application Environments Supported by the Postal Service
"Y" = "Yes, supported"
"N" = "No, not supported"

Operating System	Language and Applications Supported					
	C	Java 2	COBOL	PL/1	MS Access	MS Excel
MVS, z/OS, and OS/390	Y	Y	Y	Y	N	N
VSE/ESA	Y	N	Y	Y	N	N
OS/400	Y	Y	Y	N	N	N
AIX	Y	Y	N	N	N	N
Linux for pSeries	Y	Y	N	N	N	N
Linux for Intel[2]	Y	Y	N	N	N	N
Programmer Version for Windows	Y	Y	N	N	N	N
MS Office Version for Windows	N	N	N	N	Y	Y

For each operating system, the encoding software package is distributed as a standard ZIP file. Each package includes a user guide to provide detailed operating system-specific and language-specific instructions on how to install and use the files in the package.

For printing the Intelligent Mail barcode in a production environment, a variety of Intelligent Mail barcode fonts are available for each of the five major production printing environments: AFP (MVS, AS/400, VM, and VSE), HP PCL, PostScript, Xerox Metacode, and TrueType. User guides for using these fonts are also available.

The library of encoder source and binary code and fonts is available only to registered RIBBS users. To register, please contact the Intelligent Mail barcode Help Desk at 877-640-0724 or visit the Web site at *http://ribbs.usps.gov/OneCodeSolution*. A customer service representative will take your information (name, company, address, phone, and e-mail) and issue you a username and password. You will then be able to download all resources.

3-6 Rules for Reusing PLANET Codes and Intelligent Mail Barcode

Confirm mailers should adhere to the following rules for reusing PLANET Codes:

a. PLANET Codes should be assigned uniquely per drop event and should not be reused on other mailings or shipments for 30 days.

b. Individual mailings or shipments dropped over successive dates/times at the same site should have PLANET Codes assigned uniquely per drop event.

Adherence to these rules helps facilitate any desired linkage of Confirm Entry Scan to Mailpiece Scans.

The Intelligent Mail barcode should be used in accordance with overall Postal Service policies and guidelines for a particular type of mailpiece.

3-7 PLANET Code and Intelligent Mail Barcode Location Requirements

3-7.1 Letters

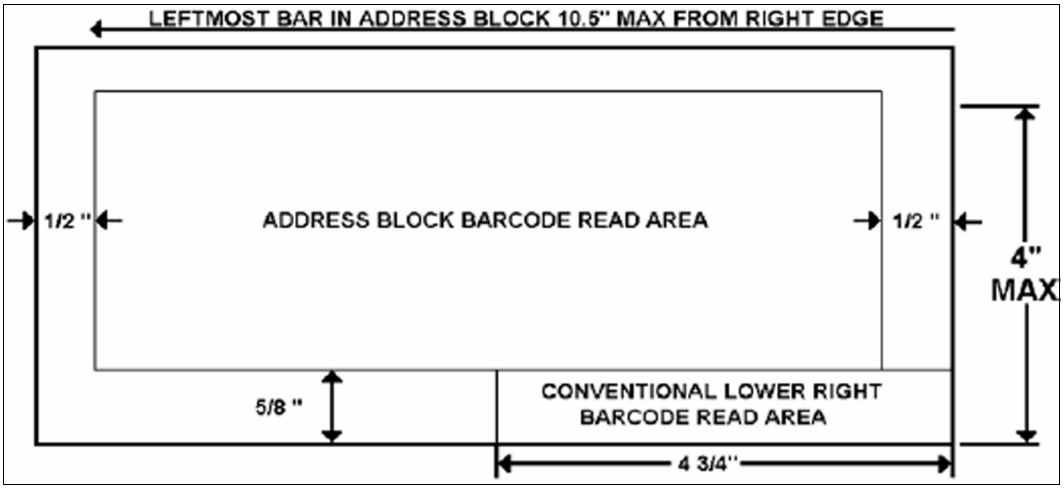
3-7.1.1 PLANET Code

For all letters, the PLANET Code can be affixed anywhere in the address block barcode read area except the lower-right corner. See Exhibit 3-7.1.2.

3-7.1.2 Intelligent Mail Barcode

For all letters, the Intelligent Mail barcode can be affixed anywhere in the address block barcode read area and the lower-right corner barcode clear area. See Exhibit 3-7.1.2.

Exhibit 3-7.1.2
Barcode Placement Locations for Letters

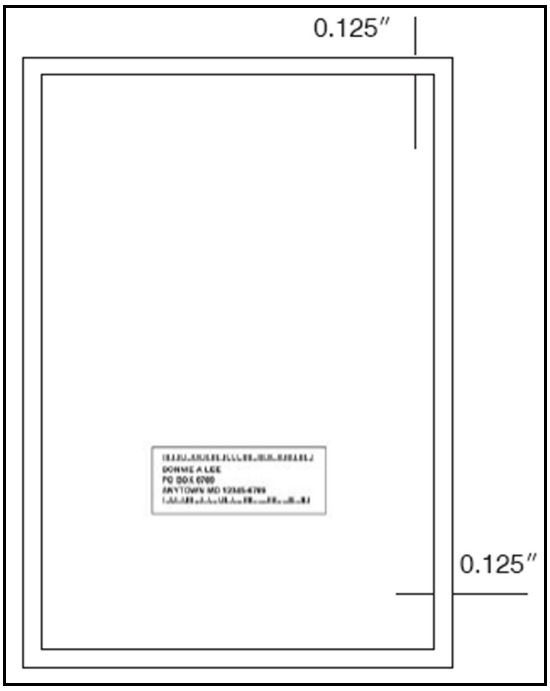


For detailed information on the placement of the Intelligent Mail barcode on letters, refer to the resources available at *http://ribbs.usps.gov/OneCodeSolution*.

3-7.2 Flats

For all flats, the PLANET Code must be positioned no closer than 0.125 inch from any edge. See Exhibit 3-7.2.

Exhibit 3-7.2
Barcode Placement Locations for Flats



To maximize readability on flats, the Postal Service recommends that the POSTNET Code be placed below the address block and that the PLANET Code be placed above the address block (or, if applicable, above the optional endorsement line).

For detailed information on the placement of the Intelligent Mail barcode on flats, refer to the resources available at *http://ribbs.usps.gov/OneCodeSolution*.

3-8 PLANET Code and Intelligent Mail Barcode Print Requirements

PLANET Codes have the same dimensional and print quality requirements as POSTNET Code barcodes. Barcodes should be printed in accordance with information in the DMM. Please refer to Appendix B for more detailed information on the following tracking code print requirements:

a. Address block.

b. Barcode pitch.

c. Bar dimensions.

d. Barcode tilt.

e. Baseline shift.

f. Reflectance.

g. Ink Issues (overinking and voids).

The Postal Service has developed a True-Type version of the PLANET Code font. This font is available to subscribers from the Confirm section of the Mail Tracking and Reporting Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"; click on *Confirm;* then click on *Confirm Resources;* and then click on *Fonts.*

For detailed information on print requirements for the Intelligent Mail barcode, refer to the resources available at *http://ribbs.usps.gov/OneCodeSolution.*

Complying with the PLANET Code and Intelligent Mail barcode specifications increases the likelihood that mail processing equipment will accurately read the information present on barcoded mailpieces. Non-compliance with these specifications will have an adverse impact on the number of scans the mailer receives from Confirm mail.

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4 Preshipment Notification Preparation and Submission

4-1 Preshipment Notification and Its Purpose

Preshipment notification is the means for Confirm subscribers to submit mailing and shipment information to the Postal Service before the mail is processed. A subscriber's preshipment notification provides the Postal Service with an upfront profile of outgoing Confirm mail so that subsequent mail entry and processing data can be linked to the customer's specific shipments and mailings.

Preshipment notification is used by the Postal Service to determine when, where, and how much Confirm mail is inducted, and then make the necessary linkages to the mail processing data (i.e., PLANET Code scans). The information contained in preshipment notification includes shipment identifiers, mailing and mailer identifiers, drop locations, expected drop dates, mailpiece counts, and specific Confirm barcodes used for the mail. Confirm customers should supply preshipment notification for every outgoing Confirm mailing. Confirm mailers should incorporate the preshipment notification process as part of their mail preparation process.

4-2 Preparation and Submission Options

Confirm mailers prepare and submit preshipment notification in advance of the mailing being inducted and processed at the Postal Service, thus allowing the Confirm system adequate time to process information. In the event that the preshipment information (e.g., drop locations, expected induction date, volume) changes after initial submission, mailers must update their preshipment information to reflect changes in shipment or mailing characteristics. Preshipment notification preparation/submission options and update capabilities are discussed below.

The Postal Service offers three means for mailers to prepare and submit Confirm preshipment notification:

a. Electronic Mailing Data (EMD) file submitted via file transfer protocol (FTP).

b. EMD file submitted via Mail Tracking and Reporting (MT&R) Web site upload.

c. Preshipment information entered manually via MT&R Web site Create/ Edit page tools.

Methods a and b are the recommended options for Confirm mailers with large mail volumes and automated data systems. These options require that mailers prepare data files using their own internal data systems prior to submitting files to the Postal Service. EMD is described briefly in 4-3. Detailed specifications, instructions, and examples are provided in Appendix C.

4-3 Preshipment Format: Electronic Mailing Data (EMD)

Electronic Mailing Data (EMD) is a comma-delimited flat file format that Confirm subscribers use to provide preshipment notification to the Postal Service. Customers populate and submit EMD in order to communicate the make-up of shipments and mailings to the Postal Service. This information enables the Confirm system to link entry scans (i.e., induction data) with mailpiece scans (i.e., mail processing data).

This information is necessary so that the Postal Service can notify mailers through scan data when their shipments are inducted. EMD also provides the Postal Service with valuable and necessary information that can potentially be used to conduct diagnostics on service-related issues.

The ability to update mailing and shipment information is limited to the customer that created the EMD. This person is called the creator. The creator can be the mail owner, mailer, consolidator, or transporter depending on who is ultimately responsible for submitting the EMD.

The EMD structure accommodates 55 specific data elements provided by the mailer to describe the shipments and mailings, and 11 of those elements are required for Confirm preshipment notification using EMD. (Refer to Appendix C for detailed preparation, file structure, and submission requirements and guidelines.) The 11 required elements for Confirm shipments and mailings are the following:

a. Shipment ID (EMD Element #1).
b. Mailer's DUNS Number (EMD Element #2).
c. Drop location facility ZIP Code (EMD Element #3).
d. Drop date (EMD Element #7).
e. Mail owner's job number (EMD Element #9).
f. Mailing name (EMD Element #10).
g. Piece count of the mailing (EMD Element #20).
h. Piece count of the mailing on the shipment (EMD Element #21).
i. PLANET Code (EMD Element #22) — refer to chapter 3 for rules for reusing PLANET Codes.
j. Number of mailpieces with PLANET Codes (EMD Element #23)
k. EMD version (EMD Element #24).

After preparing the EMD file(s), the Confirm mailer can submit the file(s) via FTP or can upload the file(s) via the MT&R Web site. FTP upload Internet Protocol (IP) addresses and other pertinent information will be provided by the Confirm Customer Assistance at 800-238-3150.

There is no system limit on how far in advance EMD can be submitted. However, mailers should aim toward submitting the information close to the time that a mailing takes place in order to reduce the likelihood that changes in the mailing will occur. Mailers should submit EMD prior to any entry scans associated with that EMD taking place.

Note: The preshipment notification system requires that EMD submissions do not exceed 28,000 data records per EMD. For example, if the subscriber is preparing an EMD containing more than 28,000 unique Confirm barcodes, then the EMD would contain over 28,000 unique data records. In this case, to avoid exceeding 28,000 unique records, the subscriber should place within the EMD only a sampling of the actual PLANET Codes. EMD files larger than 28,000 data records will not be processed. The Confirm system will still generate the subscriber's raw mailpiece scan data for Confirm barcoded mailpieces not included in the "sampled" EMD.

4-4 (Reserved)

4-5 Preshipment Notification for OneCode Confirm

Confirm mailers using OneCode Confirm should continue to submit preshipment notification (i.e., EMD) to facilitate entry scans on their Destination Confirm mailings. However, the EMD format does not fully accommodate the expanded digit configuration of the Intelligent Mail barcode. Therefore, when using the Intelligent Mail barcode, OneCode Confirm mailers should simply not populate position 22 (13-digit PLANET Code) or position 23 (9-digit number of mailpieces with PLANET Codes) of the EMD. Mailers will still be able to receive their entry scans.

4-6 Modifying the EMD Confirm Information After Submission

The Postal Service stresses how important it is that Confirm customers provide accurate preshipment notification. To help ensure accuracy, Confirm customers can update previously submitted shipment and mailing information up until the time mail is inducted — regardless of how EMD is generated and submitted. For example, if a customer has already submitted an EMD file via FTP but wishes to change a drop location for the shipment prior to induction, the customer may resubmit the FTP containing the updated drop location data.

As with initial preshipment notification submission, the Confirm system provides three ways to update previously submitted preshipment information:

a. EMD file submitted via FTP.

b. EMD file submitted via MT&R Web site upload.

c. Preshipment information edited manually via MT&R Web site Create/Edit page tools.

Using one of the file upload procedures (method a or b), the customer simply resubmits its preshipment file containing updated information. The preshipment information will be updated in the system provided that both of the following apply:

a. An entry scan has not yet taken place for the shipment(s).

b. Certain key element data fields remain the same in the file.

Shipment data elements (e.g., drop locations, drop dates) can be changed provided that the two key elements listed below remain the same for the file:

a. Shipment ID (EMD Element #1).

b. Customer DUNS Number/creator number (contained within EMD file name).

Mailing data elements (e.g., mailing name, piece count of the mailing) can be changed provided that the four key elements listed below remain the same for the file:

a. Mailer's DUNS Number (EMD Element #2).

b. Mail owner's job number (EMD Element #9).

c. Mail owner's DUNS Number (EMD Element #11).

d. Mailer's job number (EMD Element #12).

The key shipment and mailing elements identified above cannot be modified using an EMD file upload — only data element attributes associated with these key identifiers can be modified using the file upload processes. However, mailers can modify these key elements by using the third method — preshipment information edited manually via MT&R Web site Create/Edit page tools.

Specific PLANET Codes information can be modified only by using the Create/Edit pages through the MT&R Web site. Note that PLANET Codes cannot be modified using the file upload processes — only the number of pieces associated with the PLANET Code(s) can be modified using these processes.

Shipments, mailings, and PLANET Codes cannot be deleted using the file upload processes. They can be deleted only by going online and deleting the records using the MT&R Web site. Shipment, mailings, or PLANET Codes cannot be deleted once the shipment has received an entry scan.

5 Confirm Mail Induction

Confirm mail is inducted when the Postal Service takes possession of Confirm mail shipments. Barcoded documentation must accompany each Destination (outgoing) Confirm mail shipment at the point of induction at the Postal Service. The appropriate form must include one Shipment ID barcode that represents all Confirm mail contained within that shipment — as indicated in the preshipment notification. (Refer to chapter 4 for detailed information about preshipment notification.)

5-1 Shipment ID Barcode

For Destination Confirm mailings, the mailer assigns a unique sequential Shipment ID number to each shipment. This number is part of the Shipment ID number used to identify each shipment that the mailer drops, and it is also used to generate the Shipment ID barcode. The Shipment ID must be unique for each separate shipment; the Shipment ID must remain unique and not be reused for a period of at least 1 year.

The Shipment ID is comprised of the components shown in Exhibit 5-1a. An example of a Shipment ID barcode appears in Exhibit 5-1b. For detailed specifications for Shipment ID barcodes, refer to Appendix E.

Exhibit 5-1a
Shipment ID Barcode Elements

Service Type Code	The Service Type Code identifies the type of service the Postal Service is providing when scanning the barcode. A Service Type Code of “UT” must be used in order to identify shipments and receive the entry and acceptance scans.
Creator DUNS Number	The Creator DUNS Number is the DUNS number of the party creating the Electronic Mailing Data (EMD) preshipment notification.
Sequential Shipment ID	The Sequential Shipment ID allows the customer to create unique 20-character Shipment IDs. This value should be padded with leading 0s to 8 digits.
Check Digit	The Check Digit is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See Appendix E for details on calculating the check digit and creating Shipment ID barcodes.

Exhibit 5-1b
Example of a Shipment ID Barcode

5-2 Induction Forms

For plant-verified drop shipments, PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance,* is required. This form is typically used by Standard Mail customers.

For non-plant-verified drop shipments, PS Form 3152-A, *Confirm Advanced Shipping Notice (ASN) Shipment ID,* is required. This form is typically used by First-Class Mail customers.

For images of PS Form 8125 or PS Form 3152-A, refer to Appendix F.

5-3 The Induction Process and Entry Scan Data

A Postal Service representative scans the Shipment ID barcode with a handheld scanner when the Postal Service takes final possession of the Confirm mail shipment.

The entry scan record represents where and when a shipment is inducted into the mailstream and indicates the beginning of the Confirm service process for outgoing mail. The entry scan record is only applicable to outgoing mail using Destination Confirm service. Exhibit 5-3a provides a diagram of an entry scan data record, and Exhibit 5-3b lists the components of an entry scan data record. (Refer to chapter 7 for information on data access.)

Note: Mailers should consider critical entry time when planning mail induction. Critical entry time (CET) is the latest time that mail can arrive at the Postal Service facility to meet applicable delivery standards or goals.

Exhibit 5-3a
Entry Scan Data Record

Exhibit 5-3b
Components of an Entry Scan Data Record (columns separated by commas)

Shipment ID	The 20-digit number that uniquely identifies each shipment.
Facility Name	The Postal Service facility name where the shipment was inducted.
Facility ID	The 5-digit ZIP Code of the facility where the shipment was inducted.
Entry Scan Date and Time	The date (mm/dd/yyyy) and time (hh:mm:ss) of induction.

5-4 Electronic Induction Method for Continuous Mailers

An alternative induction method enables First-Class Mail continuous mailers (i.e., mailers who process mail in 24/7 operations) to provide accurate data to the Confirm system. Currently, First-Class Mail continuous mailers are unable to create preshipment notification files that properly reflect the actual shipments that are presented to the Postal Service for induction. They are therefore unable to provide meaningful PS Forms 3152-A for each shipment.

To meet Confirm requirements, continuous mailers should take the following steps:

1. Submit a single EMD file once a day. The file contains information on all mail submitted to the Postal Service in the last 24-hour period. This EMD file should be formatted as if all mail were submitted on a single truck (i.e., a single Shipment ID should be associated to all mailings inducted that day).
2. Submit an entry scan file via FTP, in lieu of an actual entry scan. The file should contain a single record that mirrors the format of the Product Tracking System “UT” entry scan record that is created when a Shipment ID barcode is scanned by a handheld scanner. This file serves as the entry scan for the Shipment ID provided in the associated EMD file. The system sends notification to the mailer as if the entry scan originated at a Postal Service facility. This file will provide the entry date/time for the PLANET Codes on mailings for that day.

Note: It is imperative that First-Class Mail continuous mailers adhere to Confirm barcode reuse policies, even when part of the same mailing is inducted over a period of several days.

For details on Confirm mail induction for First-Class Mail continuous mailers, refer to Appendix G.

6 Confirm Mail Processing Data

6-1 Scanning Confirm Mailpieces

The Confirm service generates data that reflects automated processing of subscribers' mail containing PLANET Codes or Intelligent Mail barcodes. When the Postal Service processes Confirm mail on high-speed mail sorting equipment, comma-delimited raw scan data records are created.

The mailpiece scan record represents where, when, and at which operation level an individual mailpiece is processed. This type of scan record is generated when a mailpiece is processed on mail processing equipment barcode sorters. A mailpiece is likely to generate multiple mailpiece scan records as it is processed on automated equipment prior to delivery. However, the Postal Service cannot guarantee that every Confirm mailpiece with a Confirm barcode will receive a scan or multiple scans.

Exhibit 6-1a provides a diagram of raw mailpiece scan records, and Exhibit 6-1b lists the components of a PLANET Code Confirm data record.

Exhibit 6-1a
Mailpiece Scan Record

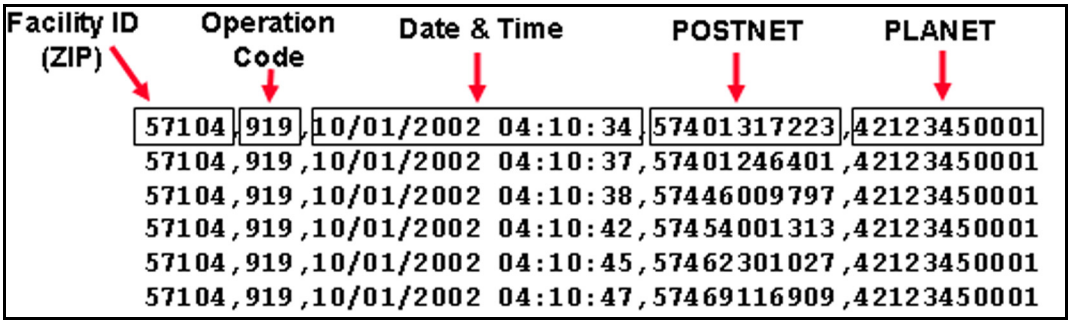

Exhibit 6-1b
PLANET Code Confirm Data Record (columns separated by commas)

Position	Name	Description
1–5	Facility ID (ZIP)	The 5-digit ZIP Code of the facility where mail was processed.
7–9	Operation Code	The code that indicates the level of sort operation at which the mail was processed.
11–29	Scan Date and Time	The date (mm/dd/yyyy) and time (hh:mm:ss) the mail was processed.
31–41	POSTNET Digits	The barcode for encoding delivery point and ZIP + 4 information.
43–53 or 43–55	PLANET Digits	The barcode upon which Confirm service is built (11 or 13 digits). For the Intelligent Mail barcode, this field contains 20 digits.

6-2 OneCode Confirm Mailpiece Scan Data Record Format

The Confirm system generates and distributes the OneCode Confirm raw mailpiece scan record data files in the same fashion as is currently done with PLANET Code data records. The OneCode Confirm raw scan data are distributed in separate files from the existing PLANET Code raw scan data.

The OneCode Confirm scan data record format is essentially the same as with PLANET Code — only expanded. Exhibit 6-2a represents the format of the OneCode Confirm raw mailpiece scan record.

Exhibit 6-2a
OneCode Confirm Data Record (columns separated by commas)

Position	Name	Description
1–5	Facility ID (ZIP)	The 5-digit ZIP Code of the facility where mail was processed.
7–9	Operation Code	The code that indicates the level of sort operation at which the mail was processed.
11–29	Scan Date and Time	The date (mm/dd/yyyy) and time (hh:mm:ss) the mail was processed.
31–41	Routing ZIP Code (POSTNET)	The Destination ZIP Code within the Intelligent Mail barcode used to process the mailpiece (5, 9, or 11 digits).
43–62	Intelligent Mail Barcode Digits	The remaining 20 digits of the Intelligent Mail barcode for OneCode Confirm.

Exhibit 6-2b shows an example of a OneCode Confirm raw data file. All columns are separated by commas.

Exhibit 6-2b
Example of a OneCode Confirm Raw Data File (columns separated by commas)

```
22081,896,12/29/2004 11:20:50,57401317223,00040012345990019102
22081,896,12/29/2004 11:20:51,57401246401,00040012345990019101
22081,896,12/29/2004 11:20:53,57446009797,00040012345990019104
22081,896,12/29/2004 11:20:54,57454001313,00040012345990019103
22081,896,12/29/2004 11:20:56,57462301027,00040012345990019106
```

Note: A list of facility IDs is available to subscribers. Appendix H contains lists of 3-digit operation codes available at the time of this book's publication. To obtain the most current lists, go to the Mail Tracking and Reporting (MT&R) Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"; click on *Confirm;* then click on *Confirm Resources;* and then click on *Confirm Reference Data Tables.*

The scan records that are produced during sort operations allow customers to interpret the data and estimate when mailpieces are near delivery. (Refer to chapter 7 for detailed information.)

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7 Data Access and Interpretation

7-1 Data Access Overview

Confirm customers receive access to mailpiece scan data and entry scan data.

7-2 Data Access

7-2.1 Mailpiece Scan Data Access

Mailpiece scan data is created each time mailpieces are sorted on mail processing equipment barcode sorters. The records generated from these mailpiece scans contain the facility ID (i.e., ZIP Code), scan date and time, operation code, POSTNET Code digits, and PLANET Code digits. (Refer to chapter 6 for details.)

Mailers can receive mailpiece scan data in two ways:

a. File transfer protocol (FTP) format.

b. Download from the Confirm Web site — go to *http://mailtracking.usps.com* and click on *Confirm.*

7-2.2 Entry Scan Data Access

Entry scan data is generated when shipments containing Destination (outgoing) Confirm mailings are inducted into the mailstream. For Confirm mail induction, the mailer must print a Shipment ID barcode on PS Form 8125 or PS Form 3152-A, which identifies and accompanies the mail to the Postal Service. When Postal Service personnel take possession of the mail and enter it into the mailstream, they scan the barcode on the induction form to generate an entry scan. These entry scans represent induction of Confirm mail shipments and provide information that identifies the Shipment ID, the facility name and ID (i.e., ZIP Code) where the mailing is inducted, and the date and time of the entry scan. (Refer to chapter 5 for details.)

Mailers can receive entry scan data in three ways:

a. E-mailed notice.

b. File transfer protocol (FTP) format.

c. Download from the Confirm Web site — go to *http://mailtracking.usps.com* and click on *Confirm.*

Subscriber contacts can receive entry scans in both e-mail and FTP formats.

7-3 Scan Data Access Methods

7-3.1 FTP (File Transfer Protocol)

Customers provide their Internet protocol (IP) and host information to be entered into their account by the Confirm Customer Assistance staff. This allows scan data to be sent to the customer on a set download schedule. Customers receive scans accumulated since the last scheduled upload — up to 24 times a day for mailpiece scan data files, and up to four times a day for entry scan data files. All data will be included in a package file with a "pkg" file extension.

7-3.2 Mail Tracking and Reporting Web Site

Subscribers can download their raw scan data from the Confirm section of the Mail Tracking and Reporting Web site at *http://mailtracking.usps.com*.

7-3.3 E-mail (for Entry Scan Notification Only)

An e-mail notification for each entry scan can be sent to each of the subscriber contacts created in Contact Setup. The e-mail message confirms that a specific shipment has been received by detailing the Shipment ID, the facility where the shipment was inducted, mailing name, ID, and induction date and time.

7-4 Scan Data Notification Contacts and Schedules

To receive mailpiece scan and entry scan data, customers must set up and update notification methods and schedules from the Confirm Web site — go to *http://mailtracking.usps.com* and click on *Confirm.* Subscribers can access the Web site with a username and password, which they receive during "sign-up" on this Web site.

Subscribers can enter and maintain the information necessary to manage scan notifications at the Mail Tracking and Reporting (MT&R) Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"; click on *Confirm;* and then click on *Customer Setup*.

a. In the Contact Setup section, subscribers can enter and maintain contact information for e-mail and file transfer notification.

b. In the Host Setup section, subscribers can enter and maintain host information for FTP notification.

c. In the Mailpiece Scan Schedule section, subscribers can select how and when to receive scan notifications and view notification history.

d. In the Entry Scan Notification Schedule section, subscribers can select how and when they wish to receive entry scan notification and view notification history.

For assistance, contact Confirm Customer Assistance at 800-238-3150.

7-5 Scan Data Interpretation

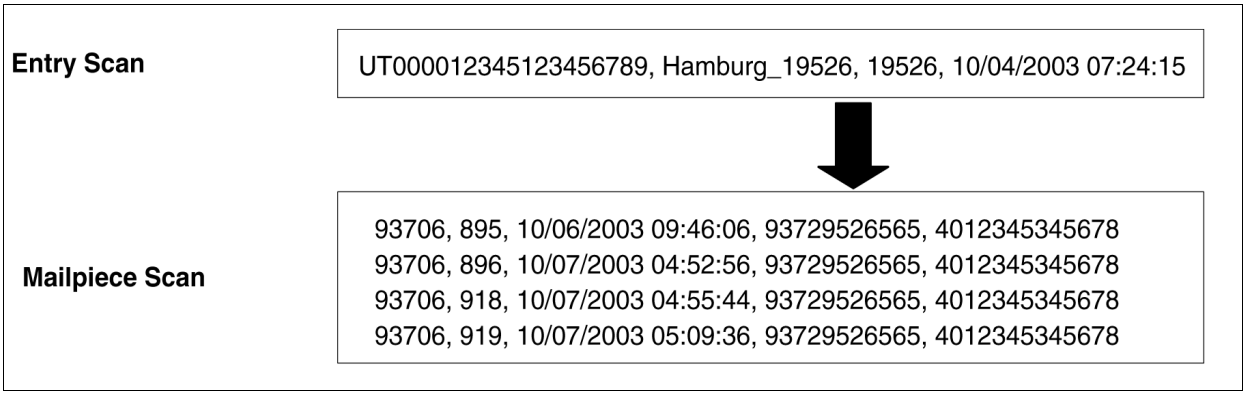
Confirm generates data that reflect the induction and automated processing of mail that has Confirm barcodes (i.e., PLANET Code or Intelligent Mail barcode). When mail that has Confirm barcodes is scanned by the Postal Service's high-speed mail processing equipment, comma-delimited raw scan data records are created. The scan records that are produced during sort operations allow customers to interpret the data and estimate when mailpieces are near delivery.

When interpreting scan data, it is important to remember that a Confirm mailpiece will most likely receive more than one scan. Multiple scans of a mailpiece make it possible to determine processing time and location of each mailpiece. By evaluating mailpiece processing scans, mailers get an indication of when their mailpieces are near delivery. The scan history for Destination (outgoing) Confirm mail can start with an entry scan for the Confirm mail shipment and end with a series of mailpiece scans. The scan history for Origin (incoming) Confirm mail consists of only mailpiece scans.

Entry Scan. The first scan record shown in Exhibit 7-5 represents the entry scan. Because entry scans occur for a shipment, this entry scan serves as the induction date/time for all the Confirm pieces associated with this shipment. As a result, a shipment can be one or more mailings, and a mailing can consist of one or more Confirm mailpiece barcodes. Confirm mailers should refer to their preshipment notification that associates Shipment IDs with mailpiece barcode information in order to link an entry scan to mailpiece scans.

Mailpiece Scans. The four subsequent scans shown in Exhibit 7-5 represent mailpiece scans. Mailpieces can be uniquely identified by using the PLANET Code and POSTNET barcode combination or the Intelligent Mail barcode. When the barcodes are scanned by mail processing equipment, mailpiece scan data is generated. A mailpiece scan history can be used to interpret scan data once raw scan data is collected.

Exhibit 7-5
Scan History



7-5.1 Postal Service Sort Operation Codes

Each Confirm scan data record includes a 3-digit sort operation code. Mailers use operation codes to determine the processing status of mailpieces. Understanding these Postal Service operation numbers is critical to the interpretation of Confirm data. Operation codes indicate what type of sort processing operation took place on the mailpiece during a particular scan event. Mailpieces are typically processed on mail processing equipment more than once at different points in the mailstream.

Each Confirm mailpiece will likely generate multiple mailpiece scan records, each of which will contain a different sort operation code representing a type of sort operation. The number and type of sort operations that take place will depend on numerous factors, including mail class, shape, presort level, and originating and destinating locations.

Each sort operation code generated by Confirm mail represents a type of sortation and the type of equipment on which the mail was processed. Each type of sortation process may be represented by multiple sort operation codes, depending on the type of system on which processing took place.

Appendix H contains a list of 3-digit operation codes available at the time of this book's publication — to obtain the most current list, go to the MT&R Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"*;* click on *Confirm;* then click on *Confirm Resources;* and then scroll down to "Confirm Reference Data Tables."

Below are definitions of some of the major process types. Refer to Appendix I for a list of the different operation codes most commonly associated with each of these processing categories.

a. *Outgoing (O/G) Primary:* Originating mail separated by automated area distribution center (AADC), 3-digit ZIP Code separations, and 5-digit ZIP Code separations for overnight, 2-day, and 3-day delivery. Additional processing is required on automated equipment. The last digit of this 3-digit operation code generally ends with "1."

b. *Outgoing (O/G) Secondary:* Originating mail not finalized on outgoing primary separated by AADC, 3-digit ZIP Code separations, and 5-digit ZIP Code separations for overnight, 2-day, and 3-day delivery. Additional processing is required on automated equipment. The last digit of this 3-digit operation code generally ends with "2."

c. *Managed Mail:* 3- and 5-digit outgoing primary mail normally sorted from an AADC level down to 3-digit ZIP Code level, with high-volume 5-digit zones and firms also held out. Additional processing is required on automated equipment for the 3-digit sorted volume and the 5-digit sorted volume for which the plant has incoming secondary, delivery point sequence (DPS), sector/segment, or box section sorting responsibility. The last digit of this 3-digit operation code generally ends with "3."

d. *Incoming (I/C) SCF (sectional center facility):* Local destinating mail normally separated by the host SCF by 5-digit ZIP Code. Additional processing on automated equipment is required for the 5-digit ZIP Codes for which the plant has incoming secondary, DPS, sector/

segment, or box section sorting responsibility. The automated zone indicator (AZI) table (see 7-5.3.2.) provides more detailed information about processing for each ZIP Code. The last digit of this 3-digit operation code generally ends with "4."

e. *Incoming (I/C) Primary:* Local mail normally separated by the host SCF by 5-digit ZIP Code for which it has delivery responsibility. Additional processing on automated equipment is normally required for mail for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility. The AZI table provides more detailed information about processing for each ZIP Code. The last digit of this 3-digit operation code generally ends with "5."

f. *Incoming (I/C) Secondary:* Local mail normally separated by carrier route. This mail might be finalized, or additional processing might be required for letter mail on automated equipment (e.g., carrier sequence barcode sorters). This is the final processing for flats. The last digit of this 3-digit operation code generally ends with "6."

g. *Box Section:* Local mail normally separated by Post Office box section. In most instances, this is the final automated processing for this mail (manual sorting is required to separate mail by individual Post Office box). In some instances, mail is separated into individual Post Office boxes by repeating this operation on automated equipment. This is the reason why mailers may receive multiple scans with the same operation code for a given piece. The last digit of this 3-digit operation code generally ends with "7."

h. *Sector/Segment (SEC/SEG or S/S):* Mail that typically requires two passes to complete:

   (1) *1st Pass.* Mail normally separated by ZIP + 4 sectors. This mail requires additional processing on automated equipment. The last digit of this 3-digit operation code generally ends with "8."

   (2) *2nd Pass.* Mail normally separated by ZIP + 4 segments. This is the final processing of mail. The last digit of this 3-digit operation code generally ends with "9."

i. *Delivery point sequence (DPS):* Mail that is sorted into carrier walk sequence. These sorts often require two passes to complete:

   (1) *1st Pass.* In most cases, this mail requires additional processing on automated equipment. This is the last processing for some mailpieces (e.g., firm holdouts, box sections, and Postal Service facilities). The last digit of this 3-digit operation code generally ends with "8."

   (2) *2nd Pass.* Final processing of mail. The last digit of this 3-digit operation code generally ends with "9."

7-5.2 Evaluating Delivery

7-5.2.1 Overview

There are several factors to consider when evaluating the delivery date and performance of Confirm mailpieces. Mailers can evaluate delivery by the following factors:

a. Identifying stop-the-clock operation codes that are often the final mailpiece scans on individual mailpieces.

b. Becoming familiar with and utilizing the days-in-system calculation.

7-5.2.2 Stop-the-Clock Operation Codes

Sort operation codes can be useful in determining delivery dates of mailpieces. The Postal Service has identified certain sort operation codes that qualify as stop-the-clock operations. These codes represent operations recognized by the Postal Service to help indicate same-day delivery with a high level of certainty. As a guideline, when mailpieces generate Confirm mailpiece scan records containing one of these codes prior to 10 a.m. on a given day and this is the last scan that occurs on the mailpiece, there is a very strong likelihood that the mailpiece will be delivered that same day. (Refer to Appendix J for a list of stop-the-clock operation codes.) Not all mailpieces receive stop-the-clock scans as the final scan. Refer to 7-5.3 for additional guidelines on scan expectancy.

7-5.2.3 Determining Number of Days to Deliver

The Postal Service typically uses a particular framework for determining the number of days to deliver. The number of days to deliver is the number of calendar days from induction to receipt. However, if the day of receipt occurs on the day after a nondelivery day (Sunday or a holiday), then 1 day is subtracted for each consecutive nondelivery day immediately preceding.

As shown in Exhibit 7-5.2.3a, a First-Class Mail overnight piece is on time if delivered on Saturday, and a 2-day or 3-day piece is on time only if delivered on Monday. Tuesday delivery would be late regardless of service standard.

Exhibit 7-5.2.3a
Regular Workweek

Induction Day of Week	Receipt Day of Week	Days to Deliver
Friday	Saturday	1
Friday	Monday	2
Friday	Tuesday	4
Friday	Wednesday	5

As shown in Exhibit 7-5.2.3b, a First-Class Mail overnight piece is on time if delivered on Saturday, and a 2-day or 3-day piece is on time only if delivered on Tuesday. Wednesday delivery would be late regardless of the service standard.

Exhibit 7-5.2.3b
Holiday Monday Workweek

Induction Day of Week	Receipt Day of Week	Days to Deliver
Friday	Saturday	1
Friday	Tuesday	2
Friday	Wednesday	5

7-5.3 Scan Expectations and Related Resources

Confirm data reflects the automated processing of mailpieces; however, due to the nature of mail processing there is no guarantee that a mailpiece will receive a scan. When a mailpiece does receive a scan, there are several factors such as shape, presort level, and destinating zone that impact overall scan performance. These factors should be considered when interpreting scan data.

7-5.3.1 Letter Mail Processing

Letter mail barcoded with tracking codes is more likely than flat mail to generate Confirm mailpiece scan data. To be eligible for scanning, letter mail must first adhere to basic mailpiece design specifications for automation-compatible mail. Proper barcodes must be present on the front of the mailpieces.

7-5.3.2 Automated Zone Indicator (AZI) Table

The automated zone indicator (AZI) table (see Exhibit 7-5.3.2) lists all 5-digit ZIP Codes and is an indicator of the type of processing that typically takes place on Confirm letter mail destined for those ZIP Codes. The AZI is formatted in an Excel spreadsheet and contains all Postal Service 5-digit ZIP Codes, each of which is assigned one numeric zone indicator. The five numeric indicators are as follows:

a. *1 = Two Pass Zones*: Automated two-step sector/segment at mail processing facilities.

b. *2 = 876 Carrier Route Sort Zones:* Automated incoming secondary carrier route sorting at plants.

c. *3 = Carrier Route Barcode Sorter (CSBCS) Zones:* Automated walk sequence sorting on CSBCS machines at delivery units.

d. *4 = Delivery Barcode Sorter (DBCS) Zones:* Automated walk sequence sorting on DBCS machines at plants (i.e., SCFs) or at delivery units.

e. *5 = Manual/Mechanized Zones:* No automated sorting. No tracking code scans should be generated from facilities matched to these ZIP Codes.

Exhibit 7-5.3.2
Sample Automated Zone Indicator (AZI)Table Layout

ZIP Code	Zone Indicator
00501	1
00544	1
00601	2
00602	2
00603	2
00604	3
00605	3
00606	2
00610	2

Note: The AZI table is maintained and updated by the Postal Service's Address Management Services. The Postal Service posts an updated version of this table on the MT&R Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"; click on *Confirm;* then click on *Confirm Resources;* and then scroll down to "Confirm Reference Data Tables."

A subscriber's scan expectancy on letter mail depends on the type of zone for which the mailpiece is destined, along with the presort level in which the mail was prepared. For example, letter mail presorted to a 3-digit level is more likely to receive mailpiece scans than mail presorted to a finer sort level (e.g., 5-digit presort) because the 3-digit sort mail requires more automated sorting to prepare it for delivery.

Some general guidelines regarding scan expectancy using AZI are the following:

a. Letter mailpieces presorted at 5-digit level and destined to AZI 5 zones should not receive mailpiece scans.

b. Letter mailpieces destined to AZI zones 1 and 5 should not receive stop-the-clock scans. There is also a low likelihood that letter mailpieces destined to AZI zone 2 will receive stop-the-clock scans.

c. Letter mailpieces destined to AZI zone 3 may receive a stop-the-clock scan if they are processed on delivery point sequence (Operation Number 905) at the Postal Service delivery unit.

d. Letter mailpieces destined to AZI zone 4 are most likely to receive mailpiece scans. These pieces should receive a stop-the-clock scan.

7-5.3.3 Flat Mail Processing

Customers report that they typically receive lower Confirm mailpiece scan rates on flats than on letter mail. This is largely attributed to the following reasons:

a. A notable amount of flat mail bypasses processing equipment and does not get scanned. The Postal Service does not process flat size mail on automated equipment for 5-digit ZIP Codes that have fewer than ten carrier routes, that do not have sufficient densities to meet

automation processing thresholds, or that cannot be processed on automation processing equipment to meet delivery schedule windows. In these situations, the standard operating procedure in the field is to send 5-digit bundles directly to delivery units.

Note: All carrier route bundles always bypass automation and therefore do not receive scans.

b. A number of smaller plants do not have automated flats equipment, so 3-digit and 5-digit presorted mail for their service areas are not scanned. Most basic presorted mail for these areas receive a scan "upstream."

The Confirm service is relevant only for automation-rate mailings.

For individual mailings, however, the expected scan rate depends on the destination area and on the portion of the mailing that is 5-digit presorted. For some mailings, the expected scan rate could be 80 percent or more, while for others it could be substantially below 60 percent. To enable mailers to predict and evaluate scan rates for their individual mailings (or for ZIP Code areas), the Postal Service provides Confirm subscribers with location-specific information tables. (See 7-5.3.3.1 and 7-5.3.3.2.) To ensure accuracy of these tables, please report any anomalies noted in the lists to Confirm Customer Assistance at 800-238-3150.

With information from the tables, both mailers and the Postal Service will be better able to evaluate whether the scan rate for a particular mailing or area is about what would be expected, or is sufficiently below expectations and indicates a need for further investigation.

7-5.3.3.1 Nonautomated SCF Table

The nonautomated SCF table is available to help Confirm customers determine where to expect mailpiece scans on flat mail. Flat mailpieces with Confirm barcodes, presorted at the 3-digit or 5-digit level, destined for the 3-digit ZIP Code zones in this table are likely not to receive scans.

The nonautomated SCF table lists all 3-digit ZIP Code zones where flat mail is not processed on automated barcode sorting equipment. The nonautomated SCF table is formatted in an Excel spreadsheet and contains four data fields:

a. SCF: The Postal Service 3-digit ZIP Code representing an SCF.

b. Site: The SCF name (usually associated with a city).

c. State: The state in which the SCF is located.

d. Associated 3-digit ZIPs: The Postal Service 3-digit ZIP Codes associated with the SCF.

Exhibit 7-5.3.3.1 shows a sample nonautomated SCF table.

Exhibit 7-5.3.3.1
Sample Nonautomated SCF Table

SCF	Site	State	Associated 3-Digit ZIPs
054	SCF BURLINGTON	VT	054
054	SCF BURLINGTON	VT	056
128	GLENS FALLS	NY	128
129	PLATTSBURGH	NY	129
136	WATERTOWN	NY	136
147	JAMESTOWN	NY	147
156	GREENSBURG	PA	156
158	DU BOIS	PA	158
163	OIL CITY	PA	163

Note: The nonautomated SCF table is maintained and updated by the Postal Service's Processing Operations Headquarters with support from the Confirm Program Office and Address Management Services. The Postal Service posts an updated version of this table on the MT&R Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"; click on *Confirm;* then click on *Confirm Resources;* and then scroll down to "Confirm Reference Data Tables."

7-5.3.3.2 Nonautomated 5-Digit ZIP Code Table

The nonautomated 5-digit ZIP Code table is available to help Confirm customers determine where to expect mailpiece scans on flat mail. Flat mailpieces with Confirm barcodes — presorted at the 5-digit level — destined for the 5-digit ZIP Code zones in this table are likely not to receive scans. Flat mail presorted to the 3-digit level may receive scans "upstream" if mail is destined to an automated SCF.

The nonautomated 5-digit ZIP Code table lists all 5-digit ZIP Code zones where flat mail is not processed on automated barcode sorting equipment. The nonautomated 5-digit ZIP Code table is formatted in an Excel spreadsheet and contains three data fields:

a. ZIP: The Postal Service 5-digit ZIP Code.

b. City: The city associated with the ZIP Code.

c. State: The state in which the ZIP Code and city are located.

Exhibit 7-5.3.3.2 shows a sample nonautomated 5-digit ZIP Code table.

Exhibit 7-5.3.3.2
Sample Nonautomated 5-Digit ZIP Code Table

ZIP Code	City	State
00501	HOLTSVILLE	NY
00544	HOLTSVILLE	NY
00601	ADJUNTAS	PR
00602	AGUADA	PR
00603	AGUADILLA	PR
00604	AGUADILLA	PR
00605	AGUADILLA	PR
00606	MARICAO	PR

Note: The nonautomated 5-digit ZIP Code table is maintained and updated by the Postal Service's Processing Operations Headquarters with support from the Confirm Program Office and Address Management Services. The Postal Service posts an updated version of this table on the MT&R Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"; click on *Confirm;* then click on *Confirm Resources;* and then scroll down to "Confirm Reference Data Tables."

7-5.4 Scan Performance Guidelines

The following rules should be considered when determining scan performance for Confirm letters and flats.

7-5.4.1 Letters

7-5.4.1.1 First-Class Mail

a. *Automation Mixed AADC and Automation AADC.* Typically, letter mail in these categories will be processed on automation equipment.

b. *Automation 3-Digit.* Typically, letter mail in this category will be processed on automation equipment, with the exception of a limited number of nonautomated SCFs, especially if the mail is dropped and destined at the nonautomated SCF.

c. *Automation 5-Digit.* Typically, letter mail in this category destined to AZI 5 zones (i.e., manual zones) will not be processed on automation equipment; however, letter mail destined to all other zones will be processed on automation equipment. In some instances, letter mail destined to AZI 2 zones (i.e., 876 carrier route sort zones) may be processed on multiline optical character reader (MLOCR) equipment (which does not include Confirm barcode read capability) and therefore will not be scanned. Use the AZI table to help determine scan expectations.

d. *Automation Carrier Route.* This category of mail is available only for AZI 3 zones (i.e., CSBCS zones) and AZI 5 zones (i.e., manual zones). Typically, mail that is processed in AZI 3 zones will be processed on CSBCS processing equipment. Mail that is destined for AZI 5 zones typically will not be processed on automation equipment.

e. *Nonautomation Single-Piece.* Typically, letter mail in this category will be processed on automation equipment. These pieces are first processed through an automated facer-canceler and are then routed to a barcode sorter.

f. *Nonautomation Presorted.* Nonmachinable letters (including “Manual Only”) in this category will not receive a scan. Use the information above to determine the likelihood of scans for machinable letters within this category at the various presort levels.

Note: Automation Mixed AADC and nonautomation single-piece are only originating operations.

7-5.4.1.2 Standard Mail

a. *Automation Mixed AADC and Automation AADC.* Typically, letter mail in these categories will be processed on automation equipment.

b. *Automation 3-Digit.* Typically, letter mail in this category will be processed on automation equipment, with the exception of a limited number of manual SCFs, especially if the mail is dropped and destined at the nonautomated SCF.

c. *Automation 5-Digit.* Typically, letter mail in this category destined to AZI 5 zones (i.e., manual zones) will not be processed on automation equipment; however, letter mail destined to all other zones will be processed on automation equipment. In some instances, letter mail destined to AZI 2 zones (i.e., 876 carrier route sort zones) may be processed on MLOCR equipment (which does not include Confirm barcode read capability) and therefore will not be scanned. Use the AZI table to help determine scan expectations.

d. *Enhanced Carrier Route (ECR) High Density and ECR Saturation.* Typically, letter mail prepared for these categories will not be processed on automation equipment. However, in some instances, mail destined for AZI 3 zones (i.e., CSBCS zones) and AZI 4 zones (i.e., DBCS zones) may be processed on automation equipment.

e. *ECR Automation Basic.* This category of mail is available only for AZI 3 zones (i.e., CSBCS zones) and AZI 5 zones (i.e., manual zones). Typically, mail that is processed in AZI 3 zones will be processed on CSBCS processing equipment. Mail that is destined for all AZI 5 zones typically will not be processed on automation equipment.

f. *ECR Basic.* Typically, letter mail prepared for these categories will not be processed on automation equipment due to the physical characteristics of these mailpieces. The rate for this category is higher than the rate for 5-digit automation letters; therefore a majority of the pieces in this category do not meet the specifications for automation.

g. *Presorted Basic.* Typically, letter mail in this category will be processed on automation equipment. (This is mixed AADC and AADC, so it should be scanned.)

h. *Presorted 3/5.* Typically, letter mail in this category destined to AZI 5 zones (i.e., manual zones) will not be processed on automation equipment; however, letter mail destined to all other zones will be processed on automation equipment. In some instances, letter mail

destined to AZI 2 zones (i.e., 876 carrier route sort zones) may be processed on MLOCR equipment (which does not include Confirm barcode read capability) and therefore will not be scanned. The 3-digit sorted pieces will typically be processed on automation equipment, with the exception of a limited number of manual SCFs, especially if the mail is dropped and destined at the nonautomated SCF. Use the AZI table to help determine scan expectations for the 5-digit sorted pieces.

Note: Automation Mixed AADC is only an originating operation.

7-5.4.1.3 Periodicals

a. *Nonautomation/Automation Basic.* Typically, machinable letter mail in these categories will be processed on automation equipment.

b. *Nonautomation/Automation 3-Digit.* Typically, letter mail in this category will be processed on automation equipment, with the exception of a limited number of nonautomated SCFs, especially if the mail is dropped and destined at the nonautomated SCF.

c. *Nonautomation/Automation 5-Digit.* Typically, letter mail in this category destined to AZI 5 zones (i.e., manual zones) will not be processed on automation equipment; however, letter mail destined to all other zones will be processed on automation equipment. In some instances, letter mail destined to AZI 2 zones (i.e., 876 carrier route sort zones) may be processed on MLOCR equipment (which does not include Confirm barcode read capability) and therefore will not be scanned. Typically letter mail prepared to Nonautomation Carrier Route categories (Basic, High Density, and Saturation) will not be processed on automation equipment. However, in some instances, machinable letters destined for AZI 3 zones (i.e., CSBCS zones) and AZI 4 zones (i.e., DBCS zones) may be processed on automation equipment. Use the AZI table to determine scan expectations.

7-5.4.2 Flats — All Classes

The following rules are most applicable to mail that meets the characteristics for processing on the automated flat sorting machine 100 (AFSM 100). Mail that exceeds AFSM 100 processing characteristics may be processed on a flat sorting machine 1000 (FSM 1000) in manual mode. The probability of receiving scans is higher in the area distribution center (ADC) and Mixed ADC categories and diminishes at the 3-digit presort level, and 5-digit mail that exceeds AFSM 100 characteristics is very unlikely to be processed on automation equipment.

a. *Automation Mixed ADC and Automation ADC.* Typically, flat mail in these categories will be processed on automation equipment.

b. *Automation 3-Digit.* Typically, flat mail in this category will be processed on automation equipment, with the exception of mail that is drop-shipped by a mailer or directly routed from origin to an SCF that does not have flat sorters.

c. *Nonautomation Single-Piece.* Typically, flat mail in these categories will be processed on automation equipment, with the exception of mail that originates and destinates in SCFs that do not have flat sorters.

d. *Automation 5-Digit.* Flat mail in this category may be processed on automation equipment. Use the nonautomated 5-digit ZIP Code table to apply exceptions.

e. *Enhanced Carrier Route (ECR) categories (Basic, High Density, and Saturation).* Mail in these categories will not be processed on automation equipment.

f. *Presorted Basic.* Typically, flat mail in this category will be processed on automation equipment. (This rate category is comprised of Mixed ADC and ADC, so it should be scanned.)

g. *Presorted 3/5.* Flat mail in this category may be processed on automation equipment. Use the nonautomated SCF table and nonautomated 5-digit ZIP Code table to apply exceptions.

Note: Mixed ADC and nonautomation single-piece are only originating operations.

Note: Origin entry or destination entry at the destination bulk mail center (DBMC), destination area distribution center (DADC), or destination sectional center facility (DSCF) level should not impact scan expectations since the flat or letter will be processed based solely on the presort level, independent of entry. The only potential exception would be the destination delivery unit (DDU) entry of machinable enhanced carrier route letters, which may reduce the scan expectation when compared to “upstream” entry since the pieces must be backhauled to the plant for processing if a scan is to be recorded, and the delivery unit has the option to case these letters or take the letters straight to the street on mounted routes. The Postal Service’s policy is to backhaul these pieces to the processing facility in order to reduce costs, as long as this does not sacrifice service.

8 Customer Assistance

Contact the Confirm Customer Assistance at the Postal Service National Customer Support Center (NCSC) for any of the following issues:

a. Information on Confirm service.

b. Confirm subscriber account management and support.

c. Barcode testing and certification.

d. Troubleshooting and technical support.

Mail	USPS NATIONAL CUSTOMER SUPPORT CENTER ATTN: CONFIRM SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001
Telephone	800-238-3150
E-mail	*Confirm@usps.gov*

General information about Confirm service is available at the Mail Tracking and Reporting Web site at *http://mailtracking.usps.com*.

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Appendix A

Confirm Smart Seed Option

Confirm Smart Seed allows mailers to receive mail processing equipment scan data for the mailing without applying Confirm barcodes to mailpieces that will be delivered to customers. The Postal Service processes PLANET Code and Intelligent Mail barcode for Smart Seed mailpieces the same way as basic Destination Confirm mailpieces. However, the mailer addresses the Smart Seed mailpieces to POSTMASTER/MGR at a local Postal Service facility instead of to customers. Confirm information is collected from the pieces as they are processed on mail processing equipment with the rest of the mail, but the mailpieces do not leave the destinating Post Office — instead, the Smart Seed mailpieces are sorted to the postmaster or station manager, who discards the mailpieces upon receipt.

The Smart Seed Address Table contains addresses for more than 31,000 Postal Service facilities. The Confirm subscriber should address the Smart Seed mail to these Postal Service facility destinations. The Smart Seed Address Table is updated by Address Management Services, and the Postal Service posts the updated version of this table periodically on the Confirm Resources page on the Mail Tracking and Reporting Web site at *http://mailtracking.usps.com*.

The Smart Seed address file contains the seven data fields shown in Exhibit A.

Exhibit A
Components of a Smart Seed Address File

ZIP	Postal Service 5-digit ZIP Code.
Facility	Addressee line in address block for the Postal Service facility; always reads POSTMASTER/MGR CONFIRM SEED.
Address	Postal Service facility street address.
City	Postal Service facility city location.
State	Postal Service facility state location.
ZIP	Postal Service 5-digit ZIP Code (repeat of first data field).
+4	Postal Service +4 add-on to ZIP Code.

The mailer addresses each Smart Seed mailpiece to the postmaster or manager of the destination facility, as follows:

POST MASTER/MGR CONFIRM SEED
[STREET ADDRESS]
[CITY, STATE, ZIP + 4]

For example, to seed a mail tray destined for Arlington VA 22209, the mailer would place the following address on the Smart Seed mailpiece:

POSTMASTER/MGR CONFIRM SEED
1101 WILSON BLVD STE 1
ARLINGTON VA 22209-9998

Mailers must pay postage for Smart Seed mailpieces. For presorted mailings, mailers should presort Smart Seed pieces with the rest of the regularly addressed mail and pay the appropriate rate based on the presort level of the package or tray. The mailer must also list the Smart Seed pieces in the same manner as the non-Smart Seed pieces on any accompanying documentation and report the Smart Seed pieces at the applicable rates on the related postage statement.

Information generated by the Smart Seed mailpieces is sent to the mailer electronically.

Appendix B

PLANET Code Print Requirements

Note: The following represents print requirements for PLANET Code only. For detailed information on print requirements for the Intelligent Mail barcode, refer to resources available at *http://ribbs.usps.gov/OneCodeSolution*.

B-1 Address Block

If you use the address block option, apply the POSTNET Code and PLANET Code barcodes as shown in Exhibit B-1 to Exhibit B-5. We've included the dimensional requirements in Exhibit B-1.

Exhibit B-1

POSTNET Code Above and PLANET Code Below Address

Place the POSTNET Code barcode above the address block, with the PLANET Code barcode below the address.

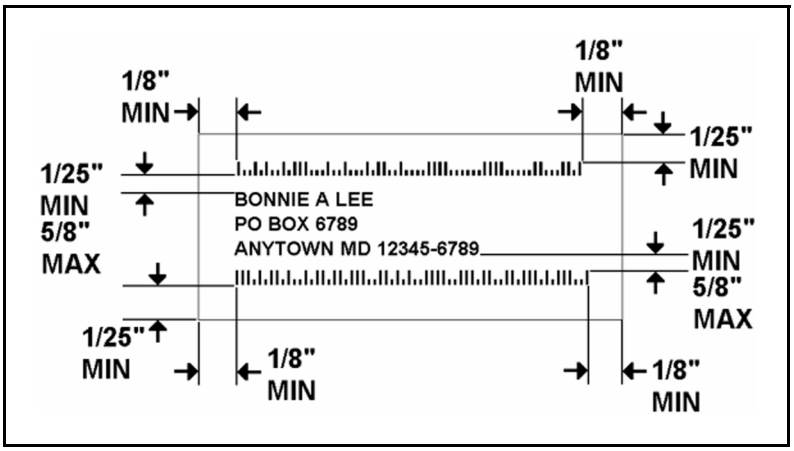


Exhibit B-2

PLANET Code Above and POSTNET Code Below Address

Place the PLANET Code barcode above the address block, with the POSTNET Code barcode below the address.

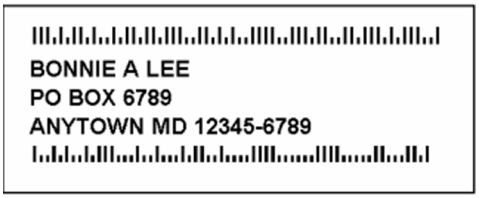


Exhibit B-3
POSTNET Code Below Keyline and PLANET Code Below Address

Place the POSTNET Code barcode below the endorsement line and/or keyline information, with the PLANET Code barcode below the address. You may place the POSTNET Code barcode below the address, with the PLANET Code barcode below the endorsement line and/or keyline information.

Exhibit B-4
POSTNET Code Above Keyline and PLANET Code Below Address

Place the POSTNET Code barcode above the endorsement line and/or keyline information, with the PLANET Code barcode below the address. You may place the POSTNET Code barcode below the address, with the PLANET Code barcode above the endorsement line and/or keyline information.

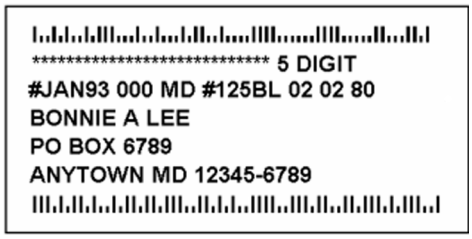
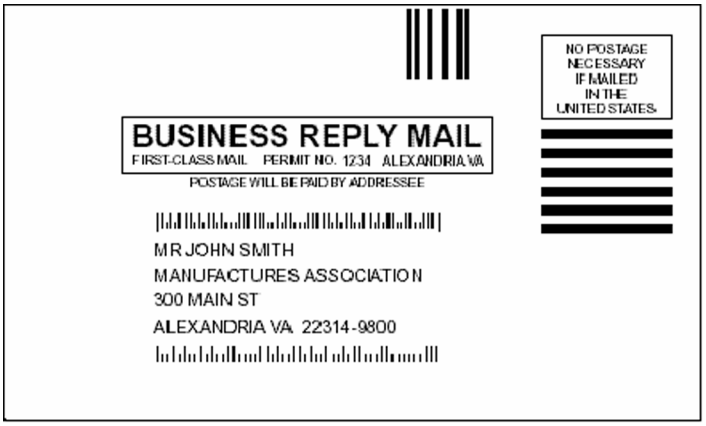


Exhibit B-5
Business Reply Mail Mailpiece Sample

For Business Reply Mail (BRM) pieces, the PLANET Code should be placed below the Business Reply Legend. The image below (not precise to scale) represents an example of how the PLANET Code could placed on a BRM piece.



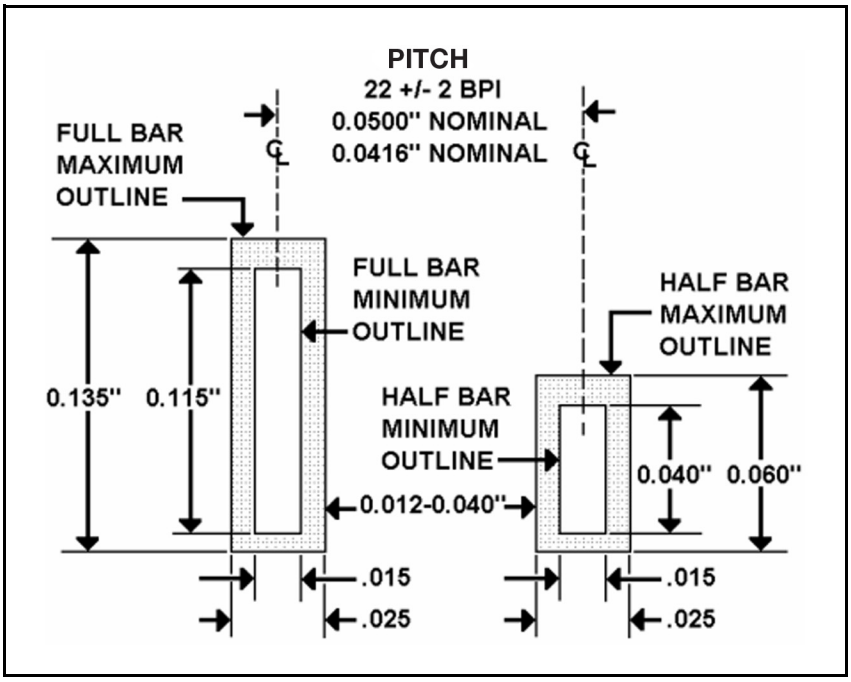
B-2 Barcode Pitch

Limit the nominal horizontal spacing or pitch — defined as a bar and a space — to 22 +/- 2 bars per inch when measured over any 0.5-inch portion of the barcode. The horizontal spacing at 24 bars per inch is 0.0416 inch; at 20 bars per inch, 0.050 inch. Leave a clear space of at least 0.012 inch, but not more than 0.040 inch between bars (see B-3).

B-3 Bar Dimensions

The bars that make up either the POSTNET Code or PLANET Code barcode should be within the dimensional tolerances shown in Exhibit B-6. The edges of the bars should completely cover the minimum bar outlines, but not exceed the maximum outlines.

Exhibit B-6
POSTNET Code / PLANET Code Bar Dimensions



B-4 Barcode Tilt

When printing POSTNET Code or PLANET Code barcodes, two types of tilt may occur:

- Pattern skew (or slant) (see Exhibit B-7), in which the entire barcode may be skewed with respect to the bottom edge of the mailpiece.
- Bar rotation (see Exhibit B-8), in which the individual bars are tilted (not perpendicular) with respect to the baseline of the barcode.

Both types of tilt may occur simultaneously. Limit the combined effects of pattern skew and bar rotation to a maximum tilt of +/- 5 degrees.

Exhibit B-7
Barcode Skew

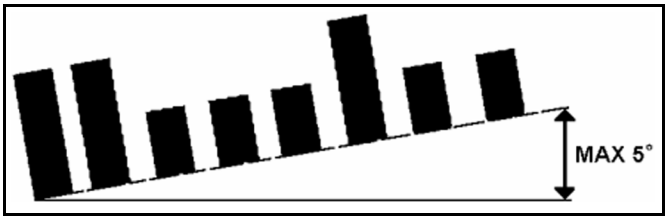
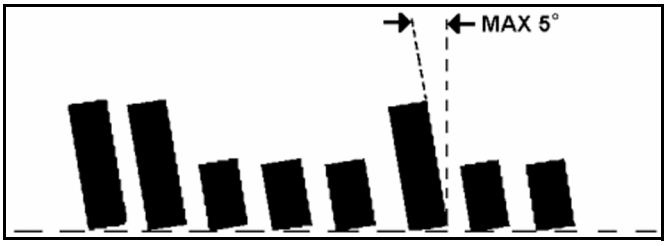


Exhibit B-8
Bar Rotation



B-5 Baseline Shift

The vertical position of adjacent bars should not vary more than 0.015 inch, from bar to bar, when measured from the baseline of the barcode. See Exhibit B-9 and Exhibit B-10 for acceptable and nonacceptable baseline shift.

Exhibit B-9
Acceptable Baseline Shift

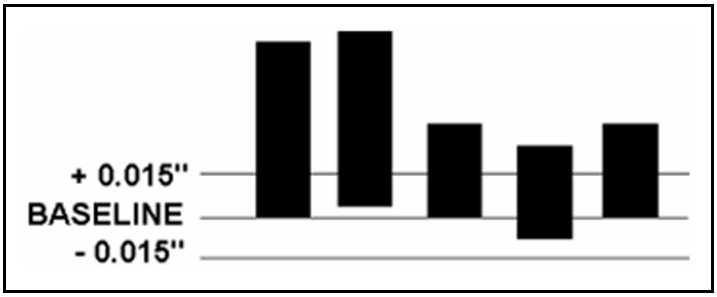
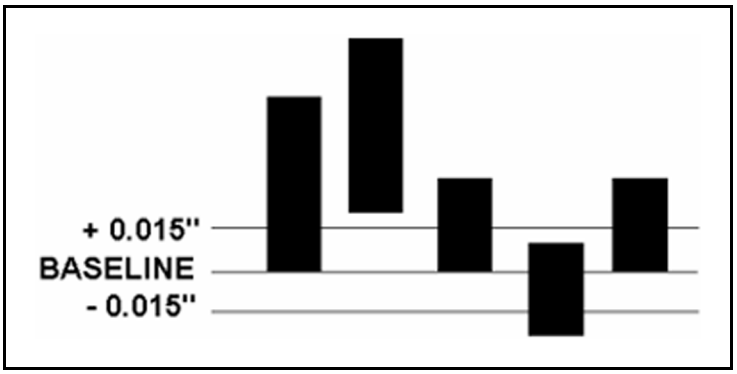


Exhibit B-10
Excessive Baseline Shift



B-6 Reflectance

Make sure that the area of the mailpiece where the barcode(s) is located — the address block and/or lower right — is *uniform in color*. When measured with a Postal Service envelope reflectance meter or equivalent the area should produce a minimum reflectance as follows:

- 50 percent in the red portions of the optical spectrum.
- 45 percent in the green portions of the optical spectrum.

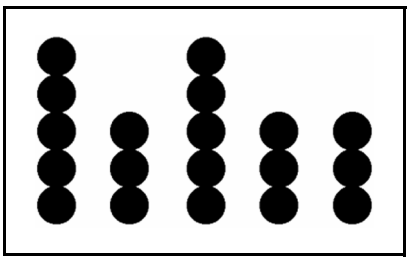
The Postal Service prefers a white background, but pastels and some other light colors are acceptable. The print reflectance difference (PRD) is the difference between light reflected from the printed barcode and the background. A PRD of at least 30 percent in the red and green portions of the optical spectrum is required.

B-7 Ink Issues: Overinking and Voids

Overinking can cause a bar to exceed its maximum dimensions and prevent successful barcode interpretation. Make sure that excessive or extraneous ink does not cause any bar to exceed the recommended height or width.

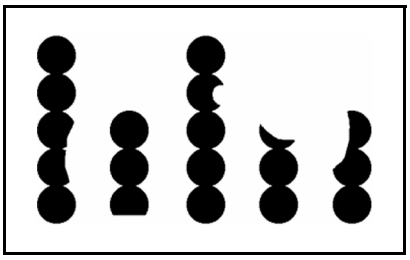
Exhibit B-11 to Exhibit B-13 show some common dot matrix printer bar patterns.

Exhibit B-11
Preferred Dot Matrix Dot Pattern



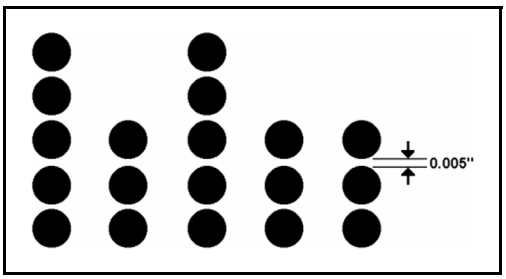
Voids within the bars may result in bars that no longer meet the minimum size requirements and result in unsuccessful processing.

Exhibit B-12
Dot Matrix Pattern Voids



Ideally, dot matrix printing, ink jet printing, or any other similar printing process should yield dots that touch or overlap. If the dots do not touch, make sure that the space between dots does not exceed 0.005 inch.

Exhibit B-13
Maximum Dot Matrix Spacing



Within the clear areas around the barcode, limit the background patterns, envelope insert “show through,” and any other printing to a maximum print contrast ratio (PCR) of 15 percent.

Appendix C

Electronic Mailing Data Specification, Version 4.0

The Postal Service Confirm preshipment notification, along with the entry scan, provides electronic notification of Postal Service receipt of a customer's shipment at a Postal Service facility. This entry scan is a key data point in tracking the delivery of mail for induction at a Postal Service facility. Mail owners, printers, consolidators, and transportation companies can all benefit from the knowledge of this event.

In addition to providing value to these companies, Postal Service will also benefit from the receipt of advance information on the expected volumes, drop locations, and sortation levels of the shipment from its customers. This valuable data will be used to better plan Postal Service operations at induction facilities. The customer will provide advance notice by submitting Electronic Mailing Data (EMD) information to the Postal Service through online interaction via Upload or manual entry to the Mail Tracking and Reporting Web site, or via an FTP of a file created on the customer's systems.

The Mail Tracking and Reporting system matches customer EMD to an entry scan that occurs when the Postal Service takes possession of the mail. To capture a scan, a Shipment ID barcode should be placed on all PS Forms 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance* (for plant-verified drop shipments), and PS Forms 3152-A, *Confirm Advanced Shipping Notice (ASN) Shipment ID* (for plant loads). When the Postal Service inducts the mail, the barcode is scanned. Matching a barcode on a Postal Service form to an EMD will inform both the customer and the Postal Service of the time and location that the Postal Service received and began processing the mailing.

Additional functionality has been included in EMD. PLANET Code customers may submit an EMD containing data with PLANET Codes, and entry scan information will be sent to the Mail Tracking and Reporting system. The Mail Tracking and Reporting system will notify the appropriate customers when the Postal Service inducts the mail, and Confirm service will still send the raw mail processing equipment (MPE) scan data to the subscriber associated to the PLANET Code.

Note: Bundle Tracking testing has been completed. The program has been suspended and is currently under evaluation.

C-1 EMD File Format

The Electronic Mailing Data (EMD) data file is a single data text file in a comma-delimited flat file format. Since the file is comma delimited, the use of commas within any field is prohibited. Each record is made up of a single row of data consisting of 55 data elements (fields). An entry is desired for all fields in each record. If an optional data element is not provided, the EMD file should indicate a null value by two commas adjacent to each other. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003, should be written as 01012003). All time field values should be padded with leading 0s (if needed) to preserve the HHMM format (i.e., 2.30 a.m. should be written as 0230). Please note that some software programs may inadvertently truncate leading 0s. To avoid data loss, set the field properties to “Text” or “String” values.

Exhibit C-1 shows that there is an implied hierarchy to the EMD file.

Exhibit C-1
EMD File Hierarchy

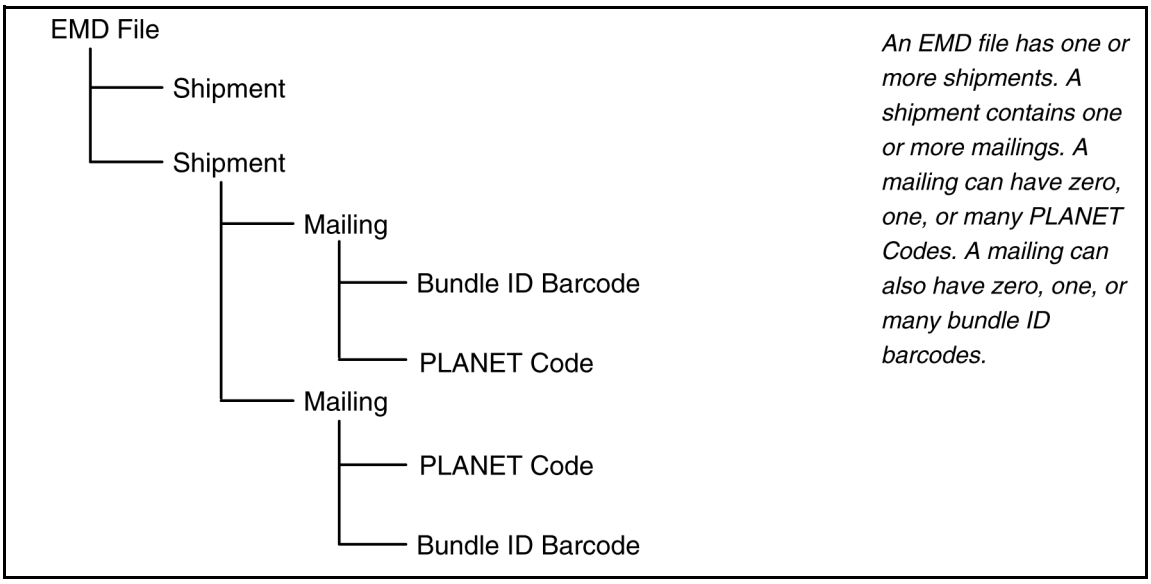


Exhibit C-2 to Exhibit C-8 provides the name, description, and required format of each data element in a single EMD file record.

Exhibit C-2
EMD Shipment Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

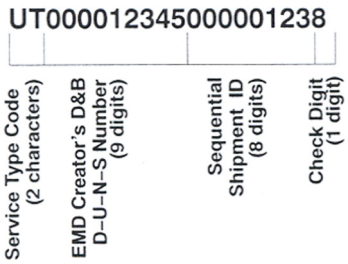
Position	Field	Length/Format	Description
1.	Shipment ID	20/Alphanumeric 	Unique barcode ID for an individual shipment. The Shipment ID is comprised of the following components: ■ The **Service Type Code** identifies the type of service the Postal Service is providing by scanning the barcode. A Service Type Code of "UT" must be used in order to identify shipments and receive the Entry and Acceptance scans. ■ The **Creator DUNS Number** of the EMD is the DUNS Number of the party creating the EMD. ■ The **Sequential Shipment ID** allows the customer to create unique 20 character Shipment IDs. This value should be padded with leading 0s to 8 digits. ■ The **Check Digit** is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See Appendix E for details on calculating the check digit. ***Note:*** The Shipment ID will be used as the data content for a USS Code 128 barcode to be affixed to the PS Form 8125 for plant-verified drop shipments or the PS Form 3152-A for bulk mailings accepted and verified at a BMEU. The Shipment ID must remain unique for a period of 1 year (i.e., do not use the same Shipment ID on different shipments for at least 1 year). **For Consolidators:** The creator's DUNS Number in the Shipment ID will be the consolidator's own 9-digit DUNS Number (issued by Dun and Bradstreet *www.dnb.com*).
2.	Mailer's DUNS Number	9/Alphanumeric	The 9-digit DUNS Number (issued by Dun and Bradstreet) of the party preparing the shipment. ***Note:*** The DUNS Number must be composed of numeric values. All other characters will not be accepted.
3.	Drop Location Facility ZIP Code	5/Alphanumeric	ZIP Code of the Postal Service facility where mail in this shipment is dropped (e.g., Northern VA P&DC = 22081). Mail dropped at additional facilities represents separate shipments and should have separate PS Forms with attached barcodes. ***Note:*** The ZIP Code must be composed of numeric values. All other characters will not be accepted.

Exhibit C-2
EMD Shipment Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

Position	Field	Length/Format	Description
4. *	Drop Location Facility Type Code	1/Alpha	Code to represent drop facility type: B BMC D DU A ASF S SCF M AMF O Origin I ISC T Other
5. *	DSAS Appointment Number	12/Alphanumeric	DSAS appointment number applicable to this shipment where required (from PS Form 8125, assigned by DSAS).
6. *	Transportation Owner's DUNS Number	9/Alphanumeric	The 9-digit DUNS Number (issued by Dun and Bradstreet) of the company responsible for physical shipment. If the transportation company is also the mailing company this field should be left as null. ***Note:*** The DUNS Number must be composed of numeric values. All other characters will not be accepted.
7.	Drop Date	8/Numeric, MMDDYYYY	Estimated date the mail is to be dropped at the Postal Service facility. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
8. *	DSAS Appointment Time	4/Numeric, HHMM	Estimated time the mail is to be dropped at the Postal Service facility. ***Note:*** Time is written in 24-hour notation. All time field values should be padded with leading 0s (if needed) to preserve the HHMM format (i.e., 2.30am should be written as 0230).

Exhibit C-3
EMD Shipment Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

Position	Field	Length/Format	Description
9.	Mail Owner's Job Number	20/Alphanumeric	A unique ID that represents a mailing. This is the initiating company's ID of the mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s. ***Note:*** If the record (row) has PLANET Code data, then this value cannot be over 8 digits long (and must be numeric).
10.	Mailing Name	50/Alphanumeric	Descriptive text for mailing. Please do not pad this with leading 0s.
11. *	Mail Owner's DUNS Number	9/Alphanumeric	The 9-digit DUNS Number (issued by Dun and Bradstreet) of the originating mail owner. ***Note:*** The DUNS Number must be composed of numeric values. All other characters will not be accepted.
12. *	Mailer's Job Number	20/Alphanumeric	A non-mail owner's unique job ID to represent a subset of the mail owners mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s.
13. *	Mail Class Code	1/Numeric	Mail Class Code: 1 First-Class Mail 2 Periodicals 3 Standard Mail 4 Package Services 5 Express Mail 6 International 9 Other
14. *	Mail Type Code	2/Alpha	Mail Type Code: LT Letter FL Flat IR Irregular parcel CD Card MP Machinable Parcel AC Automation Compatible NP Nonmachinabe Parcels
15. *	Presort Level	3/Numeric	Predominant CIN (Content Identifier Number) of the mailing.
16. *	In Home Delivery Start Date	8/Numeric, MMDDYYY	The first day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
17. *	In Home Delivery End Date	8/Numeric, MMDDYYYY	The last day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve the MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
18. *	Permit Account Number	8/Alphanumeric	PERMIT Account Number of the party responsible for paying the Postal Service for the mailing.

Exhibit C-3
EMD Shipment Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

Position	Field	Length/Format	Description
19. *	Permit ZIP Code	9/Alphanumeric	ZIP Code where Permit Account Number is applicable. ***Note:*** The ZIP Code must be composed of numeric values. All other characters will not be accepted.
20.	Piece Count of the Mailing	9/Numeric	Total piece count for this entire mailing (Mail Owner's Job Number) regardless of what piece count is on the shipment. For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 20 should have the value 1,000,000,000.

Exhibit C-4
EMD Drop Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

Position	Field	Length/Format	Description
21.	Piece Count of Mailing on the Shipment	9/Numeric	Estimated pieces of a mailing associated with a shipment. This is a separate element than shipment and mailing and is used to support the following scenarios: ■ One mailing can be on many shipments. ■ Many mailings can be on one shipment. Therefore, the drop itself cannot be consistently attributed to either a mailing or a shipment, but rather links mailings and shipment together. For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 21 should have the value 250,000.

Exhibit C-5
EMD PLANET Code Elements

An asterisk (*) in the “Position” column indicates that populating the field is optional.

Position	Field	Length/Format	Description
22. *	PLANET Code	13/Numeric	PLANET Code on these particular mail pieces. If there are multiple PLANET Codes used in one mailing then a new row will be created in the EMD for each PLANET Code in the mailing. The PLANET Code cannot be less than 11 digits. PLANET Code data should only be included in the EMD if the file is submitted via FTP. If a PLANET Code is provided, then the Number of Mail Pieces PLANET Coded (element 23) must also be provided. Do not pad with leading 0s.
23. *	Number of Mail Pieces PLANET Coded	9/Numeric	Pieces of mail that are tagged with this PLANET Code for the given drop. PLANET Code data should only be included in the EMD if the file is submitted via FTP. If the Number of Mail Pieces PLANET Coded is provided, then the PLANET Code (element 22) must also be provided. Do not pad with leading 0s.

Exhibit C-6
(Reserved)

Exhibit C-7
Additional EMD Shipment Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

Position	Field	Length/Format	Description
25. *	Origin Plant Location	9/Numeric	ZIP Code of the mailer's origin plant.
26. *	Identical-/ NonIdentical-Weight Pieces	1/Alpha	Populate with an "I" to indicate that the shipment contains identical-weight pieces. Populate with an "N" to indicate that the shipment contains nonidentical-weight pieces.
27. *	Single Piece Weight	10/Alphanumeric	Weight of a single piece (in pounds). ***Note:*** This field must be populated if the shipment is indicated to have identical-weight pieces. The field must not be populated if the shipment is indicated to have nonidentical-weight pieces. If the single-piece weight is less than 1 pound, please include decimal point. Values may be written with or without a leading zero (i.e., 0.01 or .01).
28. *	Total Gross Weight	10/Alphanumeric	Total gross weight of drop (verified at origin office).
29. *	Number of Pallets Containing Packages	5/Numeric	Total number of pallets containing packages for the given drop.
30. *	Number of Pallets Containing Trays	5/Numeric	Total number of pallets containing trays for the given drop.
31. *	Number of Pallets Containing Sacks	5/Numeric	Total number of pallets containing sacks for the given drop.
32. *	Number of Pallets Containing Parcels	5/Numeric	Total number of pallets containing parcels for the given drop.
33. *	Number of Non-Palletized Containers Containing Packages	5/Numeric	Total number of nonpalletized containers containing packages for the given drop.
34. *	Number of Non-Palletized Containers Containing Trays	5/Numeric	Total number of nonpalletized containers containing trays for the given drop.
35. *	Number of Non-Palletized Containers Containing Sacks	5/Numeric	Total number of nonpalletized containers containing sacks for the given drop.

Exhibit C-7
Additional EMD Shipment Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

Position	Field	Length/Format	Description
36. *	Number of Non-Palletized Containers Containing Parcels	5/Numeric	Total number of nonpalletized containers containing parcels for the given drop.
37. *	Number of Non-Palletized Containers Containing Others	5/Numeric	Total number of nonpalletized containers containing others for the given drop.
38. *	Origin Post Office	9/Numeric	ZIP Code of Post Office where acceptance occurs.
39. *	Verification Location	1/Alpha	Verification Location Code: D DMU B BMEU or Post Office
40. *	Postage Payment Method	1/Alpha	Postage Payment Method Code: P Permit S Stamps M Meter
41. *	Total Weight of Mailing	10/Alphanumeric	Total weight of the mailing included for the given drop.
42. *	Vehicle PVDS Seal Number	20/Alphanumeric	PVDS seal number of the vehicle transporting shipment.
43. *	Vehicle ID Number	20/Alphanumeric	Identification number of the vehicle transporting shipment.
44. *	USPS Employee Verifying Mail	50/Alphanumeric	The name of the Postal Service employee verifying the shipment at the point of acceptance.
45. *	Employee's Phone Number	12/Alphanumeric	The phone number of the Postal Service employee verifying the shipment at the point of acceptance.
46. *	USPS Contact Name	50/Alphanumeric	The name of the Postal Service point of contact for the mailer (if different than the employee verifying the shipment at the point of acceptance.
47. *	USPS Contact Phone Number	12/Alphanumeric	The phone number of the Postal Service employee verifying shipment at the point of acceptance.
48. *	Comments	100/ Alphanumeric	Any specific comments related to the shipment.

Exhibit C-8
EMD Bundle Elements

An asterisk (*) in the “Position” column indicates that populating the field is optional.

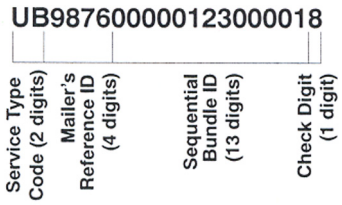
Position	Field	Length/Format	Description
49. *	Bundle ID Barcode	20/Alphanumeric 	The barcode on the particular bundle(s). The Bundle ID barcode is comprised of the following components: ■ The **Service Type Code** identifies the type of service the Postal Service is providing by scanning the barcode. A Service Type Code of “UB” must always be used for bundle tracking. ■ The **Mailer’s Reference ID** is the unique ID assigned to each mailer for bundle tracking. ■ The **Sequential Bundle ID** allows the customer to uniquely identify each bundle on a given container. ■ The **Check Digit** is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See Appendix E for details on calculating the check digit. ***Note:*** The Bundle ID barcode will be used as the data content for a USS Code 128 Barcode to be affixed to a facing slip or peelable label that is attached to a bundle. Once a Bundle ID barcode is used, it cannot be used again for a period of 6 months. If there are multiple Bundle ID barcodes used in one shipment then a new row will be created in the EMD for each unique combination of: ■ Bundle ID barcode ■ Destination ZIP Code ■ Destination carrier route ***Note:*** A Bundle ID barcode can be: ■ Unique for each bundle ■ Generic within a drop (i.e., part of one mailing on one shipment) ■ Generic within a mailing
50. * (Conditionally required)	Destination ZIP Code	5/Numeric	ZIP Code the bundle will be delivered in. ***Note:*** If Bundle ID barcode (field 49) is populated, then this field must be populated.
51. *	Destination Carrier Route Number	4/Alphanumeric	Carrier route the bundle will be delivered in.

Exhibit C-8
EMD Bundle Elements

An asterisk (*) in the "Position" column indicates that populating the field is optional.

Position	Field	Length/Format	Description
52. * (Conditionally required)	Number of Bundles Barcoded	9/Numeric	The number of bundles that are tagged with this Bundle ID barcode for the given destination ZIP Code and destination carrier route. ***Note:*** If unique Bundle ID barcodes are used, then there will only be one bundle for each Bundle ID barcode so this value will be 1. If unique Bundle ID barcodes are not used then the same Bundle ID barcode can be placed on different bundles. If the mailer only knows the bundle information to the 5-digit level (i.e., destination carrier route field will be unpopulated), then the value for this field would be the number of bundles with the given Bundle ID barcode destined for the given ZIP Code. If the mailer knows the bundle information to the carrier route level (i.e., the carrier route is populated in the EMD), then the value for this field would be the number of bundles with the given Bundle ID barcode destined for the given destination ZIP Code and destination carrier route combination (i.e., destined for the specific carrier).
53. *	Piece Count of the Coded Bundle(s)	9/Numeric	The piece count for the bundle(s) with this Bundle ID barcode for the given destination ZIP Code (and destination carrier route if it is populated). If unique Bundle ID barcodes are used, then the value for this field will be the piece count for the one bundle that has the given Bundle ID barcode. If unique Bundle ID barcodes are not used, then the value for this field will be the cumulative piece count of all the bundles containing the same Bundle ID barcode for the given destination ZIP Code (and destination carrier route if it is populated). For example, if two bundles have the same Bundle ID barcode (and those bundles are destined for the same carrier), then the value for this field will be the sum of the piece count of both of those bundles.
54. *	Number of non-Barcoded Bundles	9/Numeric	The number of bundles that are not barcoded for the given destination ZIP Code (and destination carrier route if it is populated).
55. *	Piece Count of the non-Barcoded Bundles	9/Numeric	The piece count of bundle(s) that are not barcoded for the given destination ZIP Code (and destination carrier route if it is populated).

C-2 Using the EMD for Unique Mailings

There are four fields in the EMD that uniquely identify a mailing:

- Mailer's DUNS Number.
- Mailer's Job Number.
- Mail Owner's DUNS Number.
- Mail Owner's Job Number.

Changing any one of the four fields listed above will result in the creation of a new mailing.

Note: Mailing Name is not used as an element to uniquely identifying a mailing. This is merely a name for the mailer to label their mailings. Different mailings are allowed to have the same Mailing Name.

C-3 Update Shipment Elements

A shipment is saved/created given the unique combination of two elements:

- Shipment ID (element 1 in EMD).
- Customer DUNS Number/Creator Number.

A shipment is saved/created given the new, unique combination of Shipment ID and Creator Number. The Creator Number is defined as the Customer DUNS Number of EMD submitter. The EMD file name positions 4–12 provide the DUNS Number of the customer submitting preshipment data. For submission of preshipment data online, this is considered the DUNS Number of the customer selected/working with. If the combination of Shipment ID and Creator Number already exist (and an Entry Scan does not already exist for this Shipment ID), the shipment elements in the EMD (fields 3–8: Drop Location Facility ZIP Code, Drop Location Facility Type Code, DSAS Appointment Number, Transportation Owner's DUNS Number, Drop Date, and DSAS Appointment Time) will be updated.

While shipment elements noted may be updated using the EMD, the Shipment ID (that uniquely identifies the shipment) cannot. The only way to change the Shipment ID of a shipment is via the create/edit shipment page through the Mail Tracking & Reporting Web site.

Note: Shipments with entry scans cannot be updated. Shipments having already received an entry scan are indicated as such through the Mail Tracking & Reporting Web site, via the shipment details page. If an entry scan already exists for a Shipment ID, and the EMD was submitted via upload or FTP, the row in the file will not be processed. The file will not be rejected, however, and processing will resume on the subsequent row in the EMD. Similarly, if an entry scan exists, shipment elements cannot be updated online.

In summary:

- If a customer submits a Shipment ID that doesn't already exist in Mail Tracking & Reporting, then it will be saved to the database.

- If a customer submits a Shipment ID that already exists in Mail Tracking & Reporting (and the shipment does *not* have an entry scan) then the information related to that shipment (excluding Shipment ID) will be updated.
- Shipments with entry scans cannot be updated.

C-4 Update Mailing Elements

A mailing is saved/created given the unique combination of four elements in the EMD:

- Mailer's DUNS Number (element 2).
- Mail Owner's Job Number (element 9).
- Mail Owner's DUNS Number (element 11).
- Mailer's Job Number (element 12).

Therefore, these data elements *cannot* be updated using the EMD. The only way to change a unique mailing identifier (Mailer's Job Number, Mail Owner's Job Number, Mailer's DUNS Number, and Mail Owner's DUNS Number) for an existing mailing is via the create/edit mailing page through the Mail Tracking & Reporting Web site. Changing one of the unique mailing identifiers online will update the selected mailing only. All mailings containing the same unique identifier will not be updated.

If the combination of these four elements already exist, and an entry scan is not present for the associated Shipment ID for this mailing, then the mailing attributes of the EMD (fields 10, 13–20: Mailing Name, Mail Class Code, Mail Type Code, Presort Level, In Home Delivery Start Date, In Home Delivery End Date, Permit Account Number, Permit ZIP Code, and Piece Count of the Mailing) will be updated.

If the combination of these four elements already exists, and an entry scan *is* present for the associated Shipment ID for this mailing, then the row will be skipped in the EMD. The file will not be rejected, however, and processing will resume on the subsequent row in the EMD.

Note: Mailing elements may be updated online via the create/edit mailing page even where an entry scan is present for the associated Shipment ID.

In summary:

- If a customer submits a mailing record in the EMD with a combination of unique mailing identifiers that doesn't already exist in Mail Tracking & Reporting (and the shipment it is associated with does *not* have an entry scan), then a new mailing will be saved and associated to the shipment it is paired with.
- If a customer submits a record in the EMD with a combination of unique mailing identifiers that already exists in Mail Tracking & Reporting (and all of the shipments the mailing is on do *not* have entry scans) then the information related to that mailing (excluding the mailing elements that uniquely identify the mailing) will be updated.

- A mailing cannot be updated via EMD once any of the shipments it is associated with receives an entry scan. The mailing may be updated online, however, even when an associated shipment does have an entry scan.

C-5 Update PLANET Codes

For an EMD containing PLANET Codes, the PLANET Code cannot be updated using the EMD or upload. However, the number of pieces associated with that PLANET Code can be updated via EMD and upload. The EMD does *not* provide a way for the customer to change a PLANET Code that already exists in Mail Tracking. PLANET Codes may be updated or deleted via the Mail Tracking & Reporting Web site, through the Add PLANET Codes to Shipment page.

In summary:

- If a customer submits a PLANET Code, shipment (Shipment ID), and mailing (Mailer Job Number, Mail Owner Job Number, Mailer's DUNS Number, and Mail Owner's DUNS Number) combination that doesn't already exist in Mail Tracking, then a new record will be saved for that PLANET Code and it will be associated with the respective shipment and mailing.
- If a customer submits a PLANET Code, shipment (Shipment ID), and mailing (Mailer's Job Number, Mail Owner's Job Number, Mailer's DUNS Number, and Mail Owner's DUNS Number) combination that already exists in Mail Tracking and the shipment does not have an Entry Scan, then the given PLANET Code attribute (field 23: Number of Mail Pieces PLANET Coded) will be updated. Therefore, the Number of Mail Pieces PLANET Coded may be updated; however, not the PLANET Code itself.
- PLANET Codes may be updated or deleted online only, via the Add PLANET Codes to Shipment page.
- PLANET Codes cannot be updated online once the shipment it is on receives an entry scan.

C-6 (Reserved)

C-7 Delete Shipment, Mailing PLANET Code Elements

Shipments, mailings, and PLANET Codes can only be deleted by going online and deleting the records using the Web site. A shipment, mailings, or PLANET Codes cannot be deleted once the shipment has received an entry scan.

The EMD does not provide for a way to delete information (shipment, mailing, PLANET Code, and bundles) that was previously submitted. EMD may not be deleted via Mail.dat.

C-8 Examples

Example 1: Initial EMD submitted inclusive of one shipment, one mailing, multiple bundle barcodes, two PLANET Codes.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990001, 3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990001, 3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000113,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000, 4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000129,,22100,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000, 4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000132,,22100,0200,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000,43339990002,2000, 4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000147,,22200,0200,1,100,,

Update: Drop Location Facility Type Code (field position 4), Piece Count of the Mailing (field position 20) updated. In this example, as the Shipment ID and four key mailing identifiers (Mailer's Job Number, Mail Owner's Job Number, Mailer's DUNS Number, and the Mail Owner's DUNS Number) remain the same, only existing shipment and mailing will be updated. A new mailing or shipment will not be created via this subsequent EMD submission.

- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990001, 3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990001, 3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000113,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990002, 2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000129,,22100,0100,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990002, 2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000132,,22100,0200,1,100,,
- UT101231234000000021,101231234,22303,D,,,10242004,, 12345678,Business Catalog,901021031, M0100000057490000203,3,FL,101,10262002,10312002,,,5000,10000,43339990002, 2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000147,,22200,0200,1,100,,

Example 2: Initial EMD submitted inclusive of one shipment, one mailing, multiple bundle barcodes, two PLANET Codes.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Update: Drop Date (field position 7) and Mailer’s DUNS Number (field position 2) altered. In this example, as one of the four key mailing identifiers (Mailer’s Job Number, Mail Owner’s Job Number, Mailer’s DUNS Number, and the Mail Owner’s DUNS Number) was altered, the “update” submission will be considered as containing a new mailing. The existing shipment, with Shipment ID UT101231234000000021, will be updated, however, to reflect the new Drop Date. Shipment with Shipment ID UT101231234000000021 will now be associated to two mailings of Mailing Name Business Catalog, with Mailer’s DUNS 101231234 and 101231291, though only one unique mailing has been included in this file submission. To change the Mailer’s DUNS Number in a previous EMD submission, the mailing must be updated only online.

- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231291,22303,B,,,10252004,, 12345678,Business Catalog,901021031, M010000057490000203,3,FL,101,10262002,10312002,,, 10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

C-9 Edit Capability Summary

The following table lists each method available for submitting EMDs and when updates can or cannot be performed on shipment and mailing information (based on the entry scan being received or not). For detailed information on updating shipments and mailings, please see additional sections below.

	No Entry Scan Received for Shipment		**Entry Scan Received for Shipment**	
EMD via FTP	Allowed to update shipment?	Via FTP	Allowed to update shipment?	No
	Allowed to update mailing?	Via FTP	Allowed to update mailing?	Via Online
	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
EMD via Upload	Allowed to update shipment?	Via Upload	Allowed to update shipment?	No
	Allowed to update mailing?	Via Upload	Allowed to update mailing?	Via Online
	Allowed to delete shipment?	Via Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Via Online	Allowed to delete mailing?	No
Online	Allowed to update shipment?	Online	Allowed to update shipment?	No
	Allowed to update mailing?	Online	Allowed to update mailing?	Yes
	Allowed to delete shipment?	Online	Allowed to delete shipment?	No
	Allowed to delete mailing?	Online	Allowed to delete mailing?	No

C-10 EMD Examples

Example 1: A shipment to one facility that has one mailing. This shipment does not include bundle element information.
None of the pieces for the mailing that are on this shipment have PLANET Codes.

	Shipment Elements (1-8)								Mailing Elements (9-20)											Drop (21)	Planet Code (22-23)		Version (24)
Element	Shipment ID (1)	Mailers DUNS® Number (2)	Drop Fac ZIP Code (3)	Drop Fac Type (4)	Appointment # (5)	Transporter's DUNS® Number (6)	Drop Date (7)	DSAS Drop Time (8)	Mail Owner's Job # (9)	Mailing Name (10)	Mail Owner's DUNS® Number (11)	Mailer Job Number (12)	Mail Class Code (13)	Mail Type Code (14)	CIN (15)	In Home Start (16)	In Home End (17)	Permit Account Number (18)	Permit ZIP Code (19)	Piece count of Mailing (20)	Piece Count of Drop (21)	PLANET Code (22)	Number of Mail Pieces PLANET Coded (23)	Version (24)
Example	UT10123123400000021	101231234	22303	B	DSAS3456789	666777888	10242002	1345	M01999999574000203	Business Catalog	901021031	M01000000574900000203	3	fl	101	10262002	10312002	USG9000	30045	10000	10000			4.0

	Additional Shipment Elements (25-48)																					Bundle Elements (49-55)						
Element	Origin Plant Location (25)	Identical/Nonidentical- Weight Pieces (26)	Single Piece Weight (27)	Total Gross Weight of Shipment (28)	# of Palletized Packages (29)	# of Palletized Trays (30)	# of Palletized Sacks (31)	# of Palletized Parcels (32)	# of Non-Palletized Packages (33)	# of Non-Palletized Trays (34)	# of Non-Palletied Sacks (35)	# of Non-Palletied Parcels (36)	# of Containers (37)	Origin Post Office (38)	Verification Location (39)	Postage Payment Method (40)	Total Weight of Mailing (41)	Vehicle PVDS Seal Number (42)	Vehicle ID Number (43)	USPS Employee Verifying Mail (44)	Employee's Phone Number (45)	USPS Contact Name (46)	USPS Contact Phone Number (47)	Comments (48)	Bundle ID Barcode (49)	Destination ZIP Code (50)	Destination Carier Route # (51)	Number of Bundles Barcoded (52)	Piece Count of Coded Bundles (53)	# of Non-Barcoded Bundles (54)	Piece Count of Non-Barcoded Bundles (55)
Example	22004	1	.005	200	2	2	2	2	2	2	2	2	2	220409999	D	P	100	S456	R233	John Smith	8005557777	Jenn Murphy	8005556666	Comment							

File Data:

```
UT101231234000000021,101231234,22303,B, DSAS3456789, 666777888,10242002, 1345,
M0199999957490000203,BusinessCatalog,901021031,M0100000057490000203,3,FL,101, 10262002,10312002, USG9000,
30045,10000,10000,,,4.0,22004,I,.005,200,2,2,2,2,2,2,2,2,2,220409999,D,P,100,S456,R233,John Smith,8005557777,Jenn
Murphy,8005556666,Comment,,,,,,,
```

Example 2: A shipment to one facility that has one mailing.

Example 2a: Two different PLANET Codes were used to seed the pieces in the mailing that are on this shipment. The submitted EMD does not include any bundle information.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,
  M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,
  M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Example 2b: Two different PLANET Codes were used to seed the pieces in the mailing that are on this shipment. The shipment includes a unique Bundle ID barcode for each bundle (five total Barcoded bundles — each with unique IDs).

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,
  M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,
  3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,
  M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990001,
  3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000113,22000,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,
  M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,
  2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000129,,22100,0100,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,
  M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,
  2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000132,,22100,0200,1,100,,
- UT101231234000000021,101231234,22303,B,,,10242002,, 12345678,Business Catalog,901021031,
  M0100000057490000203,3,FL,101,10262002,10312002,,,10000,10000, 43339990002,
  2000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000147,,22200,0200,1,100,,

Example 3: A shipment to one facility that has multiple mailings.

Example 3a: One PLANET Code was used on each piece in one of the mailings that is on this shipment. The pieces for the other two mailings do not have PLANET Codes. The submitted EMD does not include any bundle information.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203, Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002, 10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300, 12345678,Fall Fashions,903036222,FF012345678901234567, 3,LT,101,10262002,10312002,,,3000,3000, 43123450001, 3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936, Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000, 24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000106,22000,0100,1,100,6,600

Example 3b: One PLANET Code was used on each piece in one of the mailings that is on this shipment. The pieces for the other two mailings do not have PLANET Codes. The shipment includes a unique Bundle ID barcode for each bundle sent to a delivery unit. One mailing has multiple barcoded bundles.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203, Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002, 10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000203,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203, Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002, 10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000212,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300, 12345678,Fall Fashions, 903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000, 43123450001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000226,22100,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936, Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002, 10312002,,,400000,24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,UB000611111111000231,22100,0200,1,100,6,600

Example 4: Multiple shipments including multiple mailings to different facilities.
The pieces for the other two mailings do not have PLANET Codes.
One mailing (Mailing Name = Business Catalog) is on two shipments to the same location.
Second mailing (Mailing Name = AOL version 500.1) is on two shipments to different locations.
None of the pieces for the mailings that are on these shipments have PLANET Codes.
Bundles are barcoded generically by drop (one Bundle ID barcode per shipment/mailing combination).

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000033,101231234,32001,B,,,10242002,,M0199999957490000203,Business Catalog,
  901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,10000,
  4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000310,22000,0100,5,500,6,600
- UT101231234000000033,101231234,32001,B,,,10242002,,M0199999957490000203,Business Catalog,
  901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,10000,
  4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000310,22000,0200,5,500,6,600
- UT101231234000000033,101231234,32001,B,,,10242002,,FASHIONSFALL12475468,Fall Fashions,
  903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,
  3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000322,22000,0100,4,400,6,600
- UT101231234000000033,101231234,32001,B,,,10242002,,FASHIONSFALL12475468,Fall Fashions,
  903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,
  3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000322,22100,0100,3,300,6,600
- UT101231234000000055,101231234,33217,M,,,10232002,,AOL58779312987645392,AOL version500. 1,904637893,
  H3338779312987645392,3,MP,101,10262002,10312002,12345678,90901,8000,
  4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000336,22000,0100,1,100,6,600
- UT101231234000000066,101231234,32001,B,,,10252002,,M0199999957490000203,Business Catalog,
  901021031,M0200000057490000203,3,LT,101,10262002,10312002,,,10000,
  6000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000349,22000,0100,1,100,6,600
- UT101231234000000088,101231234,37600,B,,,10242002,,AOL58779312987645392,AOL version 500.1,904637893,
  H4448779312987645392,3,MP,101,10262002,10312002,12345678,90901,8000,
  4000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000352,22000,,3,,,
- UT101231234000000077,101231234,33234,B,,,10252002,,83937634HI8940402936,Home Improvement,
  905394857,,,,,,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,UB00061111111111000365,22200,,1,,,

Example 5: One truck with multiple mailings inducts mail at multiple facilities.
Each drop location represents a different shipment and requires a separate Shipment ID.
The pieces for the mailings on all these shipments have PLANET Codes.
One of the mailings (Mailing Name = AOL version 500.1) utilized a generic barcode for all the bundles within the entire mailing.

File Data: Bullet points were added for readability. They will not be in the EMD file.

- UT101231234000000032,101231234,91901,B,,,10242002,, 11111111,AOL version 500.1,901021031, M0100000057490000203,3,MP,101,10262002,10312002,,,10000,7000, 42567890001,7000, 4.0,,,,,,,,,,,,,,,,,,,,,,, UB000611111111000352,91901,1,1,,,,
- UT101231234000000032,101231234,91901,B,,,10242002,, 11111111,AOL version 500.1,901021031, M0100000057490000203,3,MP,101,10262002,10312002,,,10000,7000, 42567890001,7000, 4.0,,,,,,,,,,,,,,,,,,,,,,, UB000611111111000352,91901,2,1,,,,
- UT101231234000000033,101231234,91902,M,,,10242002,, 11111111,AOL version 500.1,901021031, M0100000057490000203,3,MP,101,10262002,10312002,,,10000,3000, 42567890001,3000, 4.0,,,,,,,,,,,,,,,,,,,,,,, UB000611111111000352,91902,1,1,,,,
- UT101231234000000033,101231234,91902,M,,,10242002,, 11111111,AOL version 500.1,901021031, M0100000057490000203,3,MP,101,10262002,10312002,,,10000,3000, 42567890001,3000, 4.0,,,,,,,,,,,,,,,,,,,,,,, UB000611111111000352,91902,2,1,,,,
- UT101231234000000034,101231234,91903,B,,,10252002,, 98765432,Home Improvements,904637893, HOME8779312987645392,3,LT,101,10262002,10312002,,,400000, 40000, 42957381111,400, 4.0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

C-11 File Naming Standards

The file should be named as follows: EMD[EMD Creator's DUNS Number][Date][Serial No].txt

Sample File Name: EMD000012345011720020000 1.txt; where:

Field	Length/Format	Description
EMD Prefix	Fixed Alphanumeric (always use the value EMD)	An identifying prefix to note that the file is an EMD file.
EMD Creator's DUNS Number	9/Numeric	The 9-digit DUNS Number (issued by Dun and Bradstreet) of the company responsible for submitting the EMD.
Date	8/Numeric (MMDDYYYY)	Date this file was created.
Serial No	5/Numeric	Customer-incremented number used to differentiate files created on the same date. Field should be padded from the left with zeroes. Ex: 00123.

C-12 Data Purge Schedule

Mailing data that is not associated with any shipments will be maintained in the system for 30 days after its last edit/update. Mailing data that is associated with a shipment(s) will be maintained until either 30 days after the last edit/update or until the shipment(s) to which it is associated is deleted. Mailing data that fall into this category will be deleted from the system on the later of the two dates.

Shipment data that has not been inducted into the Postal Service will be maintained by the system for 30 days after its scheduled induction date. Shipment data that has been inducted into the Postal Service will be maintained by the system for 30 days after its actual induction scan date.

C-13 Barcode Specification

Please refer to Appendix E for the details of creating the Shipment ID barcode to be placed on the PS Form 8125 or PS Form 3152-A for each shipment.

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Appendix D

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Appendix E

Barcode Specification for Mail Tracking and Reporting, Version 4.0

Mailers must barcode their PS Form 8125 or PS Form 3152-A to receive entry scan notifications from Mail Tracking & Reporting. The barcode to be generated and affixed to (or included in) a shipment's PS Form 8125 or PS Form 3152-A is the Shipment ID barcode. When the Postal Service takes ownership of the physical shipment (e.g., when the shipment has been unloaded at the destination entry facility), a Postal Service dock clerk scans the Shipment ID barcode. This entry scan records the induction point and time for the shipment. The entry scans are uploaded to the Product Tracking System (PTS) and then processed by Mail Tracking & Reporting. Mail Tracking & Reporting notifies the respective customer of the entry scan times and locations via e-mail and/or FTP.

Please note that the barcode specification may change in the coming months. Please consider this potential for change when creating barcode generation systems.

E-1 Shipment ID Barcode Elements

The Electronic Mailing Data (EMD) Shipment ID barcode and all integrated barcode solutions will use a 20-digit package ID barcode. The symbology for this barcode type has a fixed length of 20 characters. The data elements include those listed in Exhibit E-1 and discussed in the following sections.

Exhibit E-1
Barcode Elements and Descriptions

Element	Description
Start Code	Overhead Element
Service Type Code — 2 digits	Data Element
DUNS® Number — 9-digit Number	Data Element
Sequential Shipment ID — 8 digits	Data Element
Check Digit — MOD 10	Data Element
MOD 103 (Code 128 only)	Overhead Element
Stop Code	Overhead Element

E-1.1 Start Code

All barcodes must have a Symbol Start Code. USS Code 128 Subset B must begin with a Start Code B. The start character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

E-1.2 Service Type Code

The Service Type Code for the Shipment ID barcode is a two-character value of “UT.”

E-1.3 DUNS Number

The creator of the Electronic Mailing Data (EMD)’s DUNS Number is a 9-digit number.

Customers may request their 9-digit DUNS Number by contacting Dun & Bradstreet by phone at 800-333-0505 or via the Internet at *www.dnb.com*. This number uniquely identifies business entities at specific physical addresses. Customers generating mailings at multiple locations will be expected to use the DUNS Number appropriate for each mailing location.

E-1.4 Sequential Shipment ID

Customers assign an 8-digit Sequential Shipment Identifier. The number must remain unique for at least 12 months. This string of numbers must contain a fixed string of 8 digits (i.e., 00000012, 00000123, etc.).

E-1.5 Mod 10 Check Digit

A MOD 10 check digit is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. This check digit is included in the human readable characters of the printed bar code.

E-1.6 Mod 103 Check Digit

A MOD 103 check digit is required for USS Code 128 barcodes. This check digit follows immediately after the MOD 10 check digit and is not included in the human-readable presentation.

E-1.7 Stop Code

All barcodes must end with Symbol Stop Code. The stop character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

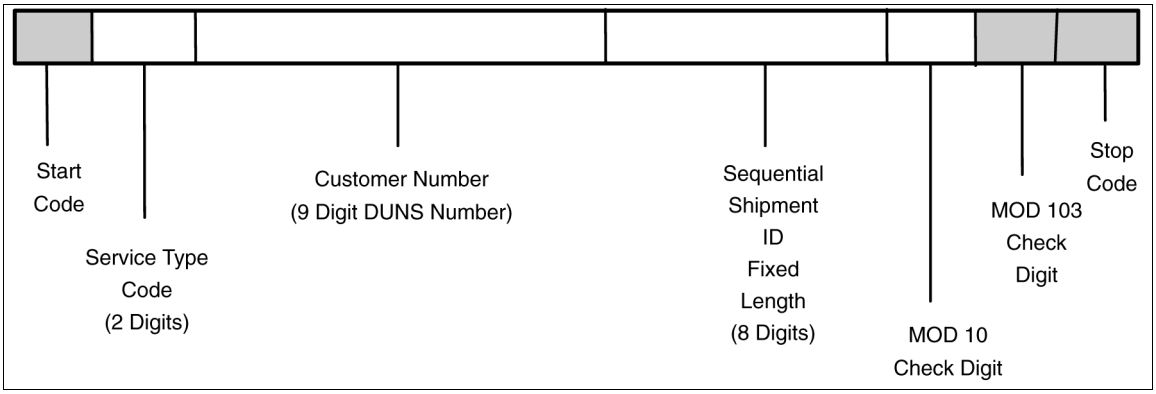
E-2 Symbology

The Shipment ID barcode must be printed using USS Code 128 - Subset B symbology.

E-3 Barcode Layout

A fixed length 20-digit barcode, in the format previously described, is required with the USS Code 128 symbology, as shown in Exhibit E-3.

Exhibit E-3
Data Format USS Code 128



E-4 Check Digit (USS Code 128)

Both MOD 10 and MOD 103 are used as checksums for USS Code 128 symbology. USS Code 128 symbology has a mandatory MOD 103 checksum digit. This additional digit is considered overhead; it is unique to the Code 128 symbology and is not a data element. The MOD 10 checksum is positioned as the last digit of the data and is part of the human-readable presentation of data. The MOD 10 checksum is also manually keyed and transmitted as data. The MOD 103 checksum is positioned as the last digit but is *not* part of the human-readable presentation of data. It is also *not* manually keyed nor transmitted as data.

E-5 Print Specifications

E-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 shall be no less than 0.013 inch, nor greater than 0.021 inch. All bars shall be at least 0.75 inch high.

The ratio of wide to narrow element widths for Interleaved 2 of 5 and Code 3 of 9 symbologies referred to as N, shall be 2.5 to 3.0 inclusive.

E-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 shall be maintained on either side of the

barcode per AIM specifications. When feasible, a left/right clear zone of 0.250 inches is recommended.

E-5.3 Reflectance

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

E-5.4 Barcode Quality

At least 70 percent of the barcodes must measure American National Standards Institute (ANSI) grade A or B and none of the remaining portion can 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: *www.ansi.org*

E-5.5 Barcode Construction

The symbol construction is based on AIM Uniform Symbology specifications for Uniform Symbology Specification (USS) Code 128.

These specifications 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: *www.aimglobal.org*

E-6 Barcode Identification

E-6.1 Text

Bold text placed no less than 0.125 inch and no more than 0.5 inch above the barcode, must contain the appropriate service, i.e., Postal Service EMD. The minimum size of this text is 12-point bold sans serif type. Larger text is preferred but should not exceed the length of the barcode.

E-6.2 Numbers

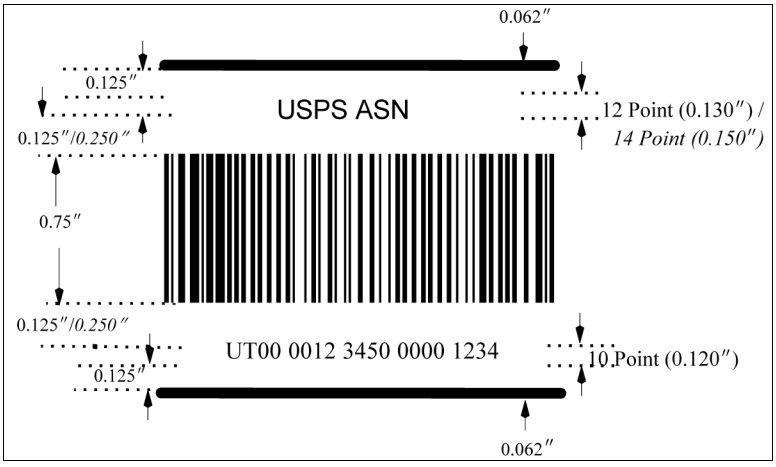
A human-readable numeric representation of the barcode must appear no less than 0.125 inch and no more than 0.5 inch below the barcode. It must be

in bold sans-serif type and no less than 10 points. It is recommended that parsing of the human-readable numbers should be in groups no greater than four to facilitate manual entry when required.

E-6.3 Identification Bars

Bold horizontal lines at least 0.062 inch thick must appear between 0.125 inch and 0.5 inch above and below the human-readable text and numbers to segregate the Postal Service EMD Shipment ID 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. For the EMD program, human-readable information, including the Package Identification Code (PIC), must meet the dimensional requirements shown in Exhibit E-6.

Exhibit E-6
Identification Bars (NOT TO SCALE)
Minimum Dimensions (Preferred sizes in Italics)



E-6.4 Human-Readable Information

The human-readable information on the mailpiece must meet the following requirements:

- The text above the barcode must read as appropriate: USPS ASN. See the following section for additional requirements for postage-evident items.
- The font must be sans serif bold, and the size must be a minimum of 12 points (14 points is preferred).
- The text must be printed in uppercase letters and must be placed above the top clear zone of the barcode.
- The human-readable representation of the barcode symbol must be placed below the bottom clear zone of the barcode.
- The font must be sans serif bold, and the size must be a minimum of 10 points.

E-6.5 Parsing

The human-readable representation of the barcode should be parsed into five groups where each group contains four characters.

E-7 Calculating MOD 10 Check Digit for USS Code 128

Character positions are numbered from right to left for this calculation so the Mod 10 character position counts as position 1. For this calculation only, alpha characters are to be converted to their equivalent numeric values (2 digits) using Table 2: Code 128 Symbol Character Set found in the AIM Uniform Symbology Specification Code 128 (Appendix A). For example, assume that a label identifier number is UT012345678901234565. The numeric equivalent equals 53520123456789012345 65.

The modulo 10 check character would be calculated using the following steps.

E-7.1 Step 1

Using the numeric equivalent representation, set up a two-row matrix, labeled 1 through the number of digits (see Note) in the numeric equivalent representation (in this example 22). Position 1 is the most significant position in the matrix (the right-most position). Starting from the least significant position of the matrix (position 22), copy each digit/character of the label ID all the way to position 2. The position 1 value is represented with a "?" as this is the check character to be calculated. Alpha characters are replaced with their equivalent numeric value identified in Table 2. For example, the "U" in the label ID above is replaced with the numeric value of 53, and the "T" is replaced with the value of 52.

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

Note: Length of numeric equivalent representation varies depending upon the number of alpha characters. The total number of characters for this calculation is the number of characters (each alpha character equates to two characters) in the data plus one for the modulo 10 digit.

E-7.2 Step 2

Starting from position 2 of the matrix, add up the values in the even numbered positions.

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

For example: 6 + 4 + 2 + 0 + 8 + 6 + 4 + 2 + 0 + 5 + 5 = 42.

E-7.3 Step 3

Multiply the result of Step 1 by 3. For the example 42 x 3 = 126.

E-7.4 Step 4

Starting from position 3 of the number, add up the values in the odd-numbered positions, skipping position 1 as it is the position of the (unknown) check character.

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

For the example: 5 + 3 + 1 + 9 + 7 + 5 + 3 + 1 + 2 + 3 = 39.

E-7.5 Step 5

Add up the results for steps 3 and 4. For the example: 126 + 39 = 165.

E-7.6 Step 6

The check character is the smallest number that when added to the result obtained through step 5 gives a number that is a multiple of 10. For the example: 165 + **X** = 170 **X** = 5.

In this example, 5 is the smallest number that when added to 165 results in a multiple of 10. Therefore, the check character is 5.

E-8 XML Capabilities Request for Comment

The Postal Service is currently requesting comments from customer's planning to implement the EMD data specification as to their ability to implement the data file in an XML format. The Postal Service is in the process of investigating XML for the file and methods of accepting the data. Early investigation indicates that EMD file size may be reduced in some cases with use of an XML file format.

Please submit comments via e-mail to Pat Laffey, Postal Service IT Program Office, at *plaffey@email.usps.gov.*

E-9 USS Code 128 Subset B Character Set

See Exhibit E-9 for the USS Code 128 Subset B Character Set.

Exhibit E-9
USS Code 128 Subset B Character Set

ASCII Char	Pos	Code B	Value
space			00
!	33	!	01
"	34	"	02
#	35	#	03
$	36	$	04
%	37	%	05
&	38	&	06
’	39	’	07
(	40	(	08
)	41	)	09
*	42	*	10
+	43	+	11
,	44	,	12
-	45	-	13
.	46	.	14
/	47	/	15
0	48	0	16
1	49	1	17
2	50	2	18
3	51	3	19
4	52	4	20
5	53	5	21
6	54	6	22
7	55	7	23
8	56	8	24
9	57	9	25
:	58	:	26
;	59	;	27
<	60	<	28
=	61	=	29
>	62	>	30
?	63	?	31
@	64	@	32
A	65	A	33
B	66	B	34
C	67	C	35
D	68	D	36
E	69	E	37
F	70	F	38
G	71	G	39
H	72	H	40

ASCII Char	Pos	Code B	Value
I	73	I	41
J	74	J	42
K	75	K	43
L	76	L	44
M	77	M	45
N	78	N	46
O	79	O	47
P	80	P	48
Q	81	Q	49
R	82	R	50
S	83	S	51
T	84	T	52
U	85	U	53
V	86	V	54
W	87	W	55
X	88	X	56
Y	89	Y	57
Z	90	Z	58
[	91	[	59
\	92	\	60
]	93	]	61
^	94	^	62
_	95	_	63
‘	96	‘	64
a	97	a	65
b	98	b	66
c	99	c	67
d	100	d	68
e	101	e	69
f	102	f	70
g	103	g	71
h	104	h	72
i	105	i	73
j	106	j	74
k	107	k	75
l	108	l	76
m	109	m	77
n	110	n	78
o	111	o	79
p	112	p	80
q	113	q	81

ASCII Char	Pos	Code B	Value
r	114	r	82
s	115	s	83
t	116	t	84
u	117	u	85
v	118	v	86
w	119	w	87
x	120	x	88
y	121	y	89
z	122	z	90
¡	161	{	91
¢	162	|	92
£	163	}	93
¤	164	~	94
¥	165	DEL	95
¦	166	FNC3	96
§	167	FNC2	97
¨	168	Shift	98
©	169	Code C	99
ª	170	FNC4	100
«	171	Code A	101
ÿ	172	FNC1	102
{	123	**Start A**	103
|	124	**Start B**	104
}	125	**Start C**	105
~	126	**Stop**	

Appendix F

Induction Form Samples

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F-1 PS Form 3152-A

This form is used for non-plant-verified drop shipments.

United States Postal Service

Confirm Advanced Shipping Notice (ASN) Shipment ID

Company Name	Address (Number, street, suite no., city, state, and ZIP Code)
Confirm Subscriber ID (or D-U-N-S Number if completed by consolidator)	

Instructions for Mailer

This form must accompany each non-PVDS mailing containing planet codes.* Place a barcode below representing the Shipment ID number from the electronic ASN file for this SPECIFIC SHIPMENT.

*NOTE: Plant-verified drop shipment (PVDS) mailings must be accompanied by the appropriate PS Form 8125.

Place the barcode here:

USPS ASN

UT01 2345 6789 0123 4558

***** SCAN ABOVE BARCODE WITH MDCD SCANNER UPON ACCEPTANCE *****

Instructions for Acceptance Employee

If First-Class or Standard Mail mailings are presented with a postage statement, verify payment of postage and fees using standard sampling procedures. Make sure all financial transactions have been recorded.

In addition, check the barcode formatting for the following:
(1) Horizontal bars above and below the barcode;
(2) Human readable numbers below the barcode; and,
(3) The words “USPS ASN”

Upon accepting the mail **SCAN THE BARCODE** using an MDCD Scanner (Delivery Confirmation Scanner). If no barcode is present, manually enter the Shipment ID number using the scanner keypad.

Retain this form with postage statement.

Date and Time Mail Accepted	Signature of Acceptance Employee

PS Form **3152-A**, September 2001

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F-2 PS Form 8125

This form is used for plant-verified drop shipments.

United States Postal Service®
Plant-Verified Drop Shipment (PVDS) Verification and Clearance This form available at *www.usps.com*
See Instructions on Reverse

1. Requested In-Home Delivery Date *(3-day window)*	2. Drop Ship Appointment Number

Mailer Information

3. Mailer Name	4. FAST Scheduler ID	5. Mailer Contact Name	6. Mailer Contact Telephone *(Include area code)*

7. Origin Plant Location *(City, state, ZIP+4®)*	8. Check One ☐ Identical-Weight Pieces. Weight of a Single Piece _____lbs. ☐ Nonidentical-Weight Pieces

9. Class of Mail ☐ Periodicals ☐ Std. Mail ☐ Package Services ☐ International *(Specify class)* _____	10. Product or Publication Title or Names	11. Total Gross Weight of Shipment *(Verified at origin office)* 12. Type of Mail Processing Category *(Check all that apply)* ☐ Letters ☐ Automation Compatible ☐ Irregular Parcels ☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels

13. **Pallets**	a. No. Pallets of Trays _____	b. No. Pallets of Sacks _____	c. No. Pallets of Parcels _____	d. No. Pallets of Bundles _____	13e. **Non-Palletized Containers**
Optional if Pallet Presort is Known					
i. 5-Digit					i. No. of Bundles
ii. 5-D Scheme					ii. No. of Trays
iii. 5-D CR					iii. No. of Sacks
iv. 5-D Scheme CR					iv. No. of Parcels
v. 3-D					v. No. of Other *(Describe)*
vi. All Other					

14. Entry Discounts Claimed *(Check all that apply)* ☐ DDU ☐ DBMC ☐ Mailing Includes Pieces For Delivery Outside Service Area of Entry Office. ☐ DSCF ☐ International Service Center (ISC) ☐ DADC ☐ Other (International):

15. Comments -- Record SCF/ADC/BMC/ASF designator(s) and ZIP Code(s) from the DMM label list for mailing presented or attach register.

16a. Contact at Company Making Drop Ship Appointment *(If other than mailer and if known when completing this form)*	16b. Telephone

Origin Post Office *(Where verified)*

17. Origin Post Office™ *(City, state, and ZIP+4)*	26a. Name of USPS® Employee Verifying Mail	26b. Employee's Telephone Number *(Include area code)*
18. Verified at ☐ DMU *(Mailer's plant)* ☐ BMEU or Post Office	26c. Signature of Verifying Employee	27. Round Stamp *(Required)*
19. Permit Number 20. Postage Payment Method *(Except for Periodicals)* ☐ Permit ☐ Stamped ☐ Meter		
21. Total Pieces 22. Total Weight of Mailing	26d. USPS Contact Name *(If other than verifying employee)*	
23. Vehicle PVDS Seal Number 24. Vehicle ID Number		

Destination Entry Post Office or Delivery Unit

25. Comments	33. Load Condition Irregularities *(Check all that apply)* ☐ Broken Pallets ☐ Container Counts do not Match Form 8125 ☐ Damaged Mail ☐ Improper Mail Makeup ☐ Load Unsafe ☐ Incorrect Appointment Type ☐ Mailings are not Separated by Form 8125 ☐ Overweight Pallets ☐ Pallets Too Tall ☐ Incorrect Mail Class ☐ Other *(Describe in item 32)*
28. Entry Office *(Facility name, address, city, state and ZIP+4® code as found in the Drop Ship Product.)* Note: Appointments with 100% Periodicals can be presented whenever the destination facility is open and staffed.	34. Scan the barcode upon receipt. **USPS ASN** UT01 2345 6789 0123 4558
29a. USPS Receiving Employee Signature 29b. USPS Receiving Employee Name	
30. Date/Time of Arrival 31. Date/Time of Departure	
32. Comments *(NOTE: Enter bedload discrepancies as percentages and pallet discrepancies as pallet counts.)*	

PS Form **8125**, July 2007 (NSN 7530-02-000-7255) *(Page 1 of 2)*

Destination Office —1 Mailer—2 Origin Post Office —3
(Mailer: Complete original and make 2 copies.)

Definitions and Features

The purpose of this form is to prove to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination Post Offices™ where the prepaid and pre-verified shipments are accepted by the Postal Service™ as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, volume, and presort either at the mailer's plant or at the origin Post Office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual* (DMM™) 705.15. Information about destination entry discounts for each class of mail are in DMM 200, 300, 400, Enter and Deposit.

Appointments to deposit PVDS mailings at entry offices are required for Standard Mail® and Package Services. Advance notification of Periodicals drop shipments must be provided in the Facility Access and Shipment Tracking (FAST) system.

Instructions for Mailer

The mailer must submit an original and at least 1 copy of PS Form 8125, or an approved facsimile with each PVDS mailing presented for verification and postage payment to the origin verifying Post Office (or detached mail unit) completed as described below. Submit the original Form 8125, after being signed and round stamped by the origin verifying Post Office, to the entry Post Office with the PVDS mailing it represents. PS Form 8125 is not required for PVDS mailings sent via Express Mail® or Priority Mail® Open and Distribute.

Completing Form 8125

1. Requested In-Home Delivery Date: If this box is completed, the mailer or mailer's agent should deposit the mailing at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.
2. Drop Shipment Appointment Number: The appointment number is required and may be added by the mailer or mailer's agent after the Form 8125 is signed and dated by the origin Post Office but before the PVDS mailing is presented to the destination Post Office.

3-16. The Mailer Information section identifies the mail preparer and appointment scheduler and provides a description of the mail to be deposited at the destination entry facility listed in item 28. The mailer must complete all items in the Mailer Information section except for items 13i-vi. (if pallet presort is known).

- In items 5 & 6 (and items 16a and 16b, if necessary), list the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the entry office.
- In items 13, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item. Identifying pallet presort levels is optional.
- In item 14, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).
- In item 15, you may show other mailer information (for example, sequence number for a postage statement, manifest, or PS Form 8125). Mailer must record SCF/ADC/BMC/ASF designator(s) and ZIP Code(s) from the DMM label list for mailing presented or attach register.

28. Enter the facilty name, address, city, state and ZIP+4® code as found in the Drop Ship product where the PVDS mailing will be entered. All entry discounts must be based on entry at this facility. To review facilities entry information, go to https://fast.usps.com/fast/ (No login required) and click on Reports and then click on Mail Direction Search - Go.

Submitting Mailing and PS Form 8125 to Entry Post Office

The mailer or mailer's agent must submit original of this Form 8125 (with the original signature and round stamp of the origin Post Office) with the PVDS mailing presented for acceptance to the entry postal facility shown in item 28 . Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under item 13 and must match the other information on PS Form 8125 as validated by the origin Post Office (verifying office).

Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the PS Form 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry Post Office in the same configuration.

Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons such as facilitating transportation) because the entry office will be unable to reconcile the mail with the PS Forms 8125 representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on PS Forms 8125 as non-palletized sacks, then there would be no PS Form 8125 representing one pallet of 25 sacks, and the destination entry office may refuse or delay acceptance of the mail.

Instructions for Origin Post Office *(Office Where PVDS Mailing Is Verified)*

Be sure the mailer has completed all required items in the Mailer Information section and item 28.

After verifying that all information is correct, complete the Origin Post Office section. Items 23 and 24 are optional.

Sign and round stamp this form. Return original and a copy (if submitted by mailer) to the mailer. Retain a copy in your files for 1 year.

Instructions for Destination Entry Post Office or Delivery Unit

Either remove the PS Forms 8125 for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under item 28.

Check that the form is completed, signed, and round stamped by the origin Post Office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 33.

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, etc.

If PS Form 8125 is properly completed and the information on it matches the mail, then accept the shipment. Complete the "Destination" section (items 29 through 34) legibly. Retain PS Form 8125 in your files for 1 year. If the mailer or mailer's agent has presented a second copy, then complete the "Destination" section on the copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, if the shipment does not match the information on the PS Form 8125, or if the entry facility on the PS Form 8125 is not your facility, then do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin Post Office (see items 26a, b, c, and d) to resolve the discrepancy.
- Scan the barcode that appears in item 34 using the hand held scanner provided.

PS Form **8125**, July 2007 (NSN 7530-02-000-7255) *(Page 2 of 2)*

Appendix G

Confirm Continuous Mailer Capability Overview

G-1 Overview

An enhanced capability has been created to enable First-Class Mail continuous mailers (i.e., mailers who process mail in 24/7 operations) to provide better data to the Confirm program. Currently, First-Class Mail continuous mailers are unable to create Electronic Mailing Data (EMD) files that properly reflect the actual shipments that are presented to USPS for induction. They are thus unable to provide meaningful PS Forms 3152-A for each shipment.

Therefore, we have created a simple solution composed of two parts:

1. Continuous mailers will submit a single EMD file once a day. The file will contain information on all mail submitted to the Postal Service in the last 24-hour period. This EMD file will be formatted as if all mail was submitted on a single truck (i.e., a single Shipment ID will be associated to all mailings inducted that day).
2. Continuous mailers will submit an entry scan file via FTP, in lieu of an actual entry scan. The file will contain a single record that mirrors the format of the Product Tracking System "UT" entry scan record that is created when a Shipment ID barcode is scanned by an MDCD scanner. This file will serve as the entry scan for the Shipment ID provided in the associated EMD file. The system will send notification to the mailer as if the entry scan originated at a Postal Service facility. This file will provide the start-the-clock date/time for the PLANET Codes on mailings for that day, without adversely affecting Postal Service scan rates and performance measurement calculations.

Note: To provide accurate performance measurement data, it is imperative that continuous mailers do not use the same PLANET Code on more than 1 day during a 30-day period, even when part of the same mailing is inducted over a period of several days.

G-2 EMD Submission

Continuous mailers create and submit an EMD file using their normal means of submission — upload or FTP. The EMD file should be formatted as if all mail inducted during the 24-hour period was submitted on a single truck (i.e., a single Shipment ID should be associated to all mailings inducted that day). Customers should conform to the existing EMD file formatting rules. As always, Shipment IDs must not be reused for a period of 1 year.

The daily cutoff time for determining the end of each 24-hour continuous mailing period will be determined locally according to the critical entry time provided to the mailer by local Postal Service officials. The cutoff time must allow sufficient time for all mail included in the EMD file to be dispatched from the mailer's plant in time to meet the locally determined critical entry time for First-Class Mail service for that business day.

Note: It is extremely important that the Event Time in the continuous mailer's electronic entry scan file accurately represents this cutoff time. The time of this "substitute scan" is vital for accurate service performance measurement.

All shipment drop dates in the EMD file must be in the future, for both date and time. To the extent possible, mailers should submit their EMD file 4 to 6 hours prior to the daily cutoff time. Please note that EMD validation occurs in the Central time zone, and some time lag must be considered for proper validation to occur.

If the EMD file must be submitted after the cutoff time, drop ship times must be far enough in the future to allow approximately 4 to 6 hours for processing once the file is received by the Postal Service. When submitting the EMD on a date after the day of mailing, the drop ship dates must reflect the date of submission or a future date, and the time must be 4 to 6 hours prior to the submission time. While these drop ship dates and times will be inaccurate, they will not adversely affect performance measurement. All performance calculations are based on entry scan records.

Mailers may use one or many PLANET Codes for mailings within a 24-hour period, but they must not re-use those PLANET Codes on any other day for at least 30 days, even when part of the same mailing is inducted over several days. Using the same PLANET Code more than 1 day in a 30-day period will produce inaccurate performance measurement statistics.

G-3 Continuous Mailer CMF File Specifications

Continuous mailers must submit simulated PTS files that meet the specification in Exhibit G-3, ensuring that they supply all required fields designated by an asterisk (*). Please note this is a space-delimited file, and fields without an asterisk must be populated with blanks. Because the last field will be blank, 168 spaces must be entered at the end of the row, followed by a carriage (line) return. In addition, fields designated as left justified must include characters in the first field position, followed by empty spaces at the end of the field to compensate for available places. For example, the Label ID barcode field allows 34 characters; however, the Shipment ID barcode contains only 20 characters. Customers must enter their Shipment ID in the first 20 spaces, and then add 14 spaces at the end. To ensure that the simulated files are created correctly, customers are required to submit a sample simulated PTS file to the National Customer Support Center (NCSC) for certification.

Exhibit G-3

Continuous Mailer CMF File Specification

An asterisk (*) designates a required field. A field description of each required field is provided in the table below.

Data Element	Field Description	Size	Type	Positions	Justify/ Pad	Format	Values
Record Version Number		4	Numeric	1–4	None	9999	Blank
*Event Date	The shipment induction date.[1] This value should be updated daily.	8	Numeric	5–12	None	CCYYMMDD	Induction Date
*Event Time	The shipment induction time. This value should be updated daily.	6	Numeric	13–18	None	HHMMSS	Induction Time
*Deleted Record Identifier	Indicates that the barcode scan was intentional and should not be deleted. This value should remain unchanged.	1	Numeric	19	None		0
Deletion Date		8	Numeric	20–27	None	CCYYMMDD	Blank
Deletion Time		6	Numeric	28–33	None	HHMMSS	Blank
*Event Code	Describes the reason for scanning the Shipment barcode. This value should remain unchanged.	2	Numeric	34–35	None		03
*Label ID	The Shipment ID Barcode 	34	Alphanumeric	36–69	Left/ spaces		Shipment ID Barcode

Exhibit G-3

Continuous Mailer CMF File Specification

An asterisk (*) designates a required field. A field description of each required field is provided in the table below.

Data Element	Field Description	Size	Type	Positions	Justify/ Pad	Format	Values
Service Type		2	Alphanumeric	70–71	Left/ spaces		Blank
Product Code		2	Numeric	72–73	None		Blank
International Flag		2	Numeric	74–75	None		Blank
*Barcode Data Input Method	The way in which the Shipment ID barcode was entered. This value should remain unchanged.	1	Numeric	76	None		0
Barcode Symbology		1	Numeric	77	None		Blank
Destination ZIP Code		9	Numeric	78–86	Left/ spaces		Blank
Origin ZIP Code		5	Numeric	87–91	Left/ spaces		Blank
Weight Pounds		2	Numeric	92–93	None		Blank
Weight Ounces		2	Numeric	94–95	None		Blank
Shipment Complete Indicator		1	Alphanumeric	96	None		Blank
Filler		43	Alphanumeric	97–139	None		Spaces
Header Record Version Number		4	Numeric	140–143	None	9999	Blank
*Event Date	The shipment induction date. This value should be updated daily.	8	Numeric	144–151	None	CCYYMMDD	Induction Date
*Event Time	The shipment induction time. This value should be updated daily.	6	Numeric	152–157	None	HHMMSS	Induction Time
Finance Number		6	Numeric	158–163	None		Blank
SFAS Number		4	Alphanumeric	164–167	None		Blank
*Unit ZIP Code[2]	The drop facility ZIP code. This value should remain unchanged.	5	Numeric	168–172	None		Drop ZIP Code
*Device ID	Identification for the device used to scan the shipment barcode. This value should remain unchanged.	10	Alphanumeric	173–182	Left/ spaces		XXXXXXXX XX
Software Version		5	Alphanumeric	183–187	None	99.99	Blank
Op Sys Version		5	Alphanumeric	188–192	None	99.99	Blank
BIOS Version		5	Alphanumeric	193–197	None	99.99	Blank
3-digit Invalid ZIP File Version		4	Numeric	198–201	None		Blank
Employee ID		4	Numeric	202–205	None		Blank
*Assignment ZIP Code[2]	The drop facility ZIP Code. This value should remain unchanged.	5	Numeric	206–210	None		Drop ZIP Code
Route ID		8	Alphanumeric	211–218	Right/ spaces		Blank

Exhibit G-3
Continuous Mailer CMF File Specification
An asterisk (*) designates a required field. A field description of each required field is provided in the table below.

Data Element	Field Description	Size	Type	Positions	Justify/ Pad	Format	Values
*Transmission Date Stamp	The shipment induction date. This value should be updated daily.	8	Numeric	219–226	None	CCYYMMDD	Induction Date
*Transmission Time Stamp	The shipment induction time. This value should be updated daily.	6	Numeric	227–232	None	HHMMSS	Induction Time
Data Record Count		4	Numeric	233–236	None		Blank
Filler		164	Alphanumeric	237–400	Right/ spaces		Blank

1. *The actual induction date and time MUST be used for both instances of Event Date and Event Time, as well as for Transmission Date Stamp and Transmission Time Stamp.*
2. The Unit ZIP Code and the Assignment ZIP Code *must* be the ZIP Code of the Postal Service facility from which the critical entry time for the continuous mailer has been determined. This ZIP Code should be provided by local Postal Service officials. Service performance will be measured from this ZIP Code.

G-4 Sample CMF File

Exhibit G-4 is an example of a .cmf file that a continuous mailer might submit. Please note that blank spaces are included at the end of the file for positions 233–400.

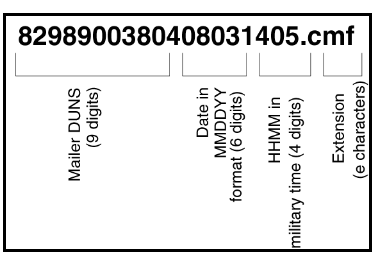
Exhibit G-4
Sample CMF File

```
  200304240912380          03UT000000006123456781          0          20030424131131
38130XXXXXXXXXX                23192      20030424131300
```

G-5 Simulated PTS File Naming Convention

The systems will process simulated PTS files that abide by the following naming convention. As indicated in Exhibit G-5, the file name must be comprised of the mailer's 9-digit DUNS Number or Confirm Subscriber ID, the date and time, and .cmf extension. Please note that if using the Confirm Subscriber ID, this value should be padded with leading zeroes. Also, the system will *not* process files with an invalid file extension.

Exhibit G-5
PTS File Naming Convention



G-6 Simulated PTS File Submission

In order to utilize the continuous mailer capability, customers must complete a PS Form 1357 and submit the form to the NCSC. This form is available on the Mail Tracking & Reporting Web site at *http://mailtracking.usps.com*. Upon approval of PS Form 1357, the NCSC will grant the customer access to the /**incoming/cmf** directory on the Entry Information NT server (56.0.129.14) and notify the customer of their username and password.

Appendix H

MODS Operation Numbers (Updated October 2006) — Automated Mail Processing Codes

Note: Appendix H contains a list of 3-digit operation codes available at the time of this book's publication. The list is updated periodically and provided on the Mail Tracking and Reporting (MT&R) Web site at *http://mailtracking.usps.com;* logon to the Web site as an "Existing User"; click on *Confirm;* then click on *Confirm Resources;* and then click on *Confirm Reference Data Tables.*

H-1 "Mail Processing" Codes — Operations at Plants

046	ISS - RETURN TO SENDER	LTR
047	OSS - RETURN TO SENDER	LTR
080C	**COMPOSITE - 081 & 082**	
081	COA FORMS KEYING	LTR
082	PARS IMAGE KEYING	LTR
090C	**CIOSS 09-099**	LTR
091	CIOSS RTS IMAGE LIFT MODE	LTR
092	CIOSS INTERCEPT LABEL MODE	LTR
093	CARRIER FORWARDS IMAGE LIFT	LTR
094	CIOSS REVERSE SIDE SCAN	LTR
095	CIOSS RESCAN	LTR
096	CIOSS OTHER	LTR
097	CIOSS INTERCEPT IMAGE LIFT MODE	LTR
098	CIOSS FORWARDS LABEL MODE	LTR
099	CIOSS RTS LABEL MODE	LTR
140	FLAT MAIL PREPARATION ATHS/AI MACHINE	
141C	**COMPOSITE AFSM 100 - ATHS/AI**	
141	AFSM 100 - ATHS / AI - OUTGOING PRIMARY	FLT
142	AFSM 100 - ATHS / AI - OUTGOING SECONDARY	FLT
143	AFSM 100 - ATHS / AI - MANAGED MAIL	FLT
144	AFSM 100 - ATHS / AI - INCOMING SCF	FLT
145	AFSM 100 - ATHS / AI - INCOMING PRIMARY	FLT
146	AFSM 100 - ATHS / AI - INCOMING SECONDARY	FLT

147	AFSM 100 - ATHS / AI - BOX SECTION	FLT
194	AFSM100-INTERNATIONAL EXPORT	FLT
195	AFSM100-INTERNATIONAL IMPORT	FLT
260C	**COMPOSITE DBCS/DIOSS-OCR MODE (261-267)**	
261	DBCS/DIOSS OCR MODE - OUTGOING PRIMARY	LTR
262	DBCS/DIOSS OCR MODE - OUTGOING SECONDARY	LTR
263	DBCS/DIOSS OCR MODE - MANAGED MAIL	LTR
264	DBCS/DIOSS OCR MODE - INCOMING SCF PRIMARY	LTR
265	DBCS/DIOSS OCR MODE - INCOMING PRIMARY	LTR
266	DBCS/DIOSS OCR MODE - INCOMING SECONDARY	LTR
267	DBCS/DIOSS OCR MODE - BOX SECTION	LTR
270C	**COMPOSITE DBCS-DIOSS-OSS MODE (270-279,925,926)**	
271	DBCS-DIOSS OSS MODE - OUTGOING PRIMARY	LTR
272	DBCS-DIOSS OSS MODE - OUTGOING SECONDARY	LTR
273	DBCS-DIOSS OSS MODE - MANAGED MAIL	LTR
274	DBCS-DIOSS OSS MODE - INCOMING SCF PRIMARY	LTR
275	DBCS-DIOSS OSS MODE - INCOMING PRIMARY	LTR
276	DBCS-DIOSS OSS MODE - INCOMING SECONDARY	LTR
277	DBCS-DIOSS OSS MODE - BOX SECTION	LTR
280C	**COMPOSITE DBCS-DIOSS ISS MODE**	
281	DBCS-DIOSS ISS MODE - OUTGOING PRIMARY	LTR
282	DBCS-DIOSS ISS MODE - OUTGOING SECONDARY	LTR
283	DBCS-DIOSS ISS MODE - MANAGED MAIL	LTR
284	DBCS-DIOSS ISS MODE - INCOMING SCF PRIMARY	LTR
285	DBCS-DIOSS ISS MODE - INCOMING PRIMARY	LTR
286	DBCS-DIOSS ISS MODE - INCOMING SECONDARY	LTR
287	DBCS-DIOSS ISS MODE - BOX SECTION	LTR
290C	**COMPOSITE DIOSS BULKY DBCS MODE**	LTR
291	DIOSS BULKY DBCS MODE - OUTGOING PRIMARY	LTR
292	DIOSS BULKY DBCS MODE - OUTGOING SECONDARY	LTR
293	DIOSS BULKY DBCS MODE - MANAGED MAIL	LTR
294	DIOSS BULKY DBCS MODE - INCOMING SCF PRIMARY	LTR
295	DIOSS BULKY DBCS MODE - INCOMING PRIMARY	LTR
296	DIOSS BULKY DBCS MODE - INCOMING SECONDARY	LTR
297	DIOSS BULKY DBCS MODE - BOX SECTION	LTR
300C	**COMPOSITE MLOCR - ISS - International**	
301	MLOCR - ISS - INTERNATIONAL EXPORT	LTR
302	MLOCR - INTERNATIONAL EXPORT	LTR
303	MLOCR - ISS - INTERNATIONAL IMPORT	LTR
304	MLOCR - INTERNATIONAL IMPORT	LTR
305	FSM 1000 INTL EXPORT PRIMARY	FLT
306	FSM 1000 INTL IMPORT PRIMARY	FLT
307	UFSM 1000 INTL EXPORT PRIMARY	FLT
308	UFSM 1000 INTL IMPORT PRIMARY	FLT
309C	**COMPOSITE DBCS/DIOSS OCR - INTERNATIONAL**	

309	DBCS/DIOSS OCR INT-NATIONAL EXPORT PRIM	LTR
310C	**COMPOSITE MPBCS/DBCS/OSS - INTERNATIONAL**	
311	MPBCS/OSS - INTERNATIONAL - EXPORT	LTR
312	MPBCS - INTERNATIONAL - EXPORT	LTR
313	DBCS/DIOSS OSS INT EXPORT PRIM	LTR
314	DBCS/DIOSS BCS INT EXPORT PRIM	LTR
315	MPBCS/OSS - INTERNATIONAL - IMPORT	LTR
316	MPBCS - INTERNATIONAL IMPORT]	LTR
317	DBCS/DIOSS OSS INT IMPORT PRIM	LTR
318	DBCS/DIOSS BCS INT IMPORT PRIM	LTR
319	DBCS/DIOSS OCR INT IMPORT PRIM	LTR
330C	**COMPOSITE AFSM100**	
331	AFSM100 - OUTGOING PRIMARY	FLT
332	AFSM100 - OUTGOING SECONDARY	FLT
333	AFSM100 - MANAGED MAIL	FLT
334	AFSM100 - INCOMING SCF PRIMARY	FLT
335	AFSM100 - INCOMING PRIMARY	FLT
336	AFSM100 - INCOMING SECONDARY	FLT
337	AFSM100 - BOX SECTION	FLT
338	AFSM100 - INCOMING NON-SCHEME	FLT
339	AFSM100 - RESERVED	FLT
356	DBCS/DIOSS ISS INT EXPORT PRIM	LTR
357	DBCS/DIOSS ISS INT IMPORT PRIM	LTR
385	APPS VCS KEYING - CAREER	LTR
386	APPS VCS KEYING - TRANSITIONAL	LTR
400C	**COMPOSITE AFSM 100 - ATHS**	
401	AFSM 100 - ATHS - OUTGOING PRIMARY	FLT
402	AFSM 100 - ATHS - OUTGOING SECONDARY	FLT
403	AFSM 100 - ATHS - MANAGED MAIL	FLT
404	AFSM 100 - ATHS - INCOMING SCF	FLT
405	AFSM 100 - ATHS - INCOMING PRIMARY	FLT
406	AFSM 100 - ATHS - INCOMING SECONDARY	FLT
407	AFSM 100 - ATHS - BOX SECTION	FLT
440C	**COMPOSITE - UFSM 1000**	
441	UFSM1000-KEYING - OUTGOING PRIMARY	FLT
442	UFSM1000-KEYING - OUTGOING SECONDARY	FLT
443	UFSM1000-KEYING - MANAGED MAIL	FLT
444	UFSM1000-KEYING - INCOMING SCF	FLT
445	UFSM1000-KEYING - INCOMING PRIMARY	FLT
446	UFSM1000-KEYING - INCOMING SECONDARY	FLT
447	UFSM1000-KEYING - BOX SECTION	FLT
448	UFSM1000-KEYING - INCOMING NON-SCHEME	FLT
450C	**COMPOSITE UFSM1000 PRIORITY (450-451)**	
450	UFSM1000 - PRIORITY, OUTGOING	FLT
451	UFSM1000 - PRIORITY, INCOMING	FLT

460C	**COMPOSITE AFSM 100 AI**	
461	AFSM 100 - AI - OUTGOING PRIMARY	FLT
462	AFSM 100 - AI - OUTGOING SECONDARY	FLT
463	AFSM 100 - AI - MANAGED MAIL	FLT
464	AFSM 100 - AI - INCOMING SCF	FLT
465	AFSM 100 - AI - INCOMING PRIMARY	FLT
466	AFSM 100 - AI - INCOMING SECONDARY	FLT
467	AFSM 100 - AI - BOXED MAIL	FLT
468	FSM 1000 BCR - INCOMING NONSCHEME	FLT
469	FSM 1000 BCR - RESERVED	FLT
481C	**COMPOSITE DBCS EXPANDED CAPACITY MODE**	
481	DBCS-EC BULKY MODE - OUTGOING PRIMARY	LTR
482	DBCS-EC BULKY MODE - OUTGOING SECONDARY	LTR
483	DBCS-EC BULKY MODE - MANAGED MAIL	LTR
484	DBCS-EC BULKY MODE - INCOMING SCF PRIMARY	LTR
485	DBCS-EC BULKY MODE - INCOMING PRIMARY	LTR
486	DBCS-EC BULKY MODE - INCOMING SECONDARY	LTR
487	DBCS-EC BULKY MODE - BOX SECTION	LTR
490C	**COMPOSITE DIOSS BULKY ISS MODE**	
491	DIOSS BULKY ISS MODE - OUTGOING PRIMARY	LTR
492	DIOSS BULKY ISS MODE - OUTGOING SECONDARY	LTR
493	DIOSS BULKY ISS MODE - MANAGED MAIL	LTR
494	DIOSS BULKY ISS MODE - INCOMING SCF PRIMARY	LTR
495	DIOSS BULKY ISS MODE - INCOMING PRIMARY	LTR
496	DIOSS BULKY ISS MODE - INCOMING SECONDARY	LTR
497	DIOSS BULKY ISS MODE - BOX SECTION	LTR
500C	**COMPOSITE DIOSS BULKY OSS MODE**	
501	DIOSS BULKY OSS MODE - OUTGOING PRIMARY	LTR
502	DIOSS BULKY OSS MODE - OUTGOING SECONDARY	LTR
503	DIOSS BULKY OSS MODE - MANAGED MAIL	LTR
504	DIOSS BULKY OSS MODE - SCF PRIMARY	LTR
505	DIOSS BULKY OSS MODE - INCOMING PRIMARY	LTR
506	DIOSS BULKY OSS MODE - INCOMING SECONDARY	LTR
507	DIOSS BULKY OSS MODE - BOX SECTION	LTR
603	MAILER VALIDATION CREDITS FHP, TPH	LTR
810C	**COMPOSITE UFSM 1000**	FLT
811	UFSM 1000 OCR - OUTGOING PRIMARY	FLT
812	UFSM 1000 OCR - OUTGOING SECONDARY	FLT
813	UFSM 1000 OCR - MANAGED MAIL	FLT
814	UFSM 1000 OCR - INCOMING SCF PRIMARY	FLT
815	UFSM 1000 OCR - INCOMING PRIMARY	FLT
816	UFSM 1000 OCR - INCOMING SECONDARY	FLT
817	UFSM 1000 OCR - BOX SECTION	FLT
818	UFSM 1000 OCR - PRIORITY - OUTGOING	FLT
819	UFSM 1000 OCR - PRIORITY - INCOMING	FLT

830C	**COMPOSITE - MLOCR**	
831	MLOCR - OUTGOING PRIMARY	LTR
832	MLOCR - OUTGOING SECONDARY	LTR
833	MLOCR - MANAGED MAIL	LTR
834	MLOCR - INCOMING SCF	LTR
835	MLOCR - INCOMING PRIMARY	LTR
836	MLOCR - INCOMING SECONDARY	LTR
837	MLOCR - BOX SECTION	LTR
840C	**COMPOSITE - MLOCR Chunky MOD**	
841	MLOCR BULKY MOD - O/G PRIMARY	LTR
842	MLOCR BULKY MOD - O/G SECONDARY	LTR
843	MLOCR BULKY MOD - MANAGED MAIL	LTR
844	MLOCR BULKY MOD - I/C SCF PRIMARY	LTR
845	MLOCR BULKY MOD - I/C PRIMARY	LTR
846	MLOCR BULKY MOD - I/C SECONDARY	LTR
847	MLOCR BULKY MOD - BOX SECTION	LTR
850C	**COMPOSITE MPBCS Chunky MOD**	
851	MPBCS CHUNKY MOD - O/G PRIMARY	LTR
852	MPBCS CHUNKY MOD - O/G SECONDARY	LTR
853	MPBCS CHUNKY MOD - MANAGED MAIL	LTR
854	MPBCS CHUNKY MOD - I/C SCF PRIMARY	LTR
855	MPBCS CHUNKY MOD - I/C PRIMARY	LTR
856	MPBCS CHUNKY MOD - I/C SECONDARY	LTR
857	MPBCS CHUNKY MOD - BOX SECTION	LTR
860C	**COMPOSITE BCS ON OCR**	
861	BCS ON OCR-OUTGOING PRIMARY	LTR
862	BCS ON OCR-OUTGOING SECONDARY	LTR
863	BCS ON OCR-MANAGED MAIL	LTR
864	BCS ON OCR-INCOMING SCF	LTR
865	BCS ON OCR-INCOMING PRIMARY	LTR
866	BCS ON OCR-INCOMING SECONDARY	LTR
867	BCS ON OCR-BOX SECTION	LTR
870C	**COMPOSITE - Mail Processing BCS**	
870	MPBCS - ALL OPERATION SORT TYPES - INTELLIGENT MAIL BARCODE ONLY	LTR
871	MPBCS - OUTGOING PRIMARY	LTR
872	MPBCS - OUTGOING SECONDARY	LTR
873	MPBCS - MANAGED MAIL	LTR
874	MPBCS - INCOMING SCF	LTR
875	MPBCS - INCOMING PRIMARY	LTR
876	MPBCS - INCOMING SECONDARY	LTR
877	MPBCS - BOX SECTION	LTR
878	MPBCS - SECTOR/SEGMENT, 1ST PASS	LTR
879	MPBCS -SECTOR/SEGMENT, 2ND PASS	LTR

880C	**COMPOSITE MLOCR-ISS**	
881	MLOCR - ISS-OUTGOING PRIMARY	LTR
882	MLOCR - ISS-OUTGOING SECONDARY	LTR
883	MLOCR - ISS-MANAGED MAIL	LTR
884	MLOCR - ISS-INCOMING SCF	LTR
885	MLOCR - ISS - INCOMING PRIMARY	LTR
886	MLOCR - ISS - INCOMING SECONDARY	LTR
887	MLOCR - ISS - BOX SECTION	LTR
890C	**COMPOSITE DBCS/DIOSS BCS MODE**	
891	DBCS/DIOSS BCS O/G PRIMARY	LTR
892	DBCS/DIOSS BCS O/G SECONDARY	LTR
893	DBCS/DIOSS BCS MANAGED MAIL	LTR
894	DBCS/DIOSS BCS I/C SCF PRIMARY	LTR
895	DBCS/DIOSS BCS I/C PRIMARY	LTR
896	DBCS/DIOSS BCS I/C SECONDARY	LTR
897	DBCS/DIOSS BCS BOX SECTION	LTR
898	DBCS/DIOSS BCS SEC/SEG, 1ST PASS	LTR
899	DBCS/DIOSS BCS SEC/SEG, 2ND PASS	LTR
908C	**COMPOSITE CSBCS**	
908	CSBCS - SECTOR SEGMENT	LTR
909	CSBCS - INCOMING SECONDARY	LTR
910	CSBCS - BOX MAIL	LTR
911	CSBCS - DELIVERY POINT SEQUENCE DPS	LTR
914	MPBCS - DELIVERY POINT SEQUENCE, 1ST PASS	LTR
915	MPBCS - DELIVERY POINT SEQUENCE, 2ND PASS	LTR
918	DBCS/DIOSS BCS DPS, 1ST PASS	LTR
919	DBCS/DIOSS BCS DPS, 2ND PASS	LTR
960C	**COMPOSITE - DIOSS BULKY OCR MODE**	
961	DIOSS BULKY OCR MODE - OUTGOING PRIMARY	LTR
962	DIOSS BULKY OCR MODE - OUTGOING SECONDARY	LTR
963	DIOSS BULKY OCR MODE - MANAGED MAIL	LTR
964	DIOSS BULKY OCR MODE - INCOMING SCF PRIMARY	LTR
965	DIOSS BULKY OCR MODE - INCOMING PRIMARY	LTR
966	DIOSS BULKY OCR MODE - INCOMING SECONDARY	LTR
967	DIOSS BULKY OCR MODE - BOX SECTION	LTR
970C	**COMPOSITE - BAR CODE OUTPUT SUB SYSTEM**	
971	BCS - OSS-OUTGOING PRIMARY	LTR
972	BCS - OSS-OUTGOING SECONDARY	LTR
973	BCS - OSS-MANAGED MAIL	LTR
974	BCS - OSS-INCOMING SCF	LTR
975	BCS - OSS-INCOMING PRIMARY	LTR
976	BCS - OSS-INCOMING SECONDARY	LTR
977	BCS - OSS-BOX SECTION	LTR

H-2 “Customer Services” Codes - Operations at Delivery Plants

048	ISS - RETURN TO SENDER	LTR
049	OSS - RETURN TO SENDER	LTR
252	CSBCS - OUTGOING PRIMARY	LTR
253	CSBCS - INCOMING PRIMARY	LTR
360C	**COMPOSITE - DBCS/DIOSS-OCR MODE (361-367)**	
361	DBCS/DIOSS OCR O/G PRIMARY	LTR
362	DBCS/DIOSS OCR O/G SECONDARY	LTR
363	DBCS/DIOSS OCR RESERVED	LTR
364	DBCS/DIOSS OCR I/C SCF PRIMARY	LTR
365	DBCS/DIOSS OCR I/C PRIMARY	LTR
366	DBCS/DIOSS OCR I/C SECONDARY	LTR
367	DBCS/DIOSS OCR BOX SECTION	LTR
368	DBCS/DIOSS OCR RESERVED	LTR
369	DBCS/DIOSS OCR RESERVED	LTR
370C	**COMPOSITE DBCS/DIOSS OSS MODE (371-379, 942, 943)**	
371	DBCS/DIOSS OSS O/G PRIMARY	LTR
372	DBCS/DIOSS OSS O/G SECONDARY	LTR
373	DBCS/DIOSS OSS RESERVED	LTR
374	DBCS/DIOSS OSS I/C SCF PRIMARY	LTR
375	DBCS/DIOSS OSS I/C PRIMARY	LTR
376	DBCS/DIOSS OSS I/C SECONDARY	LTR
377	DBCS/DIOSS OSS BOX SECTION	LTR
390C	**COMPOSITE DBCS/DIOSS-ISS MODE (391-397)**	
391	DBCS/DIOSS ISS O/G PRIMARY	LTR
392	DBCS/DIOSS ISS O/G SECONDARY	LTR
393	DBCS/DIOSS ISS RESERVED	LTR
394	DBCS/DIOSS ISS I/C SCF PRIMARY	LTR
395	DBCS/DIOSS ISS I/C PRIMARY	LTR
396	DBCS/DIOSS ISS I/C SECONDARY	LTR
397	DBCS/DIOSS ISS BOX SECTION	LTR
410C	**CS UFSM 1000 COMPOSITE**	
411	CS UFSM 1000 OCR - OUTGOING PRIMARY	FLT
412	CS UFSM 1000 OCR - OUTGOING SECONDARY	FLT
413	CS UFSM 1000 OCR - MANAGED MAIL	FLT
414	CS UFSM 1000 OCR - INCOMING SCF	FLT
415	CS UFSM 1000 OCR - INCOMING PRIMARY	FLT
416	CS UFSM 1000 OCR - INCOMING SECONDARY	FLT
417	CS UFSM 1000 OCR - BOXED SECTION	FLT
605	MAILER VALIDATION CREDITS FHP, TPH	LTR

800C	**COMPOSITE - UFSM 1000 - Station and Branch**	
801	UFSM 1000 - KEYING - OUTGOING PRIMARY	FLT
802	UFSM 1000 - KEYING - OUTGOING SECONDARY	FLT
803	UFSM 1000 - KEYING - MANAGED MAIL	FLT
804	UFSM 1000 - KEYING - INCOMING SCF	FLT
805	UFSM 1000 - KEYING - INCOMING PRIMARY	FLT
806	UFSM 1000 - KEYING - INCOMING SECONDARY	FLT
807	UFSM 1000 - KEYING - BOX SECTION	FLT
820C	**COMPOSITE DBCS/DIOSS/MPBCS BCS MODE**	
821	DBCS/DIOSS/MPBCS BCS O/G PRIMARY	LTR
822	DBCS/DIOSS/MPBCS BCS O/G SECONDARY	LTR
824	DBCS/DIOSS/MPBCS BCS I/C SCF PRIMARY	LTR
825	DBCS/DIOSS/MPBCS BCS I/C PRIMARY	LTR
826	DBCS/DIOSS/MPBCS BCS I/C SECONDARY	LTR
827	DBCS/DIOSS/MPBCS BCS BOX SECTION	LTR
828	DBCS/DIOSS/MPBCS BCS S/S,1ST PASS	LTR
829	DBCS/DIOSS/MPBCS BCS S/S,2ND PASS	LTR
839	MLOCR DESTINATING	LTR
905	CSBCS - DPS	LTR
906	CSBCS - INCOMING SECONDARY	LTR
912	DBCS/DIOSS/MPBCS BCS DPS,1ST PASS	LTR
913	DBCS/DIOSS/MPBCS BCS DPS,2ND PASS	LTR

H-3 Glossary

ATHS	Automatic Tray Handling System
BCR	Bar Code Reader
BCS	Same as MPBCS (older machines)
Box Section	Post Office Boxes; mail can also be sorted to an Incoming Secondary sort program.
CIOSS	Combined Input/Output Subsystem
CSBCS	Carrier Sequence Bar Code Sorter (typically used at Delivery Units)
CS UFSM	Carrier Sequence Upgraded Flat Sorting Machine
DBCS	Delivery Bar Code Sorter (newer machines)
DIOSS	Delivery Bar Code Sorter with Input/Output Subsystem
DPS	Delivery Point Sequence; two-pass sort programs that sort the mail to the carrier's walk sequence.
FSM	Flat Sorting Machine (881 oldest, then 1000, AFM100 newest)
Incoming	Mail received from other mail processing facilities and destined for delivery in a local service area; mail was sorted at origination.
ISS	Input Subsystem (Remote Bar Coding System)
Managed Mail	First sort for mail destined to outside the local service area, but still within the logistic assignment of the Area Distribution Center (ADC) or Automated ADC that receives the mail.
MLOCR	Multi-Line Optical Character Reader
MPBCS	Mail Processing Bar Code Sorter (older machines)
OCR	Optical Character Reader
OSS	Output Subsystem (Remote Bar Coding System)
Outgoing	Mail originating in a service area, needing sortation to the world (i.e., other facilities or turn-around for local delivery).
Primary	First sortation - often has limitations, requiring a secondary sort
SCF	Sectional Center Facility (3 digit Zip code group, e.g., 600, 602); sorts mail destined for Associate Offices and Post Offices within the local service area.
Secondary	Second sortation; for mail not finalized on Primary sort program.
Sector/Segment	Sortation in carrier case or box section sequence to the Zip+4, not in delivery sequence.
UFSM	Upgraded Flat Sorting Machine

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Appendix I

Operation Code Definitions Matrix

Process Name	Operation Codes (*) Flats Processing		Definition
Delivery Point Sequence (DPS)	1st Pass 912, 914, 918	2nd Pass 905, 911, 913, 915, 919	Mail that is sorted into carriers' walk sequence. 1st Pass ■ Requires additional processing on automated equipment in most cases; last processing for some mailpieces (e.g., firm holdouts, box sections, and Postal Service facilities). 2nd Pass ■ Final processing of mail.
Managed Mail	143*, 263, 273, 283, 333*, 403*, 413*, 423*, 433*, 443*, 463*, 483, 493, 503, 803*, 813*, 833, 843, 853, 863, 873, 883, 893, 963, 973		Mail normally sorted from an AADC level down to 3-digit ZIP Code level, with high-volume 5-digit zones and firms also held out; additional processing required on automated equipment for the 3-digit sorted volume and the 5-digit sorted volume for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility.
Incoming (I/C) SCF	144*, 264, 274, 284, 334*, 364, 374, 394, 404*, 414*, 424*, 444*, 464*, 484, 494, 504, 804*, 814*, 824, 834, 844, 854, 864, 874, 884, 894, 964, 974		Mail normally separated by the host SCF by 5-digit ZIP Code; additional processing on automated equipment is required for the 5-digit ZIP Codes for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility; AZI table provides more detailed information about processing for each ZIP Code.
Incoming (I/C) Primary	145*, 253, 265, 275, 285, 335*, 365, 375, 395, 405*, 415*, 425*, 445*, 465*, 485, 495, 505, 805*, 815*, 825, 835, 845, 855, 865, 875, 885, 895, 965, 975		Mail normally separated by the host SCF by 5-digit ZIP Code for which it has delivery responsibility; additional processing on automated equipment is normally required for which the plant has incoming secondary, DPS, sector/segment, or box section sorting responsibility; AZI table provides more detailed information about processing for each ZIP Code.

Process Name	Operation Codes (*) Flats Processing		Definition
Incoming (I/C) Secondary	146*, 266, 276, 286, 336*, 366, 376, 396, 406*, 416*, 426*, 446*, 466*, 486, 496, 506, 806*, 816*, 826, 836, 846, 856, 866, 876, 886, 896, 906, 909, 966, 976		Mail normally separated by carrier route. It may be finalized or additional processing may be required for letter mail on automated equipment (e.g., CSBCS); final processing for flats.
Box Section	147, 267, 277, 287, 337*, 367, 377, 397, 407*, 417*, 427*, 447*, 467*, 487, 497, 507, 807*, 817, 827, 837, 847, 857, 867, 877, 887, 897, 910, 967, 977		Mail normally separated by P.O. box section. In most instances, this is the final automated processing for this mail (manual sorting required to separate mail by individual P.O. box). In some instances, mail is separated into individual P.O. boxes by repeating this operation on automated equipment (this is the reason why mailers may receive multiple scans with the same Operation Code for a given piece).
Sector/Segment (SEC/SEG, S/S)	1st Pass 828, 878, 898, 908	2nd Pass 829, 879, 899	1st Pass ■ Mail normally separated by ZIP+4 *sectors*; requires additional processing on automated equipment. 2nd Pass ■ Mail normally separated by ZIP+4 *segments*; final processing of mail.
Outgoing (O/G) Primary	141*, 252, 261, 271, 281, 331*, 361, 371, 391, 401*, 411*, 421*, 441*, 461*, 481, 491, 501, 801*, 811*, 821, 831, 841, 851, 861, 871, 881, 891, 961, 971		Mail separated by AADC and 3-digit ZIP Code separations (for 2-day and 3-day Delivery Standard); requires additional processing on automated equipment.
Outgoing (O/G) Secondary	142*, 262, 272, 282, 332*, 362, 372, 392, 402*, 412*, 422*, 442*, 462*, 482, 492, 502, 802*, 812*, 822, 832, 842, 852, 862, 872, 882, 892, 962, 972		Mail separated by AADC and 3-digit ZIP Code separations (for 3-day Delivery Standard); requires additional processing on automated equipment.

Appendix J

Confirm Stop-the-Clock Operation Codes

Note: Appendix J contains a list of stop-the-clock operation codes available at the time of this book's publication. The list is updated periodically and provided on the Mail Tracking and Reporting (MT&R) Web site at *http://mailtracking.usps.com*; logon to the Web site as an "Existing User"; click on Confirm; then click on *Confirm Resources*; and then click on *Confirm Reference Data Tables*.

Code	Mail Shape	Description
146	FLT	AFSM 100 - ATHS / AI - INCOMING SECONDARY
147	FLT	AFSM 100 - ATHS / AI - BOX SECTION
336	FLT	AFSM100 - INCOMING SECONDARY
337	FLT	AFSM100 - BOX SECTION
406	FLT	AFSM 100 - ATHS - INCOMING SECONDARY
407	FLT	AFSM 100 - ATHS - BOX SECTION
446	FLT	UFSM1000-KEYING - INCOMING SECONDARY
447	FLT	UFSM1000-KEYING - BOX SECTION
466	FLT	AFSM 100 - AI - INCOMING SECONDARY
467	FLT	AFSM 100 - AI - BOXED MAIL
806	FLT	UFSM 1000 - KEYING - INCOMING SECONDARY
807	FLT	UFSM 1000 - KEYING - BOX SECTION
816	FLT	UFSM 1000 OCR - INCOMING SECONDARY
817	FLT	UFSM 1000 OCR - BOX SECTION
877	LTR	MPBCS-BOX SECTION
879	LTR	MPBCS-SECTOR/SEGMENT, 2ND PASS
905	LTR	CSBCS - DPS
911	LTR	CSBCS - DELIVERY POINT SEQUENCE DPS
912	LTR	DBCS/DIOSS/MPBCS BCS DPS, 1ST PASS
913	LTR	DBCS/DIOSS/MPBCS BCS DPS, 2ND PASS
914	LTR	MPBCS - DELIVERY POINT SEQUENCE, 1ST PASS
915	LTR	MPBCS - DELIVERY POINT SEQUENCE, 2ND PASS
918	LTR	DBCS/DIOSS BCS DPS, 1ST PASS
919	LTR	DBCS/DIOSS BCS DPS, 2ND PASS
977	LTR	BCS-OSS-BOX SECTION

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