UNITED STATES POSTAL SERVICE®

Express Mail Manifesting Technical Guide

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A. **Explanation.** This publication contains information for customers who are interested in participating in Express Mail manifesting. Postal Service representatives assisting customers must refer to Publication 97-A, *Express Mail Manifesting Implementation and Administration Guide.*

B. **Availability.** This publication is accessible on the corporate Intranet and Internet web sites as follows:

.   •   **Intranet:** Accessible at *http://blue.usps.gov* (click on "References," then "Pubs," and then the title of Publication 97).

.   •   **Internet:** Accessible at *http://www.usps.com* (click on "All Products and Services," then "Publications," then "Postal Periodicals and Publications," and then," Publications," (either "PDF Format" or "Text Format"), and then scroll down to Publication 97).

C. **Comments on Content.** Send written comments about the content of this publication to the following address:

> EXPEDITED MAIL
> US POSTAL SERVICE
> 475 L'ENFANT PLZ RM 5636
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D. **Cancellations.** All previous issues of Publication 97 are obsolete.

E. **Effective Date.** This publication is effective May 2008.

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1 Express Mail Manifesting — The Basics

1–1 Definition of Express Mail Manifesting

Express Mail Manifesting (EMM) is an automated system that allows a mailer to document postage and fees for all pieces in an Express Mail mailing through the transmission of an electronic file to the U.S. Postal Service. Postage is paid through an Express Mail Corporate Account (EMCA) or Federal Agency Number using the information in the mailer's electronic file. Manifested Express Mail International will be exempt from the EMCA requirement. It will be allowed to have permit imprint, paid through an advance deposit account. A mailer must utilize a one–ply Express Mail label. Delivery information is available by retrieval of extract files, through USPS Track/Confirm at *usps.com,* or by calling 1–800–222–1811.

1–2 Getting Started

To participate in EMM, you must:

a. Obtain USPS certification for EMM software and barcoded labels. Technical certification is performed by the National Customer Support Center (NCSC).

b. Develop and administer effective quality assurance procedures that ensure the integrity of the system.

c. Meet the EMM requirements for the presentation and acceptance of mailings (see chapters 3 and 4). The district manager of Marketing will provide a service agreement authorizing you to present EMM mailings.

1–3   What May Be Manifested

EMM may be used to pay postage on domestic Express Mail shipments and Express Mail International shipments as well as any applicable special services fees. EMM is for Express Mail service only — postage for other classes of mail cannot be paid through EMM.

1-3.1 International Express Mail

Mailers manifesting Express Mail International packages must use USPS supplied Global Shipping Software (GSS) The USPS supplied GSS generates mailing labels, prints complete customs forms, calculates postage and creates USPS-required postage statements and manifest documents. Mailers can implement GSS as a stand alone solution or in conjunction with their existing systems to eliminate redundant data entry.

Mailers must meet minimum manifesting and permit imprint requirements in the International Mail Manual to apply permit imprints on an Express Mail International mailing. Mailers who do not meet these requirements may use other USPS online tools, (ie: Click-N-Ship or PC Postage) to receive reduced postage prices.

 Mailers or USPS Sales Representatives interested in GSS should send an email to GSSHelp@usps.gov.

1–4   Volume Requirements

EMM was developed for high volume customers however, there are no minimum volume requirements.

1–5   Verifying the Accuracy of the EMM System

The Postal Service verifies the accuracy of the EMM system by selecting mailpieces at random and comparing the pieces against the manifest. Unless the sampling indicates that the total postage for the pieces sampled is understated by more than 1.5%, mailings are accepted at the postage shown on the manifest. When a sampling indicates that the total postage for the pieces sampled is understated by more than 1.5%, the Postal Service adjusts the total postage for the mailing accordingly.

1–6   Service Guarantee

EMM mailings are covered by existing Express Mail service and postage guarantees. Service guarantees begin at the time of acceptance of the EMM at a Postal acceptance facility.

Manifested Express Mail International with a permit number, paid through an advance deposit account, will not have a service guarantee.

2 Understanding Electronic File Requirements

2–1 Electronic File

2–1.1 Overview

EMM requires the transmission of an electronic file containing information about each package in your mailing. The EMM file format is similar to the format used for Delivery Confirmation service electronic files. The layout of the EMM electronic file appears in Appendix A. Transmission protocols are covered in Appendix B.

2–1.2 Electronic File Content

The electronic file consists of three distinct records: Header Record, Detail Record 1, and Detail Record 2. Electronic files must contain one Header Record followed by a Detail Record 1 for each mailpiece in the mailing. A Detail Record 2 is required only for each international mailpiece and must correspond with Detail Record 1.

2–1.3 Header Record

The Header Record contains general information pertaining to the mailer and a specific mailing (such as date and time of mailing) and a unique Electronic File Number. That number must remain unique for a period of 6 months. The Electronic File Number uses the Mailer ID to identify your company.

Each mailing requires submission of the USPS Form 3152-E, Express Mail Manifesting Certification. The electronic file number from the Header Record will be printed on the form and should contain the number in both barcoded format and in human readable form.

The unique Electronic File Number in the EMM file must remain unique and not duplicate other Electronic File Numbers used in Confirmation Services.

2–1.4 **Detail Record 1**

Each Detail Record 1 contains information specific to one piece in the mailing. This includes a Package Identification Code (PIC) that must remain unique for a 6 month period. The PIC is represented on each package in the form of a barcode and its human readable representation. (See 2–4).

2–1.5 **Detail Record 2**

Detail Record 2 contains address information for international mail only.

Record layouts for the Header Record, Detail Record 1, and Detail Record 2 appear in Appendix A.

2–2 File Transmission

2–2.1 **Transmission Methods**

The electronic file can be transmitted in either one of the following ways:

a.   File transfer protocol (FTP)

b.   Electronic data interchange (EDI).

For further explanation, see Appendix B.

The electronic file containing all items in a mailing must be transmitted to the USPS prior to or at the time the mail is tendered to the Postal Service.

2–2.2 **Checking the File Transmission**

After transmitting the electronic file for a mailing, allow at least 1 hour for processing, reestablish the connection, and retrieve the Confirmation Services Error/Warning Report to verify that the electronic file was accepted without error.

Any errors in the Header Record will cause rejection of the entire file. If an error occurs within the Header Record it should be corrected and the file retransmitted. Optionally, a new file may be created and transmitted with the corrections. Examples of error messages appear in Appendix C. Please note that *Warning* messages do not result in rejection of the electronic file or individual PICs, and resubmission or correction of the electronic file is unnecessary

For the first 10 mailings under your EMM agreement, you must submit a copy of the Confirmation Services Error/Warning Report to the acceptance facility within 24 hours (or by the next business day) of submission of the mailing. The report confirms the receipt and accuracy of the electronic file. If there are consistent errors in the file, you will be contacted by a Technical Support representative, who will assist you with the correction of the errors.

Individual D1 records containing errors are not accepted and posted to the database. Therefore, delivery status for the associated pieces will not be

available. These records must be corrected and re-transmitted in the electronic file or included in a new electronic file.

2–3 Retrieval of Tracking Information

2–3.1 Downloading the Extract Files

Sixteen times daily, extract files — DETEXTRO — are created and placed in the customer's account to show tracking/delivery scans for each package

The retrieval of the extract file is performed through the same method used to transfer the electronic file.

The extract file is in comma–delimited text format. A sample of a typical extract file appears in Appendix C. The file layout appears in Appendix D.

The extract files will remain in your account for 30 days unless you delete them earlier. If you do not delete them, the oldest file will automatically be deleted after the thirtieth day.

2–3.2 Using the Internet to Obtain Tracking Information

Tracking information on Express Mail pieces may be obtained using the Track/Confirm entry screen located at *USPS.com*.

2–3.3 Using the "800" Number to Obtain Tracking Information

Call 1–800–222–1811 to inquire about tracking information for individual labels.

2–4 Barcode Requirements and Label Elements

2–4.1 Barcode Requirements

EMM barcoded labels are required on all mailpieces. The barcode on EMM labels must be printed following the requirements specified in Appendix F, and each label must contain a unique PIC that matches the PIC used in the electronic file record describing that mailpiece.

Express Mail labels must conform to the specifications reflected in Appendix A to ensure that each piece receives Express Mail service and that the USPS scanners can read the barcode on the label.

2–4.2 Label Elements

Barcode requirements and human readable print specifications are listed in Appendix F. Address labels must contain the information listed in Appendix G and Appendix H.

The Express Mail Corporate Account postage indicia must contain the following information:

a. The words "Express Mail."

b. The words "U.S. Postage Paid."

c. The words "Express Mail Corporate Account" or the abbreviation EMCA.

d. The customer name or EMCA number.

The Express Mail Federal Agency postage indicia must contain the following information:

a. The words "Express Mail."

b. The words "Postage & Fees Paid."

c. The words "Official Mail."

d. The Federal Agency name or number.

If the optional signature waiver is requested, the label must contain the "WAIVER OF SIGNATURE REQUESTED" statement as shown in Appendix G. The statements "NO DELIVERY WEEKEND," "NO DELIVERY HOLIDAY," or "NO DELIVERY WEEKEND OR HOLIDAY" may be printed as applicable. The format of optional weekend or holiday delivery instructions is listed in Appendix G.

It is recommended that Express Mail service packaging be used and the label contains an Express Mail service indicator or the additional "Express Mail" identification shown in Appendix G. For international mail, the EMS logo must appear on the label (see Appendix G, Label Option 2 and Appendix H). If USPS Express Mail service packaging is not used, the item must be identified with an Express Mail Service indicator (Appendix G, Label Option 3) on the label.

The remainder of the label is for customer use and may include other package IDs, internal barcodes, customer information, etc.

2–5 Certification Procedures

Prior to using EMM, complete a certification process through the NCSC, and meet the additional EMM requirements for the presentation and acceptance of EMM mailing found in Chapter 3.

The NCSC will certify the ability to:

a. Generate an electronic file that meets USPS specifications. See Appendix A for file layouts.

b. Transmit the electronic file according to specifications.

c. Prepare properly formatted barcoded labels.

d. Retrieve the Confirmation Services Error Warning Report.

The NCSC will supply:

a. Certification instructions.

b. Developer ID Code.

Prior to certification, complete the application/authorization process. (Refer to "How to Apply" in Chapter 5.)

After the application has been received, a "test kit" will be provided by the NCSC. The test kit will contain specific instructions on the procedures to be followed. For questions, call the NCSC at 1–877-264-9693, option 1.

The data quality of the test file will be checked. The Confirmation Services Technical Support Help Desk will contact the customer to review any edit errors or warnings.

Testing the electronic file for certification includes the following:

a. File transmission.

b. Format, length, and content of the fields.

Upon certification, customers receive notification and PS Form 3152–E; *Express Mail Manifesting Certification,* which will be used when tendering mail to the Postal Service. A sample notification letter appears in Appendix I, and a sample of PS Form 3152–E appears in Appendix J.

Customers requesting both domestic and international EMM certification must provide test records for both domestic and international mail. PS Form 3152–E will indicate whether certified for both domestic and international mail.

The Raleigh Data Transfer Services Group will ensure that EDI mailers have the information required to create and transmit the EMM electronic file in ANSI transaction set 215. For information on EDI, call 1-919-501-9850.

3 Requirements for Verification and Acceptance of EMM Mailings

3–1   General

This chapter explains the EMM requirements for Express Mail manifest mailings to be verified and accepted. Authorization is required prior to the initial mailing from the Postal Service District office.

3–2   Tendering Express Mail

The USPS will determine whether EMM mailings meet the requirements of a detached mail unit (DMU) at a customer facility, or if mailings may be tendered to a postal facility for verification and acceptance.

After completing the certification process and obtaining the required authorization, EMM mailings may be presented. Perform Quality Assurance procedures to ensure the postage for the mailing is accurately reported. Transmit the electronic file. Present the EMM mailing to the DMU or designated postal facility with the corresponding PS Form 3152–E. Provide the manifest as outlined in Section 3-5.1.

The acceptance clerk will select a sampling of packages from the mailing and will perform the postage verification. The clerk will compute actual postage for each selected package, and compare the total actual postage for all packages against the postage reported on the manifest. If the total reported postage is not underpaid by more than 1.5%, the mailing will be accepted without a postage adjustment. If postage is underpaid by more than 1.5%, the total postage for the mailing will be adjusted. Mailers who underpaid by more than 1.5% have the option to either have the additional postage withdrawn from the EMCA or Federal Agency Number, or the mailing may be withdrawn and presented again after making the necessary corrections.

When the mailing is accepted, the Electronic File Number reported on PS Form 3152–E is entered or scanned. Postage will be electronically withdrawn from the EMCA or Federal Agency Number.

3–3   Detached Mail Unit (DMU)

If EMM mailings will be verified and accepted by a postal representative in a DMU, the customer must provide the Postal Service with sufficient space, equipment (including a telephone), and security. The area must be separate from the customer's activities and afford a safe working environment. When possible, the space allocated for the DMU will be in an area that allows a postal employee to observe the loading of mail onto trailers.

3–4   Quality Assurance

The quality assurance program should meet these standards:

a.   Postage price tables in the system are accurate and can be updated as necessary.

b.   Piece weights are accurate. (For predetermined weight systems, piece weights must be updated whenever piece weight factors change.)

c.   Procedures are established to ensure that the scale manufacturer's operating, calibrating, and maintenance instructions are followed. Each scale must be tested for accuracy with standard test weights before use each day.

d.   Identification numbers are unique within the same mailing.

e.   All pieces are listed on the appropriate manifest and directed to the proper staging area or vehicle.

f.   All requirements for requested Extra Services are met.

g.   Actual samples from mailings are compared with the corresponding documentation.

h.   Manifest summary totals are consistent with the numbers reported on the postage statement before these documents are submitted to the Postal Service.

3–5 Mailing Documentation

3–5.1 Manifest

Each mailing must be presented with a manifest, which provides mailer information, the unique PIC, weight, price indicator, ZIP Code or country code, and postage for each package in the mailing along with a postage summary. The manifest may be provided in hard copy or in an electronic format mutually agreeable to the USPS and the customer. The postal acceptance clerk must be able to access the electronic manifest and print selected pages, if necessary. See Appendix K for sample manifest.

If using Extra Services (i.e., insurance, COD, return receipt), submit PS Form 3877, *Firm Mailing Book for Accountable Mail,* or present a combined manifest/PS Form 3877, which functions as both a manifest and a PS Form 3877. Postal acceptance personnel will sign and date PS Form 3877 or the combined manifest/PS Form 3877. This will serve as a record of the pieces mailed. In Publication 401, *Guide to the Manifest Mailing System,* the exhibits contain examples of a combined manifest/PS Form 3877. Publication 401 is available at *usps.com.*

3–5.2 PS Form 3152–E

Present PS Form 3152–E, *Express Mail Manifesting Certification*, with each mailing. See Appendix J. The PS Form 3152–E must include:

a.   Number of pieces in the mailing.

b.   Total weight of pieces in the mailing.

c.   Total postage and special fees, if applicable, for mailing.

d.   EMCA number or Federal Agency number.

e.   Electronic File Number from Header Record positions 4 through 25.

f.   Mailer signature.

g.   Date of mailing.

3–5.3 Confirmation Services Error Warning Report

For each mailing, retrieve the Confirmation Services Error/Warning Report. An example of the report appears in Appendix C. It indicates whether the file transmission was successful and identifies any errors or warnings. If the file contained errors they must be corrected and the file retransmitted. (See 2–2.2.) For the first 10 mailings under a new EMM agreement, present a copy of the Confirmation Services Error/Warning Report to the acceptance clerk for each mailing. This must be presented within 24 hours of the mailing.

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4 Quality Assurance

4–1 Purpose

An effective quality assurance (QA) program identifies potential or actual system failures at the earliest possible stage in mail preparation and documentation. To participate in EMM, implement the QA procedures listed below. These procedures will also be included as an attachment to the service agreement. (See Chapter 5.)

4–2 Procedures

Initially the mailer must perform postage accuracy verifications for each mailing by reconciling the actual postage for a representative number of pieces against the manifest postage claimed for those pieces. This verification will be documented on PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet (Single–Piece Mailings),* which is available in Publication 401 or from Business Mail Entry.

The sample size will be taken based on the number of pieces in the mailing as follows:

Pieces in Mailing		Sample Size
From	To	(Number of Pieces)
1	299	10% or 30 pieces (whichever is less)
300	1,999	30
2,000	3,999	40
4,000	5,999	50
6,000	7,999	60
8,000	9,999	70
10,000	99,999	100

Perform postage accuracy verifications on all mailings for the first 5 mailings. After that, when five consecutive mailings remain within the +/-1.5 percent accuracy level, the frequency may be reduced to the following schedule:

Number of Mailings Per Week	Number of Verifications Per Week
10 or more	1 per 5 mailings
2-9	1
1	verify each mailing

If any manifest mailing exceeds the +/-1.5 percent accuracy level, the next five mailings must be sampled. Each mailing must be within the +/-1.5 percent accuracy level before the reduced frequency sampling schedule can resume.

4–3   Alternate Quality Assurance Procedure

To be able to use the alternate quality control procedures listed below, EMM mailings must meet the following criteria:

a.   No special services are requested.

b.   Pieces are individually weighed, or the same postage amount applies to all packages in the mailing (e.g., all packages weigh less than a half pound and are paid at the half–pound Express Mail price).

c.   Volumes are low enough to be easily verified (to be determined by the district manager, Business Mail Entry).

The Alternate quality assurance procedures are as follows:

1.   Ensure that the scale used to manifest accurately records weights.

2.   Count the number of packages in the mailing.

3.   Ensure that the number of packages counted matches the number of packages listed on the manifest and PS Form 3152–E.

4.   Initial next to the total number of pieces shown on the hardcopy manifest.

If the alternate quality assurance procedures are used and postal verifications disclose constant quality problems, the mailer must develop and perform additional quality control procedures.

4–4   Retaining Quality Assurance Documents

Retain QA sampling reports (PS Form 8159) for 90 days unless errors are detected. If errors are detected during the sampling process, describe the corrective action taken on the sampling report and retain these reports for one year.

For Postal Service identified errors, the customer must investigate the cause and take corrective action to prevent recurrence of errors. Document this action on PS Form 8159 and retain these reports for one year. Reports should be available upon USPS request.

5 Application/Authorization Process

5–1 How to Apply

Follow these steps to apply and receive authorization to use EMM:

1. Complete a PS Form 5550, Express Mail Service Manifest System Application, (example in Appendix L). A separate application must be completed for each mailing location.

2. Complete PS Form 1357–S, *Request for Computer Access.* A separate form is required if separate electronic files will be transmitted from each mailing location, otherwise a single PS 1357-S is sufficient. The PS Form 1357–S is not required if currently using Confirmation Services with a Logon ID for transmitting files.

3. Submit PS Form 5550 and PS Form 1357-S as indicated on the application.

4. An Express Mail Corporate Account (EMCA) or Federal Agency Number is required for payment. Submit an EMCA application (PS Form 5639), available at usps.com/forms. Existing EMCA customers need not reapply.

5. Upon receipt of the EMM application, the NCSC will provide a test kit. For questions, call the NCSC at 1-877-264-9693, option 1.

5–2 Authorization

Prior to issuing the service agreement authorizing EMM mailings, the USPS will ensure the following:

a. EMCA (or Federal Agency Number) has been established.

b. Certification from the NCSC is complete.

c. The hard copy manifest meets USPS specifications.

d. QA procedures have been implemented.

e. The location for verification and acceptance has been established.

f. Transportation has been scheduled to meet critical entry times.

g. Acceptance event will be properly captured.

5–3   Service Agreement

A service agreement will be issued to allow EMM mailings to be presented. The service agreement contains the terms and conditions for use of the EMM system.

5–4   Available Resources

See Appendix M for a list of available resources.

6 Refunds and Indemnity Claims

6–1 Domestic Express Mail

To file a claim for a postage refund or indemnity for an EMM item, submit the following documentation:

a. PS Form 1000, *Domestic Claim or Registered Mail Inquiry, and/or PS Form 3533, Application for Refund of Fees, Products, and Withdrawal of Customer Accounts*

b. Evidence of value for the item (indemnity claims only).

c. A copy of the manifest page showing the Package Identification Code (PIC) for the item in question.

d. The manifest summary page for the date the piece was mailed.

e. A copy of the PS Form 3152–E round–stamped on the date of mailing by a Postal Service acceptance employee. ***Note:*** If needed, request a copy of PS Form 3152–E from the Postal Service.

f. A copy of the EMCA monthly report listing the Express Mail label number and postage for the mailpiece.

g. If Extra Services were purchased, a signed and round–stamped copy of PS Form 3877, *Firm Mailing Book for Accountable Mail.*

6–2 Express Mail International

To report the loss, damage, or missing contents of an article sent to a foreign country, please call our International Inquiry Center at 800-222-1811. You will be asked to provide the relevant information regarding the article, including but not limited to the following:

a. Item number appearing under the barcode.

b. Names, addresses, and telephone numbers of the mailer and addressee.

c. Date of mailing.

The International Inquiry Center will correspond with the post in the foreign country. Upon determination that a claim for the item should be initiated, we will provide you with a claim packet, which includes instructions on how to complete and submit a claim.

Before initiating an inquiry on an item mailed to a foreign country, allow sufficient time for delivery of the mailpiece in the foreign country. Use the information below to initiate inquiries:

a.   Express Mail International: Initiate inquiry no sooner than 3 days after mailing date and no later than 90 days.

b.   Express Mail International with Guarantee: Initiate inquiry no sooner than 3 days after mailing date and no later than 30 days.

Reference the International Mail Mannual Chapter 9 for additional information regarding Express Mail International Refunds and Indemnity Claims processes.

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Appendix A
EMM Electronic File Layout

This appendix contains the file layout for the Header Record, Detail Record 1, and Detail Record 2 of the electronic file.

In presenting the layout in Appendix A, the Postal Service is planning for the future. Record positions with the field name "Filler" (such as positions 098-130 in the Header Record) will be used for other USPS programs such as bulk insurance.

You may choose to use only the fields that are required for EMM as annotated in the Record Position column for "*EM*" (domestic and international mail) and "*IEM*" (international mail). The fields that are not required for EMM are shaded in gray. If you choose not to use the full layout, you must include the optional fields (those shaded in gray) as fillers composed of spaces. Record lengths cannot vary — they must be the exact size shown in the record formats (i.e. Header Record is 130 bytes, Detail 1 is 200 bytes, and Detail 2 is 352 bytes). No warning or error messages will be used for fields shaded in gray.

Field formats are described in standard COBOL terms. "X" indicates a field that can contain alphanumeric characters. "9" indicates a field that can contain only numbers. The numbers in parentheses following the "X" or "9" indicate the size of the field. A numeric field with a "V" in the format description indicates an implied decimal point. (For example, in Detail Record 1, the weight field, positions 046-054, is defined as "9(5)V9(4)." A weight of 7 pounds should be entered as "000070000.")

For samples of transmission reports, common error messages, and a typical extract file, see Appendix C. Also included in Appendix C is a list of edit checks.

Chapter 2 contains a narrative explanation of the use of the Mailer ID in the Header Record (the Electronic File Number field, positions 004-025) and in Detail Record 1 (PIC field, positions 005-026, and Client Mailer ID field, positions 122-130).

Header Record

ELECTRONIC File Record Formats Version 1.3

Header Record (130 bytes)

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001–002 *EM*	Electronic File Header Record ID	X(2)	A 2 character system constant that identifies an electronic file header record.	H1	'H1' is required.
003 *EM*	Electronic File Type	9(1)	'1' - Postage Payment File '2' - Tracking File '3' - Postage & Tracking File	3	Numeric values only. Value of "3" mandatory for Express Mail.
004–025 *EM*	Electronic File Number	X(22)	Unique number assigned to identify the electronic file. 2 digits - Reserved for Application Identifier in GS1-128 2 digits - Must be '50,' which is the Service Type Code for an electronic file. 9 digits – Mailer ID Number must be that of the company transmitting the file. 8 digits - Fixed length of 8 digits. Right justified with leading zeros. 1 digit - MOD 10 or 11 check digit	For GS1-128 symbology: 9150941233312 000012348 All other symbologies: 5094123331200 0012348__	The first 2 positions for Application Identifier in GS1- 128 barcode symbology must be '91.' For other symbologies, the first two positions must be '50' and last 2 positions must be spaces. NOTE: The Mailer ID number must be that of the company transmitting the file. The Electronic File Number must be unique for 6 months. Fixed length sequential number would be right justified with a total of 8 digits with leading zeroes
026–033 *EM*	Date of Mailing	9(8)	Date mail is tendered to USPS.	1998–01–27 Entered as: 19980127	YYYY–MM–DD Date must be valid. Numeric values (0–9) only.
034–039 *EM*	Time of Mailing	9(6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	HH:MM:SS Military format and time must be valid. Numeric values (0-9) only.
040–044 *EM*	Entry Facility	9(5)	5–digit ZIP Code of postal facility where the mail is tendered.	22201	Leading zeros required. Numeric only (0-9). One electronic file per Entry Facility.

045–054 *EM*	Payment Account Number	9(10)	USPS account number this mailing will be paid from: Permit Number Express Mail Corporate Account Number Federal Agency Number	0000345678	Leading zeroes required. Numeric values (0-9) only. This field mandatory for EMCA and Federal Agency. Federal Agency number should include Control and Sub-Control (where applicable).
055–056 *EM*	Method of Payment	9(2)	Payment system used for mailing: '01' - Permit System '02' - Express Mail Corporate Account '03' - Federal Agency '04' - Other	02	For EMM must be 02.
057–061	Post Office of Account ZIP Code	9(5)	5–digit ZIP Code of post office issuing permit number, meter license, or pre–canceled stamp.	22042	Leading zeroes required. Numeric values (0-9) only. Default zeroes. Not applicable for Express Mail.
062–073	DSAS Confirmation Number	X(12)	Confirmation number received when making a scheduled appointment for mail drop at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only. No embedded spaces. For Drop Shipments. Default is spaces.
074 *EM*	Pickup Requested Indicator	X(1)	Indicator if mail is picked up by the USPS: 'Y' = Pickup[1] SPACE = No Pickup	Y	'Y' = Pickup SPACE = No Pickup
075–077 *EM*	USPS Electronic File Version Number	9(3) Defined as: 9(2)V9(1)	USPS Electronic File Version Number.	01.3 Entered as: 013	Provided by USPS.
078–080 *EM*	Developer ID Code	X(3)	A unique code that identifies the developer of the electronic file software.	123	Unique code provided by USPS.
081–088 *EM*	Product Version Number	X(8)	Developer's software product version number.	5.02.3A	A unique number the developer designates. Identifies product version of the electronic file.
089–097 *EM*	File Record Count	9(9)	Total number of all records in this file. Count to include Header and all Detail records.	1,517 Entered as: 000001517	Leading zeros required. Numeric values (0–9) only.
098–130[2] *EM*	Filler	X(33)	Filler for future use.		Must be spaces.

[1] Use will be specified in Express Mail technical guide; use only when applicable fee has been paid.
[2] Record is fixed length.

Detail Record 1

ELECTRONIC File Record Formats Version 1.3

Detail Record 1 (200 bytes)

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001–002 *EM*	Electronic File Detail Record ID	X(2)	A 2–character system constant that identifies an electronic file detail record.	D1	'D1' is required.
003–004 *EM*	Class of Mail	X(2)	A 2–character code for Class of Mail. Refer to Class of Mail table.	EX	USPS defined values. Valid values are "EX", "IE".
005–026 *EM*	Package Identification Code (PIC)	X(22)	Barcoded label number used to track the package. 2 alphas - EA 8 digits - sequential number 1 digit - check digit 2 alphas - US	EA123456782US __	The alpha prefix shown on PS Form 3152–E must be used. The 8–digit sequential number must be from the range of label numbers provided on PS Form 3152–E. The number must remain unique for 6 months. Refer to Appendix F for barcode specifications. For Express Mail service, use 13–digit label numbers; left justify with trailing spaces.
027–031 *EM*	Destination ZIP Code	9(5)	Destination 5–digit ZIP Code for Domestic. All zeroes for International.	22201	Left justified. Numeric values (0–9) only.
032–035 *EM*	Destination ZIP+4	X(4)	Destination ZIP+4 add–on of domestic ZIP Code.	2804	Numeric values only. Default spaces if not available.
036–037 *IEM*	Country Code	X(2)	Two character standardized 2–digit ISO International country code. Mandatory for International pieces.	JP	Mandatory for International. Default is spaces for Domestic.
038–044 *EM*	Postage	9(7) Defined as: 9(4)V9(3)	Postage (excluding special service fees and surcharges) less any workshare discount. For pieces subject to both a piece and pound rate, only enter piece rate.	$5.69 Entered as: 0005690	Leading zeroes required. Numeric values (0–9) only. In unit of dollars and rounded to the nearest cent.
045 *EM*	Unit of Measure Code	9(1)	Unit of measurement for mail piece: '1' - lbs. '2' - oz. '3' - kilos	1	Field must contain a USPS defined valid code.

046–054 *EM*	Weight	9(9) Defined as: 9(5)V9(4)	Mail piece weight. In unit of measure and significant to 4 decimal positions.	14.3250 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0–9) only.
055	Processing Category	X(1)	'0' - Cards '1' - Letters '2' - Flats '3' - Machinable Parcels '4' - Irregular Parcels '5' - Outside/Nonmachinable	3	Default is spaces for non–applicable products.
056	Destination Rate Indicator	X(1)	'B' - Destination BMC 'D' - Destination Delivery Unit 'E' - Inter–BMC Parcel Post 'I' - International Service Office 'S' - Destination SCF 'T' - Intra–BMC Parcel Post 'N' - None	D	Default is 'N' for non–applicable products.
057–058 *EM*	Rate Indicator	X(2)	Refer to Rate Indicator table at end of Appendix A.	PA	Valid values are "PA" (Post Office to Addressee), and "E4" (Express Mail Flat Rate Post Office to Addressee).
059–060	Zone	X(2)	Individual mail piece zone. Valid zones are: 'LC' - Local Zone '01' through '08' For Priority Mail only, pieces weighing 1 lb. to 5 lbs., no zone is required (use zero filler). For Priority Mail pieces weighing more than 5 lbs., zone data required.	Zone 3 Entered as: 03 Local Zone Entered as: LC	Mandatory for products with rates based on zones. Leading zeroes required if numeric. Not required for Post Office to Addressee Flat Rate – default is spaces.
061 *EM*	PO Box Indicator	X(1)	'Y' = Express Mail addressed to a PO Box.	Y	Mandatory for Express Mail. Default value is 'N'.
062 *EM*	Waiver of Signature	X(1)	'Y' = Mailer requests Waiver of Signature on delivery for Express Mail.	Y	Mandatory for Express Mail. Default value is 'N'.
063 *EM*	No Weekend/ Holiday Delivery	X(1)	1 = Normal (default) = regular delivery for Express Mail. 2 = NO WEEKEND delivery 3 = NO HOLIDAY delivery 4 = NO WEEKEND or HOLIDAY delivery	2	Mandatory for Express Mail. Default value is '1'.

064–070	Value of Article	9(7) Defined as: 9(5)V9(2)	Wholesale cost of article. Mandatory if insured.	$200.00 Entered as: 0020000	Mandatory if insurance is being included as a special service. Default is zeroes.
071–075	COD Amount Due Sender	9(5) Defined as: 9(3)V9(2)	Dollar amount due on delivery	$206.00 Entered as: 20600	Mandatory if package is COD. Default is zeroes.
076–079	Handling Charge	9(4) Defined as: 9(3)V9(2)	Handling charge for registered mail valued at more than $25,000.00.	$20.50 Entered as: 2050	Mandatory if First–Class Mail with registered service valued more than $25,000. Default is zeroes.
080–081 *EM*	Special Service Code 1st Service	X(2)	Special service code. See Special Service Code table.	01	Field contains one special service code. Mandatory if any special services (insurance, COD, or Return Receipt) are purchased. Default is spaces.
082–086 *EM*	Fee for Special Service 1st Fee	9(5) Defined as: 9(3)V9(2)	Fee for 1st Special Service Code.	$0.25 Entered as: 00025	Mandatory when special services are purchased. Default is zeroes.
087–088	Special Service Code 2nd Service	X(2)	Special service code. See Special Service Code table.	03	Field contains one special service code. Mandatory if any special services (insurance, COD, or Return Receipt) are purchased. Default is spaces
089–093	Fee for Special Service 2nd Fee	9(5) Defined as: 9(3)V9(2)	Fee for 2nd Special Service Code.	$1.40 Entered as: 00140	Default is zeroes.
094–095	Special Service Code 3rd Service	X(2)	Special service code. See Special Service Code table.	04	Field contains one special service code. Mandatory if any special services (insurance, COD, or Return Receipt) are purchased. Default is spaces
096–100	Fee for Special Service 3rd Fee	9(5) Defined as: 9(3)V9(2)	Fee for 3rd Special Service Code.	$0.85 Entered as: 00085	Default is zeroes.
101–102	Special Service Code 4th Service	X(2)	Special service code. See Special Service Code table.	06	Field contains one special service code. Default is spaces.
103–107	Fee for Special Service 4th Fee	9(5) Defined as: 9(3)V9(2)	Fee for 4th Special Service Code.	$1.25 Entered as: 00125	Default is zeroes.

108–109	Special Service Code 5th Service	X(2)	Special service code. See Special Service Code table.	08	Field contains one special service code. Default is spaces.
110–114	Fee for Special Service 5th Fee	9(5) Defined as: 9(3)V9(2)	Fee for 5th Special Service Code.	$2.75 Entered as: 00275	Default is zeroes.
115–116	Special Service Code 6th Service	X(2)	Special service code. See Special Service Code table.	11	Field contains one special service code. Default is spaces.
117–121	Fee for Special Service 6th Service	9(5) Defined as: 9(3)V9(2)	Fee for 6th Special Service Code.	$5.40 Entered as: 00540	Default is zeroes.
122–130 *EM*	Mailer ID number	9(9)	This field is used for consolidators that mail for other customers. Must fill in a valid Mailer ID number for the company for which you are mailing.	94121 Entered as: 000094121	Mandatory for consolidators. Numeric values only. No spaces. Leading zeroes required. Default is zeroes.
131–160 *EM*	Customer Reference Number	X(30)	Used for customer internal identification purposes. (Express Mail charge back number can be used.)	123456	Alphanumeric values (A-Z, 0-9) only. Spaces if not applicable.
161–162	Surcharge Type	X(2)	Surcharge type code. See Surcharge Type Code table.	01	Leading zeroes required. Default is spaces.
163–169	Surcharge Amount	9(7) Defined as: 9(5)V9(2)	In unit of dollars and rounded to the nearest cent.	$1.65 Entered as: 0000165	Leading zeroes required. Default is zeroes for non–applicable products. Numeric values (0–9) only.
170–171	Non–Incidental Enclosure Rate Indicator	X(2)	See Non–Incidental Enclosure Rate Indicator table for valid codes for this field.	SP	Required if applicable. Default is spaces if not applicable.
172–173	Non–Incidental Enclosure Class	X(2)	Refer to Class of Mail codes shown above in Class of Mail field, positions 003–004.	FC	Required if applicable. Default is spaces if not applicable.
174–180	Non–Incidental Enclosure Postage	9(7) Defined as: 9(4)V9(3)	Postage amount for the non–incidental enclosure. In unit of dollars and rounded to the nearest cent.	$0.33 Entered as: 0000330	Required if applicable. Default is zeroes.
181–189	Non–Incidental Enclosure Weight	9(9) Defined as: 9(5)V9(4)	Individual weight of the non–incidental enclosure. In unit of lbs. and significant to 4 decimal positions.	0.2500 Entered as: 000002500	Required if applicable. Default is zeroes.
190–198 *EM*	Custom Designed Agreement Number	9(9)	Custom Design Agreement Number for Express Mail.	202123499	Mandatory if Express Mail is Custom Design. Default value is zeroes.

199–200[1] *EM*	Filler	X(2)	Filler area for future expansion.		Must be spaces.

[1] *Record is fixed length.*

Detail Record 2

ELECTRONIC File Record Formats Version 1.3

Detail Record 2 (352 bytes)

Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001–002 *IEM*	Electronic File Detail Record ID	X(2)	A 2 character system constant that identifies an electronic file detail record.	D2	'D2' is required.
003–024 *IEM*	Package Identification Code (PIC)	X(22)	Barcoded label number used to track the package. This must be the same PIC used in the corresponding Detail Record 1.	EA123456782US	Alphanumeric values (A-Z, 0–9) only. No spaces except as defined in Detail Record 1 for position 005–026. Must be the same number put in position 005–026 in the Detail Record 1.
025–072 *IEM*	Name of Addressee	X(48)	Ship to name of addressee.	JOHN DOE	Mandatory for Accountable mail and International mail. Default is spaces.
073–120	Miscellaneous Address Information	X(48)	Miscellaneous Address Information in the destination address.	BUILDING A	Required if part of address. Default is spaces.
121–168	Secondary Unit Designator	X(48)	Secondary Unit Designator in the destination address. (This element may appear as part of the Delivery Address.) This field is not to be used for the city or state.	SUITE 400	Required if part of address. Default is spaces.
169–216 *IEM*	Delivery Address	X(48)	Delivery Address in the destination address. (May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) This field is not to be used for the city or state.	123 MAIN ST	Mandatory for Accountable mail and International mail. Default is spaces.
217–244 *IEM*	City Name	X(28)	City name of the destination address.	Reston	Mandatory for International mail. Default is spaces.
245–246	State	X(02)	Two character state code of the destination address.	VA	Required where applicable. Default is spaces.
247–257 *IEM*	Postal Code	X(11)	Foreign country postal code or POSTNET representation.	A0A9A0	Mandatory for international mail. Left justified; default is spaces.
258–285 *IEM*	International Province Name	X(28)	International Province Name of the destination address.	Ontario	Mandatory for international mail to countries with Province Names. Default is spaces.

286–295 *IEM*	Customs Category Article 1	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 Entered as: 17022022	Mandatory for international mail. First four characters are mandatory. Left justified; default is spaces.
296–297 *IEM*	Customs Count Article 1	9(2)	Total number of articles in package of this customs category.	20	Mandatory for international mail.
298–305 *IEM*	Customs Value Article 1	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	$100.00 Entered as: 00010000	Mandatory for international mail.
306–315	Customs Category Article 2	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 Entered as: 17022022	Mandatory for international mail. First four characters are mandatory. Left justified; default is spaces.
316–317	Customs Count Article 2	9(2)	Total number of articles in package of this customs category.	10	Mandatory for international mail.
318–325	Customs Value Article 2	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	$50.00 Entered as: 00005000	Mandatory for international mail.
326–335	Customs Category Article 3	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 Entered as: 17022022	Mandatory for international mail. First four characters are mandatory. Left justified; default is spaces.
336–337	Customs Count Article 3	9(2)	Total number of articles in package of this customs category.	15	Mandatory for international mail.
338–345	Customs Value Article 3	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	$300.99 Entered as: 00030099	Mandatory for international mail.
346–352[2] *IEM*	Filler	X(7)	Filler for future use.		Must be spaces.

[2] *Record is fixed length.*

Class of Mail Codes Table
(Positions 003-004)

Rate Indicator	Description
EX	Express Mail
IE	Express Mail International

Rate Indicators Table
(Positions 057-058 and 170-171)

Rate Indicator	Description	Possible Classes of Mail
SA	Same Day Airport	EX
CD	Custom Designed	EX
PP	Hold for Pickup	EX
PA	Post Office to Addressee	EX, IE
E1	Express Mail Flat Rate Same Day Airport	EX
E3	Express Mail Flat Rate Hold for Pickup	EX
E4	Express Mail Flat Rate Post Office to Addressee	EX

Special Service Codes Table (Positions 080-081, 087-088, 094-095, 101-102, 108-109, and 115-116)

Rate Indicator	Description
04	Insured
05	COD (Collect on Delivery)
06	Return Receipt

Appendix B
Communications

Communication Using Dial-Up FTP

Throughout these instructions, the term "Logonid" refers to the mailer's Confirmation Services User ID; for example, mmc001. Establish a Dial-Up connection using your ***PPP Logonid*** and dial-up Password ***in all lowercase***. The Postal Service toll-free access number is **800-852-9437**.

Once connected to the Postal Service network, establish an FTP session. Using FTP client software or the command line, connect to: ***PTSMFTP.USPS.GOV*** using your ***Logonid*** and ***password***. ***Logonid*** and ***password*** are ***case sensitive***. You are now connected to the Postal Service FTP server. The server uses standard FTP commands.

Sending Electronic Files

Change the directory to: ***/Logonid/inbound*** (all lowercase). This is the directory where you will be placing your electronic files. The command used to change to this directory is:

cd /Logonid/inbound

Set the transmission mode to ASCII unless you are sending compressed (zipped) files, in which case the mode must be binary. PKZip is the only compression method accepted. Change the transmission mode by entering the appropriate command:

ASCII or binary

Files must be sent using the following naming convention:

<Logonid>.manifest

Example: mmcw93.manifest

If sending multiple separate files *in one session,* use the following naming convention for subsequent files to avoid overwriting your previous file(s).

<Logonid><seq>.manifest

Example: mmcw93a.manifest

Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.

Use the ***put*** command to transfer the file to the directory:

/Logonid/inbound

Example: put <localfilename> <Logonid>.manifest

Retrieving Reports Using Dial-Up FTP

Change the directory to: ***/Logonid/outbound***. This is the directory from which your reports are retrieved. The command used to change to this directory is:

cd /Logonid/outbound

To see what files are available for pickup, use the directory list command. The command is: *dir*.

Use the *get* command to retrieve file(s) from the directory: */Logonid/outbound*

Example: *get ERRWRNO.RPT.1120352010*

The following reports can be found in the outbound directory:

- Confirmation Services Error/Warning Report
- Extract File
- Shipping Partner Error/Warning Report

The naming convention used for these files are as follows:

- **ERRWRNO.RPT.MMddhhmmss** for the Confirmation Services Error/Warning Report.
- **DETEXTRO.RPT.MMddhhmmss** for the extract file.
- **ERRWRNO1.RPT.MMddhhmmss** for the Consolidator Error/Warning Report.

MMddhhmmss signifies the following:

- MM = numeric representation of the month.
- dd = day of the month.
- hhmmss = the hour, minute, and second that the file or report was generated.

Copy the files to your local computer. You may choose to delete the files from the Postal Service host. If you do not delete the files, the Postal Service host site will automatically delete the oldest copy (generation) of each file type on the 31st generation of that file.

To delete the file, use the *del* command.

Example: *del ERRWRNO.RPT.MMddhhmmss*

Changing the FTP Password

To voluntarily change your Password, the command *chpw* must be used. The command syntax is "quote chpw <newpassword>."

Example: *quote chpw mspacman*

Error Messages associated with Dial-up networking may be found in Table 8-9 in chapter 8.

Communication Using Internet Server FTP

Throughout these instructions, the term "Logonid" refers to the mailer's Postal Service User ID; for example, mmc001. When "Logonid" is used within a directory or filename, your User ID should be substituted in your commands. For security purposes your Internet connection must have forward/reverse lookup enabled.

All file names, directories, *Logonid* and *password* are *case sensitive*. The server *ftp-in.usps.gov* is where you will send files to the Postal Service. The server *ftp-out.usps.gov* is where you will retrieve files from the Postal

Service. The servers use standard FTP commands and can be accessed using any standard GUI or command line client software.

The example commands used here are typical of command line FTP client software. Please refer to your software's documentation for specific information on using your software.

Sending Electronic Files

Connect to the Internet. Using FTP client software, connect to: *ftp-in.usps.gov* using your *Logonid* and *password*.

Change the directory to */home/delconf/incoming*. This is the directory where you will be placing your electronic files. The command is:

cd /home/delconf/incoming

Set the transmission mode to ASCII. Files sent to the Postal Service Internet server must not be compressed.

Files must be sent using the following naming convention:

<Logonid>.manifest

Example: mmcw93.manifest

If sending multiple separate files, *in one session or in multiple sessions within a few minutes of each other,* use the following naming convention for subsequent files to avoid overwriting your previous file(s).

<Logonid><seq>.manifest

Example: mmcw93a.manifest

Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.

Use the *put* command to transfer the file to the directory:

/home/delconf/incoming

Example: *put <localfilename> <Logonid>.manifest*

Retrieving Electronic Files

Connect to the Internet. Using FTP client software, connect to: *ftp-out.usps.gov* using your *Logonid* and *password*.

Change the directory to */red/Logonid/incoming* (all lowercase). This is the directory where you will be retrieving your electronic files. The command is:

cd /red/Logonid/incoming

To see what files are available for pickup, use the directory list command. The command is: *dir*.

Retrieve the file(s) using the name(s) from the directory:

/red/Logonid/incoming

Example: *get errwrno.rpt.11203520*

The following reports can be found in the incoming directory:

- Confirmation Services Error/Warning Report.

- Extract File.

- Shipping Partner Error/Warning Report.

The naming conventions used for these files are as follows:

- *Errwrno1.rpt.MMddhhmm* for the Confirmation Services Error/Warning Report.
- *detextro1.rpt.MMddhhmm* for the extract file.
- *errwrno2.rpt.MMddhhmm* for the Consolidator Error/Warning Report.

MMddhhmm signifies the following:

- MM = numeric representation of the month.
- dd = day of the month.
- hhmm = the hour, minute and that the file or report was generated.

Copy the files to your local computer. You may choose to delete the files from the Postal Service host. However, if you do not delete the files, the Postal Service host site will automatically delete the oldest copy (generation) of each file type on the 31st generation of that file.

To delete the file, use the *del* command.

Example: *del errwrno.rpt.MMddhhmm*

Changing the Internet FTP Password

To change the Password for Internet FTP, transmitting mail owners or designees must change Passwords on both *ftp-in.usps.gov* and *ftp-out.usps.gov* because the accounts and Passwords are maintained independently. The first six characters of the Password must contain at least two alphabetic characters and at least one numeric or special character. In both accounts, transmitting mail owners or designees will be prompted to enter the Password again, and then to enter and confirm the new Password.

Communication Using an Internet Browser

As an alternative to using standard FTP software, a Web-based site is available that enables uploading your electronic file to the Postal Service. Note that this site allows only sending files and is not for viewing or retrieving information.

From your Internet browser, open this page:

http://www.usps.gov/cttgate/upload.htm

Click the "Browse" button to select the file you want to upload. This will bring up your local directories and files. After you select the appropriate file, the full path and filename will be listed in the fill-in box on the Web page.

Click the "Upload File" button to begin the transfer. After the file transfer is complete, a screen will confirm that your file was received, giving the size of the file.

Files must not be compressed using this file transfer method.

Retrieving Electronic Reports

Enter the following URL using all lowercase letters and replacing the *<Logonid>* and *<password>* fields with the *<Logonid>* and *<password>* fields provided to you by the Postal Service.

Example: ftp:// Logonid:password@ftp-out.usps.gov/ *

A Web page will show your home directory. Click on "incoming" to access the proper directory. Click on the report in the displayed list that you want to view or download.

* Depending on which Internet browser you are using, you may arrive at an FTP root directory instead of your home directory. If this occurs, select the red directory and then select the directory that contains your *<Logonid>*. You also may access the correct directory by entering the extended URL.

ftp://Logonid:password@ftp-out.usps.gov/red/Logonid/incoming

Communication Using Electronic Data Interchange (EDI)

Mailers wishing to use Electronic Data Interchange should call Technical Support, 877-264-9693, option 1, to be established as an EDI trading partner.

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Appendix C
Troubleshooting Guide

This section contains typical error and warning messages and their meanings.

Header Error Messages That Cause Rejection of an Entire Electronic File

Electronic File Transmission Error Message	What It Means
H1 HEADER REC TYPE MISSING	Header Record is missing.
H1/D1 HDR/DTL REC TYPES MISSING	The Electronic File Header Record ID of H1 and the Electronic File Detail Record ID of D1 are missing.
D1 - ELEC FILE DETAIL RECORD(S) MISSING	There were no detail records sent with the Header Record.
ELEC FILE SVC TYPE CODE NOT = 50	The first two characters of the Electronic File Number in the Header Record must be a Service Type Code of 50.
INVALID MAILER ID	The Mailer ID in Electronic File Number field of the Header Record does not appear in Customer Table. It is entered into the table as part of the Certification process.
MAILER ID NOT NUMERIC	The Mailer ID in Electronic File Number field of the Header Record is not a numeric value.
ELEC FILE SEQ NBR NOT NUMERIC	The significant digits in the Electronic File Number field of the Header Record are not numeric (all spaces).
INVALID SEQ NUMBER IN ELEC FILE–ID	The significant digits in the Electronic File Number field of the Header Record are not numeric.
INVALID MAILING DATE	The Mailing Date field in the Header Record must be between 01 and 12. The day must be valid for specific months (e.g., month 02 must be between 01 and 28, unless it is a leap year, then it must be between 01 and 29).
MAILING DATE IS NOT NUMERIC	The Mailing Date field in the Header Record is not a numeric value (no hyphens, slash symbols, etc.). Delivery Confirmation system is Year 2000 compliant.
INVALID MAILING TIME	The Mailing Time field in the Header Record is not a valid time.
MAILING TIME IS NOT NUMERIC	The Mailing Time field in the Header Record is not a numeric value u 0 and v 2400.
INVALID ENTRY FACILITY	The Entry Facility field in the Header Record is not a valid 5–digit ZIP Code of a USPS facility that can accept this type of mailing.
INVALID PAYMENT ACCOUNT NUMBER	The Payment Account Number field in the Header Record must contain a valid EMCA umber.
INVALID USPS ELEC FILE VERSION NUMBER	The USPS Electronic File Version Number field in the Header Record is not a valid number.

USPS ELEC FILE VERSION NBR NOT NUMERIC	The USPS Electronic File Version Number field in the Header Record is not a numeric value of 9(3).
CUSTOMER NOT CONFIGURED FOR EXPRESS	The customer has not been set up as a certified EMM customer. Customers must be certified for EMM as well as for Delivery Confirmation.
CUSTOMER PENDING FOR EXPRESS	The customer's status is pending — the customer has not yet been certified for EMM.
CUSTOMER DECERTIFIED FOR EXPRESS	The customer has been decertified for EMM.
INVALID DEVELOPER ID CODE	The Developer ID Code field of the Header Record is not a valid code compared to the table maintained by our NCSC in Memphis of certified developers.
DUPLICATE MANIFEST — CORRECTIONS MUST BE WITHIN 30 DAYS	The manifest ID was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it is outside the window for making corrections.
DUPLICATE MANIFEST — MUST USE SAME DT/TM	The manifest ID was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it does not have the same date and time of mailing as the original manifest.

Detail Record *Error* Messages That Cause Non–Acceptance of Record

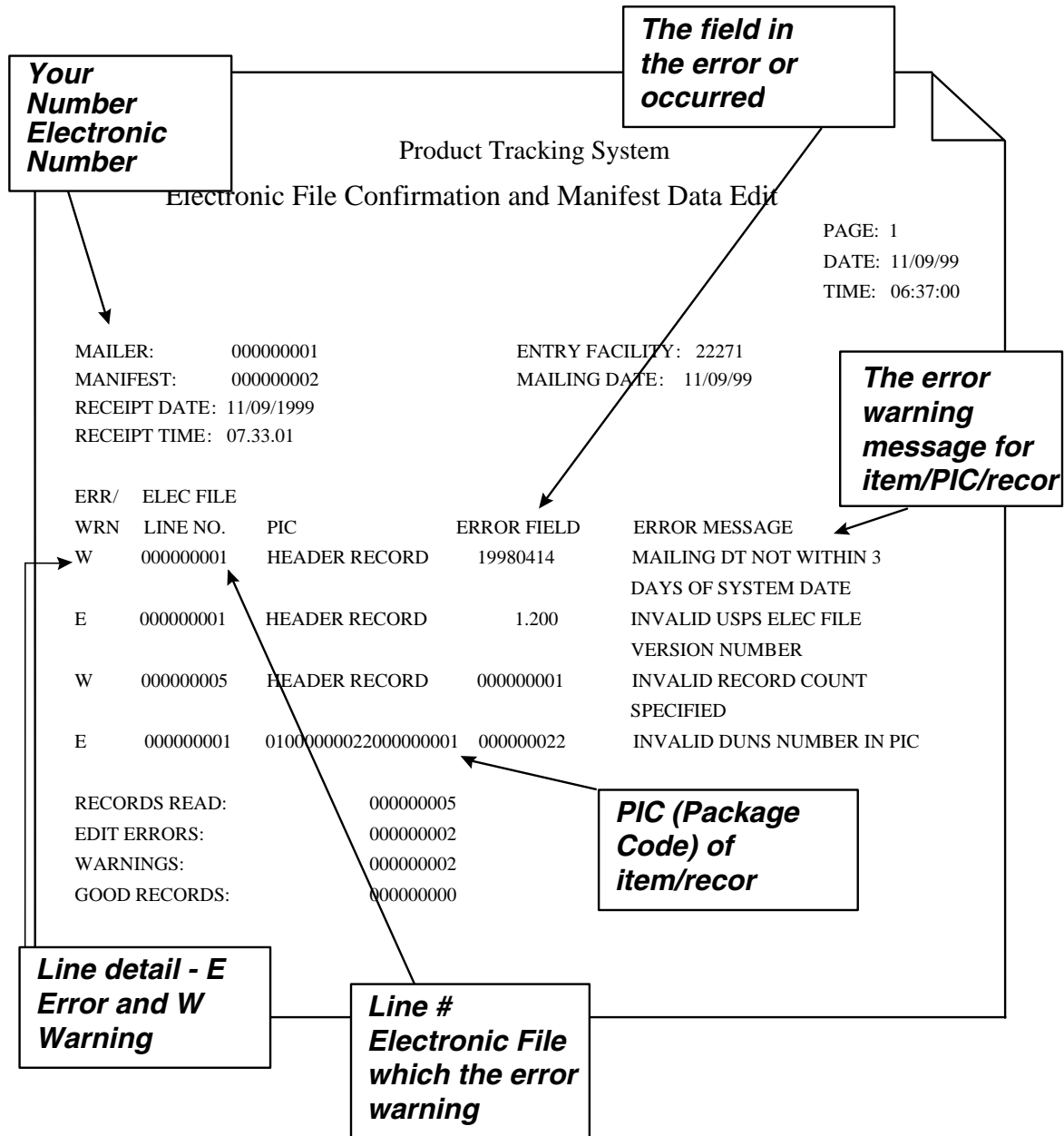| Error Message	What It Means
NOT A VALID DETAIL RECORD	Unrecognizable record; not a valid record.
INVALID CLASS OF MAIL	The Class of Mail field in Detail Record 1 is not a valid class of mail. See record layout and description for this field in Appendix A.
INVALID SERVICE TYPE CODE IN PIC	The Service Type Code in positions 7–8 of the Package Identification Code field in Detail Record 1 is not a valid Service Type Code.
INVALID MAILER ID IN PIC	The Mailer ID in positions 9–17 of the Package Identification Code (PIC) field in Detail Record 1 does not appear in the Customer Table. It is entered into the table as part of the Certification process.
INVALID SEQ NUMBER IN PIC	The significant digits in the Package Identification Code (PIC) field of Detail Record 1 are not numeric.
INVALID BARCODE FORMAT FOR EXPRESS MANIFEST	If the Class of Mail field in Detail Record 1 is set to "EX," the PIC must be a 13–digit barcode label ID.
INVALID CTRY CODE	If Class of Mail field in Detail Record 1 is IE, country code in Country Code field in Detail Record 1 must be a valid record in Country Code table.
POSTAGE EQUALS ZERO	For Express Mail manifests, the Postage field in Detail Record 1 must be a valid number.
WEIGHT EQUALS ZERO	For Express Mail manifests, the Weight field in Detail Record 1 must be a valid number.

ERROR IN D1 — REJECTING D2	An error found in Detail Record 1 automatically rejects the matching Detail Record 2.
D2 FOUND WITHOUT MATCHING D1	There is no Detail Record 1 to match Detail Record 2.
INTL MAIL CLASS REQUIRES D2 RECORD	If the Class of Mail field in Detail Record 1 is set to "IE" for International Express Mail, a Detail Record 2 is mandatory for address information.
LABEL AND 3–DIGIT DEST ZIP PREVIOUSLY MANIFESTED	The combination of Package Identification Code (PIC) field in Detail Record 1 with the Destination ZIP Code field in Detail Record 1 indicates this record is duplicated from a previously submitted electronic file.

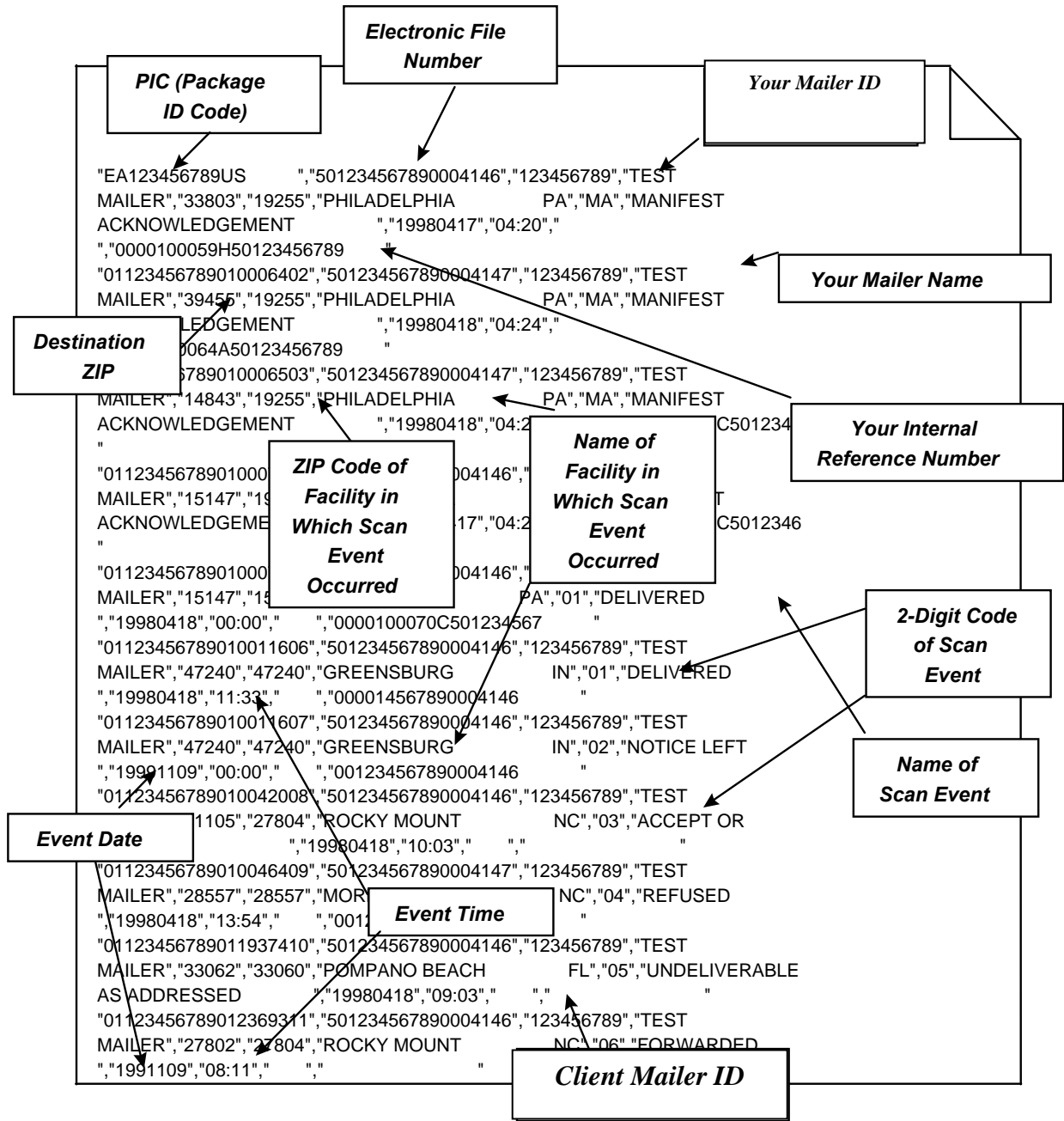# Header or Detail Record *Warning* Messages That *Do Not* Cause Rejection

Warning Message	What It Means
MAILING DT NOT WITHIN 3 DAYS OF SYSTEM DATE	The Mailing Date field is not within 3 days of the system date (before or after).
INVALID ELEC FILE TYPE; DEFAULT TO ELEC FILE TYPE 2	If the Electronic File Type field in the Header Record is invalid, it will be changed to "2" to reflect an electronic file and not a postage manifest. Electronic File Type field must be "3" for EMM.
INVALID METHOD OF PAYMENT; DEFAULT TO PAYMENT TYPE 2	If the Electronic file Type field in the Header Record is set to "3" and the Method of Payment field in the Header Record is not valid, the system will default the Method of Payment to "02" Express Mail Corporate Account.
INVALID PICKUP REQUESTED INDICATOR; DEFAULT TO SPACE	The Pickup Requested Indicator must be set to "Y" if the mail is picked up by the USPS. The default is spaces.
DUPLICATE ELEC FILE FOUND - PROCESSED AS CORRECTIONS	An electronic file with this number in the Electronic File Number field of the Header Record has been submitted previously.
INVALID PRODUCT VERSION NUMBER	The product version number of the developer's software must be identified to the USPS at time of certification.
INVALID RECORD COUNT SPECIFIED	The File Record Count field in the Header Record does not match the USPS count of records in this transmission.
INVALID CLASS OF MAIL/SVC TYPE CD COMBO	The Class of Mail field in Detail Record 1 does not match the appropriate Service Type Code in the first 2 positions of the Package Identification Code (PIC) of Detail Record 1. The two–digit Service Type Codes for Express Mail electronic manifesting are EA through EV.
DEST ZIP MUST BE ALL ZEROES FOR INTL	If the Class of Mail field in Detail Record 1 is IE, then the Destination ZIP Code field in Detail Record 1 must be all zeroes.
DESTINATION ZIP CODE IS NOT VALID	The 5–digit ZIP Code in the Destination ZIP Code field of Detail Record 1 is not a valid ZIP Code as compared to the current USPS AIS table; stored as a null value.

RATE INDICATOR NOT PA OR E4; DEFAULT TO PA	For EMM, the Rate Indicator field in Detail 1 Record must be either "PA" for the Express Mail service "Post Office to Addressee" or "E4" for "Express Mail Flat Rate." The default is "PA" — "Post Office to Addressee."
PO BOX INDICATOR NOT Y OR N; DEFAULT TO N	A "Y" in the PO Box Indicator field in Detail Record 1 indicates that the Express Mail is addressed to a PO box. The default is "N" - indicating the Express Mail is not addressed to a PO box.
WAIVER OF SIGNATURE NOT Y OR N; DEFAULT TO N	A "Y" in the Waiver of Signature field in Detail Record 1 indicates that the mailer requests a waiver of signature on the Express Mail delivery. The default is "N" - indicating that the mailer has not waived the signature.
WEEKEND/HOLIDAY DELIV NOT 1,2,3,4; DEFAULT TO 1	The No Weekend/Holiday Delivery field in the Detail Record 1 is used to indicate whether the mailer requested its Express Mail not to be delivered on a weekend or holiday. The default is "1" for normal delivery.
COD AMOUNT DUE SENDER EQUALS ZERO	If one of the Special Service Code fields in Detail Record 1 is a COD special service code of "05," the amount must be entered in the COD Amount Due Sender field.
SPECIAL SERVICE NOT = 05; REJECTING COD AMOUNT	The COD Amount Due Sender field in Detail 1 Record is filled and there is no COD code of "05" in any of the Special Service Code fields.
SPECIAL SERVICE NOT 04, 05, 06; DEFAULT TO SPACE	A Special Service Code field in Detail Record 1 for an Express Mail manifest has a value that does not correspond with a valid special service for Express Mail.
SPECIAL SERVICE FEE EQUAL ZEROES	A Special Service Code field in Detail Record 1 has a valid special service code for Express Mail, but there is no value in the corresponding Fee for Special Service field.
INVALID MAILER ID IN CLIENT	The Mailer ID in the Client Mailer ID field of Detail Record 1 is not a valid Mailer ID.
INVALID ZONE	The Zone provided by the mailer is an invalid Zone number.
ZONE MISSING	The Zone field has no entry.
INCORRECT ZONE	The Zone provided by the mailer is not correct.

Sample of Manifest Data Edit Error/Warning Listing

The field in the error or occurred

Your Number Electronic Number

Product Tracking System

Electronic File Confirmation and Manifest Data Edit

PAGE: 1
DATE: 11/09/99
TIME: 06:37:00

MAILER: 000000001   ENTRY FACILITY: 22271
MANIFEST: 000000002   MAILING DATE: 11/09/99
RECEIPT DATE: 11/09/1999
RECEIPT TIME: 07.33.01

The error warning message for item/PIC/recor

ERR/ WRN	ELEC FILE LINE NO.	PIC	ERROR FIELD	ERROR MESSAGE
W	000000001	HEADER RECORD	19980414	MAILING DT NOT WITHIN 3 DAYS OF SYSTEM DATE
E	000000001	HEADER RECORD	1.200	INVALID USPS ELEC FILE VERSION NUMBER
W	000000005	HEADER RECORD	000000001	INVALID RECORD COUNT SPECIFIED
E	000000001	0100000022000000001	000000022	INVALID DUNS NUMBER IN PIC

PIC (Package Code) of item/recor

RECORDS READ: 000000005
EDIT ERRORS: 000000002
WARNINGS: 000000002
GOOD RECORDS: 000000000

Line detail - E Error and W Warning

Line # Electronic File which the error warning

Sample of Extract File

Electronic File Number

PIC (Package ID Code)

Your Mailer ID

Your Mailer Name

Destination ZIP

Your Internal Reference Number

ZIP Code of Facility in Which Scan Event Occurred

Name of Facility in Which Scan Event Occurred

2-Digit Code of Scan Event

Name of Scan Event

Event Date

Event Time

Client Mailer ID

```
"EA123456789US           ","501234567890004146","123456789","TEST
MAILER","33803","19255","PHILADELPHIA          PA","MA","MANIFEST
ACKNOWLEDGEMENT          ","19980417","04:20","
","0000100059H50123456789
"01123456789010006402","501234567890004147","123456789","TEST
MAILER","39456","19255","PHILADELPHIA          PA","MA","MANIFEST
        EDGEMENT          ","19980418","04:24","
        0064A50123456789           "
      6789010006503","501234567890004147","123456789","TEST
MAILER","14843","19255","PHILADELPHIA          PA","MA","MANIFEST
ACKNOWLEDGEMENT          ","19980418","04:2           C501234
"
"01123456789010000         004146","
MAILER","15147","19           17","04:2           C5012346
ACKNOWLEDGEME
"
"01123456789010000         004146","
MAILER","15147","15          PA","01","DELIVERED
","19980418","00:00","      ","0000100070C501234567           "
"01123456789010011606","501234567890004146","123456789","TEST
MAILER","47240","47240","GREENSBURG          IN","01","DELIVERED
","19980418","11:33","      ","000014567890004146           "
"01123456789010011607","501234567890004146","123456789","TEST
MAILER","47240","47240","GREENSBURG          IN","02","NOTICE LEFT
","19991109","00:00","      ","001234567890004146           "
"01123456789010042008","501234567890004146","123456789","TEST
          1105","27804","ROCKY MOUNT          NC","03","ACCEPT OR
          ","19980418","10:03","    ","                  "
"01123456789010046409","501234567890004147","123456789","TEST
MAILER","28557","28557","MOR          NC","04","REFUSED
","19980418","13:54","      ","0012                  "
"01123456789011937410","501234567890004146","123456789","TEST
MAILER","33062","33060","POMPANO BEACH          FL","05","UNDELIVERABLE
AS ADDRESSED          ","19980418","09:03","    ","                  "
"01123456789012369311","501234567890004146","123456789","TEST
MAILER","27802","27804","ROCKY MOUNT          NC","06","FORWARDED
","1991109","08:11","      ","                  "
```

Edit Checks

Edit Check for Class of Mail

This edit check compares the Class of Mail field in Detail Record 1 (Positions 3 and 4) to the Service Type Code used in the PIC field (Positions 5-26) in Detail Record 1. If the Service Type Code is not a valid code for the class of mail listed, you will get a warning message. The two–digit Service Type Codes for Express Mail electronic manifesting are EA through EV.

*If Class of Mail =	And Service Type Code =	Then	Else
EX	EA - EV	OK	Warning Message
PM	01 05 07 09 11 12	OK	Warning Message
BS BL BP BB	02 06 08 10	OK	Warning Message

Other Edit Checks Not Listed in Error/Warning Messages

These edit checks do not produce error or warning messages but may affect data that is provided by you in the electronic file and returned to you with a specific record in the extract file.

Field Name	Edit Check
Destination ZIP+4 Code in Detail Record 1	If not numeric or equal to spaces, do not store in database; give no warning message
Customer Reference Number in Detail Record 1	For EMCA this field can be used for the charge back number. No edit, but if not spaces, store it for inclusion in Extract File

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Appendix D
Extract File Layout

The file layout on the following pages defines the extract file you can download for incorporation into an in–house customer service/inquiry application. A sample of the extract file appears in Appendix C, Troubleshooting Guide.

EXPRESS MAIL MANIFESTING EXTRACT File Record Formats
Tracking Data (quote and comma–delimited fixed length text strings, LRECL=280)

Record Positions	Field Name	Size/ Format	Description	Example	Content Rules and Limitations
001	Delimiter	X(1)	Quote delimiter.	"	"
002–023	Package Identification Code (PIC)	X(22)	Barcoded label number used to track the package. 2 alphas - EA 8 digits - sequential number 1 digit - check digit 2 alphas - US	EA123456782US __	The label numbers must be from the series of label numbers provided from the USPS. This number must be unique for 6 months. Refer to Appendix F for barcode specifications. For Express Mail use the 13–digit numbers provided by USPS; left justify with trailing spaces.
024–026	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
027–048	Electronic File Number	X(22)	Electronic File Number of the electronic file that included the mailpiece with this Package Identification Code (PIC). Uniquely identifies the electronic file for a given customer for at least 6 months.	GS1-128 9150941233312 000012348 All Others 5094123331200 0012348__	Taken from Header Record position 004–025.
049–051	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
052–060	Mailer ID	9(9)	Mailer ID Number unique to this mailer obtained from USPS.	941233312	Numeric value only
061–063	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","

064–083	Mailer Name	X(20)	Mailer name associated with Mailer ID.	ABC Company	Alphanumeric
084–086	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
087–091	Destination ZIP	9(5)	Destination ZIP as given by Electronic File.	33511	Taken from Detail Record 1 position 027–031.
092–094	Delimiter	X(3)	Quote, comma, quote delimiter	","	","
095–098	Destination ZIP+4	X(4)	Destination ZIP+4 as given by Electronic File.	1857	Taken from Detail Record 1 position 032–035.
099–101	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
102–106	Scanning Facility ZIP	9(5)	If scanning event, 5–digit ZIP Code of facility. If manifest event, entry facility ZIP Code.	21201	Valid ZIP Code
107–109	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
110–140	Scanning Facility Name	X(31)	Name of postal facility or city/state where event happened: - For MA event (see Event Code in Appendix E), it is the entry facility. - For 01/02 (delivered/attempted), it is the destination city/state. - For anything else, it is the city/state of the postal facility where the event happened.		Alphanumeric. Further defined for city/state event: 28 characters for city, 1 for comma, 2 for state alpha abbreviation.
141–143	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
144–145	Event Code	X(2)	Code for tracking event.	01	See Appendix E for current listing of Event Codes.
146–148	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
149–188	Event Name	X(40)	Name of tracking event corresponding to event code.	Delivered	Alphanumeric — see Event Code in Appendix E.
189–191	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
192–199	Event Date	9(8)	Date of tracking event.	1998–03–01 Entered as: 19980301	YYYYMMDD numeric. Leading zeroes given.
200–202	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
203–206	Event Time	9(4)	Time of tracking event.	13:15 Entered as: 1315	HH:MM Military format and time must be valid. Numeric values (0–9) only.
207–209	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","

210–218	Mailer ID	9(9)	Client Mailer ID	941233312	Taken from Detail Record 1 position 122–130.
219–221	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
222–251	Customer Reference No.	X(30)	Customer's internal reference number.	1223ABC	Alphanumeric values. Customer defined.
252–254	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
255–256	Destination Country Code	X(2)	Code for Destination Country.	GB	Valid Country Code
257–259	Delimiter	X(3)	Quote, comma, quote delimiter.	","	","
260–279	Recipient Name	X(20)	Name of Recipient.	J DOE	First initial, space, last name
280	Delimiter	X(1)	Quote delimiter.	"	"
281–282	Carriage Return Line Feed	X(2)	End–of–record indicator.		Not a data field. Hex values: Carriage return = X'0D' Line Feed = X'0A'

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Appendix E
Event Codes

This Appendix lists all the possible event codes (both current and planned) for EMM. The codes appear in positions 144-145 of the EMM extract file and on the Internet lookup site.

Domestic Event Codes	Event Name
MA	Manifest Acknowledgment
01	Delivered
02	Attempted
03	Accept or Pickup (by carrier)
04	Refused
05	Undeliverable as Addressed
06	Forwarded
07	Arrival at Unit
08	Missent
09	Return to Sender
10	Enroute
11	Dead Letter
31	Return to Sender/Not Picked Up
32	Dead Mail/Disposed by USPS
33	Dead Mail/Sent to MRC

Return to Sender Codes	
21	No Such Number
22	Insufficient Address
23	Moved, Left No Address
24	Forward Expired
25	Addressee Unknown
26	Vacant
27	Unclaimed
28	Deceased
29	Other

International Event Codes	Event Name
AR	Inbound International Arrival
BB	Entered at Plant
B1	Outbound – Into US Customs
B5	Outbound – Out of US Customs
CO	Inbound Out of Customs
DD*	International Dispatch Ready
C1	Into Customs
TA	Transit Mail Arrival
DT	Transit Mail Dispatch
EA	Enroute Arrival
ED	Enroute Dispatch
K1	Forwarding to US Customs
K2	Contact US Customs
K3	Forwarded by USPS
K4	Return to Sender: Improper Documentation
K5	Return to Sender: Abandonment
K6	Return to Sender: Duty Nonpayment
K7	Picked up at Customs Unit
RE	Refused Entry by Customs
A0	Foreign Acceptance
B0	Foreign Arrival at Outward Office
C0	Foreign International Dispatch
D0	Arrived Abroad
E0	Into Foreign Customs
F0	Out of Foreign Customs
G0	At Foreign Delivery Unit
H0	Attempted Delivery Abroad
I0	Delivered Abroad
H8	Foreign Return to Sender
J0	Arrival at Transit Office from Exchange
K0	Depart from Transit Office of Exchange

Appendix F
Barcode Specifications

Symbology

For domestic EMM, the barcode label may be printed in either of the following two symbologies:
- USS Code 128 — Subset B is required for alpha characters
- USS Code 39

For international EMM, the barcode label must be printed in the following symbology:
- USS Code 39

Barcode Length (Fixed Length)

A fixed–length 13–digit barcode, in the format previously described, is required with the following symbologies:
- USS Code 128
- USS Code 39

Barcode Elements

EMM will use a 13–character package ID barcode. The data elements include the following:

Barcode Data	Overhead
	Start Code
	USS Subset Shift Characters
Service Type Code — 2–digit alpha	
Sequential Package ID — 8 digits*	

Check Digit —
     MOD 10 (Domestic Mail Only)
     or
     MOD 11 (Required for International Mail
     and may be used for Domestic Mail with
     USS Code 39)	

Express Mail Product Code — "US"	
	Mod 103 Check Digit (USS Code 128 only)
	Stop Code

*   *Use 8–digit sequential Express Mail numbers supplied by the Postal Service on PS Form 3152–E.*

USS Code 128 Barcode Elements

The following USS Code 128 barcode data elements and barcode structure are recommended:

1. Quiet Zone: An area before the start character clear of any printed information, the minimum value equals 10 times the narrowest bar width.

2. Start Code Set B: Mandatory barcode start character, start code B completes a subset transition that allows encodation of alpha/numeric characters. The start character is not shown in the human–readable presentation nor is it manually keyed or transmitted.

3. Express Mail Service ID: The 2–digit Service Type Codes for Express Mail electronic manifesting. The 2–digit alpha prefix provided by the USPS on PS Form 3152–E must be used.

4. Data: Express Mail package sequence identification number. Customers are assigned blocks of 8–digit sequential package identifiers (label numbers) on PS Form 3152–E. The customer must assign individual sequential package ID numbers from this block to each Express Mail piece. The package IDs must remain unique for at least 6months.

5. Modulo 10 check character: Barcode symbol check digit algorithm, which is a user–supplied checksum algorithm that is calculated from the package ID number. A MOD 10 check digit is positioned as the last

numeric data character following the package ID. It is used to detect errors resulting from manual data entry or errors resulting from failed data transmissions.

6.   Shift to Code Set C: Numeric only transition code that allows barcode encodation at twice the character density.

7.   Express Mail Product Code: "US."

8.   Modulo 103 check character: USS barcode symbol check digit algorithm, not part of the user data.

9.   Stop Code: Last character used to conclude all USS Code 128 barcodes characters. All barcodes must have a symbol stop code. The stop character is not shown in the human–readable presentation nor is it manually keyed or transmitted.

10. Quiet Zone: An area after the stop character clear of any printed information, the minimum value equals 10 times the narrowest bar width.

Data Format USS Code 128
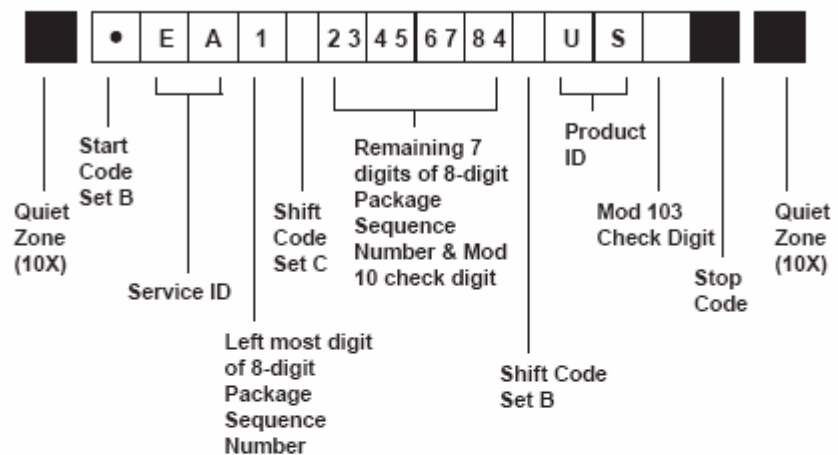
Sample of USS Code 128 Barcode

EA 1234 5678 4 US

USS Code 39 Barcode Elements

The following USS Code 39 barcode data structure pattern is required (wide/narrow bar ratio w 2.5):

1. Quiet Zone: An area before the start character clear of any printed information, the minimum value equals 10 times the narrowest bar width.

2. Start Code: Start character that identifies beginning of barcode.

3. Express Mail Service ID: The 2–digit Service Type Codes for Express Mail electronic manifesting. The 2–digit alpha prefix provided by the USPS on PS Form 3152–E must be used.

4. Data: Express Mail package sequence identification number. Customers are assigned blocks of 8–digit sequential package identifiers (label numbers) on PS Form 3152–E. The customer must assign individual sequential package ID numbers from this block to each Express Mail piece. The package IDs must remain unique for at least 6 months.

5. Modulo 10 check character (for domestic mail only) or Modulo 11 check character (required for international mail, may be used for domestic mail) barcode symbol check digit algorithm: This is a user–supplied checksum algorithm that is calculated from the package ID number. A MOD 10 or MOD 11 check digit is positioned as the last numeric data character following the package ID. It is used to detect errors resulting from manual data entry or errors resulting from failed data transmissions.

6. Express Mail Product Code: "US."

7. Stop Code: Last character used to conclude barcodes symbol.

8. Quiet Zone: An area after the stop character clear of any printed information, the minimum value equals 10 times the narrowest bar width.

Data Format USS Code 39
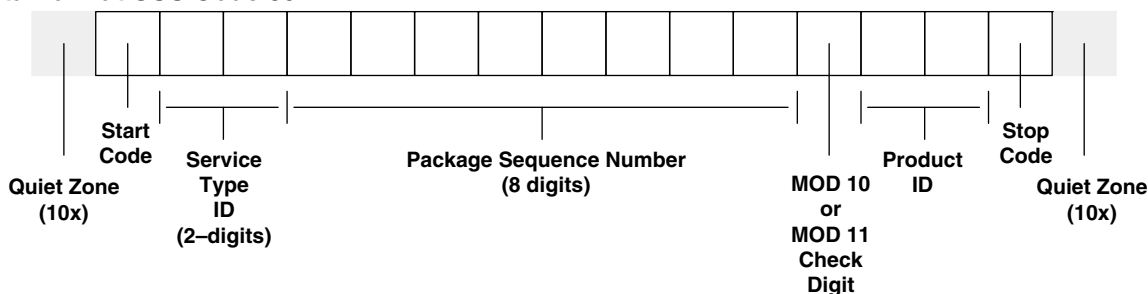
Sample of USS Code 39 Barcode
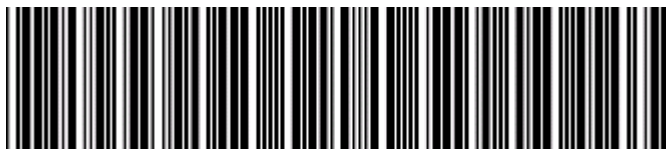
EA 1234 5678 4 US

Check Digit

Check Digit (USS Code 128)

Both MOD 10 and MOD 103 are used as mandatory checksums for the USS Code 128 symbology. The MOD 103 checksum for USS Code 128 is part of the symbology overhead and not presented in the human–readable text. The MOD 10 checksum is positioned as the last numeric digit of the package identifier and is part of the human–readable presentation of data. It is also manually keyed and transmitted as data. The MOD 103 checksum is the last data character and follows the MOD 10–check digit. It is NOT part of the human–readable presentation of data. It is also *not* manually keyed or transmitted as data.

Check Digit (USS Code 39)

A MOD 10 checksum may be used only for domestic mail. A MOD 11 checksum *must* be used for international mail and *may* be used for domestic mail. Code 39 requires a MOD 10/MOD 11 checksum in the eleventh position in lieu of the optional standard MOD 43 checksum in order to meet USPS requirements. It should precede the product ID "US." The standard MOD 43 checksum must be omitted; otherwise, it will cause an invalid barcode that cannot be read.

The algorithms for calculating the MOD 10 and MOD 11 check digits appear at the end of this appendix. This mandatory MOD 10 or MOD 11 check digit is a data element, must appear in human–readable form, and is transmitted as data.

Print Specifications

Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of any narrow bars or spaces must not be less than 0.013 inch, or no greater than 0.021 inch. All bars must be at least 0.75 inch high.

The ratio of wide–to–narrow element widths for Code 39 symbologies referred to as "N" must be 2.5 to 3.0 inclusive.

Clear Zone

No printing may appear in an area 0.125 inch above or below the barcode. A minimum clear zone (also called 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 Automatic Identification Manufactures International (AIM), Inc. specifications. When feasible, a left/right clear zone of 0.250 inches is recommended.

Reflectance

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

Barcode Quality

At least 70% 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 barcode guidelines are in standard X3.182, Bar Code Print Quality Guideline, and may be obtained from:

AMERICAN NATIONAL STANDARDS INSTITUTE
11 W 42ND ST
NEW YORK NY 10036–8002

Telephone: 212–642–4900
Web site: www.ansi.org

Specifications

AIM, Inc. offers written technology standards for the barcode symbologies used for EMM:

a.   Uniform Symbology Specification, USS Code 128

b.   Uniform Symbology Specification, USS Code 39

These specifications can be obtained from:

AIM INC.
634 ALPHA DR
PITTSBURGH PA 15238–2802

Telephone: 412–963–8588 (ask for Technical Department)
Web site: www.aimi.org

Barcode Identification

Text

Bold text, placed no less than 0.125 inch and no more than 0.5 inch above the barcode, must read "USPS EXPRESS MAIL." The minimum size of this text is 12–point sans–serif bold type. Larger text is preferred but should not exceed the length of the barcode. The text must be printed in uppercase letters.

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. The minimum size of this text is 10–point sans–serif bold type. It is recommended that the human–readable numbers should be in groups of four or less to facilitate manual entry when required.

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 Express Mail barcode from other information on the shipping label. The length of the line must be equal to the length of the barcode.

Minimum (Not To Scale)

Grouping of Human–readable Numbers

The human–readable representation of the barcode should be placed into groups of four with the remaining digits grouped at the end.

MOD 10 Check character calculation

To calculate the MOD 10 check character (for domestic Express Mail only) for the PIC, follow the six steps explained below.

Digit positions are numbered from right to left for this calculation so that the MOD 10 check character position counts as position 1. For this example, assume that the PIC number is 12345678.

The MOD 10 check character is calculated using the following steps:

Step 1

Set up a two–row matrix, labeled 1 through 9, with 1 being the most significant position in the matrix (i.e., the right–most position). Starting from the least significant position of the matrix (position 9), copy each digit of the PIC all the way to position 2 (excluding the position of the check character shown in the example below by an "?").

Position	9	8	7	6	5	4	3	2	1
PIC	1	2	3	4	5	6	7	8	?

Step 2

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

Position	9	8	7	6	5	4	3	2	1
PIC	1	**2**	3	**4**	5	**6**	7	**8**	?

For the example: 8 + 6 + 4 + 2 = 20

Step 3

Multiply the result of Step 2 by 3. For the example: 20 x 3 = 60

Step 4

Starting from position 3 of the matrix, add the values in the odd–numbered positions, skipping position 1 because it is the position of the check character.

Position	9	8	7	6	5	4	3	2	1
PIC	**1**	2	**3**	4	**5**	6	**7**	8	?

For the example: 7 + 5 + 3 + 1 = 16

Step 5

Add up the results for steps 3 and 4. For the example: 60 + 16 = 76

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: 76 + 4 = 80; X = 4

The check character is 4, because 4 is the smallest number that, when added to 76, results in a multiple of 10. The label ID would be "RB123456784US."

MOD 11 Check Character Calculation

To calculate the MOD 11 check character (*must* be used for international mail, *may* be used for domestic mail) for the PIC, follow the 13 steps explained below: The MOD 11 check digit formula is used only with a USS Code 39 Barcode. For this example, assume that the PIC number is 12345678.

Example: Label ID = EF123456785US

Weighted MOD 11 Check–digit Calculation:

1. Multiply the first digit by 8.
2. Multiply the second digit by 6.
3. Multiply the third digit by 4.
4. Multiply the fourth digit by 2.
5. Multiply the fifth digit by 3.
6. Multiply the sixth digit by 5.
7. Multiply the seventh digit by 9.
8. Multiply the eighth digit by 7.
9. Sum all the products of the multiplication in steps 1 through 8.
10. Divide the sum in step 9 by 11.
11. If the remainder is zero, the check–digit becomes "5."
12. If the remainder is one, the check–digit becomes zero.
13. Otherwise, subtract the remainder from 11 and that becomes the check–digit.

Example:

Number is:	1	2	3	4	5	6	7	8	
Multiply by	8	6	4	2	3	5	9	7	
Sum of all products	8 +	12 +	12 +	8 +	15 +	30 +	63 +	56 =	204

For Step 10: 204 divided by 11 = 18 with a remainder of 6.

For Step 13: 11 - 6 = 5

The check character is 5. The label ID would be "RB123456785US.

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Appendix G
One–Ply Express Mail Labels (Domestic Mail)

Samples of the four options for One–Ply Express Mail labels appear on the following pages, with explanations of their various components. The four label options are as follows:

- Label Option 1: Standard Domestic One–Ply Label.
- Label Option 2: Privately Preprinted Label 11–SP with Sample Shipping Label (Horizontal Orientation).
- Label Option 3: Label With Service Indicator.

Note: Label Option 2 may also be used for International Mail.

Label Option 1 — Standard Domestic One–Ply Label

Show the following information on the label as noted below:

- Express Mail permit imprint indicating postage payment using Express Mail Corporate Account (EMCA). Show *either* the name of the customer that owns the EMCA *or* the EMCA number. Permit imprint must appear in upper right portion of address area.
- Only when the service is requested, print the optional signature waiver and/or weekend or holiday delivery instructions. Preferred placement is below the return address on shipping label.
- Domestic: If identified EM service packaging (EM box, sticker) is not used, the "Express Mail" identification is required.
- Ship date.
- "USPS Express Mail" text, barcode, human-readable barcode information (blocks of Express Mail numbers will be assigned by USPS), and bold horizontal lines.
- Remainder of label is for customer use and may include other internal package IDs, barcodes, customer information, contact telephone numbers, etc.

MAILER OR SHIPPER
555 ANY STREET
ANY CITY, CA 95603-0955

WAIVER OF SIGNATURE REQUESTED
NO DELIVERY WEEKEND OR HOLIDAY

EXPRESS MAIL
U.S. POSTAGE PAID
EXPRESS MAIL
CORP ACCT
[CUSTOMER NAME or
CORPORATE ACCT #]

SHIP DATE: 05/01/2008

EXPRESS MAIL
UNITED STATES POSTAL SERVICE ®

SHIP TO: JOE ADDRESSEE
123 MAIN AVE
HOUSTON TX 77058-2377

USPS EXPRESS MAIL

EA 1234 5678 4 US

Notes:

1. For return receipt service, attach PS Form 3811 to mailpiece and show endorsement "Return Receipt Requested" above the delivery address and to the right of the return address.
2. For COD, attach PS Form 3816 or 3816-AS to mailpiece.
3. To facilitate product recognition and proper handling, it is recommended that Express Mail service packaging be used and the label contain the additional "Express Mail" identification shown above.

Label Option 2 — Privately Printed Label 11–SP
With Sample Shipping Label (Horizontal Orientation)

Notes:

1. For COD and Return Receipt see notes to Label Option 1.
2. For ship date, Express Mail imprint, optional signature waiver, and weekend or holiday delivery instructions, see instructions for Label Option 2.
3. Eagle emblem is optional.
4. EMS logo is optional on domestic mailings.
5. Label Option 3 may be used for domestic or international shipments. For **Express Mail International** see notes in Appendix H.
6. To facilitate product recognition and proper handling, it is recommended that USPS Express Mail packaging be used.

Label Option 3 — Label With Service Indicator

Show the following information on the label as noted below:

- Service Icon. The service icon appears in a 1-inch square in the upper left corner of the shipping label. The letter "E" must be printed inside the 1-inch square and must be no smaller than 0.75 inch (3/4 inch). A minimum 3/4-point line must border the 1-inch square.

- Service Banner. The service banner appears directly below the postage payment area and the service icon, and extends across the shipping label. The text "USPS EXPRESS MAIL®" must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

- Only when the service is requested, print the optional signature waiver and/or weekend or holiday delivery instructions. Preferred placement is below the return address on shipping label.

- If the registered trademark symbol cannot be inserted after the Express Mail text, the following statement must be added to the bottom of the label in at least Helvetica 6-point type: "Express Mail is a registered trademark of the U.S. Postal Service.

Notes:

Service indicator format is recommended for all ordinary domestic Express Mail.

This page intentionally left blank
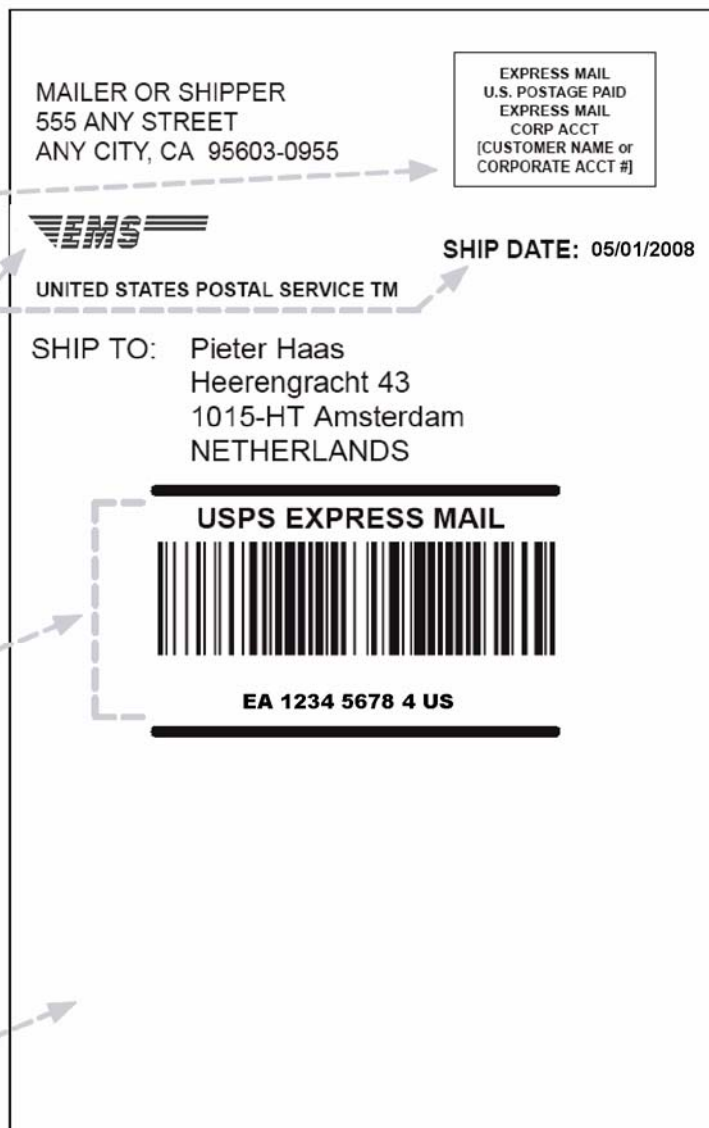
Appendix H
One–Ply Express Mail Label (International Mail)

A copy of a One–Ply Express Mail label for use with International Mail appears on the following page, with explanations of its various components.

Note: Label Option 2 shown in Appendix G may also be used for International Mail.

International Showing Required "EMS" Logo

Show the following information on the label as noted below:

- Express Mail imprint indicating postage payment using Express Mail Corporate Account (EMCA). Show *either* the name of the customer that owns the EMCA *or* the EMCA number. Imprint should appear in upper right portion of address area.

- Ship date.

- International: "EMS" logo is required. There is no specific size requirement for the logo, but it must be readily visible on the label. A color logo is preferred but not required. For color logos, use Pantone Matching System (PMS) 286 (blue) for the letters "EMS" and PMS 151 (orange) for the graphic "wings" on either side of the letters "EMS."

- "USPS Express Mail" text, barcode, human-readable barcode information (blocks of Express Mail numbers will be assigned by USPS), and bold horizontal lines.

- Because label is one-ply, there will be no mailing label for the delivery employee to remove. Barcode information should appear on the label in the same relative position as shown on the sample.

- Remainder of label is for customer use and may include other internal package IDs, barcodes, customer information, contact telephone numbers, etc.

MAILER OR SHIPPER
555 ANY STREET
ANY CITY, CA 95603-0955

EXPRESS MAIL
U.S. POSTAGE PAID
EXPRESS MAIL
CORP ACCT
[CUSTOMER NAME or
CORPORATE ACCT #]

≡EMS≡
UNITED STATES POSTAL SERVICE TM

SHIP DATE: 05/01/2008

SHIP TO: Pieter Haas
Heerengracht 43
1015-HT Amsterdam
NETHERLANDS

USPS EXPRESS MAIL

EA 1234 5678 4 US

Notes for Express Mail International:

1. The barcode label must be printed using the USS Code 39 symbology.
2. The appropriate customs document must be attached to the mailpiece.

Appendix I
Sample Customer Notification Letter

A sample customer notification letter appears on the following page.

Dear Postal Customer,

Congratulations! Your electronic file and barcoded labels are now certified for Express Mail Manifesting (EMM). Enclosed is your copy of PS Form 3152–E, *EMM Certification,* along with instructions on its use.

By copy of this letter, we are notifying all appropriate parties that you have completed the EMM certification process. However, before presenting mailings, you must also receive EMM authorization from your district indicating that the additional requirements for EMM presentation and verification are met. The district will ensure that the following conditions are met:

- Your hard copy verification manifest meets USPS specifications.

- You have implemented the required quality assurance procedures.

- Detached mail unit (DMU) or post office acceptance procedures have been established.

- Transportation has been scheduled to ensure that mailings will be dispatched to meet critical entry times.

- An Express Mail Corporate Account (EMCA) has been established.

- A local procedure has been implemented to capture the acceptance date and time of your mailings so we can determine if our service commitments are being met.

- An EMM agreement has been implemented.

For the first 10 days of mailing, you must submit a photocopy of the successful Manifest Data Edit Error/Warning Report to the DMU within 24 hours or by the next business day to verify transmission and receipt of your electronic manifest by our Product Tracking System. If your file contains warnings or errors, they must be resolved to ensure efficient handling of your mailings.

If your file or barcode falls below the minimum accuracy requirements, we will contact you to resolve the problem. Please keep in mind that a reduction in file or barcode quality could warrant suspension of your certification until the quality issues are resolved.

If you are a software vendor and will not be presenting EMM mailings, your clients cannot be certified until they demonstrate that they can use your software to transmit and retrieve files and produce barcoded labels.

If you have any questions or need additional information, please call the National Customer Service Support Center at 877–264-9693 option 1.

Sincerely,

Alice VanGorder
Manager, Address Management
/0018BAR.DOC

cc Postmaster (Office of Mailing)
     Manager, Business Mail Entry
     Expedited Service Specialist
     Manager Marketing
     Pricing & Classification Service Center

Appendix J
PS Form 3152–E

A sample PS Form 3152-E appears on the following page.

United States Postal Service

Express Mail Manifesting Certification

Company Information

Company Name

Address *(Number, Street, Suite No., City, State, and ZIP+4 Code)*

Mailer ID Number

Electronic File

The electronic file submitted by the company shown above has been certified by the National Customer Support Center (NCSC) to be complete and accurate in both content and transmission and to meet the requirements as defined in Publication 97, *Express Mail Manifesting Technical Guide.*

Authorized NCSC Signature

Date Signed

Barcoded Labels

The barcoded labels printed and submitted by the company shown above have been certified by the National Customer Support Center (NCSC) to meet the standards and specifications as prescribed in the Express Mail Manifesting Technical Guide, and the appropriate ANSI or AIM published standards.

Authorized NCSC Signature

Date Signed

Instructions for Completing and Submission with Mailing

Keep the original of this form in a safe place. Make a photocopy for each mailing and place a label printed with a barcode representing the Express Mail Manifesting Electronic File Number from the electronic file for this specific mailing in the space indicated below. If you cannot print a barcoded label, fill in the sequence number and check digit (the last nine characters) of your Express Mail Manifesting Electronic File Number (positions 17-25 in the Header Record) for this specific mailing in the space indicated.

Instructions for Completion and Submission with Mailing

Number of Express Mail Pieces in This Mailing

Total Postage for This Mailing

Total Weight of Pieces in This Mailing

Express Mail Corporate Account Number

Express Mail Manifesting Electronic File Number

9 1 5 0 _____   _____

Mailer ID Number   Sequence Number

You have been certified for:

DOMESTIC Express Mail

Barcode Label Here

Your company has been assigned the following prefix and range of Express Mail barcode/label numbers:

E A ___   through

_____   _____

Prefix   Range of Label Numbers

Express Mail Manifesting Electronic File Number

Signature of Mailer

Date of Mailing

Round Stamp

Acceptance Employee Signature

PS Form **3152-E** March 2001

NCSC 04/01

Appendix K
Express Mail Verification Manifest (Sample)

Note: The rates used in this sample Express Mail manifest are current as of the publication date for this document. For current rates, please visit our website at www.USPS.com

Domestic and International Mail (With Cumulative Postage Column)

Mailer's Name and Address	Post Office of Mailing	Date of Manifest
	Manifest Sequence Number	Express Mail Corporate Account Number

Mailpiece ID Code	Weight (LBS.)	Zone	Rate Indicator	Zipcode or Country Code	Postage	Cumulative Postage
EA600013571US	22.0	4	PA	60697	79.10	79.10
EA600013582US	5.0	4	PA	60194	35.85	114.95
EA600013603US	8.0	5	PA	70788	47.25	162.20
EA600034563US	2.0	5	E4	55401	16.50	178.70
EA600034574US	2.0	5	E4	33386	16.50	195.20
EA600024585US	21.0	3	PA	41268	73.00	268.20
EA600035796US	7.0	1	PA	20260	25.10	293.30
EA600045677US	1.0	6	PA	76543	22.90	316.20
EA600045698US	4.0	N/A	IE	UZ	39.00	355.20
EA600053593US	.5	N/A	IE	IN	25.00	380.20

Page Totals: 10 Pieces   **72.50**   **380.20**

Cumulative Page Totals:
        10 Pieces   **72.50**   **380.20**

Service	Number of Pieces	Weight (LBS)	Postage
PA	6	64	283.20
IE	2	4.5	64.00
E4	2	4	33.00
Totals	**10**	**72.5**	**$380.20**

PA = Express Mail
E4 = Express Mail Flat Rate
IE = International Express Mail   Page 1

Appendix L

Express Mail Manifest System Application

A sample Express Mail Manifest System Application appears on the following pages.

UNITED STATES POSTAL SERVICE ®

Express Mail® Service Manifest System Application

	1. Express Mail Service Corporate Account No.

Customer Information

2. Company Name	3. MID number	4. Post Office™ Where Express Mail Service Corporate Account is Held (City, state, ZIP + 4®)
5. Address (No., street, ste. no., city, state, ZIP + 4)		6. Estimated Start Date

7. Name of Company Representative Responsible for Manifest System

8a. Company Representative Telephone Number (Include area code)	8b. Company Representative Email Address	8c. Company Representative Fax No.
9. Applicant's Signature	10. Date Signed	11. Are you currently certified or pending certification for Confirmation Service™? Yes No

Technical Information

12. How will you send your electronic files to the USPS® host computer? Choosing the option that best suits your situation will shorten the process by two weeks.

a.   Internet FTP   b.   Dial-up (modem) FTP   c.   Electronic Data Interchange *(If checked go to item 15)*

13a. IT Manager's Name	13b. Telephone Number/Extension/Fax No. (Include area code)	13c. Email Address
14a. Shipping Manager's Name	14b. Telephone Number/Extension/Fax No. (Include area code)	14c. Email Address

15a. Will commercial vendor software be used to produce the electronic file and/or labels?
     Yes. Please complete items 15b-15e.   No. We will develop our own system. *(Skip to question 16 below.)*

15b. Software Company Name	15c. Product Name and Version Number
15d. Contact Name and Title	15e. Telephone Number and Extension (Include area code)

16. Packaging a. Customer Provided b. USPS Provided c. None	17. Reserved	18. Estimated Mail Quantity per Week

19a. What kind of barcode labels will customer use? i. Customer Preprinted ii. USPS Preprinted	19b. Send preprinted labels to: (No., street, ste. no., city, state, ZIP + 4)	20. Are you a consolidator? Yes No
		21a. If "YES", are you using vendor software? Yes No b. Product Name & Version: _____
	19c. Telephone Number (Include area code)	22. Are you a vendor? Yes No

General Information

23a. Post Office Where Express Mail Service Manifest Mailings Will Be Presented (City, state, ZIP + 4)

23b. What Express Mail service options will you use? Check all that apply.

   Post Office to Addressee   Global Express Mail®   COD   Insured   Return Receipt

24. Have arrangements been made for the verification and acceptance of your Express Mail service packages?

   Yes   No *(Please contact your postmaster)*

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General Information *(Continued)*

25. What is the projected daily volume and total daily postage?

_____ Volume

_____ Postage

26. Is your Shipping System/software Manifest Analysis and Certification (MAC™) Program or MAC-Gold™ certified?

Yes

No. Explain how your manifest system ensures against duplicate mailpiece identification numbers within a mailing.

27. How are piece weights determined?

By weighing after the mailpiece is produced.

Using predetermined weight(s), explain how predetermined weights are calculated and how often they are updated in your system:

28. How often are the scales calibrated and certified?

Yearly

Other *(Describe):*

29. How are the rate matrices updated in your system?

Vendor Updates

Other *(Describe):*

30. Can you print rate matrices from your system?

Yes. Include copies with this application.

No. Explain how rate tables are obtained:

31. Which data elements require manual input to generate your manifest?

Package ID Number

Weight   Address

Other *(Specify):*

PS Form **5550,** July 2007 *(Page 2 of 4)*

32. Do you agree to allow reasonable access to mail preparation areas for USPS employees to observe mail preparation and verify mailing records?

    Yes

    No. Refer to *Express Mail Manifest Agreement*, Article 8.

33. Instead of providing a hard copy verification manifest at the time of mailing, will you furnish the manifest electronically and provide access to a terminal in your facility to view the manifest for verification against actual postage?

    Yes

    No, we will present only a hard copy manifest

34. Do you agree to perform the quality assurance procedures described in Chapter 4 of Publication 97, *Express Mail Manifesting Technical Guide*?

    Yes

    No *(Explain)*:

Applicant

Please submit the following documentation with this application. These samples must be produced from the actual software and hardware that will be used:

Sample of verification manifest. *(Include print screens with this application only if you will also be furnishing terminal access to your system.)*

Sample Express Mail Service one-ply label

Rate matrix *(if applicable)*

Form 1357-S, *Customer Request for Computer Access.* This form is not required if you are currently participating in a Confirmation Services program and have already obtained a logon and password.

USPS Representative

Please fax this application, Form 1357-S (if required), and the contact list on the next page to USPS National Customer Support Center at 901-821-6244. Send the original Form 1357-S to:

CONFIRMATION SERVICES SUPPORT
UNITED STATES POSTAL SERVICE®
6060 PRIMACY PARKWAY SUITE 201
MEMPHIS TN 38188-0001

A logon ID and password cannot be issued until the original Form 1357-S is received. Submit this form to the Manager, Business Mail Entry, with the documentation listed in the *Applicant* section above.

PS Form **5550,** July 2007 *(Page 3 of 4)*   See our Privacy Policy on usps.com®

Express Mail® Manifesting Application Contact List *(Completed by USPS Representative)*

Company Name

Address *(No., street, ste. no., city, state, ZIP + 4)*

Customer ID number or MID number (USPS provided)	EMCA Number

Post Office of Mailing

Postmaster's Name

Address *(No., street, ste. no., city, state, ZIP + 4)*

Telephone Number *(include area code)*	Email Address

Business Mail Entry Manager's District *(District where mailings are deposited)*

Manager's Name

Address *(No., street, ste. no., city, state, ZIP + 4)*

Telephone Number *(include area code)*	Email Address

Expedited Service Specialist's District *(District where mailings are deposited)*

Expedited Service Specialist's Name

Address *(No., street, ste. no., city, state, ZIP + 4)*

Telephone Number *(include area code)*	Email Address

Marketing Manager's Name

Address *(No., street, ste. no., city, state, ZIP + 4)*

Telephone Number *(include area code)*	Email Address

USPS Sales Contact's Name

Address *(No., street, ste. no., city, state, ZIP + 4)*

Telephone Number *(include area code)*	Email Address

PS Form **5550,** July 2007 *(Page 4 of 4)*

Appendix M
Resource Information

Web Site Addresses	Information Contained On Site
www.aimi.org	AIM, Inc. — standards for EMM barcode symbologies.
www.ansi.org	American National Standards Institute (ANSI) — barcode print quality guidelines.
www.dnb.com	Dun & Bradstreet web site.
www.ribbs.usps.gov	Current mailer news, weather alerts affecting delivery, and more.
http://pe.usps.gov	Postal Explorer — *Domestic Mail Manual, International Mail Manual,* rate calculator, business forms.
www.usps.com/ *Track and Confirm*	Delivery information lookup.
www.usps.com (click "All Products and Services")	Business Mail Entry locator, business and rate information, publications, supplies.
www.usps.com/ publications	Publication 97, Publication 97–A, Publication 401, and other postal publications.

Resource Name	Phone Number	Type of Support
Electronic Data Interchange (EDI) Service Center	919-501-9850	EDI communication issues/questions.
National Customer Support Center (NCSC) — Delivery Confirmation	877–264–9693 901–821-6244 (fax)	Technical support related to electronic file, transmission protocols, and retrieval of Manifest Data Edit Error/Warning Listing. Electronic file certification process, generation of barcoded labels.
San Mateo Communication Support	877–245–1659	Electronic transmission.
USPS Customer Service	800–275–8777	Rate and other postal information, and district manager of Business Mail Entry.
USPS Customer Service — Express Mail Supply Center	800-610-8734	Delivery status on supply orders and ordering Express Mail supplies. Delivery status on Express and Delivery Confirmation mailpieces.

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