Electronic Merchandise Return Service

USPS Web Tools™

Application Programming Interface

User's Guide

Document Version 10.1c (01/22/2012)

UNITED STATES POSTAL SERVICE™

To Our Customers

In registering for use of the USPS Web Tools™ (Web Tools), you received a user ID that will allow you to begin sending calls to the server when you are ready. Any additional information or contact with you will occur as indicated on the registration form, please return to the eCommerce API Technical Guides site for the most recent documentation from any of the Web Tools.

If you require technical support, contact the USPS Internet Customer Care Center (ICCC). This office is manned from 7:00 AM to 11:00 PM EST daily.

> E-mail address: uspstechsupport@esecurecare.net

> Telephone: 1-800-344-7779 (7:00 AM to 11:00 PM EST daily)

USPS Customer Commitment

The United States Postal Service fully understands the importance of providing information and service anytime day or night to your Internet and e-commerce customers. For that reason, the USPS is committed to providing 24 x 7 service from our Web Tools servers, 365 days a year.

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Table of Contents

1.0 Introduction

There is a *Web Tools User's Guide* for each Web Tool listed on the eCommerce API Technical Guides site. These user guides provide examples of the XML transactions to the USPS Web Tools server and guidance for installation.

This document contains a Reference Guide to the Electronic Merchandise Return Label API. See the Developer's Guide to Web Tools APIs to learn the administrative process for gaining access to the Web Tools APIs as well as the basic mechanism for calling the APIs and processing the results. The Developer's Guide also contains information on testing and trouble-shooting.

For label specifications such as package dimensions, delivery information, etc., please refer to the Domestic Mail Manual (IMM) at http://pe.usps.com/.

2.0 Electronic Merchandise Return Service API

2.1 Electronic Merchandise Return Service Request

The table below presents the XML input tags for generating Live Sample label requests and the restrictions on the values allowed. An error message will be returned if an incorrect value is entered. Also, be aware of the maximum character amounts allowed for some tags. If the user enters more than those amounts, an error will not be generated. *The Web Tool will simply pass in the characters up to the maximum amount allowed and disregard the rest.* This is important since the resulting value could prevent delivery.

When building the XML request, pay particular attention to the *order and case* for tags. An error message will be returned if an incorrect value is entered. Remember that all data and attribute values in this document are for illustration purposes and are to be replaced by your actual values. For instance, a line of sample code may be:

<CustomerName>James Ingle</CustomerName>

In this instance, you will replace "James Ingle" with the name of the person returning the package when making your request.

2.1.1 API Signature

Scheme	Host	Path	API	XML
https://	secure.shippingapis.com	/ShippingAPI.dll	?API=MerchandiseReturnV4	&XML=(see below)
https://	secure.shippingapis.com	/ShippingAPI.dll	?API=MerchReturnCertifyV4	&XML=(see below)

2.1.2   Request Diagram

attributes
- USERID
- PASSWORD

Option	
type	xs:string
derivedBy	restriction

Revision	
type	xs:string
derivedBy	restriction

CustomerName	
type	xs:string
derivedBy	restriction

CustomerAddress1	
type	xs:string
derivedBy	restriction

CustomerAddress2	
type	xs:string
derivedBy	restriction

CustomerCity	
type	xs:string
derivedBy	restriction
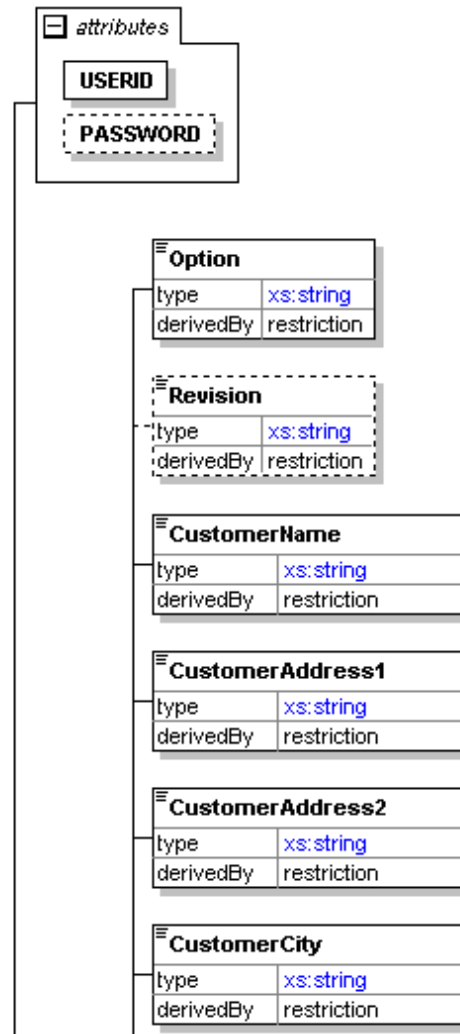
CustomerState

type	xs:string
derivedBy	restriction

CustomerZip5

type	xs:string
derivedBy	restriction

CustomerZip4

type	xs:string
derivedBy	restriction

RetailerName

type	xs:string
derivedBy	restriction

RetailerAddress

type	xs:string
derivedBy	restriction

PermitNumber

type	xs:string
derivedBy	restriction

PermitIssuingPOCity

type	xs:string
derivedBy	restriction

PermitIssuingPOState

type	xs:string
derivedBy	restriction

EMRSV4.0Request

Used with API=MerchandiseReturnV4

PermitIssuingPOZip5	
type	xs:string
derivedBy	restriction

PDUFirmName	
type	xs:string
derivedBy	restriction

PDUPOBox	
type	xs:string
derivedBy	restriction

PDUCity	
type	xs:string
derivedBy	restriction

PDUState	
type	xs:string
derivedBy	restriction

PDUZip5	
type	xs:string
derivedBy	restriction

PDUZip4	
type	xs:string
derivedBy	restriction

ServiceType	
type	xs:string
derivedBy	restriction

DeliveryConfirmation	
type	xs:boolean

InsuranceValue

derivedBy	union

MailingAckPackageID

type	xs:string
derivedBy	restriction

WeightInPounds

type	xs:integer
derivedBy	restriction

WeightInOunces

type	xs:integer
derivedBy	restriction

RMA

type	xs:string
derivedBy	restriction

RMAPICFlag

type	xs:boolean

ImageType

type	xs:string
derivedBy	restriction

SenderName

type	xs:string

SenderEMail

type	xs:string
derivedBy	restriction

RecipientName

type	xs:string

RecipientEMail

type	xs:string
derivedBy	restriction

RMABarcode

type	xs:boolean

AllowNonCleansedDestAddr

type	xs:boolean

AllowNonCleansedCustAddr

type	xs:boolean

EMRSV4.0CertifyRequest

substGrp	EMRSV4.0Request

2.1.3 Request Parameters

Tag Name	Occurs	Description	Type	Validation
EMRSV4.0Request	required once	Used with API=MerchandiseReturnV4	(group)	
EMRSV4.0Request / @USERID	required	This attribute specifies your Web Tools ID. See the Developer's Guide for information on obtaining your USERID.	NMTOKEN	
EMRSV4.0Request / @PASSWORD	optional	For backward compatibility; not validated.	NMTOKEN	
EMRSV4.0Request / Option	required once	Specifies what type of #10 window envelope will be used to mail the label to the Customer address.	string	default=LEFTWINDOW enumeration=RIGHTWINDOW enumeration=LEFTWINDOW
EMRSV4.0Request / Revision	optional repeating up to 1 times	This is for versioning of the API's and for triggering response tags for future versions. In this API use a value of 1 to trigger new functionality. For Example: 1	string	minLength=0 pattern=\d{1} pattern=
EMRSV4.0Request / CustomerName	required once	Name of customer returning package.	string	minLength=1 maxLength=32
EMRSV4.0Request / CustomerAddress1	required once	Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).	string	minLength=0 maxLength=32
EMRSV4.0Request / CustomerAddress2	required once	Address of customer returning the package.	string	minLength=1 maxLength=32
EMRSV4.0Request / CustomerCity	required once	City of customer returning the package.	string	minLength=1 maxLength=20
EMRSV4.0Request / CustomerState	required once	State of customer returning the package.	string	length=2

Tag Name	Occurs	Description	Type	Validation
EMRSV4.0Request / CustomerZip5	required once	ZIP Code of customer returning the package.	string	pattern=\d{5}
EMRSV4.0Request / CustomerZip4	required once	ZIP+4 Code of customer returning the package.	string	pattern=\d{4} pattern=
EMRSV4.0Request / RetailerName	required once	Name of Retailer receiving the return package.	string	minLength=1 maxLength=20
EMRSV4.0Request / RetailerAddress	required once	Address of Retailer receiving the return package.	string	minLength=1 maxLength=24
EMRSV4.0Request / PermitNumber	required once	Permit number provided to Retailer by the local post office.	string	pattern=\d+
EMRSV4.0Request / PermitIssuingPOCity	required once	Post Office City that issued the permit.	string	minLength=1 maxLength=15
EMRSV4.0Request / PermitIssuingPOState	required once	Post Office State that issued the permit.	string	length=2
EMRSV4.0Request / PermitIssuingPOZip5	required once	ZIP Code of Post Office that issued the permit.	string	pattern=\d{5}
EMRSV4.0Request / PDUFirmName	optional	Postage Delivery Unit Name	string	minLength=0 maxLength=24
EMRSV4.0Request / PDUPOBox	required once	Postage Delivery Unit Post Office Box or Street Address.	string	minLength=1 maxLength=24
EMRSV4.0Request / PDUCity	required once	Postage Delivery Unit City. Supply either City and State or PO Box with ZIP Code.	string	minLength=0 maxLength=15
EMRSV4.0Request / PDUState	required once	Postage Delivery Unit State. Supply either City and State or PO Box with ZIP Code.	string	pattern=\w{2} pattern=
EMRSV4.0Request / PDUZip5	required once	Postage Delivery Unit ZIP Code. Supply either City and State or PO Box with ZIP Code.	string	pattern=\d{5} pattern=

Tag Name	Occurs	Description	Type	Validation
EMRSV4.0Request / PDUZip4	required once	Postage Delivery Unit ZIP+4 Code.	string	pattern=\d{4} pattern=
EMRSV4.0Request / ServiceType	required once	Enter one of the valid entries: "Priority" (for Priority Mail), "First Class", "Parcel Post", "Bound Printed Matter", "Media Mail", "Library Mail".	string	enumeration=Priority enumeration=First Class enumeration=Parcel Post enumeration=Bound Printed Matter enumeration=Media Mail enumeration=Library Mail
EMRSV4.0Request / DeliveryConfirmation	required once	Enter "true" for Delivery Confirmation.	boolean	
EMRSV4.0Request / InsuranceValue	required once	Numeric currency with dollars and cents (no dollar sign). If insurance is not required, leave value blank. A value of "0.00" will result in an error being returned.	decimal string	minExclusive=0.0 maxLength=0
EMRSV4.0Request / MailingAckPackageID	optional	Deprecated. Retailer assignable number. Superseded by the Merchandise Return Service Number assigned automatically.	string	minLength=0 maxLength=24
EMRSV4.0Request / WeightInPounds	required once	Estimated weight is allowed. First Class Mail cannot exceed 13 ounces.	integer	minInclusive=0 maxInclusive=70
EMRSV4.0Request / WeightInOunces	required once	Value must be numeric.	integer	minInclusive=0 maxInclusive=1120
EMRSV4.0Request / RMA	required once	RMA restricted to 2-8 decimal digits when RMAPICFlag=Y.	string	minLength=0 maxLength=30

Tag Name	Occurs	Description	Type	Validation
EMRSV4.0Request / RMAPICFlag	required once	When "true" the barcode number will contain the RMA number provided in the tag under these conditions: 1-the USERID has a DUNS or Mailer ID associated with it in Web Tools registration information; 2-the given RMA is numeric and at least two, and at most eight, digits long.	boolean	default=false
EMRSV4.0Request / ImageType	required once	One of the valid entries: "TIF", "PDF"	string	enumeration=PDF enumeration=TIF
EMRSV4.0Request / SenderName	optional	The name of the person or company sending the email. Note: no email is returned when generating a Sample label request.	string	
EMRSV4.0Request / SenderEMail	optional	E-mail address of sender. Valid e-mail addresses must be used. Note: No e-mail is returned when generating a Sample label request.	string	pattern=([\w\-\.]+)@(([\w-]+\.)+)[a-zA-Z]{2,4} pattern=
EMRSV4.0Request / RecipientName	optional	The name of the person or company receiving the email. Note: no email is returned when generating a Sample label request.	string	
EMRSV4.0Request / RecipientEMail	optional	E-mail address of recipient. Valid e-mail addresses must be used. Note: No e-mail is returned when generating a Sample label request.	string	pattern=([\w\-\.]+)@(([\w-]+\.)+)[a-zA-Z]{2,4} pattern=
EMRSV4.0Request / RMABarcode	optional	Value of 'true' generates the RMA barcode on the label. System will assume "false" if no value is entered.	boolean	default=false
EMRSV4.0CertifyRequest	required once	Used with API=MerchReturnCertifyV4	(alias)	

2.1.4 Request Example

```xml
<?xml version="1.0" encoding="UTF-8" ?>
- <EMRSV4.0CertifyRequest USERID="XXXXXX" PASSWORD="XXXXXX">
   <Option>RIGHTWINDOW</Option>
   <CustomerName>Janice Dickens</CustomerName>
   <CustomerAddress1>Ste 201</CustomerAddress1>
   <CustomerAddress2>7 N Wilkes Barre Blvd</CustomerAddress2>
   <CustomerCity>Wilkes Barre</CustomerCity>
   <CustomerState>PA</CustomerState>
   <CustomerZip5>18702</CustomerZip5>
   <CustomerZip4 />
   <RetailerName>XYZ Corp.</RetailerName>
   <RetailerAddress>123 Main St</RetailerAddress>
   <PermitNumber>293829</PermitNumber>
   <PermitIssuingPOCity>New York</PermitIssuingPOCity>
   <PermitIssuingPOState>NY</PermitIssuingPOState>
   <PermitIssuingPOZip5>10001</PermitIssuingPOZip5>
   <PDUFirmName>PDU Firm Co.</PDUFirmName>
   <PDUPOBox>PO Box 100</PDUPOBox>
   <PDUCity>Wilkes Barre</PDUCity>
   <PDUState>PA</PDUState>
   <PDUZip5>18702</PDUZip5>
   <PDUZip4>1234</PDUZip4>
   <ServiceType>Priority</ServiceType>
   <DeliveryConfirmation>False</DeliveryConfirmation>
   <InsuranceValue />
   <MailingAckPackageID>ID00001</MailingAckPackageID>
   <WeightInPounds>0</WeightInPounds>
   <WeightInOunces>10</WeightInOunces>
   <RMA>RMA 123456</RMA>
   <RMAPICFlag>False</RMAPICFlag>
```
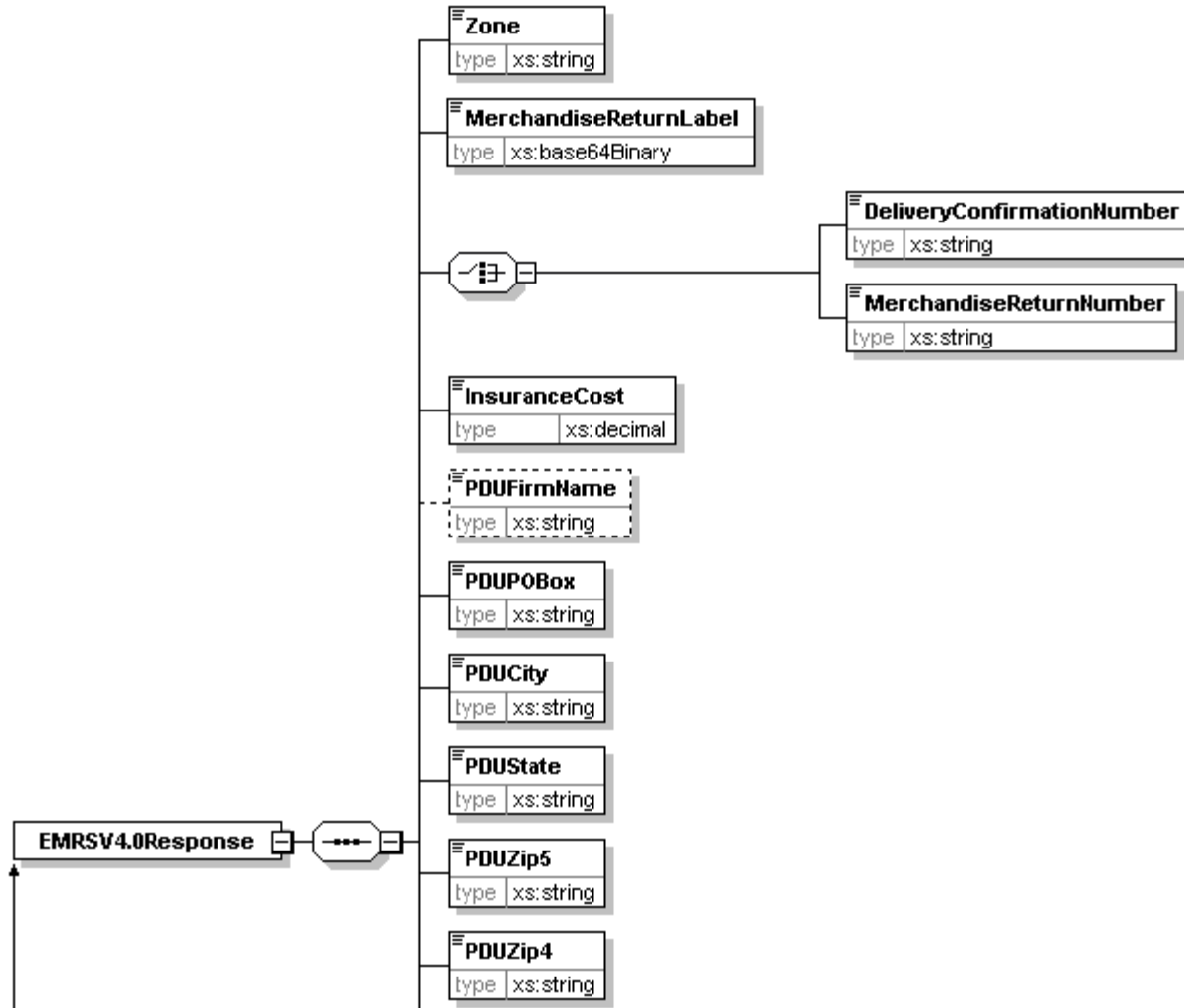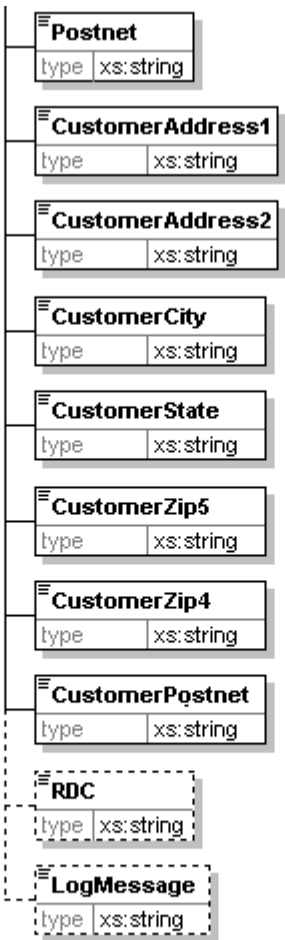
```xml
<ImageType>TIF</ImageType>
<RMABarcode>False</RMABarcode>
<AllowNonCleansedDestAddr>False</AllowNonCleansedDestAddr>
</EMRSV4.0CertifyRequest>
```

2.2 Electronic Merchandise Return Service Response

2.2.1 Response Diagram

Postnet

type | xs:string

CustomerAddress1

type | xs:string

CustomerAddress2

type | xs:string

CustomerCity

type | xs:string

CustomerState

type | xs:string

CustomerZip5

type | xs:string

CustomerZip4

type | xs:string

CustomerPostnet

type | xs:string

RDC

type | xs:string

LogMessage

type | xs:string

EMRSV4.0CertifyResponse

2.2.2   Response Parameters

Tag Name	Occurs	Description	Type	Validation
EMRSV4.0Response	required once		(group)	
EMRSV4.0Response / Zone	required once	Postal Zone Indicates the number of postal rate zones between the origin and destination ZIP Codes.	string	
EMRSV4.0Response / MerchandiseReturnLabel	required once	Binary representation of the label in the form selected (PDF, TIF).	base64Binary	
EMRSV4.0Response / (choice)	required once	One of two mutually-exclusive package numbers will be returned depending on the value of the EMRSV4.0Request / DeliveryConfirmation boolean.	(choice)	
EMRSV4.0Response / (choice) / DeliveryConfirmationNumber	if used: required once	Delivery Confirmation number for the package.	string	
EMRSV4.0Response / (choice) / MerchandiseReturnNumber	if used: required once	Merchandise Return Service Number for the package.	string	
EMRSV4.0Response / InsuranceCost	required once	Cost of the insurance.	decimal	
EMRSV4.0Response / PDUFirmName	optional	Postage Delivery Unit Name. Returned if provided in request XML.	strng	
EMRSV4.0Response / PDUPOBox	required once	Postage Delivery Unit Post Office Box or Street Address.	string	
EMRSV4.0Response / PDUCity	required once	Postage Delivery Unit City. Supply either City and State or PO Box with ZIP Code.	string	
EMRSV4.0Response / PDUState	required once	Postage Delivery Unit State.	string	

Tag Name	Occurs	Description	Type	Validation
EMRSV4.0Response / PDUZip5	required once	Postage Delivery ZIP Code.	string	pattern=\d{5}
EMRSV4.0Response / PDUZip4	required once	Postage Delivery Unit ZIP+4 Code.	string	pattern=\d{4}
EMRSV4.0Response / Postnet	required once	Postage Delivery Unit text representation of Postnet barcode. Deprecated; the Postnet barcode is no longer displayed on the label.	string	minLength=0
EMRSV4.0Response / CustomerAddress1	required once	Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).	string	minLength=0
EMRSV4.0Response / CustomerAddress2	required once	Address of customer returning the package.	string	minLength=1
EMRSV4.0Response / CustomerCity	required once	City of customer returning the package.	string	minLength=1
EMRSV4.0Response / CustomerState	required once	State of customer returning the package.	string	length=2
EMRSV4.0Response / CustomerZip5	required once	ZIP Code of customer returning the package.	string	pattern=\d{5}
EMRSV4.0Response / CustomerZip4	required once	ZIP+4 Code of customer returning the package. May be blank.	string	pattern=\d{4} pattern=
EMRSV4.0Response / CustomerPostnet	required once	Customer text representation of Postnet barcode. Deprecated; the Postnet barcode is no longer displayed on the label.	string	minLength=0
EMRSV4.0Response / RDC	optional repeating up to 1 times		string	

Tag Name	Occurs	Description	Type	Validation
EMRSV4.0Response / LogMessage	optional repeating up to 1 times	A text message for integrators of this API. It may contain additional information about this particular request/response, or general information about the API or Web Tools. In typical implementations, whenever this tag is encountered, the message is written to the console log file for later analysis.	string	
EMRSV4.0CertifyResponse	required once		(alias)	

If an error message is returned, refer to the *Error Responses* section for an explanation.

3.2.3   Response Example

```xml
<?xml version="1.0" encoding="UTF-8" ?>
- <EMRSV4.0CertifyResponse>
    <Zone>1</Zone>
  - <MerchandiseReturnLabel>
      SUkqAAgAAAASAP4ABAABAAAAAAAAAAABBAABAAAAp...<!--Truncated-->
    </MerchandiseReturnLabel>
   <MerchandiseReturnNumber>420207709184301555121000000009</MerchandiseReturnNumber>
   <InsuranceCost />
    <PDUFirmName>PDU FIRM CO.</PDUFirmName>
   <PDUPOBox>PO BOX 100</PDUPOBox>
   <PDUCity>WILKES BARRE</PDUCity>
   <PDUState>PA</PDUState>
   <PDUZip5>18703</PDUZip5>
   <PDUZip4/>
   <Postnet>18703</Postnet>
   <CustomerAddress1>STE 201</CustomerAddress1>
   <CustomerAddress2>7 N WILKES BARRE BLVD</CustomerAddress2>
   <CustomerCity> WILKES BARRE </CustomerCity>
   <CustomerState>PA</CustomerState>
   <CustomerZip5>18701</CustomerZip5>
   <CustomerZip4>5241</CustomerZip4>
   <CustomerPostNet>18702524151</CustomerPostNet>
 </EMRSV4.0CertifyResponse>
```

2.2.5   Sample Label Diagram

Decoded Sample Labels

The image returned is Base64-encoded in PDF, JPEG, GIF, or TIF format, according to your request (<ImageType>). It must be decoded before use. For additional information on Base64-encoding and decoding, consult the following working group web sites: Network Working Group Section 4.3.2.4 and Network Working Group Section 6.8.

Important: When printing PDF files with barcodes, be sure that the "Fit to Page" option in the print dialogue box of Adobe Acrobat is **unchecked**.

After decoding, the label should look like the graphic below. Instruct your customers to print out the EMRS with Delivery Confirmation label on a laser or ink jet printer with 300 dpi or better. It is recommended (but not mandatory) that the EMRS with Delivery Confirmation label be printed on a self-adhesive label at least 5½" x 8½". The use of dot matrix printers is not recommended.

When you make your requests to the Web Tools Test Server, you will receive a canned response on the return address, the service requested, and delivery address for the Postage Due Unit. Once you begin sending calls to the Web Tools Production Server, you will then receive labels that have return addresses and delivery addresses with your requested data.

The Sample label returned can be used for two purposes: as a guide for creating your own label (if desired), and to submit to your local post office to obtain a Merchandise Return Service Permit (see the *Implementation Overview* section). Submit the entire label to obtain a Merchandise Return Service permit. *Do not* cut at the dotted line above "Customer Mailing Instructions."

After decoding, a Live EMRS label should look like:

ID# ID00001

FROM:
GARRISON JOHNS
TEST 40
6406 IVY LN
GREENBELT MD 20770-1441
**POSTAGE DUE COMPUTED
BY POSTAGE DUE UNIT**

POSTAGE
TOTAL POSTAGE AND FEES DUE $ _____

ZIP - MERCHANDISE RETURN SERVICE

9184 0000 0000 0000 04

BOUND PRINTED MATTER

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

0025

RMA 123456

MERCHANDISE RETURN LABEL

PERMIT NO 293829
REZA DIANAT

GREENBELT MD 20770
6406 IVY LANE

POSTAGE DUE UNIT
US POSTAL SERVICE
6406 IVY LN
GREENBELT MD 20770-1441

SAMPLE - DO NOT MAIL

—————Cut along line—————

Online e-Label Record

FROM:
GARRISON JOHNS
TEST 40
6406 IVY LN
GREENBELT MD 20770-1441

BOUND PRINTED MATTER
PKG ID 9184 0000 0000 0000 0000 04

ROUND DATE STAMP

**MERCHANDISE RETURN
MAILING ACKNOWLEDGMENT**

PERMIT NO. 293829
REZA DIANAT

GREENBELT MD 20770
6406 IVY LANE

GARRISON JOHNS
TEST 40
6406 IVY LN
GREENBELT MD 20770-1441

SAMPLE - DO NOT MAIL

Mailing Instructions

1. Please use a laser or laser-quality printer.

2. Adhere shipping label to package with tape or glue - DO NOT TAPE OVER BARCODES OR WHERE POSTAGE AND FEE INFORMATION IS TO BE RECORDED. Be sure all edges are secure and any previous delivery address and barcode is covered. Self-adhesive label is recommended.

3. Place label so that it does not wrap around edge of package.

4. Packages weighing 13 ounces or more may not be placed in Postal Service collection boxes. For information on Pickup options, go to usps.com.

5. Each shipping label number is unique and can be used only once - DO NOT PHOTOCOPY OR FAX. Only the original label can be accepted.

6. If mailing acknowledgement is required, the article and the Online e-Label Record must be presented at a Post Office.

After decoding, a Live EMRS with Delivery Confirmation label should look like:

ID# ID00001

FROM:
GARRISON JOHNS
TEST 40
6406 IVY LN
GREENBELT MD 20770-1441

POSTAGE DUE COMPUTED BY POSTAGE DUE UNIT

POSTAGE
DELIVERY CONFIRMATION FEE
TOTAL POSTAGE AND FEES DUE $

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

0025

BOUND PRINTED MATTER

SAMPLE - DO NOT MAIL

RMA 123456

MERCHANDISE RETURN LABEL

PERMIT NO 293829
REZA DIANAT

GREENBELT MD 20770
6406 IVY LANE

POSTAGE DUE UNIT
US POSTAL SERVICE
6406 IVY LN
GREENBELT MD 20770-1441

ZIP - USPS DELIVERY CONFIRM

9182 0000 0000 0000 0000 06

--- Cut along line ---

Online e-Label Record

FROM:
GARRISON JOHNS
TEST 40
6406 IVY LN
GREENBELT MD 20770-1441

BOUND PRINTED MATTER
PKG ID 9182 0000 0000 0000 0000 06

ROUND DATE STAMP

SAMPLE - DO NOT MAIL

MERCHANDISE RETURN
MAILING ACKNOWLEDGMENT

PERMIT NO:293829
REZA DIANAT

GREENBELT MD 20770
6406 IVY LANE

GARRISON JOHNS
TEST 40
6406 IVY LN
GREENBELT MD 20770-1441

Mailing Instructions

1. Please use a laser or laser-quality printer.

2. Adhere shipping label to package with tape or glue - DO NOT TAPE OVER BARCODES OR WHERE POSTAGE AND FEE INFORMATION IS TO BE RECORDED. Be sure all edges are secure and any previous delivery address and barcode is covered. Self-adhesive label is recommended.

3. Place label so that it does not wrap around edge of package.

4. Packages weighing 13 ounces or more may not be placed in Postal Service collection boxes. For information on Pickup options, go to usps.com.

5. Each shipping label number is unique and can be used only once - DO NOT PHOTOCOPY OR FAX. Only the original label can be accepted.

6. If mailing acknowledgement is required, the article and the Online e-Label Record must be presented at a Post Office.

Appendix A: Delivery Confirmation Product Tracking System Extract File Retrieval

Delivery information regarding all barcodes sent to you via the Delivery Confirmation Web Tool can be accumulated into a single comma-delimited file to use in your internal systems. It is referred to as the "extract file" from the USPS Product Tracking System (PTS).

The PTS extract file includes information regarding the Package ID Codes (PICs), such as destination ZIP Code, event code (delivery, manifest, etc.), ZIP Code of scan or event, date and time of scan or event, etc. This file is a single point of reference for all packages shipped by a company in a given day. The extract file is created 16 times daily.

The instructions and forms needed in order to gain access to the system that creates and stores the extract files from the USPS PTS are included below. After you have access to the PTS system for your extract files, you will need to contact the ICCC by phone at 1-800-344-7779. The ICCC will need your DUNS or Mailer ID number to associate it with all PICs created by your company. When the ICCC makes the association (may need at least one working day to complete), you will begin seeing extract files in your FTP area account on the PTS system (files are maintained for 10 days before being deleted).

The following is a checklist of activities necessary for gaining access to the PTS extract file:

1.	To obtain a Mailer ID (MID), complete USPS *Confirmation Services – Electronic Option Application* PS Form 5051 and USPS *Request For Computer Access* PS Form 1357-S. Note: If a Dun and Bradstreet (DUNS) number has already been registered with USPS Product Tracking System (PTS), please indicate on PS Form 5051. If the DUNS is registered elsewhere within USPS, but not in PTS, a MID will need to be obtained by submitting PS Form 5051.
2.	Fax PS Form 5051 and Form 1357-S to: USPS NCSC: 901-821-6244
3.	Receive logon/password information from the USPS.
4.	Retrieve documentation regarding the extract file, how to read the file, etc., from USPS Publication 91 or PDF version of USPS Publication 91 (download Adobe Reader). The Appendices in this document will provide file layout, event codes, and trouble-shooting guides that will help in processing the extract file.

If you have problems with this process or with logon information, please contact USPS Technical Support at 1-877-264-9693 (then select) option #1.

UNITED STATES POSTAL SERVICE ®

Confirmation Services
Electronic Option Application

The electronic option for confirmation services is available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided. Depending on the service you are requesting, you will have to complete this form and submit additional information.

A. Customer Information
(Please print or type)

1. Mailer Identification Number (MID)

2. Company Name

3. Company Street Address

4. City

5. State and ZIP+4®

6. Company Primary Contact
   a. Name:
   b. Telephone Number *(Area Code and Ext.)*:
   c. Fax:
   d. Email Address:

7. Technical Contact
   a. Name:
   b. Telephone Number *(Area Code and Ext.)*:
   c. Fax:
   d. Email Address:

8. How will you send your electronic file?
   a. ☐ Internet FTP
   b. ☐ No Transmission From This Site: *Labels only*

9. Will you be using vendor software?   a. ☐ Yes   b. ☐ No

   If purchasing a shipping/manifesting system, you can obtain a listing of confirmation Services Certified Vendors at *usps.com*; search on "Certified Vendors" or select a vendor of your choice.

   If Yes, provide name of software vendor and product name:
   Company or Vendor:

   Shipping System Name:

   Are you a Service Provider/Consolidator?
   ☐ Yes   ☐ No

   If No, give Service Provider/Consolidator Company name:

10. Will you print your own barcoded labels?

    ☐ Yes   ☐ No

B. Service Requested and Optional Customer Information

11. Select service(s) desired:

    Delivery/Signature Confirmation (Complete front page of this form and PS Form 1357-S (if transmitting files), *Request for Computer Access* (*usps.com/forms/allforms.htm*).

    Electronic Verification System (*eVS*) includes Delivery/Signature Confirmation (Complete front page of this form and PS Form 1357-C, *Customer Request for Web Access* (*usps.com/forms/allforms.htm*) and Appendix B in Publication 205 (*usps.com/publications/pubs/welcome.htm*).

    ☐ Parcel Return Service (*PRS*) (Complete front page of this form and PS Form 1357-C, *Customer Request for Web Access* (*usps.com/forms/allforms.htm*). Complete an individual PS Form 1357-C for each point of contact.

    ☐ Priority Mail Open and Distribute (PMOD) (Complete front page of this form and PS Form 1357-S (if transmitting files), *Request for Computer Access* (*usps.com/forms/allforms.htm*).

    ☐ Express Mail Open and Distribute (EMOD) (Complete front page of this form and PS Form1357-S (if transmitting files), *Request for Computer Access* (*usps.com/forms/allforms.htm*).

12. Please provide additional information unique to your process, or discuss other issues.

13. Name of Person Completing Application

14. Date

PS Form **5051**, October 2010 *(Page 1 of 2)*   *(See reverse side for instructions)*   **Privacy Notice**: See our Privacy Policy on *usps.com*®

1. Obtain a Mailer ID (MID) via the Business Customer Gateway. Go to *http://www.usps.com/* and select the Business Customer Gateway located on the bottom right-hand corner of the web page. The mailer must logon as an existing user or register for a business account as a new user to gain access to the Business Customer Gateway and request the Mailer ID service. Once the mailer has access to the Mailer ID System, he or she will select the "Mailer ID" link to obtain an MID.

2. Fax, e-mail or mail certification documentation (PS Form 5051, PS Form 1357-S, PS Form 5052, and labels to USPS.

   Mail to the following address:

   National Customer Support Center
   United States Postal Service
   6060 Primacy Parkway Suite 101
   Memphis TN 38188-0001

   Or e-mail your forms to: *dconfirm@usps.gov*
   Or fax your forms to: 901-821-6244

3. You will receive the certification test instructions and login ID(s) from the Postal Service for the requested certification types you requested in Item 11 on page 1. Call Technical Support at 877-264-9693, Option 1, to receive password(s).

4. Create an electronic test file that represents 10 packages per printer.

5. If you are printing your own labels, print 10 labels for each printer. The printed barcoded labels must match the package identification codes in the file.

   a. Complete the PS Form 5052, *Confirmation Services Printer Verification*. (Available at *http://www.usps.com/forms/confirmservices.htm*).

   b. If there are issues with the labels and/or file, you will be contacted by the National Customer Support Center (NCSC).

6. After successfully completing certification, you will receive PS Form 3152, *Confirmation Services Certification*, and an acceptance letter from the U.S. Postal Service. If requested, you will need to present a copy of this form to your local Postal Service facility as proof that you are eligible for mailing at the electronic rate.

Appendix B: Electronic Merchandise Return Service Notification

Attention: Postmaster/Mailing Requirements

The holder of this sample Electronic Merchandise Return Service label will be using the USPS Internet Shipping Application Program Interface program (Web Tools) to prepare and generate Electronic Merchandise Return Service labels. Please provide a Merchandise Return Service Permit as per DMM 507.11. If you need additional information regarding this program, contact the USPS Internet Customer Care Center at 1-800-344-7779.