

# Open and Distribute Labels

## USPS Web Tools™ Application Programming Interface Reference

Document Version 1.0b (01/22/2012)



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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](mailto:uspstechsupport@esecurecare.net)

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

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# 1 Introduction

Express Mail Open and Distribute and Priority Mail Open and Distribute provide alternatives for mailers who want to expedite the transportation of shipments of other classes of mail to mail processing facilities and destination delivery units (DDU). Mailers prepare the mailings according to standards for the enclosed class of mail; enclose the mail in USPS Priority Mail approved container for expedited service as either Express Mail Open and Distribute or Priority Mail Open and Distribute. The mailings are presented at a Business Mail Entry Unit (BMEU) or authorized location by the critical entry time for USPS shipment.

For additional information about Open and Distribute, please refer to the Domestic Mail Manual (DMM®) 705.16 at <http://pe.usps.com/>.

This document contains a Reference Guide to the Open and Distribute Labels APIs. 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.

## 2 Open / Distribute Priority API

Priority Mail Open and Distribute shipments expedite movement of any class of mail (except Express Mail) between the domestic origin and destination postal facility. The service is designed exclusively for all classes of mail commingled into an approved USPS container. Postage is paid based on the weight of the entire contents of the Priority Mail Open and Distribute contain, excluding the tare weight of the container, and is zoned rated from the acceptance Post Office to the destination facility of the shipment. The shipments receive Priority Mail service from the origin facility to the destination facility. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately to the mail class.

Mailers prepare Priority Mail Open and Distribute shipments according to standards for the enclosed class of mail and present their shipments to the business mail entry unit in enough time for acceptance, processing, and dispatch to the appropriate unit before the critical entry time. Mailers must use the electronic format for Open and Distribute Service on address labels for Priority Mail Open and Distribute containers, in accordance with requirements in Publication 91, Confirmation Services Technical Guide.

### 2.1 Open / Distribute Priority Request

The Priority Mail Open and Distribute bar coded label will enable customers to easily and conveniently view the tracking of their shipments. The bar code label will increase package visibility. The bar coded label with the service type code,55, will assist in improving scan performance and provide mailers

accurate and consistent information on each Open and Distribute container. USPS supplied container tags of green Tag 161 going to mail processing facilities, pink Tag 190 for destination delivery units or orange Label 23 used for both processing and DDU's, are provided for correct processing and handling of Priority Mail Open and Distribute shipments. The five Priority Mail Open and Distribute address label barcodes are:

<b>Drop Shipment Destination Facility</b>	<b>&lt;FacilityType/&gt;</b>	<b>&lt;ToFacilityName/&gt;</b>	<b>&lt;ToFacilityAddress2/&gt;</b>	<b>&lt;ToFacilityCity/&gt; &lt;ToFacilityState/&gt;</b>	<b>&lt;ToFacilityZip5/&gt;</b>
Destination Delivery Unit	DDU	Required	Required	Required when ZIP not provided	Required when City/State not provided
Sectional Center Facility	SCF	Leave blank	Leave blank	Required when AllowNonCleansedFacilityAddr=true	Required
Bulk Mail Center	BMC	Leave blank	Leave blank	Required when AllowNonCleansedFacilityAddr=true	Required
Area Distribution Center	ADC	Leave blank	Leave blank	Required when AllowNonCleansedFacilityAddr=true	Required
Auxiliary Service Facility	ASF	Leave blank	Leave blank	Required when AllowNonCleansedFacilityAddr=true	Required

The facility address information can be obtained from Facility Access and Shipment Tracking (FAST) at <https://fast.usps.com/fast/main.action> . Note that login is not required. Using the Reports features, FAST will produce a “Drop Entry Point View” of available destinations for the Open and Distribute container based on the type and destination of the enclosed mailpieces.

For example, if the enclosed mail is being sent to ZIP codes starting with 441 via Standard mail, FAST will produce a listing similar to the one below. The Open and Distribute container would be addressed to the appropriate facility based on the shape of the contents and proximity to the destination.

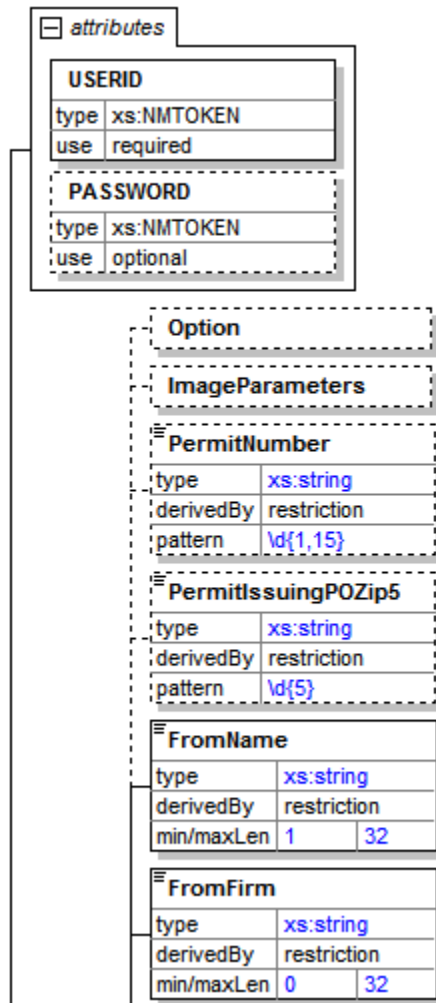
Content Information			Facility					
ZIP/CRIDs	Discount	CIN Group	Facility	NASS	Address	City	State	ZIP
130-136, 140-168, 260-266, 439-449 440-441	BMC	<a href="#">Standard/Flats</a>	<a href="#">PITTSBURGH BMC</a>	15Z	300 BRUSH CREEK RD	WARRENDALE	PA	150951002
440-441	SCF	<a href="#">Standard/Irregular Parcels</a>	<a href="#">CLEVELAND</a>	440	2400 ORANGE AVE RM 30	CLEVELAND	OH	441019701
130-136, 140-168, 260-266, 439-449 440-441	BMC	<a href="#">Standard/Letters</a>	<a href="#">PITTSBURGH BMC</a>	15Z	300 BRUSH CREEK RD	WARRENDALE	PA	150951002
440-441	SCF	<a href="#">Standard/Machinable Parcels</a>	<a href="#">CLEVELAND</a>	440	2400 ORANGE AVE RM 30	CLEVELAND	OH	441019701

Contact the [USPS Internet Customer Care Center \(ICCC\)](#) for additional information on using FAST for Open and Distribute destinations.

### 2.1.1 API Signature

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

## 2.1.2 Request Diagram





OpenDistributePriorityRequest

FromAddress1		
type	xs:string	
derivedBy	restriction	
min/maxLen	0	32

FromAddress2		
type	xs:string	
derivedBy	restriction	
min/maxLen	1	32

FromCity		
type	xs:string	
derivedBy	restriction	
min/maxLen	1	21

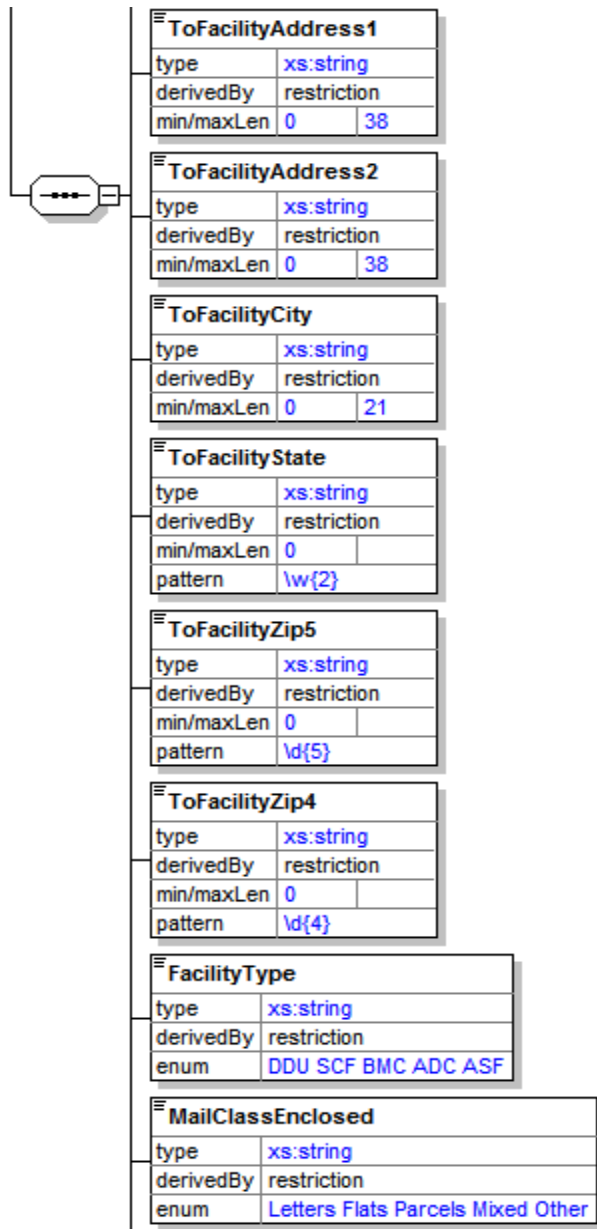
FromState		
type	xs:string	
derivedBy	restriction	
pattern	\w{2}	

FromZip5		
type	xs:string	
derivedBy	restriction	
pattern	\d{5}	

FromZip4		
type	xs:string	
derivedBy	restriction	
min/maxLen	0	
pattern	\d{4}	

POZipCode		
type	xs:string	
derivedBy	restriction	
min/maxLen	0	
pattern	\d{5}	

ToFacilityName		
type	xs:string	
derivedBy	restriction	
min/maxLen	0	38



<b>MailClassOther</b>	
type	xs:string
derivedBy	restriction
min/maxLen	0 21

<b>WeightInPounds</b>	
type	xs:decimal
derivedBy	restriction
min/maxIncl	0 70

<b>WeightInOunces</b>	
type	xs:integer
derivedBy	restriction
min/maxIncl	0 1120

<b>ImageType</b>	
type	xs:string
derivedBy	restriction
enum	TIF PDF NONE

<b>SeparateReceiptPage</b>	
type	xs:boolean
derivedBy	restriction
default	false

<b>LabelDate</b>	
type	xs:string
derivedBy	restriction
min/maxLen	0
pattern	\d{1,2}\d{1,2}\d{1,4}?

<b>CustomerRefNo</b>	
----------------------	--

<b>AllowNonCleansedFacilityAddr</b>	
type	xs:boolean
derivedBy	restriction
default	false

<b>OpenDistributePriorityCertifyRequest</b>	
substGrp	OpenDistributePriorityRequest

### 2.1.3 Request Parameters

Tag Name	Occurs	Description	Type	Validation
OpenDistributePriorityRequest	required once	API=OpenDistributePriority This API produces a Priority Mail Open and Distribute label complete with barcode and receipt, with optional Permit imprint. Contact ICCC for permission to invoke this API. Internet Customer Care Center (ICCC) E-mail: <a href="mailto:uspstechsupport@esecurecare.net">uspstechsupport@esecurecare.net</a> Telephone: 1-800-344-7779 (7:00AM to 11:00PM ET)	(group)	
OpenDistributePriorityRequest / @USERID	required	This attribute specifies your Web Tools ID. See the Developer's Guide for information on obtaining your USERID.	NMTOKEN	
OpenDistributePriorityRequest / @PASSWORD	optional	For backward compatibility; not validated.	NMTOKEN	
OpenDistributePriorityRequest / Option	optional	For future use. There is only one label option.	empty	
OpenDistributePriorityRequest / ImageParameters	optional	For future use. There are no image parameters; see "ImageType" tag.	empty	
OpenDistributePriorityRequest / PermitNumber	optional	Input Permit number provided by your local post office.	string	whiteSpace=collapse pattern=\d{1,15}
OpenDistributePriorityRequest / PermitIssuingPOZip5	optional	ZIP Code of post office that issued your permit. REQUIRED when PermitNumber is specified. Must be valid within Address Matching System. City and State for Permit imprint are obtained from this ZIP code.	string	whiteSpace=collapse pattern=\d{5}
OpenDistributePriorityRequest / FromName	required once	Name of sender.	string	minLength=1 maxLength=32 whiteSpace=collapse
OpenDistributePriorityRequest / FromFirm	required once	Company name.	string	minLength=0 maxLength=32 whiteSpace=collapse

Tag Name	Occurs	Description	Type	Validation
OpenDistributePriorityRequest / FromAddress1	required once	Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).	string	minLength=0 maxLength=32 whiteSpace=collapse
OpenDistributePriorityRequest / FromAddress2	required once	Street number and name. Includes predirectional, suffix, and postdirectional for the address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or post office box number (PO BOX 458).	string	minLength=1 maxLength=32 whiteSpace=collapse
OpenDistributePriorityRequest / FromCity	required once	The city is any acceptable mailing name for the 5-digit ZIP code serving the intended recipient.	string	minLength=1 maxLength=21 whiteSpace=collapse
OpenDistributePriorityRequest / FromState	required once	Use only official USPS state name abbreviations.	string	whiteSpace=collapse pattern=\w{2}
OpenDistributePriorityRequest / FromZip5	required once	Correct 5-digit ZIP Code.	string	whiteSpace=collapse pattern=\d{5}
OpenDistributePriorityRequest / FromZip4	required once	Last four digits of a complete ZIP+4 code.	string	minLength=0 whiteSpace=collapse pattern=\d{4} pattern=
OpenDistributePriorityRequest / POZipCode	optional	When the ZIP Code of a collection point for a given package is different from the Zip Code of the person mailing the package (their return address), this tag must be used to convey this difference to the USPS. Enter the ZIP Code of the post office or collection box where the item is mailed. May be different than "FromZip5."	string	minLength=0 whiteSpace=collapse pattern=\d{5} pattern=
OpenDistributePriorityRequest / ToFacilityName	required once	Drop Shipment destination facility name. Required for OpenDistributePriorityRequest[FacilityType='DDU']. Truncated to 26 characters on label.	string	minLength=0 maxLength=38 whiteSpace=collapse
OpenDistributePriorityRequest / ToFacilityAddress1	required once	Drop Shipment destination facility secondary address unit designator and number. Truncated to 32 characters after address standardization for label.	string	minLength=0 maxLength=38 whiteSpace=collapse

Tag Name	Occurs	Description	Type	Validation
OpenDistributePriorityRequest / ToFacilityAddress2	required once	Drop Shipment destination facility street number and name. OpenDistributePriorityRequest[FacilityType='DDU']. Truncated to 32 characters after address standardization for label.	string	minLength=0 maxLength=38 whiteSpace=collapse
OpenDistributePriorityRequest / ToFacilityCity	required once	Drop Shipment destination facility city. When OpenDistributePriorityRequest[FacilityType='DDU'], either City and State, or ZIP code is REQUIRED. Truncated to 15 characters after address standardization for label.	string	minLength=0 maxLength=21 whiteSpace=collapse
OpenDistributePriorityRequest / ToFacilityState	required once	Drop Shipment destination facility state abbreviation. When OpenDistributePriorityRequest[FacilityType='DDU'], either City and State, or ZIP code is REQUIRED.	string	minLength=0 whiteSpace=collapse pattern=\w{2} pattern=
OpenDistributePriorityRequest / ToFacilityZip5	required once	Drop Shipment destination facility 5-digit ZIP code. When OpenDistributePriorityRequest[FacilityType='DDU'], either City and State, or ZIP code is REQUIRED. For all other FacilityType values, always REQUIRED and must be valid ZIP code.	string	minLength=0 whiteSpace=collapse pattern=\d{5} pattern=
OpenDistributePriorityRequest / ToFacilityZip4	required once	Drop Shipment destination facility last four digits of ZIP+4. May be REQUIRED to obtain exact address match when OpenDistributePriorityRequest[FacilityType='DDU'].	string	minLength=0 whiteSpace=collapse pattern=\d{4} pattern=
OpenDistributePriorityRequest / FacilityType	required once	Drop Shipment destination facility type. Has values: "DDU", "SCF", "BMC", "ADC", "ASF".	string	whiteSpace=collapse enumeration=DDU enumeration=SCF enumeration=BMC enumeration=ADC enumeration=ASF

Tag Name	Occurs	Description	Type	Validation
OpenDistributePriorityRequest / MailClassEnclosed	required once	Mail Class and Processing Category, displays on label as: Letters: Standard Mail Letters; Flats: Standard Mail Flats; Parcels: Standard Mail Parcels; Mixed: Standard Mail Mixed; Other: explanation from OpenDistributePriorityRequest/MailClassOther tag.	string	whiteSpace=collapse enumeration=Letters enumeration=Flats enumeration=Parcels enumeration=Mixed enumeration=Other
OpenDistributePriorityRequest / MailClassOther	optional	Explanation, REQUIRED when OpenDistributePriorityRequest[MailClassEnclosed='Other']. Is displayed on the label as provided.	string	minLength=0 maxLength=21 whiteSpace=collapse
OpenDistributePriorityRequest / WeightInPounds	optional	(Estimated) weight of package in pounds. Number must be represented using at most eight characters.	decimal	minInclusive=0 maxInclusive=70 whiteSpace=collapse
OpenDistributePriorityRequest / WeightInOunces	optional	(Estimated) weight of package in ounces. Number must be represented using at most eight characters.	integer	maxInclusive=1120 minInclusive=0 whiteSpace=collapse
OpenDistributePriorityRequest / ImageType	required once	The type of label image desired.	string	whiteSpace=collapse enumeration=TIF enumeration=PDF enumeration=NONE
OpenDistributePriorityRequest / SeparateReceiptPage	optional	Enter "true" for the shipping label and the online customer record to be printed on two separate pages or "false" for both printed on the same page.	boolean	default=false whiteSpace=collapse
OpenDistributePriorityRequest / LabelDate	optional	This tag allows the end-user to post-date the label up to four days in advance. The package should not be shipped until the ship date requested.	string	minLength=0 whiteSpace=collapse pattern=\d{1,2}/\d{1,2}/\d(\d)? pattern=
OpenDistributePriorityRequest / CustomerRefNo	optional	For future use.	empty	

Tag Name	Occurs	Description	Type	Validation
OpenDistributePriorityCertifyRequest	required once	API=OpenDistributePriorityCertify The "Certify" form of the request is used for integrator testing. It produces a label that is not suitable for mailing and must not be entered into the US Postal System. Certify requests do not require additional permissions to invoke.	(alias)	

#### 2.1.4 Request Example

```

<OpenDistributePriorityRequest USERID="xxx">
  <PermitNumber>1</PermitNumber>
  <PermitIssuingPOZip5>21718</PermitIssuingPOZip5>
  <FromName>M. Hurd</FromName>
  <FromFirm>Hewlett-Packard</FromFirm>
  <FromAddress1>Room 150</FromAddress1>
  <FromAddress2>6600 Rockledge</FromAddress2>
  <FromCity>Bethesda</FromCity>
  <FromState>MD</FromState>
  <FromZip5>21718</FromZip5>
  <FromZip4/>
  <POZipCode>21838</POZipCode>
  <ToFacilityName>Fairfax Post Office</ToFacilityName>
  <ToFacilityAddress1/>
  <ToFacilityAddress2>10660 Page Ave</ToFacilityAddress2>
  <ToFacilityCity>Fairfax</ToFacilityCity>

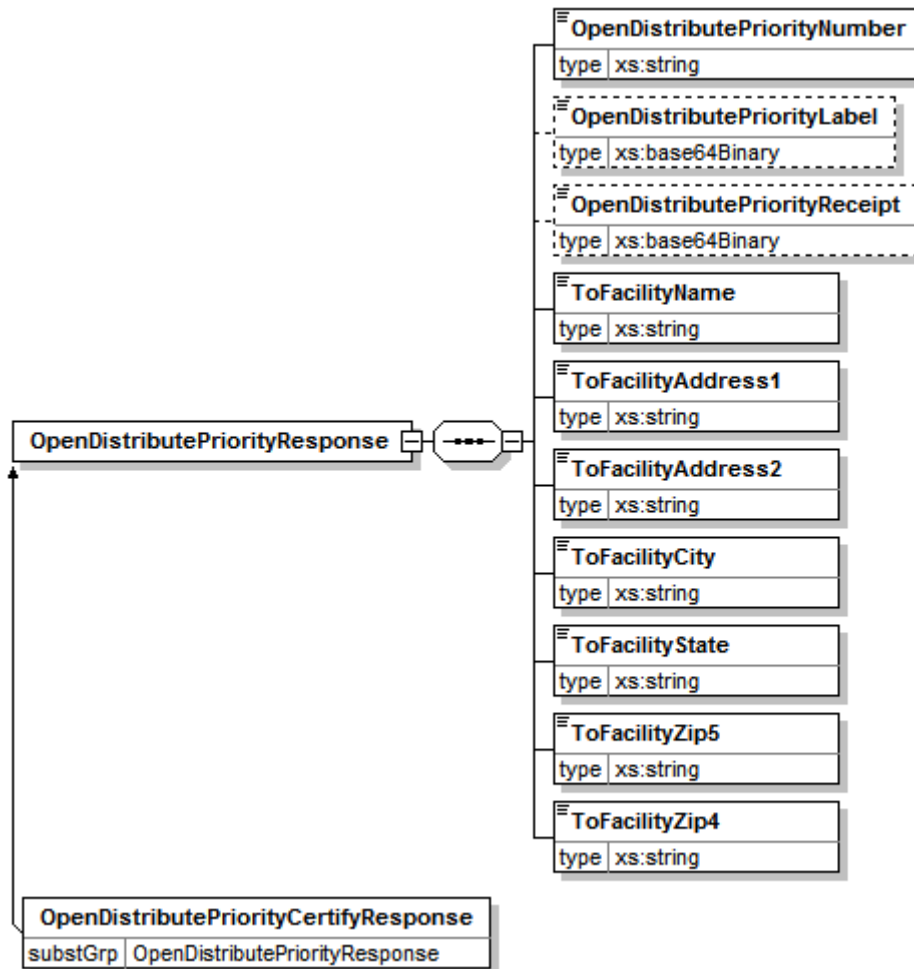
```



```
<ToFacilityState>VA</ToFacilityState>  
<ToFacilityZip5>22030</ToFacilityZip5>  
<ToFacilityZip4/>  
<FacilityType>DDU</FacilityType>  
<MailClassEnclosed>Other</MailClassEnclosed>  
<MailClassOther>Free Samples</MailClassOther>  
<WeightInPounds>22</WeightInPounds>  
<WeightInOunces>10</WeightInOunces>  
<ImageType>PDF</ImageType>  
<SeparateReceiptPage>>false</SeparateReceiptPage>  
<AllowNonCleansedFacilityAddr>>false</AllowNonCleansedFacilityAddr>  
</OpenDistributePriorityRequest>
```

## 2.2 Open / Distribute Priority Response

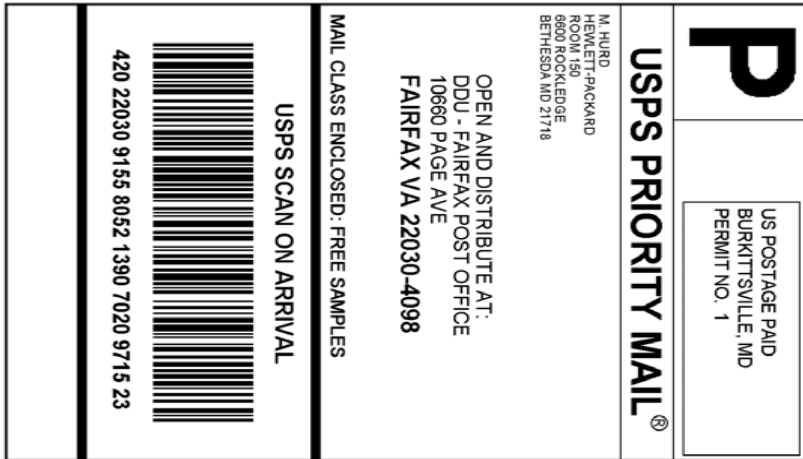
### 2.2.1 Response Diagram



## 2.2.2 Response Parameters

Tag Name	Occurs	Description	Type	Validation
OpenDistributePriorityResponse	required once	The OpenDistributePriorityResponse XML document is sent in response to a OpenDistributePriorityRequest.	(group)	
OpenDistributePriorityResponse / OpenDistributePriorityNumber	required once	Open and Distribute ID Number (PIC #)	string	
OpenDistributePriorityResponse / OpenDistributePriorityLabel	optional	Open and Distribute Shipping Label (not returned when ImageType is None in the request).	base64Binary	
OpenDistributePriorityResponse / OpenDistributePriorityReceipt	optional	Open and Distribute Customer Online Record (returned only when SeparateReceiptPage is true in the request). This tag is returned only if the <SeparateReceiptPage> tag was set to "true" in the request. Otherwise the Customer Online Record is contained within the label image and the <OpenDistributePriorityReceipt> tag is NOT present in the response.	base64Binary	
OpenDistributePriorityResponse / ToFacilityName	required once	Drop shipment facility name from the request	string	
OpenDistributePriorityResponse / ToFacilityAddress1	required once	Standardized facility address line 1	string	
OpenDistributePriorityResponse / ToFacilityAddress2	required once	Standardized facility address line 2	string	
OpenDistributePriorityResponse / ToFacilityCity	required once	Standardized facility city	string	
OpenDistributePriorityResponse / ToFacilityState	required once	Standardized facility state	string	
OpenDistributePriorityResponse / ToFacilityZip5	required once	Standardized facility ZIP code	string	
OpenDistributePriorityResponse / ToFacilityZip4	required once	Standardized facility ZIP+4 extension	string	
OpenDistributePriorityCertifyResponse	required once	The OpenDistributePriorityCertifyResponse XML document is sent in response to a OpenDistributePriorityCertifyRequest.	(alias)	

## 2.2.3 Label Diagram



Cut on dotted line.

### Instructions

1. Each label is unique. Labels are to be used as printed and only once. DO NOT PHOTOCOPY OR ALTER THE LABEL. Use a laser-quality printer.
2. Adhere the label to the Priority Mail Open and Distribute Tag 161, Tag 190 or Label 23. A self-adhesive label is recommended. If tape or glue is used, do not tape over the barcode. Ensure all edges are secured to the tag or label.
3. Use the Open and Distribute label on the "Ship Date" you selected when creating this label.
4. A Confirmation Services Certification, (PS Form 3152), is required for the Priority Mail Open and Distribute container and should be brought to a USPS® Business Mail Entry Unit or location designated by Postmaster.
5. Payment of the Priority Mail Open and Distribute container is paid via meter postage, permit imprint or the manifest mailing system.
6. Please refer to the Confirmation Services Technical Guide, Publication 91, for technical information.

### Online e-Label Record

#### Priority Mail Open & Distribute Service Number:

9155 8052 1390 7020 9715 23

Print Date: 04/22/08

Ship Date: 04/22/08

**From:** M. HURD  
HEWLETT-PACKARD  
ROOM 150  
6600 ROCKLEDGE  
BETHESDA MD 21718

**To:** OPEN AND DISTRIBUTE AT:  
DDU - FAIRFAX POST OFFICE  
10660 PAGE AVE  
FAIRFAX VA 22030-4098

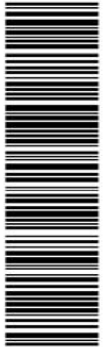
\*Regular Priority Mail Service postage rates apply.



UNITED STATES  
POSTAL SERVICE

Thank you for shipping with the United States Postal Service!  
Check the status of your shipment on the Track & Confirm page at [www.usps.com](http://www.usps.com)

## 2.2.4 Tagged Label Diagram

<b>P</b> US POSTAGE PAID <PermittingOffice> PERMIT NO. <PermitNumber>	<b>USPS PRIORITY MAIL®</b> <FromName> <FromFirm> <FromAddress1> <FromAddress2> <FromCity> <FromState> <FromZip5>	OPEN AND DISTRIBUTE AT: <FacilityType> - <ToFacilityName> <ToFacilityAddress1> <ToFacilityAddress2> <ToFacilityCity> <ToFacilityState> <ToFacilityZip5> <ToFacilityZip4>	MAIL CLASS ENCLOSED: <MailClassEnclosed> <MailClassOther> USPS SCAN ON ARRIVAL  420 22030 9155 8052 1390 7020 9715 23
--	---	--	---


Cut on dotted line.

### Instructions

1. Each label is unique. Labels are to be used as printed and only once. DO NOT PHOTOCOPY OR ALTER THE LABEL. Use a laser-quality printer.
2. Adhere the label to the Priority Mail Open and Distribute Tag 161, Tag 190 or Label 23. A self-adhesive label is recommended. If tape or glue is used, do not tape over the barcode. Ensure all edges are secured to the tag or label.
3. Use the Open and Distribute label on the "Ship Date" you selected when creating this label.
4. A Confirmation Services Certification, (PS Form 3152), is required for the Priority Mail Open and Distribute container and should be brought to a USPS® Business Mail Entry Unit or location designated by Postmaster.
5. Payment of the Priority Mail Open and Distribute container is paid via meter postage, permit imprint or the manifest mailing system.
6. Please refer to the Confirmation Services Technical Guide, Publication 91, for technical information.

### Online e-Label Record

<b>Priority Mail Open &amp; Distribute Service Number:</b> 9155 8052 1390 7020 9715 23	
Print Date: 04/22/08	Ship Date: <LabelDate>
<b>From:</b> <FromName> <FromFirm> <FromAddress1> <FromAddress2> <FromCity> <FromState> <FromZip5>	
<b>To:</b> OPEN AND DISTRIBUTE AT: <FacilityType> - <ToFacilityName> <ToFacilityAddress1> <ToFacilityAddress2> <ToFacilityCity> <ToFacilityState> <ToFacilityZip5> <ToFacilityZip4>	
*Regular Priority Mail Service postage rates apply.	


**UNITED STATES POSTAL SERVICE** Thank you for shipping with the United States Postal Service!  
 Check the status of your shipment on the Track & Confirm page at [www.usps.com](http://www.usps.com)

## 2.2.5 Response Example

```
<?xml version="1.0"?>
<OpenDistributePriorityResponse>
  <OpenDistributePriorityNumber>420220309155805213907020971523</OpenDistributePriorityNumber>
  <OpenDistributePriorityLabel>JVBERi0xLjINCjUgMCRvYmoNCjw8DQovVHlwZSAvWE9iamVjd<!--38031 suppressed-->=</OpenDistributePriorityLabel>
  <ToFacilityName>Fairfax Post Office</ToFacilityName>
  <ToFacilityAddress1/>
  <ToFacilityAddress2>10660 PAGE AVE</ToFacilityAddress2>
  <ToFacilityCity>FAIRFAX</ToFacilityCity>
  <ToFacilityState>VA</ToFacilityState>
  <ToFacilityZip5>22030</ToFacilityZip5>
  <ToFacilityZip4>4098</ToFacilityZip4>
</OpenDistributePriorityResponse>
```