

A Guide to Intelligent Mail for Letters and Flats

January 17, 2013
V 8.0

Change Log – Version 8.0

Changes from Version 7.8.6 (11/19/2012) to Version 8.0 (01/17/2013)

- Globally deleted PS Form 3573 replaced with ACS™ Enrollment Form.
- Globally corrected traditional ACS to Traditional ACS to reflect product name
- Section 2.1.2, 2.4.8, and 2.4.9 - Updated Link to Appendix A
- Section 2.2.1 - Deleted:

“Mailers who plan to use a new MID for OneCode ACS must complete and submit the OneCode application form PS Form 3573, Address Change Service Application — OneCode ACS, so their account can be set up for record delivery and billing”

Replaced with:

“Mailers who plan to use a new MID for OneCode ACS must complete and submit the OneCode application form ACS™ Enrollment Form, so their account can be set up for record delivery and billing.”

- Section 2.2.1 - Changed address from “6060 Primacy Pkwy Ste 101” to “225 N Humphreys Blvd #501”.
- Section 2.2.1 - Changed Table 2 to reflect current policy (Removed references to Option 1 and Option 2).
- Section 2.4 – Updated Table 4: Partial Table of Service Type Identifiers
- Section 2.4.3.3 - 2nd paragraph changed to reflect current policy. (Removed reference to MID)
- Section 2.4.4 - Portions of 2nd and 3rd paragraphs changed to reflect current policy. (Removed reference to MID and undeliverable for reason other than customer move)
- Section 2.4.11.1.2 - Changed to reflect current policy concerning Periodicals Mail Nonautomation Purchasing Electronic Address Correction via Traditional ACS.
- Section 2.4.11.2.2 - Changed to reflect current policy concerning Periodicals Mail Basic Automation Option Purchasing Electronic Address Correction Using Traditional ACS.
- Section 2.4.11.3.2 - Changed to reflect current policy concerning Periodicals Mail Full-Service Purchasing Electronic Address Correction via Traditional ACS.
- Section 2.4.11.3.3 - Changed to reflect current policy concerning Periodicals Mail Full-Service Option Requesting Full-Service ACS.
- Section 4.3 - the 5th, 6th, 10th 12th and 13th paragraphs were changed to reflect current policy concerning Three Formats of ACS.

Change Log – Version 7.8.6

Changes from Version 7.8.5 (3/16/2012) to Version 7.8.6 (10/29/2012).

- Section 2.1.3 – Added text calling for full service mail submitted to a DMU be containerized and marked with an Intelligent Mail Container Barcode (IMCb).
- Section 2.3.2 – Added text calling for full service mail submitted to a DMU to be containerized.
- Section 3.8 Returned previously deleted text “The MLOCR mailer is allowed to combine mail.”
- Section 4.1 - Added Data Delegation text and table.
- Section 4.8.3 – Added section for Mailer ID Data Distribution.

- Made formatting changes.
- Made edits to clarify POSTNET retirement, bundle scans, range data retirement in several sections.

Change Log – Version 7.8.5

Changes from Version 7.8.4 (1/19/2012) to Version 7.8.5 (3/16/2012).

- Section 3.5.1 – Added clarification of origin and consolidator roles for bundle based copalletized submissions.

Change Log – Version 7.8.4

Changes from Version 7.8.3 (1/6/2012) to Version 7.8.4 (1/19/2012).

- Section 2.4.7 – Updated Table for ACS Service Type Identifiers for Standard Mail and BPM ASR and CSR options
- Section 2.4.7 – Updated Table for ACS Service Type Identifiers table note “***”
- From: New STIDs are available for Reply Mail. For more information, see Section 2.4.9 New Service Type Identifiers for Reply Mail .
- To: CRM, MRM, and PRM may continue to use STID 700. Mailers with exiting stock of CRM mail with STID 700 may exhaust their inventory without penalty.

Change Log – Version 7.8.3

Changes from Version 7.8.2 (12/21/2011) to Version 7.8.3 (1/6/2012).

- Section 1 – Added information on IMb based tracing and optional need of IMcb to appointment linkage and eInduction requirements.
- 2.1.4.1 Added Tray scan and piece scan data elaboration, which is new including processing scans.
- 2.4.1.1 Updated information on piece detail vs. Piece barcode data in Mail.dat and Mail.XML
- 3.2 Updated this section to provide links to guides. Added IMtb reference for trays
- 3.2.1.1 Updated TEM section to elaborate on data Distribution, eDoc and FAST requirements
- 3.5 Added links to Mail.XML guides
- 3.5.3 Added Internal copal requirements for June
- 3.11 Updated CSA section to clarify that CSAs only apply to First Class mail only and are also available through Mail.XML
- 3.12 Updated the section to identify eInduction needs with the FAST system
- 3.12.1 Made extensive changes to update the information that transportation updates are also available cross-functionally with Mail.XML for Mail.dat and Mail.XML quality reports
- 3.13.1 Removed version specificity for Mail.dat and Mail.XML
- 3.13.2 Added PBC Mail.dat new record details and usage
- 3.13.3 Identified the de-support plan for the IMR and piece range by the USPS in 2013 (January)
- 3.15.1 additional capabilities available for eDocs through Mail.XML
- 3.15.3.1 Updated information that piece data is not required prior to postage filing but must be present before postage finalization.

- 3.15.5 Added PBC option and usage clarifications
- 3.15.6 Added additional validations conducted by PostalOne! eInduction and available through Container Status Query messages for Full Service and eInduction containers
- 3.16 Added eInduction support and availability of postage register, pallet barcode and label generation and e8125/e8017 requirements for eInduction available through PW
- 4 Added tray and pallet processing scan availability, postage owed for non-compliance report, By/For report
- 4.4 added processing scan clarification for pallets and trays
- 4.8 Added clarification on tray processing scans

Change Log – Version 7.8.2

Changes from Version 7.7.2 (11/16/2011) to Version 7.8.2 (12/21/2011).

- Updated multiple sections to remove references to Confirm and OneCode Confirm services, and add references to IMb Tracing.
- Clarified Section 2.1.3 “Full-Service Option” on Postal Wizard.
- Updated Section 2.2 “Mailer ID”, and 2.4 “STIDs” to include IMb Tracing
- Updated Section 2.3.1 to add “The Postal Services intends to phase out the use of the IMR by the end of calendar year 2012.”
- Updated language in Sections 3.2 and 3.13 to reflect current date
- Updated 3.15.1, 4.7.2.1, Appendix C to remove references to Cast-of-Characters which Postal Service implementation of Mail.XML no longer supports.

Change Log – Version 7.7.2

Changes from Version 7.6.3 (9/20/2011) to Version 7.7.2 (11/16/2011).

- Updated language in Section 2.4 “Service Type Identifiers” and Section 4.2 “Three Kinds of ACS” to clarify OneCode ACS account establishment.
- Updated Section 3.2.1 Link to new TEM guides.

Change Log – Version 7.6.3

Changes from Version 7.5.9 (8/8/2011) to Version 7.6.3 (9/20/2011).

- Updated Section 2.1.4.2.2 “Non Full-Service ACS Eligible” to clarify
- Updated Section 2.4.2 on ASEs to clarify hard copy and electronic notices.
- Updated Section 3.2.1 on TEM to reference new Test Environment for Mailer guides.
- Removed references to Header Presentation values of “S” and “I” for Mail.dat, from Section 3.6 “Manifest Mailings”.
- Updated to include current information on Mailer ID Application and Exceptions, in Section 2.2 “Mailer ID (MID)”, Section 3.17.3 “Mailer ID System and MID Exceptions Using MID Hard-copy Application”, and Section 4.2 “Three Kinds of ACS”.
- Clarified wording in Section 4 “Full-Service Feedback”, including new caption for Table 22.
- Updated Section 4.3.4 to clarify Start-the-Clock information.
- Updated Section 4.7.2 on data distribution to clarify options.
- Updated Section 5.1.2 on Full-Service Verification to clarify language.

Change Log – Version 7.5.9

Changes from Version 7.5.6 (6/17/2011) to Version 7.5.9 (8/8/2011).

- Clarified fulfillment of OneCode ACS in Section 2.4 “STIDs” and Section 4 “Full-Service Feedback”
- Added information on Mail.dat versions: discontinued support for version 09-1 and addition of version 11-2.
- Showed creation of new document titled, sunsetting of document and new document eDoc and Full-Service Authorization Guide for Mail.dat and Mail.XML to replace parts of Test Environment for Mailers: Checklist and Troubleshooting Guide.

Change Log – Version 7.5.6

Changes from Version 7.5 (3/28/2011) to Version 7.5.6 (6/17/2011). Changes are marked with a red vertical line in the margin of the document:

- Changed wording for clarity in Section 2.3.1 “Mailpieces”
- Clarified treatment of UAA periodicals in Section 2.4.2 “Use of ASEs”
- Clarified use of ASEs with STIDs in Section 2.4.4 “ASEs”
- Added clarifying references to full table of Service Type Identifiers in Section 2.4.7 “Table of Service Type Identifiers”.
- Removed text “The MLOCR mailer is allowed to combine mail from customers who individually provide less daily volume than 1% of the total average daily volume processed at the MLOCR mailer’s facility or 3,000 pieces (whichever is less).” from Section 3.8 “MLOCR Mailers”
- Clarified CSA process in Section 3.9 “Continuous Mailers”, Section 3.11 “Customer/Supplier Agreements (CSAs), Section 4.3.2 “Mailer-Transported Drop Ship and Origin-Entered Mail”, and Section 4.3.3 “Plant-Load Mail”
- Clarified process for MID application in Section 3.17.3 “Mail ID System...”
- Updated latest Start-the-Clock process in Section 4.3.4 “Updated Start-the-Clock Approach for Drop-Ship Mailings”
- Clarified language in Section 4.5 “Full-Service Data Quality Reports”
- Updated Mail Quality Feedback messages in Section 4.6 “Electronic Documentation Quality Feedback”
- Updated eDoc errors verified by SASP in Section 5.1.2 “Full-Service Verification”
- Updated Section 5.13 “Mail Quality Reporting” to include reference to new reporting dashboards.
- Updated Appendix A “STID Matrix”
- Replaced Appendix D “Full-Service Discount Assessment Errors” with latest list of errors
- Added Appendix E “Abbreviations and Acronyms”

Change Log – Version 7.5

Changes made between 02/26/2011 and 3/28/2011:

- Corrected 3 STID values in Table 4.

Change Log – Version 7.4

Changes made between 10/5/2010 and 2/25/2011:

- Removed red lines marking previous changes.
- Updated Section 1 “Purpose” to add hyperlinks & cross-references, and to correct chapter titles
- Updated Section 2.1.4.2.2 “Non Full-Service ACS Eligible” to add reference to alternate fulfillment
- Removed Section 2.2 “Full-Service ACS Billing” due to policy change on invoicing full-service mailers for ACS charges. Removed subsections of Section 2.2, except for the following two subsections:
 - Changed Section 2.2.2 “Non Full-Service ACS Eligible” to Section 2.1.4.2.2
 - Changed Section 2.2.5 “Foreign Addresses” to Section to Section 2.1.4.2.1
- Updated Section 2.2.1 “Default ACS Profile of Newly Assigned MIDs” to correct name of “Change Service Requested” and clarify “No Address Corrections”
- Updated Section 2.3.1, “Mailpieces”, and Section 3.16.1 “Piece Electronic Documentation for Sequential Intelligent Mail Barcodes” to clarify Postal Wizard range requirements
- Updated Section 2.4 “Service Type Identifiers (STIDs)” and subsections to clarify fulfillment of ACS records for undeliverable as addressed, to correct grammar, add Form 3579, to specify relevant mail classes, and to correct wording.
- Updated Section 2.4.7 “Table of Service Type Identifiers”, to add reference to web version of STID table, to add Priority Mail and Critical Mail to Partial Table of STIDs (Table 4), and to reference expected updates for Reply Mail STIDs.
- Added Section 2.4.9 “New Service Type Identifiers for Reply Mail” to include DMM Advisory from 2/18/2011
- Update Section 2.5 “Barcode Identifier” to add reference to web version of Barcode ID table.
- Updated Section 3.2 “Electronic Submission Methods” to clarify language
- Updated Section 3.5 “Copalletization” and 3.5.2 “Standard Mail Flat-size Bundles Scenario” to clarify language
- Removed Section 3.7.6 “Outstanding Spoilage Issues”, and changed numbering of section previously numbered 3.7.7 to 3.7.6
- Updated Section 3.13.6 “Postage Information” to clarify language
- Updated Section 3.16.1 “Piece Electronic Documentation for Sequential Intelligent Mail Barcodes” to clarify Postal Wizard range requirements
- Updated Section 4.6 “Electronic Documentation Quality Feedback” to clarify verifications supported for Mail.XML
- Updated Section 4.7.2.1 “Mailer ID Profile Setup” to correct grammar.
- Updated Section 4.8 “How to Get Full-Service Feedback” to clarify language
- Updated Section 5 “Full-Service Verification and Assessment” to show current name of “Full-Service Verification Invoice Report”
- Updated Section 5.0 “Full-Service Verification and Assessment”, Section 5.1.2 “Full-Service Verification”, and Appendix D “Full-Service Discount Assessment Errors” to include Delivery Point Verification
- Updated Section 5.1.4 “*PostalOne!*” to show 5 day overdue status threshold, and to clarify interaction with help desk
- Updated Appendix A “STID Matrix” directions for clarity

- Updated Appendix B “Data Distribution Scenario” to specify hyperlink
- Updated Appendix D “Full-Service Discount Assessment Errors” to add new errors and warnings and update language of existing ones as needed
- Updated the following sections to show delay of full-service discount removal from January 2, 2010:
 - Section 5 “Full-Service Verification and Assessment”
 - Section 5.1.2 “Full-Service Verification”
- Updated the following sections to show retirement of Mail.dat version 08-2:
 - Section 3.2 “Electronic Submission Methods”
 - Section 3.2.1 “Testing Environment for Mailers (TEM)”
 - Section 3.5 “Copalletization”
 - Section 3.5.1 “Periodicals Scenario”
 - Section 3.5.2 “Standard Mail Flat-size Bundles Scenario”
 - Section 3.5.3 “First-Class Mail in Trays Scenario”
 - Section 3.13 “Mail.dat”
 - Section 3.13.1 “Mail.dat 09-1”
 - Section 3.13.3 “Piece Electronic Documentation for Sequential Intelligent Mail Barcodes”
 - Section 3.13.6 “Postage Information”
- Updated the following sections to reflect current date:
 - Section 3.5 “Copalletization”
 - Section 4.8 “How to Get Full-Service Feedback”
 - Section 5 “Full-Service Verification and Assessment” and subsections

Change Log – Version 7.3.4

Changes through 10/4/2010

- Updated Section 4.3 “Start-the-Clock” with revised detail.
- Updated Section 5 “Full-Service Verification and Assessment” to clarify that FAST Appointments errors will not result in the loss of Full-Service discounts.
- Updated Appendix D “Full-Service Discount Assessment Errors” with new block names and other wording

Change Log – Version 7.3.3

Changes through 9/24/2010

- Updated Section 3.2 “Electronic Submission Methods” to show coming version of Mail.dat and remove earlier name “Wizard Web Services”
- Updated Section 3.3 “Mixed Mailings” header to clarify meaning of mixed mailings
- Updated Section 3.5 “Copalletization” to show coming version of Mail.dat
- Updated Section 3.12 “Creating Appointments” to clarify linking of containers to appointments, to remove earlier name “TM Specification”

- Updated Section 3.12.2 “Joint Scheduling” to clarify linking containers to appointments
- Updated Section 3.13.1 to reference coming version of Mail.dat
- Updated Section 3.16.1 and 3.16.2 text for clarity.
- Updated Section 4.3 “Start-the-Clock” with additional detail.
- Updated Section 4.7.2.2 “Submitting a Cast of Characters Message” to show that Cast of Characters functionality is currently suspended but will be supported at a later date.
- Updated Section 4.8 “How to Get Full-Service Feedback” for data exchange methods (Start-the-Clock and Container Visibility) and availability of full-service invoice reports.
- Updated Section 5 “Full-Service Verification and Assessment” to show new reports.
- Updated Appendix C “Data Distribution Scenario Chart” to show Cast of Characters

Change Log – Version 7.3

Changes through 9/14/2010

- Moved location of change log to immediately after title page for consistency
- Updated Section 5 “Full-Service Verification and Assessment” to show January 2011 date for removal of full-service discounts
- Updated Section 5.1.2 “Full-Service Verification” to clarify Piece Range records
- Updated Section 3.16 “Postal Wizard” to show that a range required to receive full-service feedback
- Updated Section 4.3 “Start-the-Clock” to show updated approach for drop-ship mailings
- Changed capitalization of “full-service” where appropriate for consistency

Change Log – Version 7.2.1

Changes through 7/8/2010

- Corrected reference to RIBBS in Section 5.1.3

Change Log – Version 7.2

Changes through 6/25/2010

- Updated Change Log to be in reverse chronological order
- Updated section 3.7.6 “Outstanding Spoilage Issues” to reflect timing of Release 24.1.1.

Change Log – Version 7.1

Changes through 6/24/2010

- Change Request 94: Replaced section 3.7 “Spoilage and Shortage.”
- Updated section 5, “Full-Service Verification and Assessment” for clarification and description of *PostalOne!* Process.
- Updated previous Change Log entry (“Change Log – Version 7.0”) to include CR 92 & 93 and to clarify Change Request numbers.

Change Log – Version 7.0

Changes through 5/26/2010

- Updated section 1, “Purpose” to reflect latest changes

- Change Request 91: Updated section 2.2, “Full-Service ACS Notification” to reflect new billing process
- Change Request 92: Updated section 2.5.9.3.5, “Standard Mail Full-Service Option Enhanced Carrier Route Mailpieces” to correct STID
- Change Request 93: Updated section 3.15.13 “Copalletization Mail Information” to include
- Change Request 91: Updated section 3.17, “Mail Owner and Mail Preparer Identification in Electronic Documentation” for batched reporting
- Change Request 91: Added new sections for “Full-Service eDoc Verification and Assessment”: Section 5, Appendix D
- Updated Table of Contents, List of Tables, List of Figures

Change Log – Version 6.9

Changes through 3/07/2010

- Revised copalletization scenarios to convey that copal mailings which include full-service pieces require electronic documentation. When no full-service pieces are part a copal mailing, eDoc is strongly recommend but not required, Section 3.5
- Added comment in 3.5.3 that tray based copalletization requires all postage must be finalized prior to *PostalOne!* receiving the copalletized job/mailing information.
- Updated spoilage and wasted postage adjustment and reporting only functionality, Section 3.7
- Removed section 3.7.1
- Updated Start-the-Clock calculation for CSA based USPS transported mailings to provide guidance, Section 3.11.2
- Updated Appointments and Joint scheduling, Section 3.12
- Updated note that the cast of characters message set is only supported in Mail.XML 6.0D version, which may be discontinued by the USPS in 2010, Section 4.7.2.2.
- Updated trademark block to remove IM™ and include IM®

Change Log – Version 6.8

Changes through 2/26/2010

- Added clarification for Mail.XML when to new BMEU file in the Drop Ship Product, section 3.15.3 **(CR 83)**
- Added section for Mail.XML Qualification Report (Mail.XML) 3.15.3.1. **(CR 84)**
- Added new text, *PostalOne!* Help Desk Questions for Full-Service ACS Troubleshooting, Section 2.7
- Updated Table 4: Table of Service Type Identifiers
- Corrected methods to obtain Mailer ID to include all options, Section 3.17.2
- Removed reference to obsolete, Getting Started Guide, Section 3.16
- Corrected Postal Wizard options regarding Periodicals, Bound Printed Matter, and international mail, Section 3.2
- Updated references to future charges, Section 2.2

Change Log – Version 6.7

Changes through 2/10/2010

- Revised guide purpose for clarity, section 1
- Made revisions to entire document for grammar and nomenclature consistency
- Crossed-referenced all tables for auto updating when changes are made
- Added numbering to unnumbered topics such that topics are presented in TOC
- Corrected “X” in table to “X” in column, Section 2.1.4, Table 1
- Changed references from “duplicate” notice to “subsequent” notices. Section 2.2
- Clarified that default ACS Profile occurs with newly Assigned MIDs, Section 2.3.1, Table 2
- Changed reference from Intelligent Mail Full-Service and Electronic Documentation Checklist to Test Environment for Mailers (TEM) Checklist and Troubleshooting Guide, Section 3.2.1
- Updated write-up on TEM, Section 3.2.1
- Changed all references from BMC to NDC per the Federal Register Notice published in February 2010, Section 3.5.2 and 3.5.4. **(CR 82)**
- Clarified that a third way to obtain a Mailer ID is using Mail.XML, Section 3.17.2
- Created Index

Change Log – Version 6.6

- Change Request 077: Update copalletization, Sections 3.3 and 3.3.1
- Change Request 078: Clarify Section 2.3 regarding ACS and contacting NCSC Memphis
- Change Request 079: Add an example in 2.5 showing how to use a single MID with two STIDs in a mailing.
- Change Request 080: Clarify that only FAST XML messages update FAST System information
- Change Request 081: To ensure consistency with the DMM, change Full-Service to full-service and Basic to basic automation

Change Log – Version 6.5

- Change Request 075: Remove Appendix D.
- Change Request 076: Use Autocaption for tables and figures. Create hyperlinked lists of tables and figures.

Change Log – Version 6.4

- Change Request 072: Insert Data Distribution Methods as s 4.1 and Full-Service Data Quality Reports as section 4.6. Reorder / renumber other sections in 4.x accordingly.
- Change Request 073: STIDs 090 and 092 were reversed in 2.5.9.1.4 and 2.5.9.2.4.
- Change Request 074: Enhance Mail.XML sections in 3.15.4, 3.15.5, and 3.15.6 to clarify mail owner and mail preparer identification and the By/For order of precedence.

Change Log – Version 6.3

- Change Request 056: Change Three STIDs in Table 4 - Update Appendix A to reflect change
- Change Request 057: Update and simplify section 3.13 (Mail.XML) for November release

- Change Request 058: Change Table 4 to have one STID per cell; clarify STIDs for reply mail
- Change Request 059: Ensure references to ACS are for Full-Service are called Full-Service ACS
- Change Request 060: Clarify Section 3.3 (Copalletization) Bullets
- Change Request 061: Clarify batching requirements in section 3.6 (single word insert: "individually")
- Change Request 062: Clarify how to use Traditional ACS in a Full-Service mailing in Section 4
- Change Request 063: Update figure 1 (and add language) to show Basic-option eligibility in Section 2
- Change Request 064: Make clear that two MIDs are required to use Traditional and FS ACS in a single mailing (Section 4)
- Change Request 065: Section 2: state explicitly that IMb can replace POSTNET now
- Change Request 066: Include Full-Service Feedback descriptions of eDoc-Quality reports' validations available in November 2009
- Change Request 067: Insert November 2009 approach for MLOCR and continuous mailers
- Change Request 068: Change Table 4 for Periodicals to request NCSC contact before using ASR/ASE
- Change Request 069: Note that the Guide will refer to three-volume Postal Service Mail.XML Technical Specification collectively as the Postal Service Mail.XML Technical Specification
- Change Request 070: Add chart and text in 2.3 to explain the default ACS profile created for newly assigned MIDs and how to change the default profile
- Change Request 071: Add section 4.6 - Barcode Identifier.

Change Log – Version 6.2

- Change Request 049: Clarify Full-Service Feedback Descriptions and Methods in Sections 4.2-4.6
- Change Request 050: Update 3.15.4, Obtaining Mailer ID and Customer Registration ID
- Change Request 051: Update 3.12 and 3.13 with overview of Mail.XML Messages
- Change Request 052: Additional information on Copalletization in *PostalOne!* Release 20
- Change Request 053: Update Service Type ID Section 2.5 to Include Transition-Period Information
- Change Request 054: Add Subsection in Section 4 Describing Quality Feedback via Mail.XML
- Change Request 055: Change "Future Release" to "November 2009 Release" for Copalletization

Change Log – Version 6.0

- Change Request 044: Add clarity to Full-Service ACS (Table 4, Section 4, Appendix A)
- Change Request 045: Full-Service mailings using Postal Wizard: only the permit holder will receive start-the-clock information
- Change Request 046: New section 3.11.6.1 for Periodicals Postage Payment
- Change Request 046: New section 3.11.6.2 for Centralized Postage Payment (CPP) customers

- Change Request 047: Update Postal Wizard information 3.14
- Change Request 048: Clarify Intelligent-Mail Barcode (Mailpiece) Uniqueness in Section 2.4

Change Log – Version 5

- Change Request 016: Clarification of Postal Wizards Requirements for Full-Service
- Change Request 017: Update Manifest Mailings business rules in May 2009
- Change Request 018: Clarification of .IMR and .PDR file
- Change Request 019: Spoilage related postage adjustments
- Change Request 020: Clarification of Uniqueness for ACS data
- Change Request 021: Update Customer Supplier Agreements (CSA) – Add Palletization rules for First-Class Mail
- Change Request 022: Create a section for “*PostalOne!* Transportation Management Systems (TMS)”
- Change Request 023: Add Service Type Identifier Exception Section 2.5.1
- Change Request 024: Update Creating Appointments using the FAST system
- Change Request 026: Intelligent Mail Requirements – Update Full-Service Discount in November 29, 2009.
- Change Request 027: Intelligent Mail Requirements – Update “Not eligible for Full-Service benefits or discounts”.
- Change Request 028: Update Mailer ID – Update Mailer ID
- Change Request 029: Update Unique Intelligent Mail Barcodes – Clarification of 45 days.
- Change Request 030: Update Periodicals Nonmachinable Service Type Identifiers
- Change Request 031 - Electronic Mailing Doc – *PostalOne!* account will change
- Change Request 032 - Setup of Non-Subscriber Delegates in Confirm
- Change Request 033: Update Copalletization – Will be supported in a future release
- Change Request 034: Update Piece Level Spoilage and Shortage - Clarification of May 2009 release vs. Future Release
- Change Request 035: Update Electronic Mailing Documentation and Postage Statements
- Change Request 036: Update Table 3, Specification and Guide Reference – Replace Mail.XML specification 6.0 A with 6.0 B, & remove Web Service Appointments and *PostalOne!* Technical Guide for Mail.XML 6.0 from Mail.XML (future release)
- Change Request 037: Clarification of Full-Service IMB Requirement
- Change Request 038 Update Customer Supplier Agreements (CSA) – Add Palletization rules for First-Class Mail
- Change Request 039: Update the eDoc grammar and formatting
- Change Request 040: Add Confirm Transition, Basic and Full-Service options
- Change Request 041: Modify text to clarify usage of range record for comailing/copalletization
- Change Request 042: Update Mailer ID numbers examples – Appendix B
- Change Request 043: Change field names of Full-Service nixie Detail Report

Change Log – Version 4

- Change Request 001: Clarification of Uniqueness Between Basic and Full-Service
- Change Request 003: Add Agency Scenario to Cast of Characters
- Change Request 004: Wording Change to 3.4 (IM Barcode Lower Repeated)
- Change Request 005: Add Appendix D “Future Capabilities and Development Resource Mapping”
- Change Request 006: Replace Mail.XML 5.0 with Mail.XML 6.0
- Change Request 007: Clarification of Spoilage Section
- Change Request 008: Update to Feedback Methods
- Change Request 009: Update to Reflect IMR
- Change Request 011: Better Define Nonautomation
- Change Request 012: Add FAST system Joint Scheduling Details
- Change Request 013: Update Mail.XML Message Names
- Change Request 014: Update to Reflect Release 1
- Change Request 015: Cast of Characters Timing

Change Log – Version 3

- Section 2: Added nonautomation definition for Intelligent Mail barcoded mailpieces.
- Section 2.2: Added BPM definition for Address Correction Information.
- Section 2.2: Updated Periodicals ACS data matching rules.
- Section 2.4: Clarified rules for Intelligent Mail barcode uniqueness.
- Section 2.5.2: Clarified the section applies to pieces with Intelligent Mail barcodes.
- Section 2.5.6: Added columns for Service Type IDs for nonautomation mailpieces.
- Section 2.5.8.3.5: Updated Service Type IDs for ECR mailpieces.
- Section 3: Updated language for Postal Wizard.
- Section 3.8.2.1: Clarified how to update eDoc for unscheduled trips.
- Section 3.9.2: Clarified required piece documentation for POSTNET mailpieces.
- Section 3.9.3: Removed restriction on including ECR mailpieces in IMR file.
- Section 4.4.9: Clarified timing rules for submitting electronic documentation and Cast of Characters for third-party data distribution.
- Various: Removed references to PDR.XML.

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1 Purpose

A Guide to Intelligent Mail for Letters and Flats provides technical solutions to questions arising from the Federal Register Notice “[Implementation of New Standards for Intelligent Mail Barcodes](#).” Readers should be familiar with this notice. Solutions in this guide are intended for implementation with the requirements set forth in the notice. These requirements, along with subsequent revisions that coincide with *PostalOne!* system software releases, have been incorporated into *Mailing Standards of the U.S. Postal Service Domestic Mail Manual* (DMM), section 705.23 and other sections therein appropriate to the class and shape of the mailpiece. Solutions in this guide are intended for implementation with the mailing standards in the [DMM](#).

Comprehensive information on electronic documentation solutions required to support the full-service option and basic automation option mailings, applicable to all letter and flat automation-price mailings and most carrier route-price mailings is organized into several key topics:

[Chapter 2 – Intelligent Mail Requirements](#): Explains the requirements of the Intelligent Mail Barcode (IMb) and the components that provision the address correction services to the end user, provides guidance on mail preparation and electronic documentation for compliance with the basic automation and full-service options; discusses *Service Type Identifier (STID)* -- usage and applicability, concurrent use with ancillary service endorsements (ASE) under the basic automation and full-service options, and nonautomation. Additionally, this chapter describes the information the USPS will provide through Full-Service ACS™ at no additional charge when mailings meet the requirements of the full-service option, and the ACS billing, in the near future, when fulfillment is no longer under the free charge period.

[Chapter 3 – Electronic Mailing Documentation and Postage Statements](#): Describes mail owner and mail preparer electronic file submissions and the *PostalOne!* system processing.

[Chapter 4 – Full-Service Feedback](#): Explains the information available to full-service mailers at no additional charge, such as start-the-clock data for containers and address correction information for individual mailpieces that are undeliverable as addressed (UAA). Address correction information includes change of address (COA) data when a new address is available for the intended recipient, and nixie data when the piece is not deliverable. Container, Tray, Bundle and Piece scan data that is provisioned for free for full-service compliant mailings, as well as the eDoc Data Quality error reporting data letting customers know about the issues in their mailings.

[Chapter 5 – Full-Service Verification and Assessment](#): Describes the Postal Service approach for verification of electronic documentation (eDoc) for full-service mailings.

For those familiar with existing electronic documentation solutions, this guide describes how to populate electronic documentation files and how to create or update appointments electronically using the Facility Access and Shipment Tracking (FAST) system, as required for full-service option compliance (IMcb to appointment linkage is optional now for the full-service mailings, although desired by the USPS for improved Service Performance Measurement and proactive resource planning). eInduction can be considered a sub-category of full-service and if mailers participate in the eInduction program, then for facilities where SV (Surface Visibility) scanning devices are not used for drop shipped/origin, eInduction ready mailings, the content Intelligent Mail container barcode (IMcb) to appointment linkage is required. The FAST system is the business processing engine that provides customers with appointment scheduling and content (IMcb) management capabilities for destination and origin entry shipments.

For information on FAST and eInduction, refer to the following the [FAST](#) resource and [eInduction Guide](#).

For technical information underlying the Intelligent Mail and electronic documentation, refer to the [Postal Service Mail.dat Technical Specification](#) and [Postal Service Mail.XML Technical Specification](#). A good starting point is [A Resource Map to Intelligent Mail Documents](#), which provides a comprehensive list of Intelligent Mail resources. Many of these resources are on the [Intelligent Mail Guides and Specifications](#) page of the [RIBBS](#) Website.

Finally, this guide describes the features available with the current release of the Intelligent Mail program, as well as the functionality that will be included in future *PostalOne!* releases. Refer to the *PostalOne!* Release

Notes found on the [RIBBS](#) Website. The Release Notes are intended to communicate planned and actual software updates.

2 Intelligent Mail Requirements

2.1 Intelligent Mail Barcode (IMb)

Starting on January 28, 2013, the IMb must be used in place of the POSTNET barcode on any letters (including First-Class Mail postcards) and flats currently prepared for automation prices. This includes insured mail, Certified Mail, and mail using other extra services currently available to and appropriate for the class and shape of mail prepared for automation prices. Registered Mail cannot receive automation prices because of the way it is handled.

Note: Mailers may need to predetermine or print the IMb prior to presorting for mail preparation. This may be the result of pre-assigning a full-service IMb as part of database architecture, commingling of pre-barcoded pieces, or due to some other operational requirement. Refer to the [Steps to Create the Intelligent Mail Barcode](#).

2.1.1 Non Automation

Mailers have the option of submitting mailpieces that carry an IMb but that do not receive automation pricing. These mailpieces fall into two categories:

- Carrier route pieces (except saturation Standard Mail flats)
- All other nonautomation price categories for letters and flats.

The carrier route pieces (except saturation Standard Mail flats) can carry a full-service option IMb or a basic automation option IMb. Use of the IMb on other nonautomation price-category pieces must include a USPS-assigned Mailer ID (MID), the class of mail (indicated in a nonautomation STID), and the optional endorsement line (OEL) information in the Barcode Identifier if an OEL is printed on a flat-sized mailpiece.

The mailer may choose to populate the destination information in the ZIP Code field and/or use the Serial Number field, which may be populated with any number the nonautomation mailer chooses.

2.1.2 Basic Automation Option

When creating the IMb for the basic automation option, mailers must include the same Coding Accuracy Support System (CASS)-certified delivery-point ZIP Code information used to populate the current POSTNET barcode (retiring on January 28, 2012), a USPS-assigned MID (section 2.2), the class of mail indicated in a basic automation option STID (section 2.4 and [Appendix A](#)), and the OEL information in the Barcode Identifier if an optional endorsement is printed on a flat-sized mailpiece (section 2.5). The Serial Number field may be populated with any number or numbering system the mailer chooses.

2.1.3 Full-Service Option

When creating the IMb for full-service option, you must include the same CASS-certified delivery-point ZIP Code information used to populate the current POSTNET barcode, a USPS-assigned MID, the class of mail indicated in the full-service option STID, and the OEL information in the Barcode Identifier if an optional endorsement is printed on a flat-sized mailpiece.

Full-service mailings require a unique IMb on each mailpiece (section 2.3). The full-service IMb Serial Number field, in combination with the mail class and the MID, is used to make the IMb unique. Full-service IMbs should not be reused for a minimum of 45 days. Full-service option requirements also include a unique Intelligent Mail tray barcode (IMtb) on each handling-unit label when mail is prepared using trays or sacks, and a unique Intelligent Mail container barcode (IMcb) on labels placed on pallets or other containers when mail is containerized. Full-Service mailings submitted for acceptance and verification at a Detached Mail Unit (DMU) must be containerized and have the applicable container placard affixed which includes an Intelligent Mail

Container Barcode (IMCb). Information on how to populate and create the IMb for mailpieces, the IMtb for handling units, and the IMCb for containers can be found on [RIBBS](#).

Other full-service requirements include the use of an approved electronic method to transmit mailing documentation to the USPS. Approved electronic methods include Mail.dat, Mail.XML and Postal Wizard. This documentation (except for Postal Wizard) must describe how mailpieces are linked to trays or sacks (if mail is prepared using handling units), and to containers (if mail is palletized or containerized). The electronic documentation must match the preparation of the mail to qualify for the full-service option.

The USPS requires appointment scheduling for drop ship mail and for origin-entered mail verified at a DMU and transported to the USPS plant by the mailer. The FAST system will be used, as defined in the Customer/Supplier Agreement (CSA), to create appointments for origin-entered mail that is transported by the mailer (section 3.11). The FAST system is also used to schedule appointments for drop shipment mailings, which typically do not require a CSA. Destination Delivery Unit (DDU) appointments must be made by phone call to the delivery unit.

2.1.4 Summary of Full-Service Option Features and Basic Automation Option

This section references Table 1: Mail Eligible for Full-Service Features and Basic Automation Option. The table is organized by the mail category and presents the availability of full-service option features and eligibility for the basic automation option.

A checkmark in the Address Change Service (ACS) column means that pieces in the mail category shown in the left column that are prepared in accordance with full-service requirements can receive Full-Service ACS notifications at no additional charge. An "X" in the column means that if ACS is available, the applicable Traditional ACS or OneCode ACS[®] prices apply.

A checkmark in the Full-Service Discount column means that pieces in the mail category that are prepared in accordance with full-service requirements are eligible for the applicable discount. Full-service discounts are summarized as follows:

- 1) First-Class Mail Letters, Cards, and Flats: Subtract \$0.003 for each automation piece that meets the requirements of the full-service Intelligent Mail option.
- 2) Standard Mail Regular and Nonprofit Letters: Subtract \$0.001 for each letter that meets the requirements of the full-service Intelligent Mail option.
- 3) Standard Mail Regular and Nonprofit Flats: Subtract \$0.001 for each flat that meets the requirements of the full-service Intelligent Mail option (not available for saturation).
- 4) Periodicals Letters and Flats: Subtract \$0.001 for each addressed piece that meets the requirements of the full-service Intelligent Mail option.
- 5) Bound Printed Matter (BPM) Flats: Subtract \$0.001 for each flat that meets the requirements of the full-service Intelligent Mail option.

A checkmark in the Start-the-Clock, Container Visibility, Tray and Bundle visibility columns means that start-the-clock, container visibility, Tray and Bundle visibility information will be available to the mail owner and mail preparer; an "X" in the column means that a mailing made up exclusively of the mail category is not eligible for that full-service option feature. Start-the-clock, container visibility, tray and bundle visibility apply to the physical containers and handling units in a qualified full-service mailing.

A checkmark in the Basic Automation Option Eligibility column means that pieces in the mail categories can be designated as basic automation in the electronic documentation; an "X" in the column means they cannot.

Mail Category	Full-Service Option Features			Basic Automation Option Eligibility
	Start-the-Clock and Container/Tray, Bundle Visibility	ACS	Full-Service Discount	
First-Class Mail				
Automation Letters	✓	✓	✓	✓
Automation Flats	✓	✓	✓	✓
Automation Cards	✓	✓	✓	✓
Standard Mail				
Automation Letters	✓	✓	✓	✓
Automation Flats	✓	✓	✓	✓
Basic ECR Letters	✓	✓	✓	✓
High-Density ECR Letters	✓	✓	✓	✓
Saturation ECR Letters	✓	✓	✓	✓
Basic ECR Flats	✓	X	✓	✓
High-Density ECR Flats	✓	X	✓	✓
Saturation ECR Flats	X	X	X	X
Periodicals - Outside-County				
Barcoded Letters	✓	✓	✓	✓
Barcoded Machinable Flats	✓	✓	✓	✓
Barcoded Nonmachinable Flats	✓	✓	✓	✓
Carrier Route Basic Letters/Flats	✓	✓	✓	✓
Carrier Route HD Letters/Flats	✓	✓	✓	✓
Carrier Route Sat. Letters/Flats	✓	✓	✓	✓
Periodicals - In-County				
Automation Letters	✓	✓	✓	✓
Automation Flats	✓	✓	✓	✓
Carrier Route Basic Letters/Flats	✓	✓	✓	✓
Carrier Route HD Letters/Flats	✓	✓	✓	✓
Carrier Route Sat. Letters/Flats	✓	✓	✓	✓
BPM				
Barcoded Presort Flats - non-DDU	✓	✓	✓	✓
Barcoded Presort Flats - DDU	✓	X	✓	✓
Barcoded CR Flats	✓	X	✓	✓

Table 1: Mail Eligible for Full-Service Features and Basic Automation Option

NOTE: For full-service mailings using the Postal Wizard, only the owner of the mailing permit will receive start-the-clock information. Postal Wizard cannot be used with full-service Periodicals and BPM mailings, even if under 10,000 pieces (see Section 3.16).

IMb Tracing data is initially made available through the CONFIRM[®] system with all existing automation mail that is currently supported through the CONFIRM system.

The following mail classes with such characteristics cannot be designated as full-service or basic automation in the electronic documentation and are not eligible for full-service benefits or discounts:

- First-Class Mail letters, postcards, and flats mailed at nonautomation presorted prices
- First-Class Mail letters, postcards, and flats mailed at single-piece prices
- Letters of any class mailed at nonautomation prices (either machinable or nonmachinable)
- Periodicals nonbarcoded letters and flats
- Standard Mail flats mailed at nonautomation prices
- Standard Mail flats mailed at saturation ECR prices
- BPM nonbarcoded flats

2.1.4.1 Container Visibility, Tray Visibility, Bundle Visibility, Piece Visibility and Start-the-Clock Information

Full-service mailers will receive container-level, tray level, bundle level, and piece level (initially through existing CONFIRM service, new name IMb Tracing™) information indicating when their mail is inducted, processed, or is en route. This start-the-clock, container visibility, tray visibility, bundle visibility induction scan and processing scan information is available via online reports and Mail.XML electronic exchange messages after the mailing has been verified and accepted by the USPS. The IMb Tracing piece data is initially made available through the CONFIRM interface. [Sample data files](#) illustrating Intelligent Mail full-service feedback formats are posted on [RIBBS](#).

Full-service Mail.dat and Mail.XML mailers will receive container, tray, and bundle induction and processing scan information for the physical containers and handling units identified in their electronic documentation. The container, tray, and bundle visibility (bundle scan data is only shared with the preparer of the bundle and owner of the scanned piece in the bundle) information will be provided to the mail preparer and the mail owner shown in the By/For section of the electronic documentation submitted with the mailing, or in accordance with data distribution profiles. Container, tray, and bundle visibility will not be shared with mailers until container, tray, and bundle scans have been received and associated to electronic documentation for paid mailings. For detailed information on start-the-clock, see section 0 of this document.

Priority Mail Open and Distribute (PMOD) customers should be aware that start-the-clock and container and tray visibility information are not currently available for PMOD containers and handling units in a full-service mailing. However, the PMOD special barcoded label allows mailers to track the PMOD containers to the opening unit through [USPS.com](#).

2.1.4.2 Address Correction Information

Full-service mailers can receive address correction information at no additional charge. Address-correction information includes COA data when a new address is available for the intended recipient and nixie records when the piece is not deliverable at all. Mailers must use the address correction information to update their address records.

Under the full-service option, COA and nixie records are provided to mail owners (or designated recipients). Tracking the number of notices over time and transmitting the appropriate permit information is a function of the *PostalOne!* system. The keyline information, if included in the electronic documentation, is also part of the address correction information under the full-service option. Refer to the [User Access to Electronic Information and Reports Guide](#) on [RIBBS](#) to learn how to access and retrieve COA and nixie information. This full-service COA and Nixie information is also available through Mail.XML, see [Postal Service Mail.XML Technical Specification](#), and through the OneCode ACS process.

2.1.4.2.1 Foreign Addresses

Full-service COA will include Foreign Address Information as part of the COA Delivery and response Mail.XML messages.

2.1.4.2.2 Non Full-Service ACS Eligible

Mailpieces with a full-service Service Type Identifier (STID) that cannot be matched to eDoc will not receive COA or Nixie notices.

Pieces Identified in eDoc as Basic – Mailpieces that were originally identified in a mixed mailing as basic or were later downgraded to basic will not be considered as full-service eligible and therefore USPS will not attempt to match these pieces to eDoc for Full-Service ACS fulfillment. USPS will attempt to fulfill ACS for these pieces through the Mailer ID that is on the mailpiece (IMb). Alternative fulfillment is dependent on the Mailer ID association to a OneCode ACS account, maintained and fulfilled by the National Customer Support Center (NCSC) in Memphis, TN, and the presence of a Basic STID requesting ACS. If the Mailer ID is not currently associated to a OneCode ACS account, contact the ACS department at acs@usps.gov for assistance. An account will be created for fulfillment and billing of ACS notices created from undeliverable basic mail pieces

NOTE: Full-service pieces that lose the full-service discount due to a container/handling unit error will still receive Full-Service ACS, provisioned by the Mailer ID, CRID, or Permit (USPS encourages mailers to utilize Mailer IDs and/or CRIDs to identify owner and preparer of full-service mail and resort to Permit based identification as a last undesired option) in the eDoc, if the uniqueness requirement is met.

2.2 Mailer ID (MID)

The mailer identifier (MID) number is a six- or nine-digit numeric code assigned to a mailer based on annual mail volume as verified by the USPS. Mailers may have multiple MIDs. A MID is required in all IMbs except IMbs used in the Origin IMb Tracing program (see DMM 708.4.3.1(c)). The MID is required in all Intelligent Mail barcodes (e.g., IMcb, IMtb, and IMb). It is used to identify the mail owner or mail preparer or service provider and to help determine the recipient(s) of information regarding the mailing in the case of full-service ACS, Nixie, and IMb Tracing (piece scans) data.

Under the full-service option, the mail owner must be identified as such in the electronic documentation regardless of the mail owner's MID appearing in the IMb (see section 3.17.6.1).

New MIDs are assigned through centralized USPS processes, generally via the Business Customer Gateway, Mailer ID System. Refer to the [User Access to Electronic Mailing Information and Reports Guide](#) on RIBBS for a step-by-step approach to requesting access to the Mailer ID System and then to request a MID through the gateway. Mailers can also access their own or their customers MIDs and CRIDs through the Mail.XML automated process. See the [Postal Service Electronic Application process for MIDs and CRIDs](#) Guide.

The [Intelligent Mail Mailer ID Application page](#) on RIBBS explains the few exceptions obtaining new MIDs through the Mailer ID system, such as requests for multiple MIDs or when mailing agents are acting on behalf of mail owners.

2.2.1 Default ACS Profile of Newly Assigned MIDs

This section references Table 2: Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile. The table is organized by type of ACS and presents the Ancillary Service Endorsement (ASE) by class of mail and MID assignment.

New MIDs assigned through the Business Customer Gateway will automatically receive a default ACS profile enabling OneCode ACS and Full-Service ACS. Table 2 shows that a new MID is set to a default ACS option of First-Class Mail, Address Service Requested, Option 2. By applying the appropriate STID (see Section 2.4 and Appendix A) in the IMb, mailers can also use the default profile for First-Class Mail Change Service Option 1 and Standard Mail Address Service or Change Service Requested.

To use First-Class Mail Address Service Requested Option 1 or First-Class Mail Change Service Option 2, complete ACS™ Enrollment Form (Address Change Service Application – OneCode ACS), and send it to the

ACS department at acs@usps.gov. See DMM 507.1.5 for full descriptions of these services, and Appendix A of this Guide for complete descriptions of STIDs.

Mailers who plan to use a new MID for OneCode ACS must complete and submit the OneCode application form ACS™ Enrollment Form, so their account can be set up for record delivery and billing. The form can be emailed, faxed, or mailed.

Email: acs@usps.gov

Fax: 901-821-6204

Mail: ACS Department NCSC

225 N Humphreys Blvd #501

Memphis TN 38188-0001

The valid ASEs and the common abbreviations used within this document are below (see also DMM 507.1):

- Address Service Requested (ASR)
- Change Service Requested (CSR)
- Forwarding Service Requested (FSR)
- Return Service Requested (RSR)
- Temp-Return Service Requested (TRSR) – for First-Class Mail mailpieces only
- Electronic Service Requested (ESR) – for ACS requests only. This printed endorsement **MUST NOT** be used when requesting manual or no address corrections.

Type of ACS	ASE Services	Class	Assigned
No Address Corrections	None	First-Class Mail or Standard Mail	Use “No Address Corrections” STID in the IMb (Do not print ASE)
Traditional	ASR or CSR	First-Class Mail or Standard Mail	Apply appropriate STID requesting Traditional ACS
OneCode for Basic	ASR or CSR	First-Class Mail or Standard Mail	Email ACS at acs@usps.gov ACS™ Enrollment Form
OneCode/Full-Service	ASR Option 1	First-Class Mail	Email ACS at acs@usps.gov ACS™ Enrollment Form
OneCode/ Full-Service	CSR Option 1	First-Class Mail	Automatically with new MID and appropriate STID
OneCode/ Full-Service	ASR Option 2	First-Class Mail	Automatically with new MID and appropriate STID
OneCode /Full-Service	CSR Option 2	First-Class Mail	Email ACS at acs@usps.gov ACS™ Enrollment Form
OneCode /Full-Service	ASR	Standard Mail	Automatically with new MID and appropriate STID
OneCode/ Full-Service	CSR	Standard Mail	Automatically with new MID and appropriate STID

Table 2: Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile

2.3 IMb Uniqueness

2.3.1 Mailpieces

Basic automation option mailpieces are not required to have a unique IMb on the mailpieces. Full-service option mailpieces are required to have a unique IMb on the mailpiece. The mailing must use unique tray/sack and container barcodes as well (when prepared using handling units), and the mailing must have electronic mailing information submitted to the Postal Service. An exception to the electronic mailing information requirement is explained in 3.14.

On a mailpiece, IMb uniqueness is determined by the six or nine-digit MID and six or nine-digit serial number, in conjunction with the mailpiece's class as indicated by the STID. The 15-digit MID / serial number combination must not be repeated in full-service mailings of the same class within 45 calendar days of the mailing date as defined in Table 3: Barcode Uniqueness Mailing Dates by Electronic Documentation Type.

Barcode Uniqueness Mailing Date			
eDoc Type	Source	Field	Description
Mail.dat	.CSM file	Postage Statement Mailing Date	Based on the parent container .CSM record
Mail.XML	Postage Statement Create Requests	Postage Statement Mailing Date	Based on the last postage statement finalized for the container
Postal Wizard	Postage Statements	Mailing Date	N/A

Table 3: Barcode Uniqueness Mailing Dates by Electronic Documentation Type

Mailers may choose to use piece ranges in the electronic documentation to represent mailpieces. This includes: Mail.dat Intelligent Mail Range (IMR) records, Mail.XML MailPiece Create Request PieceRange Block, and Postal Wizard ranges. To ensure optimal performance, single-pieces should be represented via the Mail.dat Piece Detail (PDR) file or the Piece Barcode Record (PBC) instead of individual IMR and similarly through the Mail.XML piece detail or piece barcode blocks instead of the piece range block.. The range used for uniqueness per mail class includes the six or nine-digit MID, which must be the same within the upper and lower range, and the six or nine-digit serial number. The upper serial number must be equal to or greater than the lower serial number provided in the range. (For piece ranges in Postal Wizard, the serial numbers must be sequential, with no numbers skipped.)

Additionally, the Postal Service is phasing out the range records in January 2013 so the mailers must focus on moving to the piece detail or piece barcode records by first quarter of 2013.

Mailpiece uniqueness is not enforced across mail classes, meaning that a piece of First-Class Mail and a piece of Standard Mail could carry the same 15-digit MID / serial number combination within the 45-day uniqueness period. However, two pieces of First-Class Mail (for example) must not have the same 15-digit MID / serial number combination if the pieces are to qualify for the full-service option.

NOTE: A 15-digit MID / serial number combination used on a basic automation option mailpiece (unique or otherwise within the basic automation option mailing) may not be reused on a full-service mailpiece of the same class within the 45-day uniqueness period.

2.3.2 Tray Barcode and Container Barcode

Full-service option requirements also include a unique Intelligent Mail tray barcode (IMtb), when mail is prepared using trays or sacks, on each handling unit label, and a unique Intelligent Mail container barcode (IMcb) on labels placed on pallets or other containers when mail is containerized in that manner. These barcodes must also remain unique for the same 45-day period. Full-service uniqueness for these labels is based on the entire 24-digit (trays/sacks) or 21-digit (container) barcode. Full-Service mailings submitted for acceptance and verification at a Detached Mail Unit (DMU) must be containerized.

2.4 Service Type Identifiers (STIDs)

The STID is used to identify the class of mail and any additional or special services requested for that mailpiece. In addition, the STID defines the mailpiece as full-service or basic automation, or nonautomation. It is also used to determine the disposition of undeliverable-as-addressed (UAA) mail and the form of address correction that a mailer desires if any.

Mailers who have not completed the Test Environment for Mailers (TEM) process should use basic automation option STIDs on their mailings, though they may use full-service STIDs in TEM. Section 3.2.1 has more information about TEM.

IMb Tracing customers must contact the IMb Tracing Help Desk to register any new MIDs or add/change any new STIDs in their subscription.

The main attributes that determine which STID to use for Intelligent Mail mailings are the ACS services selected for the mailing, the mail class, and the IMb service option. When deciding which STID to use in IMb, mailers need to know:

- The address correction service (if any) that is desired
- The mail class
- The IMb service option (basic automation option, full-service, or nonautomation)
- The processing category (letters, flats, postcards, etc.)
- For IMb Tracing subscribers, whether IMb Tracing is desired
- The fees, if any, that will be associated with the use of each STID and/or ASE

With this information, mailers can reference [Appendix A](#) on RIBBS, which has comprehensive information to determine the appropriate STID. Appendix A is a separate standalone document.

Class of Mail	Address Correction Option	Basic or Nonauto option w/o IMb Tracing™	Basic or Nonauto option with IMb Tracing™	Full-Service w/o IMb Tracing™	Full-Service with IMb Tracing™
First-Class Mail	No Address Corrections	300	310	260	270
	Manual Corrections *	700	040	036	041
	Traditional ACS – ASR 1	501	500	505	503
	Traditional ACS – ASR 2	507	506	509	508
	Traditional ACS – CSR 1	517	515	521	519
	Traditional ACS – CSR 2	510	530	512	511
	OneCode ACS – ASR	080	140		
	OneCode ACS – CSR	082	240		
	Full-Service ACS – ASR			081	141
	Full-Service ACS – CSR			083	241
Periodicals^{1, 2}	Manual Corrections	704	044	264	274
	Traditional ACS	600	599	602	601
	Traditional ACS – ASR w/ printed ASE *	**	**	**	**

Class of Mail	Address Correction Option	Basic or Nonauto option w/o IMb Tracing™	Basic or Nonauto option with IMb Tracing™	Full-Service w/o IMb Tracing™	Full-Service with IMb Tracing™
	OneCode ACS	784	244		
	Full Service ACS			038	045
Standard Mail	No Address Corrections	301	311	261	271
	Manual Corrections *	702	042	037	043
	Traditional ACS – ASR *	540	539	542	541
	Traditional ACS – CSR *	560	559	562	561
	OneCode ACS – ASR *	090	142		
	OneCode ACS – CSR *	092	242		
	Full-Service ACS – ASR *			091	143
	Full-Service ACS – CSR *			093	243
Bound Printed Matter	No Address Corrections	401		265	
	Manual Corrections *	706		466	
	Traditional ACS – ASR *	603		604	
	Traditional ACS – CSR *	613		614	
	OneCode ACS – ASR *	424			
	OneCode ACS – CSR *	431			
	Full Service ACS – ASR *			423	
	Full Service ACS – CSR *			430	
1	For Periodicals, the following could carry a full-service or basic automation STID: 1) Outside-County barcoded letters, 2) Outside-County Machinable barcoded flats, 3) Outside-County Nonmachinable barcoded flats, 4) In-County automation letters and flats.				
2	For Periodicals, the following are included in nonautomation: 1) Outside-County nonbarcoded letters, 2) Outside-County Machinable nonbarcoded flats, 3) Outside-County Nonmachinable nonbarcoded flats, 4) In-County nonautomation letters and flats.				
*	Requires printed text ASE.				
**	Improper use of this Service Type ID can create an unexpected and extraneous cost to the mailer. Please contact the ACS Department at ACS@usps.gov or (877-640-0724) for information on how these STIDs should be used.				
***	CRM, MRM, and PRM may continue to use STID 700.				

Error! Reference source not found. Table 4: Partial List of Service Type Identifiers

Table 4 summarizes STID information. For a full table of STIDs to to Appendix A:
[https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/AncillaryServices_STID_Detailed_Explanation .pdf](https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/AncillaryServices_STID_Detailed_Explanation.pdf)

Those interested in IMb Tracing for full-service option or basic automation option mailpieces must indicate the request for IMb Tracing in the STID on the mailpiece.

Full-service option mailpieces using the appropriate STID will receive address correction information at no additional cost, subject to some limitations. Address correction services can also be purchased for basic automation or nonautomation mailpieces using the appropriate STID and OneCode ACS or Traditional ACS. Start-the-clock information will be provided for full-service mailings regardless of the STID used.

A mailpiece that is downgraded to basic automation service or nonautomation after an IMb with a full-service STID has been applied will not receive electronic ACS information.

A full-service mailing with some pieces eligible for Full-Service ACS and some pieces not eligible for Full-Service ACS can use a single MID provided each portion of the mailing uses a different, and correct, STID. For example, Standard Mail flats automation rate and ECR Basic rate both qualify for the full-service discount, but the ECR Basic portion cannot receive Full-Service ACS. OneCode ACS is available for the ECR Basic pieces, so they should be prepared with the OneCode ACS STID for the service desired. ACS records for UAA mail identified from the ECR Basic portion of the mailing will be fulfilled through OneCode ACS as long as the MID is associated with an account maintained and fulfilled by the NCSC in Memphis, TN. If the MID is not associated with an ACS account, complete and submit ACSTM Enrollment Form to the ACS Department indicated on the form so an account for fulfillment and billing can be established.

2.4.1 Exceptions and Transition to Full-Service

This section explains the exceptions to the use of different STIDs for the automation and nonautomation portions of the mailing.

2.4.1.1 Full-Service Option Mailings

On mailings using the full-service option, a mailer may use the same STIDs for both the full-service and nonautomation portions of the mailing under the following conditions:

- All pieces, both full-service and nonautomation, are identified in the electronic documentation
- The nonautomation pieces are trayed separately (as they currently are under mail-preparation rules)
- The STID provided in the piece level data is valid for the mail class and service level indicated in the electronic documentation. The electronic documentation records include:
 - Mail.dat Piece Detail Record (.pdr)
 - Mail.dat Piece Barcode Record (.pbc)
 - Mail.dat Intelligent Mail Range Record (.imr) to be removed from support in early 2013
 - Mail.XML Mailpiece messages
 - Mail.XML Piece Barcode Block
 - Mail.XML Piece Detail Block
 - Mail.XML Piece Range to be removed from support in early 2013

No ACS data for the nonautomation portion will be provided, and that is generally the case for mail bearing a full-service STID that does not qualify for the full-service option. The Postal Service cannot commit to a specific time when ACS data might be available for non-full-service mail prepared with full-service STIDs.

2.4.1.2 Basic Automation Option Mailings

Nonautomation and basic automation option STIDs are the same (see Table 4 on page 35), so there is no effect based on the STID.

2.4.2 Use of Ancillary Service Endorsements (ASEs)

Different mail classes have different default treatments for UAA mail. For First-Class Mail, the default treatment for mail that cannot be delivered as addressed is to either forward it or return it to the sender. For

Periodicals, the default treatment of UAA mail is to forward mailpieces for the first 60 calendar days following a customer's move date and to provide the publisher with an address correction notice after 60 days. For Periodicals that are UAA for reasons other than a move, the publisher is notified and the piece is discarded. For Standard Mail and BPM, the default treatment of UAA mail is to dispose of it.

Mailers can request to receive address corrections for any UAA mailpieces. Mailers can instruct the Postal Service to handle any UAA mailpieces in a manner different from the default treatment provided for the class of mail. For example, First-Class Mail mailers can tell the Postal Service to dispose of UAA mailpieces rather than forwarding or returning them, and Standard Mail mailers can indicate their desire to have any UAA mail that can be forwarded sent to the addressee's new address.

Ancillary Service Endorsements are printed on the mailpiece by a mailer to indicate what special services the mailer wants if the piece cannot be delivered as addressed. A mailer can request both disposition of the mailpiece itself and identify address correction preferences. When an ASE is used without either Traditional or OneCode ACS, either a hard copy address correction (a PS Form 3547) or the return of the piece fulfills the mailer's request. The Form 3547 hard copy notice provides an image of the First-Class, Standard Mail or package services mailpiece with either the addressee's new address or the reason why the mailpiece could not be delivered as addressed. The PS Form 3579 hard copy notice for periodicals consists of the address portion of the mailpiece and the address correction or reason for nondelivery mailed to the publisher identified in the ID statement. When an ASE is used in conjunction with either the Traditional ACS or OneCode ACS program, an electronic notification of the UAA occurrence is provided. This electronic notice also provides the addressee's new address or the reason why a mailpiece could not be delivered. The only ASEs currently available within Traditional ACS or OneCode ACS are Address Service Requested and Change Service Requested. Forwarding Service and Return Service are also available but do not currently generate ACS records. Periodicals must not print an ASE on the mail when requesting ACS without consulting the ACS Department, as the only endorsement available for periodicals requires their physical return and could have significant financial implications. Refer to DMM 507.1 for full details on the different ASEs and the preferences indicated by each, to sections 202, 302, and 402 for details on endorsement placement and print requirements, and to Notice 123 for pricing information.

2.4.3 Forms of Address Corrections and Options for Handling UAA Mail with IMb

Mailers have several options for receiving address corrections, if desired, and for instructing the Postal Service on how to handle their UAA mail that carries an IMb. The address correction options are:

- Receiving no address corrections
- Manual address corrections
- Traditional ACS
- OneCode ACS
- Full-Service ACS

2.4.3.1 Receiving No Address Corrections

If First-Class, Standard Mail, and Bound Printed Matter mailers do not want address correction notices, their mail should be prepared without a printed ASE on the mailpiece and without a STID that is associated with providing address corrections. Note that pieces with an alternative addressing format (such as the addressee's name and "Or Current Resident" and the delivery address) must not use an ASE. Periodical mailers do not have this option due to the requirements surrounding this mail class.

2.4.3.2 Manual Address Corrections

DMM 507 details the valid ASEs and the actions they trigger, by class of mail. In brief, First-Class and Standard mailers who want to receive manual address corrections can do so by printing an ASE on the mailpiece to trigger the fulfillment of a hard-copy correction notice. For example, a First-Class Mail mailer wanting hard copy address correction notices for forwarded mailpieces would use "Address Service Requested." This would cause a hard copy address correction notice (PS Form 3547) to be provided and the

piece to be forwarded. A fee would be charged for providing the hard copy address correction notice in this example. In another example, a First-Class Mail mailer who wants all UAA mail to be returned would print "Return Service Requested" on the mail. This would result in the return of all UAA mail with the reason for nondelivery or the moving customer's new address affixed to the mailpiece.

If manual address correction notices are desired, be sure to use the correct STID. If the STID reflects either Traditional ACS or OneCode ACS, the correction notice will generally be provided electronically and not usually in hard copy format.

2.4.3.3 Traditional ACS

Traditional ACS describes the original ACS program that uses a separate Participant ID and optional Keyline printed on the mailpiece to fulfill an electronic address correction. The Participant ID is always a USPS-assigned, seven-character alpha structure that is preceded by a pound sign symbol, for example, #BWNABCD.

To trigger fulfillment of electronic address corrections through the Traditional ACS program, a mailer must print an ASE on the mailpiece and insert a Traditional ACS STID into the IMb and print the address block ACS Participant ID and optional keyline. [Publication 8A, Address Change Service – Traditional](#) has further information on Traditional ACS participation.

2.4.3.4 Other Address Correction Options for Basic and Full-Service Option Mailings

The OneCode ACS infrastructure and processing methodology is used as the basis for fulfilling address corrections provided as part of basic automation and full-service mailings for mailpieces that are correctly formatted with the required elements.

For address corrections to work properly in basic automation and full-service mailings, mailers must use a STID that instructs the Postal Service on how to treat UAA mailpieces and the MID must be registered with ACS. In addition, mailpieces may also require the printing of an ASE on the mailpiece. Appendix A provides details regarding the ASEs that may be used or required for each STID.

It is important to understand the effect that the presence of a printed ASE will have on the processing of UAA mailpieces and how printed ASEs will be treated when used with a STID that does not request an electronic or automated address correction. For example, using "Change Service Requested" on a Standard Mail mailpiece without using a STID to trigger an electronic or automated address correction will result in a hard copy address correction notice, disposal of the mailpiece, and the applicable charge for each UAA mailpiece. Mailers must pay careful attention to the ASE shown on a mailpiece to ensure that it provides the desired results. See section 2.4.2.

2.4.4 Ancillary Service Endorsements (ASEs)

Mailings made under either the basic automation or full-service options must use a printed ASE, a STID, or both whenever the UAA handling other than the default for that mail class is desired. A printed ASE is always required on Standard Mail or BPM mailpieces, in addition to the appropriate STID in the IMb. This is true regardless of whether the mailer is seeking hard copy address correction notices or electronic address correction notices.

First-Class Mail mailpieces require a printed ASE on the mailpiece and the appropriate STID requesting Manual Corrections in the IMb if the mailer desires to receive hard copy address correction notices. If the mailer desires electronic address correction notices through their Traditional ACS Participant Code, the mailer must use both a printed ASE and the appropriate STID in the IMb.

First-Class Mail letter mailers wishing to receive electronic address corrections through OneCode ACS, or as part of full-service mailings, are not required to have a printed ASE but must have the appropriate STID in the IMb.

First-Class Mail flats mailers must use a printed ASE and the appropriate STID in the IMb to receive electronic address correction notices through OneCode ACS as part of the basic automation or full-service options. See Appendix A for additional information.

Any First-Class Mail mailpieces that the mailer prefers to have the Postal Service dispose of, rather than return, must use a STID in the IMb that indicates “Change Service Requested” and the MID must be enabled for ACS.

Mailers must not include a printed ASE on basic automation mailings for which address correction is not desired.

2.4.5 Precedence of ASEs and STID Values

When a mailpiece bears a printed ASE, the printed endorsement takes priority over the STID contained in the IMb.

If a conflict exists between a printed ASE and the UAA disposition indicated in the STID, the handling of the UAA mailpiece will be determined by the printed ancillary endorsement. For example, a Standard Mail mailpiece with “Address Service Requested” printed on it will cause a UAA mailpiece to be forwarded if possible and all other UAA to be returned even if the STID is for “Change Service Requested” to suggest the mailer’s intention that any UAA mailpieces should be disposed of. A First-Class Mail mailpiece bearing the printed endorsement of “Address Service Requested” will result in all UAA mail being forwarded or returned regardless of any other indication made in the STID.

When a UAA mailpiece has a printed ASE that conflicts with the STID, the mailer will be responsible for all appropriate fees associated with the handling provided based on the printed ASE.

Mailers must be careful when using any printed ASE to make certain that it matches their intention and does not conflict with the STID. This is especially true for Standard Mail and BPM. Care should also be taken if envelopes are preprinted with an ASE and then used on multiple mailings or for different classes of mail to make certain the endorsement is valid in all uses.

2.4.6 Electronic Service Requested

"Electronic Service Requested" is an umbrella endorsement that requires the additional information provided by the STID or the Traditional ACS participant ID profile to have meaning to USPS address correction systems.

This endorsement can help minimize conflicts between a printed ASE and the STID in the IMb, enabling a mailer to have greater flexibility in using the same envelopes for mailings of different mail classes or to obtain different UAA treatments for mail in the same mail class. A mailer must not use "Electronic Service Requested" on any envelope when electronic or automated address correction services are not desired.

"Electronic Service Requested" cannot be used to acquire manual address corrections, nor can it be printed on mail for which no address corrections are desired. Use of "Electronic Service Requested" when manual or no address correction services are desired causes unnecessary and costly additional workload for the Postal Service. If “Electronic Service Requested” is printed on the mailpiece without the appropriate STID in the IMB requesting ACS, this is considered a conflict and the mailer will be responsible for any postage and/fees charged.

To determine if using "Electronic Service Requested" is appropriate and will meet the mailer’s desired handling of UAA mail, see the Constraints, Notes, and Action columns in Appendix A: Ancillary Services - Service Type Identifier (STID) Detailed Explanation.

2.4.7 Table of Service Type Identifiers

The table below serves as a quick reference to enable you to identify the appropriate STID for your mailing. For a more complete description of address correction options by class of mail see [Appendix A: Ancillary Services - Service Type Identifier \(STID\) Detailed Explanation](#). Use the STID references shown in Table 4 below to locate the equivalent description in Appendix A.

Class of Mail	Address Correction Option	Basic or Nonauto option w/o IMb Tracing™	Basic or Nonauto option with IMb Tracing™	Full-Service w/o IMb Tracing™	Full-Service with IMb Tracing™
First-Class Mail	No Address Corrections	300	310	260	270
	Manual Corrections *	700	040	036	041
	Traditional ACS – ASR 1	501	500	505	503
	Traditional ACS – ASR 2	507	506	509	508
	Traditional ACS – CSR 1	517	515	521	519
	Traditional ACS – CSR 2	510	530	512	511
	OneCode ACS – ASR	080	140		
	OneCode ACS – CSR	082	240		
	Full-Service ACS – ASR			081	141
	Full-Service ACS – CSR			083	241
Periodicals^{1,2}	Manual Corrections	704	044	264	274
	Traditional ACS	600	599	602	601
	Traditional ACS – ASR w/ printed ASE *	**	**	**	**
	OneCode ACS	784	244		
	Full Service ACS			038	045
Standard Mail	No Address Corrections	301	311	261	271
	Manual Corrections *	702	042	037	043
	Traditional ACS – ASR *	540	539	542	541
	Traditional ACS – CSR *	560	559	562	561
	OneCode ACS – ASR *	090	142		
	OneCode ACS – CSR *	092	242		
	Full-Service ACS – ASR *			091	143
	Full-Service ACS – CSR *			093	243
Bound Printed Matter	No Address Corrections	401		265	
	Manual Corrections *	706		466	
	Traditional ACS – ASR *	603		604	
	Traditional ACS – CSR *	613		614	
	OneCode ACS – ASR *	424			
	OneCode ACS – CSR *	431			
	Full Service ACS – ASR *			423	

Class of Mail	Address Correction Option	Basic or Nonauto option w/o IMb Tracing™	Basic or Nonauto option with IMb Tracing™	Full-Service w/o IMb Tracing™	Full-Service with IMb Tracing™
	Full Service ACS – CSR *			430	
1	For Periodicals, the following could carry a full-service or basic automation STID: 1) Outside-County barcoded letters, 2) Outside-County Machinable barcoded flats, 3) Outside-County Nonmachinable barcoded flats, 4) In-County automation letters and flats.				
2	For Periodicals, the following are included in nonautomation: 1) Outside-County nonbarcoded letters, 2) Outside-County Machinable nonbarcoded flats, 3) Outside-County Nonmachinable nonbarcoded flats, 4) In-County nonautomation letters and flats.				
*	Requires printed text ASE.				
**	Improper use of this Service Type ID can create an unexpected and extraneous cost to the mailer. Please contact the ACS Department at ACS@usps.gov or (877-640-0724) for information on how these STIDs should be used.				
***	CRM, MRM, and PRM may continue to use STID 700.				

Table 4: Partial List of Service Type Identifiers

Table 4 serves as a quick reference to enable you to identify the appropriate STID for your mailing, based on how you will present your mail, the disposition desired for any UAA mailpieces, how you wish to (or wish not to) receive address correction notices, and whether you will be receiving IMb Tracing scan data. Full table of STIDs:

https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/AncillaryServices_STID_Detailed_Explanation.pdf

Basic automation, nonautomation, and Traditional ACS records generated under their specific STIDs and circumstances are not part of the full-service product and will be delivered and invoiced through the existing OneCode and Traditional ACS program as long as an account for fulfillment and billing are established. To set up an ACS account for notices created from undeliverable mail with a Basic or Nonauto ACS STID, complete the ACS™ Enrollment Form and submit to the ACS department indicated on the form.

2.4.8 First-Class Mail

First-Class Mail mailpieces should use one of the following STIDs. The STID is used during mail processing to determine how a UAA mailpiece should be handled. For example, the mailer can request to have all First-Class Mail UAA mailpieces disposed of and receive an address correction notice if they are undeliverable, regardless of whether there is a COA record on file. Appendix A presents a comprehensive matrix that illustrates the information below.

First-Class Mail Nonautomation STIDs

These STIDs apply to nonautomation and single-piece First-Class Mail as defined in the DMM.

2.4.8.1 First-Class Mail Nonautomation Not Purchasing Address Correction

If the mailer does not want to purchase electronic address correction or hard copy address correction notices for nonautomation mailpieces that have an IMb, use a STID described in 2.4.8.4

Nonautomation First-Class Mail for which the mailer requests no ancillary services (therefore the normal handling that First-Class Mail mailpieces are forwarded if a COA record is on file or returned to the mailer if not forwardable) must use STID 300 or 310. A printed ASE must not be present on the envelope.

2.4.8.2 First-Class Mail Nonautomation Purchasing Manual Address Correction Notices

The STID defined in this section identifies when the mailer wants to receive hard copy address correction notices based on the printing of an ASE for nonautomation mailpieces.

Nonautomation mailers who want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers who wish to obtain hard copy address corrections must use STID 700 or 040. The mailer must include the printed ASE on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with these STIDs. Additional fees for hard copy address correction notices may apply.

2.4.8.3 First-Class Mail Nonautomation Purchasing Electronic Address Correction via Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information through use of the Traditional ACS program.

Nonautomation First-Class Mail for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be shown on the envelope to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

- Address Service Requested Option 1 – use **STID 500 – with IMb Tracing™**
- Address Service Requested Option 1 – use **STID 501**
- Address Service Requested Option 2 – use **STID 506 – with IMb Tracing™**
- Address Service Requested Option 2 – use **STID 507**
- Change Service Requested Option 1 – use **STID 515 – with IMb Tracing™**
- Change Service Requested Option 1 – use **STID 517**
- Change Service Requested Option 2 – use **STID 530 – with IMb Tracing™**
- Change Service Requested Option 2 – use **STID 510**

2.4.8.4 First-Class Mail Nonautomation Purchasing Electronic Address Correction via OneCode ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of electronic address correction information.

Nonautomation First-Class Mail for which the mailer purchases electronic address correction information for mailpieces that are UAA must use a STID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the mailer's OneCode ACS subscription. Fees are applicable for any mailpiece dispositions and address corrections as may be appropriate. To understand the impact of the different STIDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.

- Address Service Requested use **STID 080**
- Address Service Requested Option 2..... use **STID 080**
- Change Service Requested use **STID 082**
- Change Service Requested Option 2 use **STID 082**

2.4.8.5 First-Class Mail Basic Automation Option STIDs

2.4.8.5.1 First-Class Mail Basic Automation Option Not Purchasing Address Correction

If the mailer does not want to purchase electronic address correction or hard copy address correction notices as part of the basic automation option, use a STID described in 2.4.8.5.4

Basic automation option First-Class Mail for which the mailer requests no ancillary services (mailpieces are forwarded if a COA record is on file or returned to the mailer if not forward-able) must use STID 300 or 310.

2.4.8.5.2 First-Class Mail Basic Automation Option Purchasing Manual Address Correction Notices

If the mailer wants to receive hard copy address correction notices based on the printing of an ASE as part of the basic automation option, use the STID described below.

Basic automation option mailers who want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers who wish to obtain hard copy address corrections must use STID 700 or 040. The mailer must include the printed ASE on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with these STIDs. Additional fees for hard copy address correction notices may apply.

2.4.8.5.3 First-Class Mail Basic Automation Option Purchasing Electronic Address Correction via Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information through use of the Traditional ACS program.

Basic automation option First-Class Mail for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be present on the mailpiece to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections, as part of the mailer's use of Traditional ACS, are applicable.

Address Service Requested Option 1	– use STID 500 – with IMb Tracing™
Address Service Requested Option 1	– use STID 501
Address Service Requested Option 2	– use STID 506 – with IMb Tracing™
Address Service Requested Option 2	– use STID 507
Change Service Requested Option 1	– use STID 515 – with IMb Tracing™
Change Service Requested Option 1	– use STID 517
Change Service Requested Option 2	– use STID 530 – with IMb Tracing™
Change Service Requested Option 2	– use STID 510

2.4.8.5.4 First-Class Mail Basic Automation Option Purchasing Electronic Address Correction via OneCode ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of electronic address correction information.

Basic automation option First-Class Mail for which the mailer desires to purchase electronic address correction information for mailpieces that are UAA must use a STID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the mailer's OneCode ACS subscription. Fees are applicable for any mailpiece dispositions and address corrections as may be appropriate. To understand the impact of the different STIDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.

- Address Service Requested use **STID 080**
- Address Service Requested Option 2..... use **STID 080**
- Change Service Requested use **STID 082**

- Change Service Requested Option 2 use **STID 082**

2.4.8.6 First-Class Mail Full-Service STIDs

Electronic address correction information will be provided for full-service mailpieces under the ACS option and using one of the STIDs defined in this section.

2.4.8.6.1 First-Class Mail Full-Service Not Purchasing Address Correction Notices

If the mailer does not want to receive any electronic address correction or hard copy address correction notices as part of the full-service option, use a STID shown in 2.4.8.6.4

Full-service First-Class Mail for which the mailer wants mailpieces to be forwarded if a COA record is on file or returned if not it cannot be forwarded must use STID 260 or 270. A printed ASE must not be shown on the mailpiece.

2.4.8.6.2 First-Class Basic and Mail Full-Service Purchasing Manual Address Correction Notices

If the mailer wants to receive hard copy address correction notices based on the printing of an ASE as part of the basic automation option, use the STID shown in 2.4.8.6.4

Full-service mailers who want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers who wish to obtain hard copy address corrections must use STID 036 or 041. The mailer must include the printed ASE on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this STID. Additional fees for hard copy address correction notices may apply.

2.4.8.6.3 First-Class Mail Full-Service Purchasing Electronic Address Correction via Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of electronic address correction information through use of the Traditional ACS program.

Full-service First-Class Mail for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be present on the mailpiece to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

- | | |
|--------------------------------------|---|
| • Address Service Requested Option 1 | – use STID 503 – with IMb Tracing™ |
| • Address Service Requested Option 1 | – use STID 505 |
| • Address Service Requested Option 2 | – use STID 508 – with IMb Tracing™ |
| • Address Service Requested Option 2 | – use STID 509 |
| • Change Service Requested Option 1 | – use STID 519 – with IMb Tracing™ |
| • Change Service Requested Option 1 | – use STID 521 |
| • Change Service Requested Option 2 | – use STID 511 – with IMb Tracing™ |
| • Change Service Requested Option 2 | – use STID 512 |

2.4.8.6.4 First-Class Mail Full-Service Option Receiving Full-Service ACS

Electronic address correction will be provided as specified by the Postal Service for First-Class Mail UAA mail when provided using the appropriate Full-Service ACS STID. This includes address corrections due to a customer's COA or other reason.

The STIDs defined in this section identify when the mailer is requesting the receipt of electronic address correction information.

Full-service First-Class Mail for which the mailer wants electronic address correction information for mailpieces that are UAA must use a STID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the full-service program. To understand the impact of the different STIDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A. The following are the STIDs eligible for receiving address corrections as part of First-Class Mail Full-Service:

- Address Service Requested use **STID 081**
- Address Service Requested Option 2..... use **STID 081**
- Change Service Requested..... use **STID 083**
- Change Service Requested Option 2 use **STID 083**

Receiving electronic address corrections as part of full-service mailing does not eliminate the mailer's requirement to comply with the Move Update standards.

2.4.9 New Service Type Identifiers for Reply Mail

Based upon mailer requests, the Postal Service has established a new Service Type Identifier (STID) to distinguish Courtesy Reply Mail from other First-Class Mail pieces. Currently, Service Type Identifier (STID) 700 is used for First-Class Mail Basic Service or non-automation mailings without IMb Tracing, as well as Courtesy Reply Mail (CRM), Permit Reply Mail (PRM), and Metered Reply Mail (MRM) without IMb Tracing. The new STID for Courtesy Reply Mail is 703.

Usage of the new STID 703 for CRM is not mandatory and mailers who have previously used STID 700 to produce CRM may exhaust their inventory without penalty. When CRM mailers replenish their stock, they may change the STID from 700 to 703 at that time. The Postal Service has also issued additional STIDs for Reply Mail. For partial list of STIDS see [Table 4](#). A comprehensive document of Ancillary Services - Service Type Identifier (STID) with detailed explanation can be found on [RIBBS](#) or at the following location: http://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/stdid.pdf

The Postal Service recognizes the business process cycle associated with generating mail stock, including software development. Mailers are encouraged to use the new STIDs in future planning. Mailers may continue using STID 700 for CRM, MRM, and PRM during the transition from STID 700 to new STID values for Reply Mail. The Postal Service will continue to process reply mailpieces encoded with the old STIDs.

2.4.10 Standard Mail

Standard Mail should use one of the following STIDs. The STID is used as the mail is processed to determine how an UAA mailpiece should be handled. For example, the mailer can request to have their Standard Mail forwarded and receive an address correction notice.

When any disposition of a UAA mailpiece is chosen that does not result in the Standard Mail UAA mailpiece being disposed, additional fees will apply. This may be true even when address correction is provided as part of a Full-Service mailing.

2.4.10.1 Standard Mail Nonautomation Service Type Identifiers

The following STIDs apply to nonautomation, machinable and nonmachinable Standard Mail as defined in the DMM. Saturation Enhanced Carrier Route Flats should also use these STIDs.

2.4.10.1.1 Standard Mail Nonautomation Not Purchasing Address Correction Notices

Standard Mail nonautomation mailers who do not want any address correction service must use STID 301 or 311 without any ASE printed on the mailpiece.

2.4.10.1.2 Standard Mail Nonautomation Purchasing Manual Address Correction Notices

Address correction information may be purchased separately for Standard Mail nonautomation mailpieces. Mailers who want to receive a hard copy address correction notice must use the STID(s) below.

NOTE: The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

Nonautomation Standard Mail mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 702 or 042. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with these STIDs.

NOTE: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.4.10.1.3 Standard Mail Nonautomation Purchasing Electronic Address Correction via Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information through the use of the Traditional ACS program.

Nonautomation Standard Mail for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be present on the envelope to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

- Address Service Requested – use **STID 539 – with IMb Tracing™**
- Address Service Requested – use **STID 540**
- Change Service Requested – use **STID 559 – with IMb Tracing™**
- Change Service Requested – use **STID 560**

2.4.10.1.4 Standard Mail Nonautomation Requesting Electronic Address Correction via OneCode ACS

Electronic address correction information may be purchased separately for Standard Mail nonautomation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Nonautomation Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 092 or 242 and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.
- Nonautomation Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests that mailpieces be forwarded if a COA record is on file or returned when it cannot be forwarded must use STID 090 or 142 and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

NOTE: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.4.10.2 Standard Mail Basic Automation Option STIDs

2.4.10.2.1 Standard Mail Basic Automation Option Not Purchasing Address Correction Notices

Standard Mail basic automation mailers who do not want any address correction service must use STID 301 or 311 without any ASE printed on the mailpiece.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.4.10.2.2 Standard Mail Basic Automation Option Purchasing Manual Address Correction Notices

Address correction information may be purchased separately for Standard Mail basic automation mailpieces. Mailers who want to receive a hard copy address correction notice must use the STIDs below.

NOTE: The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

Basic automation option Standard Mail mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 702 or 042. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

NOTE: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.4.10.2.3 Standard Mail Basic Automation Option Purchasing Electronic Address Correction via Traditional ACS

Electronic address correction information may be purchased separately for Standard Mail basic automation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

Basic automation option Standard Mail for which the mailer purchases electronic address correction information through the Traditional ACS process must use STID provided below. A printed ASE must be present on the envelope to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

- Address Service Requested – use **STID 539 – with IMb Tracing™**
- Address Service Requested – use **STID 540**
- Change Service Requested – use **STID 559 – with IMb Tracing™**
- Change Service Requested – use **STID 560**

2.4.10.2.4 Standard Mail Basic Automation Option Requesting Electronic Address Correction via OneCode ACS

Electronic address correction information may be purchased separately for Standard Mail basic automation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic automation option Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 092 or 242 and must bear the printed endorsement Electronic Service Requested or Change Service Requested on

the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

- Basic automation option Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests that mailpieces be forwarded if a COA record is on file or returned when it cannot be forwarded must use STID 090 or 142 and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

NOTE: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.4.10.3 Standard Mail Full-Service STIDs

2.4.10.3.1 Standard Mail Full-Service Not Purchasing Address Correction Notices

Standard Mail full-service mailers who do not want any address correction service must use STID 261 or 271 without any ASE printed on the mailpiece.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.4.10.3.2 Standard Mail Full-Service Purchasing Manual Address Correction Notices

Address correction information may be purchased separately for Standard Mail full-service mailpieces. Mailers who want to receive a hard copy address correction notice must use the appropriate STID(s).

NOTE: The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

Full-service Standard Mail mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 037 or 043. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

NOTE: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.4.10.3.3 Standard Mail Full-Service Purchasing Electronic Address Correction via Traditional ACS

Electronic address correction information may be purchased separately for Standard Mail full-service mailpieces using the Traditional ACS program.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

Full-service Standard Mail for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be present on the envelope to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

- Address Service Requested – use **STID 541 – with IMb Tracing™**
- Address Service Requested – use **STID 542**
- Change Service Requested – use **STID 561 – with IMb Tracing™**
- Change Service Requested – use **STID 562**

2.4.10.3.4 Standard Mail Full-Service Option Requesting Full-Service ACS

Electronic address correction information will be provided within a full-service mailing, as specified by the Postal Service, for Standard Mail full-service option mailpieces using the STIDs defined below.

- Full-service Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 093 or 243 and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the full-service program.
- Full-service Standard Mail mailpieces for which the mailer purchases address correction information and for which the mailer requests that those mailpieces be forwarded if a COA record is on file or returned when it cannot be forwarded must use STID 091 or 143 and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the full-service program.

NOTE: Additional charges for mailpiece handling are associated with this option to pay for the forwarding and return of undeliverable Standard Mail when Address Service Requested is chosen.

2.4.10.3.5 Standard Mail Full-Service Option Enhanced Carrier Route Mailpieces

Current charges for electronic address correction information will apply for Standard Mail enhanced carrier route flats within a full-service mailing. Standard Mail full-service enhanced carrier route flats should use the STID defined below.

- Full-service Standard Mail enhanced carrier route mailpieces for which the mailer does not wish to receive address correction information should use STID 261 or 271 and must NOT bear an ancillary printed endorsement on the mailpiece. No address correction information will be provided for these mailpieces.
- Full-service Standard Mail enhanced carrier route letter mailpieces for which the mailer wishes to receive address correction information should use STID 093 or 243 and must bear an ancillary printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided for these mailpieces.

Note: Standard Mail flats automation rate and ECR Basic rate both qualify for the full-service discount, but the ECR Basic portion cannot receive Full-Service ACS. OneCode ACS is available for the ECR Basic pieces, so they should be prepared with the OneCode ACS STID for the service desired. ACS records for undeliverable as addressed mail identified from the ECR Basic portion of the mailing will be fulfilled through the OneCode ACS account maintained and fulfilled by the NCSC in Memphis, TN, that is associated with the MID used in the IMb. (See Table 1 and Section 2.1.4.2.2)

Mailers should carefully review Appendix A and understand how ASEs impact the treatments of UAA mail and fees that may be associated with such treatments.

2.4.11 Periodicals Service

Periodicals mailpieces should use one of the following STIDs. The STID is used as the mail is processed to determine how a UAA mailpiece should be handled. For example, the mailer can request to have an unforwardable UAA returned.

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

The absence of any printed ASE on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA mail to be disposed of.

The presence of the printed ASE “Address Service Requested” and the coordinating STID on a mailpiece indicate the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer’s move and all other UAA to be returned with postage due.

2.4.11.1 Periodicals Mail Nonautomation Service Type Identifiers

2.4.11.1.1 Periodicals Mail Nonautomation Purchasing Manual Address Correction Notices

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

- Nonautomation Periodicals which the mailer wishes to have forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces disposed of, and to receive hard copy address correction notices for all undeliverable mail must use STID 704 or 044 without any ASE printed on the mailpiece. Manual address correction notice fees associated with undeliverable Periodicals mailpieces charged.
- Nonautomation Periodicals which the mailer wishes to have forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces returned, must use a STID provided by the ACS Department and print “Address Service Requested” and show the return address on the front of the mailpiece. Postage associated with the returned UAA Periodical mailpieces charged.

2.4.11.1.2 Periodicals Mail Nonautomation Purchasing Electronic Address Correction via Traditional ACS

- The STIDs defined in this section – use **STID 599 – with IMb Tracing™**
- NonAuto – use **STID 600**

NOTE: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in One Code ACS Technical Guide and Traditional ACS Technical Guide (Pub 8a), are provided for nonmachinable Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices are provided under this service.

2.4.11.1.3 Periodicals Mail Nonautomation Purchasing Electronic Address Correction via OneCode ACS

The STIDs defined in this section identify when the mailer is receiving address correction information based on use of the OneCode ACS program.

Nonautomation Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer desires the disposal of all other UAA mail must use STID 784 or 244. The mailpiece must not show a printed ASE. Fees for address correction apply.

Nonautomation Periodicals mailpieces for which the mailer purchases address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves and for which the mailer desires the return of all other UAA mail must use a STID provided by the ACS Department and must print “Address Service Requested” and must show the return address on the front of the mailpiece. Fees for address correction and return of UAA Periodical mailpieces apply. See DMM 507 for these requirements.

NOTE: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in One Code ACS Technical Guide and Traditional ACS Technical Guide (Pub 8a), are provided for nonmachinable Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.4.11.2 Periodicals Mail Basic Automation Option STIDs

2.4.11.2.1 Periodicals Mail Basic Automation Option Purchasing Manual Address Correction Notices

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

Basic automation option Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces disposed of, and to receive hard copy address correction notices for all undeliverable mail must use STID 704 or 044 without any ASE printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.

Basic automation option Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, to have all other UAA mailpieces returned must use STID provided by the ACS Department and print "Address Service Requested" and show the return address on the front of the mailpiece. Postage associated with the returned UAA Periodical mailpieces charged.

2.4.11.2.2 Periodicals Mail Basic Automation Option Purchasing Electronic Address Correction Using Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information through use of the Traditional ACS program.

Periodicals for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections, as a part of the mailer's use of Traditional ACS, are applicable.

- Basic – use **STID 599 – with IMb Tracing™**
- Basic – use **STID 600**

NOTE: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in One Code ACS Technical Guide and Traditional ACS Technical Guide (Pub 8a), are provided for basic automation Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.4.11.2.3 Periodicals Mail Basic Automation Option Purchasing Electronic Address Correction Using OneCode ACS

The STIDs defined in this section identify when the mailer is receiving address correction information based on use of the OneCode ACS program.

- Basic automation option Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer wants disposal of all other UAA mail must use STID 784 or 244. The mailpiece must not show a printed ASE. Fees for address correction apply.
- Basic automation option Periodicals mailpieces for which the mailer purchases address correction information, for which the mailer wants UAA mail to be forwarded for the first 60 calendar days after the customer moves, and for which the mailer wants the return of all other UAA mail must use a STID provided by the ACS Department, must have the ASE "Address Service Requested", and must show the return address on the front of the mailpiece. Fees for address correction and return of UAA Periodical mailpieces apply. See DMM 507 for these requirements.

NOTE: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in One Code ACS Technical Guide and Traditional ACS Technical Guide (Pub 8a), are provided for basic automation Periodicals mailers. These options will provide the mailer

with an electronic address correction notice only. No PS Form 3579 follow-up hard copy address correction notices provided under this service.

2.4.11.3 Periodicals Mail Full-Service STIDs

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

The presence of a printed ASE on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA to be returned.

2.4.11.3.1 Periodicals Mail Full-Service Purchasing Manual Address Correction Notices

The STIDs defined in this section identify when the mailer is requesting the purchase of hard copy address correction information on the mailpiece.

- Full-service Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, for which the mailer wants the disposal of all other UAA mailpieces, and for which the mailer wants to receive hard copy address correction notices for all undeliverable mail must use STID 264 or 274 without any ASE printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Full-service Periodicals Mail for which the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved, and to have all other UAA mailpieces returned must use a STID provided by the ACS Department, the ASE "Address Service Requested", and show the return address on the front of the mailpiece. Postage for returned UAA Periodical mailpieces charged.

2.4.11.3.2 Periodicals Mail Full-Service Purchasing Electronic Address Correction via Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction based on use of the Traditional ACS program.

Periodicals for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections, as part of the mailer's use of Traditional ACS, are applicable.

- Full Service – use **STID 601 – with IMb Tracing™**
- Full Service – use **STID 602**

NOTE: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in One Code ACS Technical Guide and Traditional ACS Technical Guide (Pub 8a), are provided for basic automation Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 follow-up hard copy address correction notices provided under this service.

2.4.11.3.3 Periodicals Mail Full-Service Option Requesting Full-Service ACS

Electronic address correction information will be provided within a full-service mailing, as specified by the Postal Service, for Periodicals Mail full-service mailpieces using the STID defined below.

The STIDs defined in this section identify when the mailer is receiving address correction information based on use of the Full Service ACS program under the full-service option.

- Full-service Periodicals mailpieces for which the mailer receives address correction information, for which the mailer wants forwarding for UAA mail for the first 60 calendar days after the customer moves, and for which the mailer wants disposal of all other UAA mail must use STID 038 or 045. The mailpiece must not show a printed ASE.

- Full-service Periodicals mailpieces for which the mailer purchases address correction information, for which the mailer wants forwarding of UAA mail for the first 60 calendar days after the customer moves, and for which the mailer wants the return of all other UAA must use a STID provided by the ACS Department and must have the ASE “Address Service Requested”, and must show the return address on the front of the mailpiece. Postage for returned UAA Periodicals may apply. See DMM 507 for these requirements.

NOTE: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in One Code ACS Technical Guide and Traditional ACS Technical Guide (Pub 8a), are provided for basic automation Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 follow-up hard copy address correction notices are provided under this service.

2.4.12 Bound Printed Matter

Bound Printed Matter (BPM) mailpieces should use one of the following STIDs. The STID is used as the mail is processed to determine how a UAA mailpiece should be handled. For example, the mailer can request to have UAA mailpieces disposed of and receive an electronic address correction notice that provides the new address information or specifies the reason for non-delivery.

While there is no Move Update requirement for BPM, address correction information will be made available for flat-size mailpieces entered as full-service mailings and eligible for the barcode discount when they carry an IMb. Appendix A contains a comprehensive matrix that illustrates the information below.

2.4.12.1 BPM Nonautomation STIDs

2.4.12.1.1 BPM Nonautomation Not Purchasing Address Correction Notices

Nonautomation BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and no electronic or hard copy address correction notice must use STID 401 without the presence of any printed ASE on the mailpiece.

The presence of a printed ASE on the mailpiece is the mailer’s indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.4.12.1.2 BPM Nonautomation Purchasing Manual Address Correction Notices

Address correction information may be purchased separately for BPM flat mailpieces. Mailers who want to receive a hard copy address correction must use the STIDs described as follows.

NOTE: The presence of a printed ASE on the mailpiece is the mailer’s indication that they agree to pay for any hard copy address correction notices and additional postage due fees to handle UAA mailpieces.

Nonautomation BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and a hard copy address correction notice provided must use STID 706. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

NOTE: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.4.12.1.3 BPM Nonautomation Purchasing Electronic Address Correction Using Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

Nonautomation BPM for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be present on the mailpiece to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA

disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS and postage due fees as appropriate are applicable.

- Address Service Requested – use STID 603
- Change Service Requested – use STID 613

2.4.12.1.4 Nonautomation BPM Requesting OneCode ACS

Electronic address correction information may be purchased separately for BPM nonautomation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Nonautomation BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal for all UAA mailpieces must use STID 431 and must bear the printed ASE Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.
- Nonautomation BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests forwarding of those mailpieces for which a COA record is on file or the mailpieces' return when they cannot be forwarded must use STID 424 and must bear the printed ASE Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the mailer's OneCode ACS subscription.

NOTE: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.4.12.2 BPM Basic Automation Option STIDs

BPM Basic Automation Option Not Purchasing Address Correction Notices

Basic automation option BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and no electronic or hard copy address correction notice must use STID 401 without the presence of any printed ASE on the mailpiece.

2.4.12.2.1 BPM Basic Automation Option Purchasing Manual Address Correction Notices

Address correction information may be purchased separately for BPM flat mailpieces. Mailers who want to receive a hard copy address correction must use the STID(s) below.

NOTE: The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hard copy address correction notices and additional postage due fees to handle UAA mailpieces.

Basic automation option BPM for which the mailer wants any undeliverable mailpieces disposed of as waste and a hard copy address correction notice provided must use STID 706. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

NOTE: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.4.12.2.2 BPM Basic Automation Option Purchasing Electronic Address Correction via Traditional ACS

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

Basic automation option BPM for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be present on the mailpiece to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS and postage due fees as appropriate are applicable.

- Address Service Requested use STID 603
- Change Service Requested use STID 613

2.4.12.2.3 Basic Automation Option BPM Requesting Electronic Address Correction via OneCode ACS

Electronic address correction information may be purchased separately for BPM basic automation mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic automation option BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests disposal of all UAA mailpieces must use STID 431 and must bear the printed ASE Electronic Service Requested or Change Service Requested. Address correction information will be provided through the mailer's OneCode ACS subscription.
- Basic automation option BPM mailpieces for which the mailer purchases address correction information and for which the mailer requests forwarding if a COA record is on file or return when it cannot be forwarded must use STID 424 and must bear the printed ASE Electronic Service Requested or Address Service Requested. Address correction information will be provided through the mailer's OneCode ACS subscription.

NOTE: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.4.12.3 BPM Full-Service STIDs

2.4.12.3.1 BPM Flats Full-Service Not Purchasing Address Correction Notices

BPM flats full-service mailers who do not want any address correction service must use STID 265 with no ASE printed on the mailpiece.

2.4.12.3.2 BPM Flats Full-Service Purchasing Manual Address Correction Notices

Address correction information may be purchased separately for BPM full-service mailpieces. Mailers who want to receive a hard copy address correction notice must use the STIDs as follows.

NOTE: The presence of a printed ASE on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

Full-service BPM flats mailers who want all of their UAA mail handled according to an on-piece endorsement must use STID 466. The mailer must include the printed ASE on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this STID.

NOTE: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

The presence of a printed ASE on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.4.12.3.3 BPM Full-Service Purchasing Electronic Address Correction via Traditional ACS

Electronic address correction information may be purchased separately for BPM full-service mailpieces.

The STIDs defined in this section identify when the mailer is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

Full-service BPM for which the mailer purchases electronic address correction information through the Traditional ACS process must use a STID provided below. A printed ASE must be present on the mailpiece to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the mailer's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

- Address Service Requested use STID 604
- Change Service Requested use STID 614

2.4.12.3.4 BPM Full-Service Option Requesting Full-Service ACS

Electronic address correction information will be provided within a full-service mailing, as specified by the Postal Service, for BPM full-service mailpieces using the STID described below.

- Full-service BPM mailpieces for which the mailer will receive address correction information as a function of full-service and for which the mailer requests disposal of all UAA mailpieces must use STID 430 and must bear the printed ASE Electronic Service Requested or Change Service Requested. Address correction information will be provided through the full-service program for Barcoded presort BPM flats that are not drop shipped to DDUs.
- Full-service BPM mailpieces for which the mailer will receive address correction information as a function of full-service and for which the mailer requests forwarding of mailpieces for which a COA record is on file or return when they cannot be forwarded must use STID 423 and must bear the printed ASE Electronic Service Requested or Address Service Requested. Address correction information will be provided through the full-service program for Barcoded presort BPM flats that are not drop shipped to DDUs.
- Full-service ACS is not available for carrier route and presort DDU barcoded BPM flats. OneCode ACS is available for these pieces, so they should be prepared with the OneCode ACS STID for the service desired. ACS records for undeliverable as addressed mail identified from the carrier route and presort DDU Basic portion of the mailing will be fulfilled through the OneCode ACS account maintained and fulfilled by the NCSC in Memphis, TN, that is associated with the MID used in the IMb. (See Table 1 and Section 2.1.4.2.2)
- OneCode ACS is available for the ECR Basic pieces, so they should be prepared with OneCode ACS STID for the service desired. ACS records for undeliverable as addressed mail identified from the ECR Basic portion of the mailing will be fulfilled through the OneCode ACS account maintained and fulfilled by the NCSC that is associated with the MID used in the IMb. (See Table 1 and Section 2.1.4.2.2)

NOTE: Additional charges for mailpiece handling are associated with this option to pay for the forwarding and return of undeliverable BPM Mail when Address Service Requested is chosen.

Mailers should carefully review Appendix A and understand how ASEs may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.5 Barcode Identifier

The barcode identifier field in the IMb must be "00" (zero-zero) with one exception: automation-price eligible flat mail bearing a printed OEL. When mailers prepare flat-size pieces using IMbs to meet automation-price eligibility requirements, the IMbs on any pieces bearing printed OELs must contain the barcode identifier corresponding to the OEL used.

Information on Barcode Identifiers is available as a separate document on the RIBBS website at the following location:

http://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/BarcodeIdentifier.pdf

2.6 *PostalOne!* Help Desk Questions for Full-Service ACS Troubleshooting

When a mailer does not receive Full-Service ACS as expected, the questions outlined below assist the *PostalOne!* Help Desk with troubleshooting. Mail owners should be prepared to answer all questions that apply and should contact their mail preparer to confirm the information before contacting the *PostalOne!* Help Desk. The questions are designed to help support personnel research and respond to inquiries in the fastest amount of time by capturing the appropriate information up front.

- 1) **Who is the mail preparer that submitted the eDoc and what are the Job IDs for which you expected Full-Service ACS?** The help desk will use the Job ID to confirm when the job was finalized, acceptance facility, mailing dates, mail class, and mail shape with the caller.
- 2) **What mail owner identification was used in the eDoc to identify the mail owner?** The caller should provide the MID or CRID used to identify the mail owner. After the ticket is logged, the support team will use this information to compare this information with the mail owner identified in the By/For relationships used in the electronic documentation.
- 3) **What Mailer ID, STIDs and ancillary service endorsements were used on the mail pieces?** ACS generation is impacted by the MID and STID used in the IMb as well as any ancillary service endorsements printed on the mail pieces.
- 4) **How were you trying to access the data?** Multiple mechanisms exist to access Full-Service ACS. In order to troubleshoot, the following information is required:
- 5) How was the mail owner trying to access the data (online *PostalOne!* report, Mail.XML push, pull)?
- 6) Which user / user Id was attempting to log in to view ACS?
- 7) Was third party data distribution set up for the mail owner? If third party data distribution, what was the MID or CRID of the entity to receive ACS feedback?
- 8) Is the job visible in the mail quality report? What errors were noted?

3 Electronic Mailing Documentation and Postage Statements

3.1 *PostalOne!* System

Mailings that claim discounts and require minimum volumes must be accompanied by a postage statement and presort documentation when such documentation is required. Mailers may furnish hard copy postage statements and documentation or supply a computer terminal at their site for Postal Service acceptance personnel to view their documentation. For the full-service option, mailers must send electronic mailing information to the *PostalOne!* system.

The *PostalOne!* system is an information-management system that processes mailers' electronic submissions and produces postage statements and supporting documentation, such as qualification and container reports. Customers with access to the *PostalOne!* system can download the estimated postage, view individual postage statements within a mailing, see a running total of postage statement activity, and view the reconciliation of the information at the end of a mailing information exchange process (mailing job).

To participate in the *PostalOne!* system, files and fields must comply with the *PostalOne!* implementation of the Postal Service Mail.dat or Mail.XML technical specifications.

The *PostalOne!* system can be accessed from the Business Customer Gateway through the Manage Mailing Activity service. The [Business Customer Gateway](#) is intended for all business mailers. It is accessed via a link on the USPS home page footer. The Business Customer Gateway gives customers a single, unified landing point to access the online business offerings from the Postal Service. This single sign-on includes the services

that support the Intelligent Mail full-service option, such as the *PostalOne!* system, the FAST system, the Mailer ID System data access and distribution, Mail.XML push data subscriptions, and the acquisition of MIDs.

Access to the *PostalOne!* system is required to submit electronic documentation using any of these three methods described in section 3.0. Detailed instructions on how to access the Business Customer Gateway can be found in the [User Access to Electronic Information and Reports Guide](#) on [RIBBS](#).

3.2 Electronic Submission Methods

Mailers have three options to electronically submit mailings: Postal Wizard, Mail.dat, and Mail.XML. The three methods, with links to additional information are summarized below.

- 1) Mail.dat: Mail.dat is an industry-defined database structure consisting of files linked by key fields. For information about Mail.dat refer to the [IDEAlliance](#) web site. For information on how you can use Mail.dat to submit electronic information for full-service, refer to the [Postal Service Mail.dat Technical Specification](#). Mail.dat files may be used in conjunction with Mail.XML to schedule appointments and to update Mail.dat container information through Mail.XML container update messages. For more information, refer to the [Postal Service Mail.XML Technical Specification for Appointment Scheduling \(FAST\)](#) and [Postal Service Mail.XML Technical Specification for postage payment and reporting \(eDoc\)](#) available on RIBBS.
- 2) Mail.XML: The Mail.XML specification enables secure electronic submission of mailing information to the Postal Service using eXtensible Markup Language (XML) messaging technology. For more information about Mail.XML, refer to the [IDEAlliance](#) web site. For information about using Mail.XML for communicating with the *PostalOne!* system for full-service, refer to the *PostalOne!* System product guides and tools and the [Postal Service Mail.XML Technical Specification for postage payment and reporting \(eDoc\)](#).
- 3) For some postage payment-related Mail.XML messages, Mail.dat files optionally may be used in conjunction with Mail.XML. Similarly, for some full-service and profile management Mail.XML messages, Mail.dat files may be used in conjunction with Mail.XML. See the *Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc)* available on <http://ribbs.usps.gov/index.cfm?page=intellmailguides>.
- 4) For ease of use, the *Postal Service Mail.XML Technical Specification* consists of four separate volumes, based on subject matter:
- 5) The Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc)
- 6) The Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)
- 7) The Postal Service Mail.XML Technical Specification for Full-Service Data Distribution
- 8) The Postal Service Mail.XML Technical Specification for MID and CRID ID Management.

Note: This guide will usually refer to these documents collectively as the *Postal Service Mail.XML Technical Specification*.

- 9) Postal Wizard: The *PostalOne!* system provides the Postal Wizard, a tool that gives mailers a secure way to submit postage statements online. This tool may be used when no electronic documentation (qualification report) is necessary for compliance with full-service requirements. Qualification reports for mailings of less than 10,000 First-Class Mail postcards, letters, or flats pieces, or Standard Mail letters or flats pieces are not required when postage is affixed to each piece at the correct price, or when each piece is of identical weight and the mailpieces are separated by price. Mailers cannot submit Postal Wizard electronic postage statement to the Detached Mail Unit (DMU). The Final Rule of the August 2008 Federal Register Notice (New Pricing Eligibility, Intelligent Mail, and Move Update Standards for Domestic Mailing Services and Shipping Services) notes the conditions for using Postal Wizard for full-service mailings. Postal Wizard cannot be used for Periodicals or BPM full-service mailings. Postal Wizard for mailers supports international mail (PS Form 3700, Parts A through K, and Q). Priority Mail and combined non-Periodicals are not supported.

Special Note on Metered Mailings: The two principal methods for postage payment using meters are Correct and Lowest. If the affixed-postage method in the electronic documentation is Metered Correct, the amount of affixed postage shall be exactly the price of the mailpiece including, if applicable, the full-service discount. If the affixed-postage method in the electronic documentation is Metered Lowest, the amount of affixed postage shall be the amount applicable to the piece with the lowest required postage, including, if applicable, the full-service discount.

In addition to the presort documentation required today, full-service option electronic documentation must contain information about the IMbs applied to mailpieces, as well as the IMtbs applied to trays, sacks, and/or IMcbs applied to containers when required as part of a customer/supplier agreement. The documentation must include the unique IMb applied to each mailpiece in a mailing, the unique IMtb applied to each tray or sack, as well as the unique IMcb applied to each container in a mailing (when containerization is required). The documentation must also describe how mailpieces are linked to (or nested within) handling units, such as trays and sacks, and how mailpieces and handling units are linked to containers (when containerization is required). The documentation must also identify the preparer of the mailing and the mailer for whom the mailing is prepared (i.e., the mail owner). Both the Mail.dat and Mail.XML file specifications support the required nesting and barcode information.

3.2.1 Test Environment for Mailers (TEM)

Mailers new to eDoc, full-service, FAST Mail.XML functionality or to Data Distribution functionality are required to test in the test environment for mailers (TEM). In this environment, a mailer is expected to pass the required test scenarios for each of the mail classes they plan to handle, plus any optional scenarios that may be representative of their operation (e.g., full-service, copalletization, comail, presort, Multi-Line Optical Character Reader (MLOCR) mailings, FAST appointment and content management, closeouts, pulling and push subscription tests through Mail.XML messages for full-service data, etc.).

All customers interested in testing any of the electronic documentation (eDoc) methods, FAST or Data Distribution in TEM must be registered Business Customer Gateway users. For information on the Business Customer Gateway, refer to the *User Access to Electronic Mailing Information and Reports Guide*, volume 1. Refer to new full-service TEM requirements in the document on RIBBS: [eDoc and Full-Service Authorization Guide for Mail.dat and Mail.XML](#).

To begin participating in TEM, mailers will need request the *Manage Mailing Activity* service. Once the request for the Manage Mailing Activity is approved, log on to the Business Customer Gateway and click on the “Electronic Data Exchange” link and then click the “Go to TEM” link. Mailers must work with the Help Desk to start the process of validating Mail.dat files, software and executing the minimum set of test criteria to be completed in the TEM. A Help Desk direct email link is enabled in the TEM.

For mailers testing the Mail.dat specification, the *PostalOne!* system provides a choice of transfer methods for Mail.dat files. Mailing data files can be transferred manually (*manual*) or unattended (*batch*). For more details on the specific Mail.dat and Mail.XML version support, visit [RIBBS IDEAlliance support schedule document](#).

The TEM also prepares customers to use Mail.XML to submit qualification reports, postage statements, make appointments with the Facility Access and Shipment Tracking (FAST) system, and request and receive the information available through Intelligent Mail. Though prepared primarily for customers who wish to participate in the full-service Intelligent Mail option, the document covers the preparatory steps for all Mail.XML uses.

3.3 Mixed Mailings (Basic, full-service, POSTNET mixed together in one mailing)

The USPS will allow full-service and basic automation option mailpieces with IMbs as well as pieces with POSTNET barcodes to be combined in a single mailing, including copalletized mailings, when appropriate documentation is provided. POSTNET automation rates will be eliminated in January 2013 and mailers must move to IMb for commercial automation rates.

Mailers who mix POSTNET, basic automation and full-service mailpieces in a bundle, sack, tray or pallet and who wish to qualify the full-service mailpieces as full-service must meet the following requirements:

- 1) Include a mailpiece record in the electronic documentation for each POSTNET, basic automation, and full-service option mailpiece in the mailing (see the Piece Electronic Documentation sections 3.13.2

for Mail.dat and 3.15.5 for Mail.XML of this document for details on what must be included). This includes identifying each piece in the electronic documentation as full-service, basic automation, or POSTNET.

- 2) Include a value of "M" for "Mixed" in the Full-Service Participation Indicator field of the Segment (.seg) record for Mail.dat and in the Full-Service Participation Indicator field in the MailingGroupData message for Mail.XML.
- 3) Adhere to the requirements for full-service mailings with the exception that the POSTNET and basic automation option mailpieces in the mailing are not required to have a unique IMb.

3.4 Combined Mailings of Standard Mail and Periodicals

For Combined Mailings of Periodicals and Standard Mail Flats, the mailer enters a service agreement approved by Business Mailer Support. This agreement includes the mailing standards requirements for the Combined Mailings of Periodicals and Standard Mail Flats that defines the mail preparation, the standardized documentation, and the postage calculations. Outside county containers are prorated by the weight of the Periodicals in the container. Outside county chargeable bundles are prorated by the copies of Periodicals in the bundle. Mailers would populate the following Mail.dat fields:

File	Field	Appropriate Values
MPU	Surcharge	N = Not Oversized
SEG	Principle Processing Category	FL = Flats
MPU	Flat Machinability	Y = Machinable on ASFM 100 or U = Machinable on USFM 100
SEG	Class Defining Preparation	6 = Std/Periodical Comailings
SEG	Mailing Agreement Type	E = Combined Mail, full-service, basic automation option

Table 5: Mail.dat for Combined Mailings

Mailers may also use Mail.XML to send the data to populate the following:

File	Field	Appropriate Values
LineItemSummaryData	Surcharge Type	N = No Surcharge
SubmitPostageStatementData	Form Type	SM = Standard Mailing
PeriodicalLineItemData	Machinable Flag Indicator	Y = Machinable

Table 6: Mail.XML for Combined Mailings

Periodicals pending application may be included in the Mail.dat file for this combined mailing. For each Outside County container and Outside County bundle, the container types, container levels, entry levels and package levels must be the ones supported for Outside County chargeable containers. If full-service mailpieces are included, the PDR or PBC file will be processed for these pieces and shall support the service measurement, ACS, and IMb Tracing services if applicable. Similarly, if Mail.XML is used Piece detail and piece barcode blocks will be used for piece information in the Mailpiece message set.

3.5 Copalletization

Comail or copalletized mail contains mail from one or many mail owners. The copalletized portion of a mailing job is either:

- bundles (flat-size mailpieces) of multiple Periodicals publications or issues on pallets;
- bundles (flat-size pieces) of Standard Mail;
- trays containing First-Class Mail letters;
- trays containing Standard Mail letters.

Copalletized pallets may contain any combination of full-service, basic automation, and nonautomation mailpieces. Electronic documentation, either Mail.dat or Mail.XML, is required for all copalletized bundles or trays, whether or not full-service mailpieces are included. When the recommended electronic documentation is used, the original electronic documentation must be received prior to the copalletized electronic documentation submitted by the consolidator to allow processing of copalletized jobs. For guidance, review the following sections which describe copalletization anticipated scenarios for the various mail classes.

All Mail.dat submissions must conform to the specifications in the [Postal Service Mail.dat Technical Specification](#) and all Mail.XML submissions must conform to the [Postal Service Mail.XML Technical Specification for postage payment and reporting \(eDoc\) specification](#).

3.9.1 Periodicals Scenario

For copalletization, the mail preparer or mail owner at the origin site, the consolidator at the consolidator site and the Postal Service enter an authorization letter approved by Business Mailer Support. For the purposes of this guide, a consolidator may be the same party as the mail preparer. For Periodicals, the DMM 707.27.2.1 states that this authorization letter shall include: the mailer's name and address, the mailing office, procedures and quality control measures for the copalletized mailing, the expected date of the first mailing, and a sample of the standardized documentation.

There are two options for copalletization of Periodicals bundles on pallets. Option one describes both the electronic documentation sent from the origin sites and the electronic documentation sent from the consolidation site. Option two describes an alternative for the case in which the origin site is not prepared to send electronic documentation so the electronic documentation is sent only from the consolidator site. When copalletized mailings do not include any full-service pieces, electronic documentation is strongly recommended, but not required.

For option one, origin site mailers preparing full-service mailpieces in bundles that copalletize to meet the minimum volume requirements for Presort prices must follow all requirements for the full-service option. The bundles will be sorted to the sack level called the virtual sack to meet the minimum volume requirements for Presort prices.

The electronic documentation will indicate, at the virtual sack level, which bundles will be sent to a consolidator for copalletization. The creator of the Periodicals bundle will place an alpha character "O" in the "Included in Other Documentation" field in the .csm record to indicate the original documentation. This will indicate which bundles will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized, as there are no charges for the copalletized bundles at this time. The bundles are not placed on pallets at the origin site, and the bundles and the electronic documentation are then sent to the consolidation site to be placed on pallets.

Consolidators at the consolidation site will receive the original electronic data for the Periodicals bundles that will be placed on pallets. The consolidator will move the bundles onto the correct pallets. When creating a copalletized Periodicals mailing that includes any full-service pieces, the consolidator will use the electronic data received from the creator of the Periodicals mailing to create a new set of electronic data. Consolidators preparing basic automation mailpieces in bundles that will be copalletized will create the electronic documentation and postage statements, but are not required to create mailpiece level documentation. The new set of electronic documentation must include all files or messages necessary to generate qualification reports and postage statements. The original virtual sack Container ID marked as alpha character "O" must be linked with the new virtual sack Container ID marked as "L". The consolidator must prepare the linked container information using the same container type as the original. At this time, the bundles are placed on pallets. In the .csm file, the consolidator will assign the linked virtual sack Container ID to a pallet Parent Container Reference ID. The pallet parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator using the fields described in Table 7: Mail.dat for Periodicals Copalletization.

Mail.dat Files and Fields for Periodicals		
File	Field	Appropriate Values
CSM	Included in other documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

Table 7: Mail.dat for Periodicals Copalletization

Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator. Refer to Table 8: Mail.XML for Periodicals Copalletization.

Mail.XML Files and Blocks for Periodicals		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The Customer Registration ID (CRID – see 3.15.3) of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container.

Table 8: Mail.XML for Periodicals Copalletization

When mailers submit electronic documentation, the consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This enables the electronic documentation to be accessible by the Postal Service acceptance office for the consolidator and to be used to create the standardized documentation and the postage statements for the copalletized mailing. A postage statement will be generated for each USPS Publication Number and Issue in the copalletized mailing.

Option two is used if an origin site within the copalletization pool does not make electronic documentation available. In this option, the origin sites in the affected pool do not send Mail.dat files containing mail going to the consolidator to the *PostalOne!* system. The consolidator produces a normal Mail.dat file representing the mailing as though it originated from the consolidator's site. This mailing consists of pallets with bundles on various area distribution center (ADC) levels or to meet the minimum volume requirements for presort prices. This Mail.dat file must not use any of the features available for copalletization. Leave the Included in Other Documentation field blank in the .csm file. Do not use virtual sacks. Do not include the Original Container Information file. This Mail.dat file must ultimately be sent with .csm Container Status set to Ready-to-Pay so that postage is paid. If full-service mailpieces are included in this option, the .pdr or the .imr file must be included in the Mail.dat file sent by the consolidator.

3.5.1 Standard Mail Flat-size Bundles Scenario

For Standard Mail copalletization, the mailer must have an approved authorization letter with Business Mailer Support. To copalletized different Standard Mail flat-size mailings, the mailer must consolidate on pallets with

independently sorted bundles from each mailing to achieve the finest presort level for the mailing as required in DMM 705.8.7.4. Standard Mail mailers preparing full-service mailpieces in bundles that will be copalletized must follow all requirements for full-service and prepare the electronic data to support the standardized documentation.

When copalletized mailings do not include any full-service pieces, electronic documentation is strongly recommended, but not required for Standard Mail copalletization. Mailpiece level electronic documentation is not required.

There are two options for copalletization of bundles on pallets. Option one describes both the electronic documentation sent from the origin sites and the electronic documentation sent from the consolidation site. Option two describes an alternative for the case in which the origin site is not prepared to send electronic documentation and the electronic documentation is sent only from the consolidator site.

For option one, Standard Mail origin site mailers preparing full-service mailpieces in bundles that will be copalletized to meet the minimum volume requirements for presort prices must follow all requirements for full-service. Standard Mail mailers preparing basic automation mailpieces in bundles that will be copalletized will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The bundles will be sorted to the sack level called the virtual sack.

The electronic documentation will indicate, at the virtual sack level, which bundles will be sent to a consolidator for copalletization. The creator of the Standard Mail bundle will place an alpha character "O" in the "Included in Other Documentation" field in the .csm record to indicate the original documentation. This will indicate which bundles will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The copalletized bundles and the electronic documentation are then sent to the consolidation site.

Consolidators at the consolidation site will receive the original electronic data for the Standard Mail bundles that will be copalletized. The consolidator will move the bundles onto the correct pallets. When creating a copalletized Standard Mail mailing, the consolidator will use the electronic data received from the creator of the Standard Mail mailing to create a new set of electronic data. The new set of electronic documentation must include all files or messages necessary to generate qualification reports and postage statements. The original container information marked as "O" must be linked with the new container information marked as "L". The consolidator will prepare the linked container information using the same container type as the original Mail.dat file in the .csm file, and the consolidator will assign the linked virtual sack Container ID to a pallet Parent Container Reference ID. The parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator as described in Table 9: Mail.dat for Standard Mail Flat Bundle Copalletization.

Mail.dat Files and Fields for Standard Mail Flats in Bundles		
File	Field	Appropriate Values
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

Table 9: Mail.dat for Standard Mail Flat Bundle Copalletization

Mail.XML messages will be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the OriginalContainerLinkageCreateRequest message created by the consolidator. Refer to Table 10: Mail.XML for Standard Mail Flat Bundle Copalletization.

Mail.XML Files and Blocks for Standard Mail Flats in Bundles		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for full-service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for full-service and mixed service mailings.

Table 10: Mail.XML for Standard Mail Flat Bundle Copalletization

When mailers submit electronic documentation, the consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This enables the electronic documentation to be accessible by the Postal Service acceptance office for the consolidator and to be used to create the standardized documentation and the postage statements for the copalletized mailing.

For option two, if the origin site does not make electronic documentation available, the consolidator produces a normal Mail.dat file representing the mailing as though it originated from the consolidator's site. This mailing consists of pallets with bundles on various NDC levels or other presort levels to meet the minimum volume requirements for Presort prices. This Mail.dat file must not use any of the features available for copalletization. Leave the Included in Other Documentation field blank in the .csm file. Do not use virtual sacks. Do not include the Original Container Information file. This Mail.dat file must ultimately be sent with .csm Container Status set to Ready-to-Pay so that postage is paid. If full-service mailpieces are included in this option, the .pdf or the .imr file must be included in the Mail.dat file sent by the consolidator.

3.5.2 First-Class Mail in Trays Scenario

For First-Class Mail copalletization, the mailer must have an approved authorization letter with Business Mailer Support. First-Class Mail mailers preparing full-service mailpieces in trays that will be copalletized at the same site must follow all requirements for full-service and prepare the electronic data to support the standardized documentation.

When a copalletized mailing does not include any full-service pieces, the Postal Service strongly suggests that First-Class Mail mailers preparing basic automation mailpieces in trays that will be copalletized prepare electronic data to support the standardized documentation and postage statements. Mailpiece level electronic documentation is not required. When electronic documentation is prepared as recommended, the anticipated scenario is described as follows:

All trays prepared as part of a copalletized mailing that includes full-service pieces, regardless of whether they will be copalletized must have an Intelligent Mail Tray barcode applied to them. For copalletization of trays on pallets, the site sends the origin Mail.dat file showing the trays not yet assigned to pallets using ready-to-pay container status or submit Postage Statement Create Requests for Mail.XML. This job will be consolidated, verified and paid at the origin site.

There are two options for First-Class Mail in trays. Option one describes both the electronic documentation for the origin file and the electronic documentation for the consolidated file and both files are sent from the same site. Option two describes an alternative for the case in which the origin file is not available and the electronic documentation is only the consolidated file.

For option one, the origin file electronic documentation will indicate, at the tray level, which trays will be in a consolidated file for copalletization. The creator of the First-Class Mail trays will place an alpha character "O" in the "Included in Other Documentation" field in .csm to indicate the original documentation. This will indicate which trays will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The trays being copalletized shall be assigned a pallet in the consolidated Mail.dat file.

Consolidators at the same site who copalletize First-Class Mail will receive the original electronic data for the trays that will be copalletized. The consolidator will move the trays onto the correct pallets. When creating a copalletized First-Class Mail mailing, the consolidator will use the electronic data received from the creator of the First-Class Mail mailing to create a new set of electronic data. The new set of electronic documentation for Mail.dat must include the .hdr, .seg, .csm, and .oci or Original Container Linkage message. The original container information marked as alpha character "O" must be linked with the new container information marked as "L". The consolidator will prepare the linked container information using the same container type as the original. In the .csm file, the consolidator will assign the linked tray Container ID to a pallet Parent Container Reference ID. The parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator as described in Table 11: Mail.dat for First-Class Mail Tray Copalletization.

Mail.dat Files and Fields for First-Class Mail		
File	Field	Appropriate Values
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

Table 11: Mail.dat for First-Class Mail Tray Copalletization

Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator. Refer to Table 12: Mail.XML for First-Class Mail Tray Copalletization.

Mail.XML Files and Blocks for First-Class Mail		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The

		Container Barcode is required for full-service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for full-service and mixed service mailings.

Table 12: Mail.XML for First-Class Mail Tray Copalletization

When the mailer submits electronic documentation, consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This enables the Postal Service acceptance office to access the electronic documentation for the consolidator.

Option two occurs if there is no origin file of trays not assigned to pallets. In this case, the consolidated file is a normal Mail.dat file representing the trays assigned to pallets. This consolidated file generates qualification reports, and postage statements when sent to the *PostalOne!* system. This Mail.dat file must not use any of the features available for copalletization. Leave the “Included in Other Documentation” field blank in the .csm file. Do not include the Original Container Information file. This Mail.dat file must ultimately be sent with .csm Container Status set to Ready-to-Pay so that postage is paid. If full-service mailpieces are included in this option, the .pdr or the .imr file must be included in this consolidated Mail.dat file.

Note: Consolidator job/mailing data is only accepted after all trays postage in the original job(s)/mailing(s) at the origin has been finalized.

USPS is planning to make postage statement finalization an option for the origin jobs in June 2012 when copalletization is done internally within the same physical mailer’s plant, and origin jobs are also created and verified within the same physical mailer’s plant.

3.5.3 Standard Mail in Trays Scenario

For Standard Mail copalletization, the mailer must have an approved authorization letter with Business Mailer Support. Standard Mail mailers preparing full-service mailpieces in trays that will be copalletized must follow all requirements for full-service. Standard Mail mailers preparing basic automation mailpieces in trays that will be copalletized must prepare electronic data to support the standardized documentation and postage statements but are not required to create mailpiece level electronic documentation. All trays prepared as part of a copalletized mailing that includes full-service pieces, regardless of whether they will be copalletized, must have an Intelligent Mail Tray barcode applied to the tray.

When a copalletized mailing does not include any full-service pieces, the Postal Service strongly suggests that Standard Mail mailers preparing basic automation mailpieces in trays that will be copalletized prepare electronic data to support the standardized documentation and postage statements. Mailpiece level electronic documentation is not required.

For copalletization of trays on pallets, the origin site must send the Mail.dat file for the entire job using ready-to-pay container status or submit Postage Statement Create Requests for Mail.XML. This job will be verified and paid at the origin site.

Standard Mail mailers preparing full-service mailpieces in trays that will be copalletized at the Network Distribution Center (NDC) or other presort levels to meet the minimum volume requirements for Presort prices must follow all requirements for full-service. Standard Mail mailers preparing basic automation mailpieces in trays that will be copalletized (with automation pieces claiming full-service) will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The trays may be orphans or physically on a pallet to be shipped to the consolidator.

The electronic documentation will indicate, at the tray level, which trays will be sent to a consolidator for copalletization. The creator of the Standard Mail trays will place an alpha character “O” in the “Included in Other Documentation” field in the .csm file to indicate the original documentation. This is accomplished in Mail.XML by placing an alpha character “O” in the “IncludedinOtherDoc” field in the QualificationReportContainerInfoData block. This will indicate which trays will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage

statements for the portion of the mailing that is not being copalletized. The copalletized trays and the electronic documentation are then sent to the consolidation site.

Consolidators at the consolidation site who copalletize Standard Mail will receive the original electronic data for the trays that will be copalletized. The consolidator will move the trays onto the correct pallets. When creating a copalletized Standard Mail mailing, the consolidator will use the electronic data received from the creator of the Standard Mail mailing to create a new set of electronic data. The new set of electronic documentation for Mail.dat must include the .hdr, .seg, .csm, and .oci or Original Container Linkage message for Mail.XML. The documentation must include the Mailing Group, Qualification Report with Container Info block and Original Container Linkage message. The original container information marked as alpha character "O" must be linked with the new container information marked as "L". The consolidator will prepare the linked container information using the same container type as the original. In the .csm file, the consolidator will assign the linked tray Container ID to a pallet Parent Container Reference ID. The parent Container ID must be in the .csm file and have an Intelligent Mail Pallet barcode.

Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (.oci) file created by the consolidator as described in Table 13: Mail.dat for Standard Mail Tray Copalletization.

Mail.dat Files and Fields for Standard Mail		
File	Field	Appropriate Values
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user that submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

Table 13: Mail.dat for Standard Mail Tray Copalletization

Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator. Refer to Table 14: Mail.XML for Standard Mail Tray Copalletization.

Mail.XML Files and Blocks for Standard Mail		
File	Block	Description
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for full-service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for full-service and mixed service mailings.

Table 14: Mail.XML for Standard Mail Tray Copalletization

When a mailer submits electronic documentation, the consolidator must send the consolidated file after all the original files are updated in the *PostalOne!* system. This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator.

In option two for trays on pallets, the origin sites will make electronic documentation available to pay postage. The origin site may provide qualification reports by other means and enter postage statements manually. If this happens, the consolidator will not send any Mail.dat file for this mailing. If the origin files do not have the pallets assigned, they will be treated as loose trays and start-the-clock information may not be available.

USPS is planning to make postage statement finalization an option, instead of a requirement for the origin jobs in June 2012 when copalletization is done internally within the same physical mailer's plant and origin jobs are also created and verified within the same physical mailer's plant.

3.5.4 Virtual Sack Scenarios

Consolidators will be required to create a linked virtual sack record with all bundles related on one consolidated container within a copalletized job for bundle-based scenarios. This means virtual sacks with the "Included in Other Documentation" field set to alpha character "O" cannot have associated bundles split across co-palletized containers within a job or across jobs.

Consolidators may place virtual sacks into copalletized physical sacks by using the parent container reference ID in the .csm for Mail.dat or Container Info block for Mail.XML. Physical sacks containing virtual sacks may be placed onto pallets.

3.5.5 Physical Sibling Scenarios

Consolidators will be required to create a linked logical handling unit record with all sibling physical handling units related on one consolidated container within the copalletized job for MLOCR and continuous presort mailer scenarios. In addition, consolidators will be required to create a linked physical handling unit record with all sibling physical handling units related on one consolidated container within the copalletized job for overflow scenarios. This means logical or physical handling units with the "Included in Other Documentation" field set to alpha character "O" cannot have associated sibling physical handling units split across co-palletized containers within a job or across jobs.

3.5.6 Container Linkage Updates

For bundle based copalletization, consolidators will be allowed to resubmit co-palletized jobs with OriginalContainerLinkage messages or .oci records until postage is finalized. For tray-based copalletization, consolidators will be allowed to submit only one co-palletized job with OriginalContainerLinkage messages or .oci records.

3.5.7 Post Finalization Updates

Consolidators may submit Mail.dat transportation updates for the copalletized Mail.dat jobs linked to original electronic documentation. Transportation updates are supported for Mail.XML.

For bundle based copalletization, reversals of postage statements will be supported for copalletized jobs linked to original job information. For tray based copalletization, reversals of postage statements will be supported for original job information marked for copalletization prior to the copalletized job being received.

3.6 Manifest Mailings

With authorization from the USPS, mailers may participate in a manifest mailing program. This program requires mailers to utilize an automated system to document postage and fees for all pieces in a mailing paid via permit imprint indicia. Each piece in the mailing is assigned a unique identification number that may be compared with the manifest. To participate in the program, mailers must develop or use a computerized system that generates hard copy documentation to support mailings. When using the sequential manifesting

options listed below, both the unique identification number on the mailpiece and the unique IMb must be sequential and contiguous.

Mailers participating in the manifest mailing program can use either the sequential or non-sequential piece electronic documentation options described in section 3.13. for Mail.dat. Mailers will place the unique identification number (human readable) as well as the IMb applied to the mailpiece in the electronic documentation. When using Mail.dat for sequential or non-sequential piece electronic documentation, the unique identification number is placed in the "Piece ID" field and the IMb is placed in the "IM Barcode" field of the Piece Detail Record (PDR) file.

For shortage and spoilage, mailpieces that are planned but are not created would be identified by placing an "X" or "T" in the "Wasted Or Shortage Piece Indicator" field. If the manifest mailer is using the unique IMb as the unique identification number on the mailpiece, they may populate the IMR record – with job id, container ID, IMR ID, class, lower range, upper range, By/For, full-service indicator, piece count, and closing character. These fields are populated with 15 digits (a 6- or 9-digit MID plus a 9- or 6-digit Serial Number). Sequences must be contiguous and may not overlap among containers in a mailing or between mailings by class during the 45-day period for barcode uniqueness. The postage adjustment must be claimed using the PS Form 3533, *Application for Refund of Fees, Products and Withdrawal of Customer Accounts*, process. The PS Form 3533 is not an electronic form and is available at the acceptance office.

When using Mail.XML for the non-sequential piece electronic documentation, the unique identification number is placed in the MailPieceID XML block and the IMb is placed in the IMB XML block of the MailPieceCreateRequest message's PDRMailpieceblock or MailPieceblock. Mailpieces that are planned but are not created would be identified by placing an "X" for wasted or a "T" for shortage in the "WastedPieceIndicator" field. When using Mail.XML for the sequential piece electronic documentation, the first unique identification number used is placed in the "SerialNumber9/6 field" of the "IMBarcodeLowerSerialization" field and the last unique identification number used is placed in the "SerialNumber9/6" field of the "IMBarcodeUpperSerialization" field (in the PieceRange XML block) while the MIDs are placed in the "MailerID6/9" field within the same XML blocks. Mailpieces that are planned but are not created would be identified by creating a new range record representing the actual upper and lower serial in the MailPiece Mail.XMLPieceRange block. The postage adjustment for pieces marked "X" or "T" must be claimed using the PS Form 3533, *Application for Refund*, process. The PS Form 3533 is not an electronic form and is available at the acceptance office. Regardless of the method used, the spoiled or shorted pieces must be made available for verification when applying for a refund..

3.7 Spoilage and Shortage

Spoilage and shortage of mail pieces is a common occurrence in the mailing industry and is the result of a mismatch of mailpiece counts that are reported on the electronic documents compared to the number of mailpieces actually mailed. In such cases, the electronic documentation must be updated to reflect the correct number of pieces that are being mailed and it must subtract the pieces that were spoiled, short, or removed from the mailing. This document describes four options for reporting wasted or shorted mail pieces for permit only. Methods 1, 2 and 3 are available only for First-Class Mail and Standard Mail. MLOCR and other manifest mailings cannot use Method 3. There is no spoilage and shortage method currently supported in eDoc for postage affixed mail and Method 4 is the only option.

- 1) The postage for wasted and shorted pieces is paid on the postage on the postage statement.
- 2) The postage is adjusted on the postage statement so postage is paid for only the mailed pieces.
- 3) The postage adjustment is reported as a dollar amount and piece count for the entire mailing.
- 4) The electronic documentation in either Mail.dat or Mail.XML states only the pieces mailed.

For all of these options the information reporting spoiled, shorted, or wasted pieces and the postage adjustment must be received before postage statements are finalized and billed.

In all cases if postage is finalized and billed, the PS Form 3533, *Application for Refund*, is used to request a postage refund. The form is revised with a unique barcode and the Postal Service must initiate form completion. Further details on this form are presented in Postal Bulletin 22252 and include the following.

“Effective March 7, 2009, all Post Offices, postal retail units, and business mail entry units (BMEUs) are to use the August 2008 edition of PS Form 3533, *Application for Refund of Fees, Products and Withdrawal of Customer Accounts*”. The revised PS Form 3533 will no longer be available to the public at www.usps.com. PS Form 3533 is revised with a barcoded invoice number making each form unique. Each PS Form 3533 is unique, and one form is used per customer refund or reimbursement.

The definitions of spoiled, wasted and shorted mail pieces are below.

Spoiled or Wasted Mail Pieces

Spoiled or wasted mail pieces are those pieces for which electronic documentation was submitted to the USPS, but during the production phase some of the pieces were damaged and the mailer will not mail the pieces.

Shorted Mail Pieces

Shortage occurs when a mailer is unable to mail a full container (i.e. pallet or handling unit) and submits partial containers for acceptance. Shorted pieces may not have been produced, and if produced, are not mailed.

3.7.1 Method 1: Spoiled and Shorted Pieces Paying Postage

In Method 1, for the wasted, spoiled or shorted pieces the IMb is not reported to the Seamless Acceptance and Service Performance System. Therefore, reuse of the IMb appearing in the wasted, spoiled, or shorted pieces in the Mail.dat Piece Detail Record (PDR) file or the Mail.XML PieceDetail message is allowed. Reuse of the IMb is not allowed with the Mail.dat Intelligent Mail Range Record (IMR) or the Mail.XML IntelligentMailRange message. A PDR file may be used with a full-service mailing, a mixed full-service and non-full-service mailing, or a non-full-service mailing. In all cases the PDR field “Wasted or Shortage Piece” values are processed for Method 1 or for Method 2.

If using Mail.dat, pay postage on spoiled or wasted pieces using the PDR field “Wasted or Shortage Piece” Indicator set to “X” for spoiled or wasted pieces.

If using Mail.XML, pay postage on spoiled or wasted pieces using the PieceDetail messages with “WastedPieceIndicator” having value “X” (spoiled) or “W” (wasted) for spoiled or wasted pieces.

The mailer in this case may request a refund of the postage by using the PS Form 3533, *Application for Refund*, and include the documentation required for proof of spoiled or wasted pieces. Refund will not be given for shorted pieces.

If using Mail.dat, pay postage on shorted pieces using the PDR field “Wasted or Shortage Piece” Indicator T value on shorted pieces.

If using Mail.XML pay postage on shorted pieces using the PieceDetail messages with “WastedPieceIndicator” having value T or S on shorted pieces.

A solution is proposed for Mail.dat and for Mail.XML in a future release where this method will be made available for postage affixed pieces. For any piece marked with X or T values in the Mail.dat PDR field “Wasted or Shortage Piece” Indicator, the permit holder pays the entire price for the piece and there is no credit for the postage affixed to the piece. For any piece marked with W, S, T, or X values in the “WastedPieceIndicator” of the Mail.XML PieceDetail message, the permit holder pays the entire price for the piece and there is no credit for the postage affixed to the piece. (Example: For a piece priced 13.2 c with 9 c affixed, permit holder pays 13.2 c.)

3.7.2 Method 2: Spoiled and Shorted Pieces Not Paying Postage

In Method 2, for the wasted, spoiled or shorted pieces not mailed the IMb is not reported to the Seamless Acceptance and Service Performance System. Therefore, reuse of the IMb appearing in the wasted, spoiled, or shorted pieces in the Mail.dat PDR file is allowed. Use of the PDR file requires a full-service or a mixed full-service and non-full-service mailing. A PDR file may be used with a full-service mailing, a mixed full-service and non-full-service mailing, or a non-full-service mailing. In all cases the PDR field “Wasted or Shortage Piece” values are processed for Method 1 or for Method 2.

If using Mail.dat, pay only for the mailed pieces using the PDR field "Wasted or Shortage Piece" Indicator set to "W" for the spoiled or wasted pieces.

If using Mail.dat, pay only for the mailed pieces using the PDR field "Wasted or Shortage Piece" Indicator set to "S" for the shorted pieces.

A solution is proposed for a future release where this method will be made available for postage affixed pieces. For any piece marked with W or S values in the Mail.dat PDR field "Wasted or Shortage Piece" Indicator, the permit holder receives credit for the difference between the price of the piece and the postage affixed to the piece. (Example: For a piece priced 13.2 c with 9 c affixed, the adjustment is a credit of 4.2 c to the mailer.)

If using Mail.XML, in order to pay postage only on the pieces mailed, use the PostageAdjustmentCreateRequest described below.

3.7.3 Method 3: Adjustment for Spoiled and Shorted Pieces

Method 3 does not allow for reuse of the IMb on the full-service mail piece that is not mailed. If the IMb was reported in the Mail.dat or Mail.XML and is used again in another mailing it will count as a duplicate. For Mail.XML Method 3 may be used together with Method 1 to allow reuse of the IMb as stipulated in Method 1. For Mail.dat a Postage Adjustment Record (PAR) file cannot be used together with a PDR file in the same Mail.dat job. MLOCR and other manifest mailings cannot use this method of postage adjustment.

Postage Adjustment Using PAR File in Mail.dat

When using the Mail.dat Postage Adjustment Record (PAR) file, provide the total piece count deducting spoiled and wasted pieces and the total postage amount to be deducted from the postage statement. Currently, the system randomly selects the postage statement that has enough pieces and postage to support the adjustment amount. For this reason the PAR file is not suitable for situations where there is more than one payer in a Mail.dat job. Only one Mail.dat update transmission is allowed with the PAR file containing one or more PAR records at the end of the mailing before postage statement finalization. An enhancement is proposed in a future release to direct the postage adjustment to the permit holder associated to the PAR Mail Piece Unit ID through the Mailpiece Component Relationship Record and Mailer Postage Account Record files.

Postage Adjustment using PostageAdjustmentCreateRequest in Mail.XML

The mailer can adjust the postage statement by sending the 'PostageAdjustmentCreateRequest' message identifying the actual postage statement with StatementID in a mailing group with the total count of the spoiled and shorted pieces and the total amount to be adjusted in the postage statement. This approach is similar to Mail.dat PAR record adjustment method where total numbers of spoiled and shorted pieces are sent along with the total dollar amount that needs to be adjusted. The mailer may find the appropriate StatementID to adjust in the PostageStatementCreateResponse Accept message or by inspecting the dashboard. The postage statement with the StatementID is adjusted. If this StatementID is not present in the mailing group, there is an error message generated by the PostalOne! system.

3.7.4 Method 4: State Only Pieces Mailed

The mailer may state only the pieces mailed in the original Mail.dat or Mail.XML and have no need to report spoiled, wasted or shorted pieces. In this case the piece counts do not include spoiled, wasted or shorted pieces. The piece count must be consistent for the Mail.dat files: PDR, PQT, CQT and CSM. The piece count must be consistent for the Mail.XML messages QualificationReportCreateRequest and PostageStatementCreateRequest. If pieces were sent with PDR field "Wasted or Shortage Piece" Indicator set to X, T, W or S; then the job must be canceled and sent without these pieces. As of Release 25, another option is to send a subsequent update to delete these pieces from the PDR, adjust the HDR Piece Detail Record Count, and send CSM, CQT, and PQT updates to adjust these piece counts.

3.7.5 Verification of Spoiled, Wasted, or Shorted Pieces

Physical pieces counted as spoiled, wasted, or shorted must be made available for verification that the pieces were not mailed. Mailers must provide documentation as to what prices the spoiled pieces qualified for along with a total of postage spoiled that matches the adjustment on the postage statement. Manifests generally include this but OP (Optional Procedure) mailers may need to provide additional information according to the OP agreement for mail pieces with postage deducted at more than the lowest price in the mailing.

Any refund or OP refund with a PS Form 3533, *Application for Refund*, requires the mail preparer to submit pieces withdrawn from the mailing to validate the refund. In a shortage occurrence there would be no withdrawn mailpieces to submit. Refunding after finalizing postage for the mailing is not an option. The mailer shall identify the shortage using the S value in a Mail.dat file to automatically adjust the postage or in the Mail.XML file using the S value (Method 1) and submitting a PostageAdjustmentCreateRequest (Method 3) message.

3.7.6 Spoiled and Wasted Pieces with Postage Affixed

Mailers request to allow the electronic files to claim postage adjustment for spoiled and wasted pieces with postage affixed. The procedure is that retail associates are authorized to refund for postage stamps on BRM pieces, and postage meter stamps or meter impressions. The customer submits BRM pieces with postage affixed, postage meter stamps, or other evidence requested for refund along with PS Form 3533. A postal employee calculates the amount to be refunded and completes PS Form 3533. An employee and a witness destroy postage stamps affixed on BRM pieces, postage meter stamps, or other evidence submitted. The supervisor and a witness certify the destruction and sign PS Form 3533. See further details in DMM Part 604.9, *Refunds and Exchanges*. The timing for this process may be after the postage statement is finalized. New requirements to accept an electronic file to accommodate this process may be considered as a refund process independent of the postage statement process.

3.8 Multi-Line Optical Character Reader (MLOCR) Mailers

An MLOCR mailer is any mail preparer who uses Multi-Line Optical Character Reader (MLOCR) or Bar Code Sorter (BCS) machines to sort mail that has the name and address applied to the mailpiece prior to processing on the MLOCR machine. These mailpieces may have an IMb applied by the mail owner (or other party) prior to sortation on the MLOCR machine. Mail preparers are required to honor requests from the mail owners to use the mail owner's MID in the IMb on the mailpiece. There are three options the MLOCR mailer can employ for applying the IMb to mail sorted on an MLOCR machine.

Option 1: Use the MID and Serial Number Applied by the Mail Owner. Mail owners (or other parties) may apply an IMb to the mailpiece when the name and address is applied. If the full-service mailpieces already have a unique IMb applied, the MLOCR mailer may capture the MID and/or Serial Number of the original IMb on the mailpiece and use that to populate the piece level electronic documentation for a full-service mailpiece. In addition, the MLOCR mailer may also use the captured MID and/or Serial Number to populate the MID and Serial Number field in the new IMb if the MLOCR mailer applies a new IMb on the mailpiece. By applying a new IMb, the MLOCR mailer can alter the delivery point portion of the IMb to comply with the USPS delivery point standards.

Option 2: Use the Mail Owner's MID. The mail owner may direct the MLOCR mailer to use the mail owner's MID in the IMb sprayed by the MLOCR mailer on the mailpieces. In this option, the MLOCR mailer would generate a unique Serial Number for full-service mailpieces to use with the mail owner's MID in the IMb. To create the unique Serial Number, the MLOCR mailer may assign a range of Serial Numbers to a specific machine, thus maintaining uniqueness across multiple machines without requiring the machines to communicate. Alternatively, the MLOCR mailer may connect the machines in their facility to communicate with a central database which will control the Serial Number generation process and ensure unique Serial Numbers are applied across all mailpieces using a specific MID. The MLOCR mailer may also use other proprietary methods of generating a serial number, provided that the IMb remains unique for the required time period.

Option 3: Use the MLOCR Mailer MID. The MLOCR mailer can use his/her own MID to apply an IMb on the mailpiece. In this option, the MLOCR mailer would generate a unique Serial Number for full-service mailpieces to use with the MLOCR mailer's MID in the IMb. To create the unique Serial Number, the MLOCR mailer may assign a range of Serial Numbers to a specific machine, thus maintaining uniqueness across multiple

machines without requiring the machines to communicate. Alternatively, the MLOCR mailer may connect the machines in their facility to communicate with a central database which will control the Serial Number generation process and ensure unique Serial Numbers are applied across all mailpieces using a specific MID. The MLOCR mailer may also use other proprietary methods of generating a serial number, provided that the IMb remains unique for the required time period.

When a mail owner has provided a small amount of mail, the MLOCR mailer has the option to combine that mail with mail from other low volume mail owners and will not be required to identify the mail owners associated to those mailpieces. If the MLOCR mailer chooses to combine multiple customers using their own MID, then they are responsible for the address quality of those pieces.

The MLOCR mailer is allowed to combine mail from customers who individually provide less daily volume than 1% of the total average daily volume processed at the MLOCR mailer's facility or 3,000 pieces

When mailpieces are rejected on an operation and grouped together across mail owners to be re-run on a MLOCR machine, those mailpieces may use the MID of the MLOCR mailer and will not be required to identify the mail owner in the electronic documentation. If the mailpiece is not successfully processed when re-run, that mailpiece will be mailed at machinable or single-piece prices and may or may not have an IMb applied.

The permit number will be included in the Local Permit Reference Number field of the MPA record in Mail.dat for all permit mail. The permit number will be included in the PermitNumber field of the MailingAgentData message of the PostageStatementCreate message of Mail.XML. Nonprofit Standard Mail must have the permit number whatever the postage type is used to pay for the pieces.

For a normal MLOCR operation, the electronic documentation will be submitted with qualification and postage data after first pass of the mail through the MLOCR. For full-service mailings, the electronic documentation will be updated with handling unit and container data after second pass. Mailings prepared using a One-Pass Finalization method will have electronic documentation submitted prior to production of the combined mailing. After the mail is run, an update including the actual sorter data will be submitted electronically.

3.9.2 MLOCR Two-Pass Origin Entry or Continuous Mailer with Logical Trays

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to "P". Next, the *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. Performance Based Verification (PBV) will be based on the Verification Request Storage Record (VRSR) instead of the postage statement.

The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to "R" for the existing logical tray records by noon the following day for payment. The logical trays will be updated with the new Parent Container Reference ID in the .csm. Lastly, the *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

3.9.3 MLOCR One-Pass

In this option, the mailer will submit a planned Mail.dat file. Next, the mailer will submit an actual Mail.dat file without sibling information with the .csm Container Status set to "P". The *PostalOne!* system will then generate a qualification report, preliminary postage statement, Customer Mail Report, Summary ZIP Destination Report, and tray difference report for verification. PBV will be based on the VRSR instead of the postage statement. The mailer will submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to "R" for the existing logical tray records by noon the following day for payment.

The logical trays will be updated with the new Parent Container Reference ID in the .csm record. At this point, the mailer may only modify the Container Status and Parent Container Reference ID in the .csm between the two actual submissions. The *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

3.9.4 MLOCR or Continuous Mailer Drop-Ship

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to "P". The *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR instead of the postage statement. The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to "R" for the existing logical tray records as logical trays are released. The logical trays will be updated with the new Parent Container Reference ID in the .csm.

When providing recurring appointment content information to FAST via the Mail.dat file, the updated Mail.dat must be submitted two hours prior to the scheduled appointment time. When recurring or one-time appointment content information is provided via Mail.XML, it must be provided one hour prior to the scheduled appointment time. The *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

3.9 Continuous Mailers

A continuous mailer is defined as one that regularly:

- Dispatches portions of the mailing to the USPS at multiple times throughout the production period of the total mailing.
- Provides a USPS Qualification Report for the multiple dispatches.
- May submit portions of the mailing to the USPS before qualification and postage documentation can be finalized.

Continuous mailers will submit and generate documentation as follows:

- Create electronic documentation for each mailing prepared over the course of the production day. The production day is the period of time (not to exceed 24 hours) when mail is produced and dispatched. Submit the electronic documentation for the original planned mailing (e.g., list or One-Pass Finalization mailers) prior to production or after first pass (for MLOCR/ Barcode Sorters (BCS) environment) to the *PostalOne!* system. Manifest mailers will submit documentation prior to production unless approved by Business Mailer Support. Payment for that production day will occur with the updated, final submission to the *PostalOne!* system or as stipulated in the mailer's postage payment system agreement.
- If portions of the planned mailing as originally submitted in the electronic documentation are not dispatched during the production day and these portions will be moved to the next day's mailing, then the updated, final submission to the *PostalOne!* system must reflect the removal of those pieces and the proper qualification of all remaining pieces in the dispatched portion. The non-dispatched portion which is moved to a different mailing must be re-qualified for the prices for which they are prepared.
- Alternatively, mailings submitted across multiple days will be represented in an original submission of electronic documentation. In this scenario, payment is made as stipulated in the mailer's postage payment system agreement for the containers dispatched during each production day, provided that the documentation represents pieces associated to physical handling units and physical containers. Payment is accomplished by updating the electronic documentation and marking those containers as ready to pay.

Continuous mailers will have Customer Supplier Agreements (CSA) with the Postal Service as described in Section 3.1 of this guide. Container information will be submitted to the *PostalOne!* system for all the containers on the associated postage statement for that production day. Dispatch information for the containers that are complete and ready for acceptance and payment will be submitted to the *PostalOne!* system in a transportation update.

3.9.5 Continuous Mailer with Logical Trays

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to "P". Next, the *PostalOne!* system will generate a qualification report, Customer Mail

Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR (Verification Request Storage Record) instead of the postage statement.

The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to "R" for the existing logical tray records by noon the following day for payment. The logical trays will be updated with the new Parent Container Reference ID in the .csm. Lastly, the *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

3.9.6 Continuous Mailer Drop-Ship

In this option, the mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to "P". The *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR instead of the postage statement. The mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to "R" for the existing logical tray records as logical trays are released. The logical trays will be updated with the new Parent Container Reference ID in the .csm.

When providing recurring appointment content information to FAST via the Mail.dat file, the updated Mail.dat must be submitted two hours prior to the scheduled appointment time. When recurring or one-time appointment content information is provided via Mail.XML, it must be provided one hour prior to the scheduled appointment time. The *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the mailer will submit transportation updates after finalization.

3.10 The *PostalOne!* Transportation Management Systems (TMS)

The *PostalOne!* Transportation Management Systems (TMS) feature direct routing of mail using the most time-efficient transportation possible by utilizing advanced surface and air assignments. The overall objective is to better align First-Class Mail business customers with Postal Service production, acceptance, and distribution processes. The technology component features a shipping system that scans tray labels, captures weight, and interfaces with the Surface Air Management System (SAMS) for assignments. This mechanism can help them meet certain service standards by improving the speed, accuracy, and consistency of mail delivery.

The following diagram is a graphical depiction of the data flow between the *PostalOne!* TMS and the USPS network, including the various data repositories.

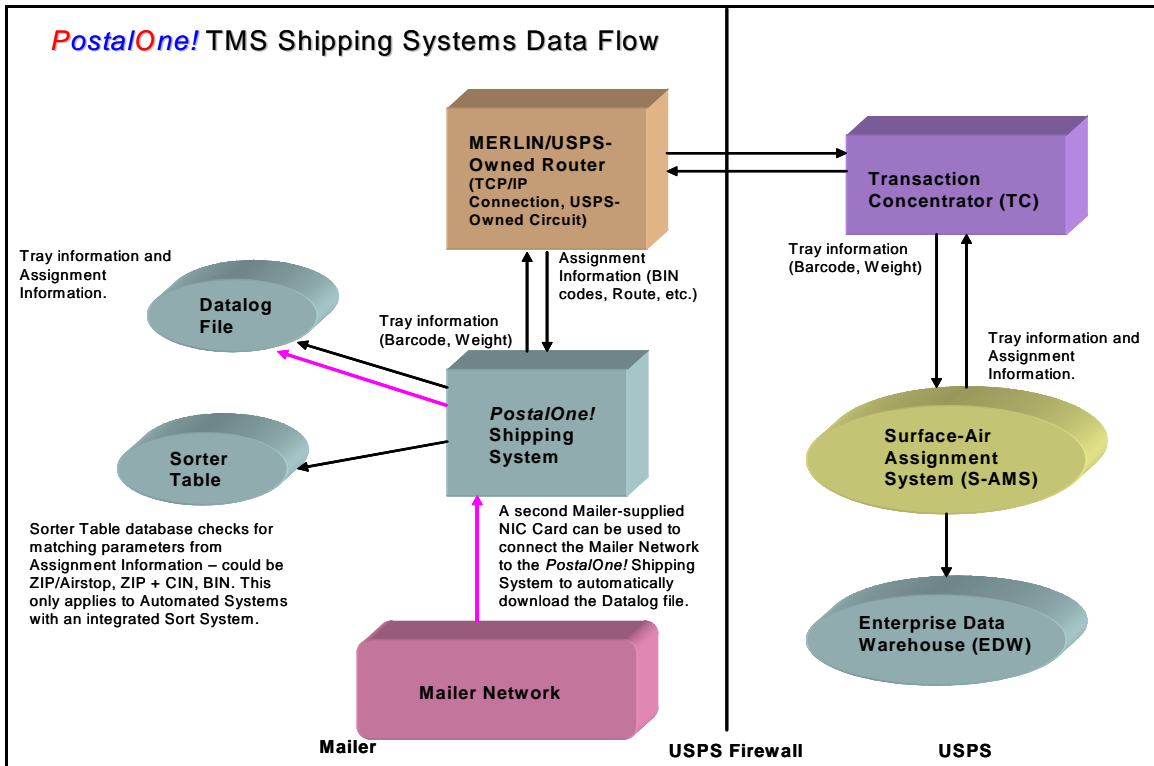


Figure 1: Data Flow between the PostalOne! TMS and the USPS network

3.10.1 PostalOne! TMS and Full-Service

Mailers may choose to participate in the *PostalOne!* TMS program to fulfill some of the requirements for full-service. Specifically, the Intelligent Mail tray barcode information scanned by the *PostalOne!* TMS and stored in the data log file can be used to populate a portion of the required electronic documentation.

USPS Information Technology has developed a connectivity architecture that meets the information security needs of both the USPS and the mailers, in addition to providing the most robust backup and recovery options should there be network or hardware failure on the USPS side, reducing the amount of potential downtime for the mailers.

Additionally, this architecture will allow mailers to network the TMS into their infrastructure in order to automatically pull data log files from the TMS to retrieve the Intelligent Mail Tray Barcode data needed to qualify for full-service. Mailers are approved to install a second Network Interface Controller (NIC) Card in their TMS in order to connect to their network.

3.10.2 PostalOne! TMS and Mail.dat

Although it is not a USPS requirement, some mailers may choose to populate their Mail.dat files with the Airline Code (carrier). This optional data will not be stored or displayed in any way. If a mailer chooses to pursue this option, Mail.dat has two User Label Fields (each with 40 byte capacity) that can be used.

The mailer would use the Response from SAMS, found in Field 6 of the data log file, to populate "Label: User Information Line 1" and "Label: User Information Line 2". Mailers will find the Airline Code (carrier) in "User Label 2", bytes 9 and 10.

For example, if the Response from SAMS is
L0935NSMFPITD8GDBC75B%F07041408170708300180050615X-SDFX PIT:

Label: User Information Line 1, the first 40 bytes, would be:

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0										
L	0	9	3	5	N	S	M	F	P	I	T	D	8	G	D	B	C	7	5	B	%	F	0	7	0	4	1	4	0	8	1	7	0	7	0	8	3	0	0

Label: User Information Line 2, the second 40 bytes, would be:

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	
1	8	0	0	5	0	6	1	5	X	-	S	D	F	X		P	I	T																						

As can be seen above, Label: User Information Line 2, bytes 9 and 10 hold the characters 5X, the Airline Code for UPS.

3.10.3 PostalOne! TMS Contingency Plans and Full-Service Qualification

The mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation, regardless of an available connection to SAMS. In order to qualify for the full-service option, mailers may continue to use their *PostalOne!* Transportation Management Automated or Semi-Automated Systems in Bypass Mode (assuming the System Failure is related only to SAMS or other Network connectivity problems that do not prevent the System from functioning). This will allow for the automatic population of Intelligent Mail Tray Barcode data into their data log files. Alternatively, mailers may choose to hand-scan Mail trays in order to capture the relevant tray label data.

In the event that *PostalOne!* TMS does not have connectivity with SAMS, *PostalOne!* TMS users should follow the contingency plan outlined in the CSA under which users shall:

- Contact their Local USPS representatives to notify them of the outage.
- Contact the USPS Help Desk to open a ticket.
- Continue to make required separations on all Surface Mail. Local Postal operations will provide the customer with a list of separations by ZIP Code that will be utilized by the customer while the system is down.
- Not be required to scan or separate Air Mail. Air Mail will be combined and a placard will be placed on the mail indicating the mail is unscanned.

If *PostalOne!* TMS has no connectivity to SAMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment.

For mailers with a Customer/Supplier Agreement using TMS, in cases of no connectivity with SAMS refer to section 3.11.1. Using *PostalOne!* TMS with CSAs for the contingency plan.

In order to qualify for the full-service option, mailers may continue to use their *PostalOne!* Transportation Management Automated or Semi-Automated Systems in Bypass Mode (assuming the System Failure is related only to SAMS or other Network connectivity problems that do not prevent the System from functioning). This will allow for the automatic population of Intelligent Mail Tray Barcode data into their data log files. Alternatively, mailers may choose to hand-scan Mail trays in order to capture the relevant Tray Label data.

For more information about using *PostalOne!* TMS refer to the *PostalOne!* TMS Guide.

3.11 Customer/Supplier Agreements (CSAs)

The Customer/Supplier Agreement (CSA) is a written notice that confirms, for a commercial mailer, origin-entry preparation requirements for First Class mail.

A CSA does not create a Postal Service guarantee, promise, or commitment to process and/or deliver within the applicable service standard, or within any in-home target date or window.

The objective of a CSA is:

- To provide a structured format to support presort software developed to create separations and container labels for full-service First-Class mail requirements. CSAs can be downloaded from the FAST website or through Mail.XML.
- To describe separation and containerization standards requested of the mailers who are not covered in the required or optional containerization requirements described in the Domestic Mail Manual (DMM).

NOTE: CSA preparation requirements take precedence when applicable.

A CSA may be created for mailers who have their origin entered mail verified at a Detached Mail Unit (DMU), Complete details on CSAs can be found in the [Guide to Customer Supplier Agreements](#) which can be found on [RIBBS](#).

3.11.1 Using *PostalOne!* TMS with CSAs

Mailers with a *PostalOne!* Transportation Management System (TMS) have the capability to dynamically assign handling units (i.e., trays) to transportation routes. Examples of dynamic assignment are: a tray for ZIP Code 600 is run through the TMS at 9 am and receives an airline assignment, another tray for ZIP Code 600 is run through the TMS at 11 am and receives a surface assignment; or a tray for ZIP Code 945 is run through the TMS at 3 pm and receives an airline assignment of American Airlines, a tray for ZIP Code 945 is run through the TMS at 6 pm and receives an airline assignment of Continental Airlines. The CSA for mailers using a TMS will identify the appropriate dispatch to which those assignments will be associated. The contingency plan for sites with TMS is if there is no connection to SAMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment. Regardless of an available connection to SAMS, the mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation.

In cases of disconnectivity, the mailer will continue to make the required container separations for all trays that are routed via surface transportation 100% of the time. Trays for destinations that are routed via air transportation 100% of the time, and destinations that may be routed via either surface or air depending upon the time of scan assignment will be containerized as un-scanned volume. All trays that are not scanned will be containerized separately from trays that have received a scan assignment. Trays which have not been scanned and require an assignment will be containerized and dispatched to the parent contingency plant identified in the CSA for scanning and assignment through the plant's SAMS equipment. All unscanned trays must be properly sleeved, strapped, labeled, and placed in approved USPS containers. All containers will be identified with appropriate separation placards plus additional placards identifying the containers as "Unscanned Volume for Scan Assignment." The mailer will notify the local contingency plant anytime they have a disconnect situation, and provide estimated volume of unscanned trays and plant arrival times. Any mailing without assignment presented to the Postal Service under a CSA that has a requirement for mailer scan assignments prior to deposit will receive a start-the-clock of day + 1 for that mailing.

The CSA for mailers with a TMS will contain surface separations along with a default air separation. The default air separation will likely be broken into multiple lines in the CSA downloadable file so that the various labeling options may be accurately reflected. The TMS can also be used to make surface separations, with those separations entered into the TMS by loading the CSA file or through a manual data entry process. The CSA will contain labeling instructions for the surface separations as well.

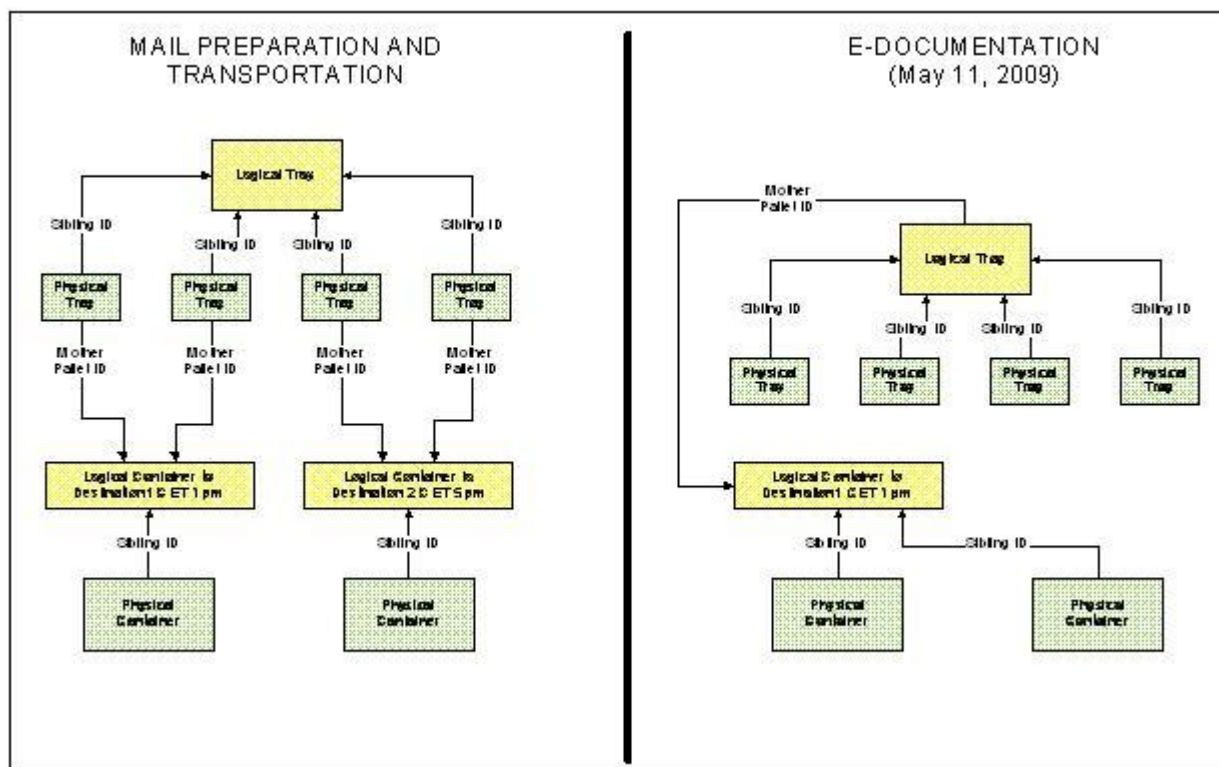


Figure 2: Logical Tray is split across logical containers by TMS

The figure 2 shows actual mail preparation and its depiction in the eDocs.

3.11.2 CSAs and the FAST System

The FAST system will make CSA data available as an electronic file that can be downloaded from the FAST system web site or through the Mail.XML interface. CSA information is also available as a web message. Changes to a CSA will always be coordinated with the mailer. In the event that a CSA changes; an email will be sent to notify the mailer of the changes to the CSA, and the effective date of those changes. Changes will always take effect at midnight on the date specified. CSA data provides specific instructions on which separations should be made at that mailer facility. CSA data also includes dispatch and arrival information. Mailer software should use the CSA to determine which separations to make and what information to include in the container label applied to that separation.

The CSA will also be used to associate handling units (trays, tubs, sacks) to containers correctly in the electronic documentation. The label ZIP Code (and presort level for working mail separations) for the handling unit will determine the separation on which the handling unit should be placed. Either physical or logical containers will be created as defined in the CSA, and a .csm record should be defined for each container created. If the mailer is creating logical containers, then one logical container will be created for each separation. Handling units are then associated to those containers (physical or logical).

The Locale Key should be entered in the eDoc Mail.dat CSM and Mail.XML Qualification report from the CSA to identify the USPS transported mail for correct Start-the-Clock identification. The ZIP Code in the CSM and Qualification report for the Entry Point Actual Delivery Postal Code should be the ZIP Code of the mailers' plant.

3.12 Creating Appointments

The USPS requires appointment scheduling for drop ship mail and for origin-entered mail verified at a DMU and transported to the USPS plant by the mailer. Scheduled appointments enable efficient resource planning. The USPS FAST system is the business processing engine that provides customers with appointment scheduling capabilities for destination and origin entry shipments. Mailers can create electronic appointments or standalone contents to let the USPS know which pallets are expected where and when for the eInduction and full-service validation support.

A mail owner or mailing agent must request a user account within the Customer Registration system and then request access to the FAST system via the Business Customer Gateway, which will both perform authentication and authorization services for the FAST system. Refer to the [User Access to Electronic Information and Reports Guide](#) for more details on how to access the FAST system.

There are two ways to create, update, cancel, and manage appointment scheduling:

- 1) Users may utilize the IDEAlliance Mail.XML Specification and the *PostalOne!* system / FAST Web services to provide appointment logistics and content information including the Intelligent Mail Container Barcode (IMcb). Information may be provided using either pure Web services or Web Services in conjunction with Mail.dat. Pure Web Services is defined as a transaction in which all logistics and all container detail information is provided in the XML transaction by the customer; Web Services with Mail.dat is defined as a transaction in which all logistics information is provided in the customer's XML file and all or partial container detail information is provided by the *PostalOne!* system from the *PostalOne!* Mail.dat database. In this latter case, all or partial container detail already exists in the *PostalOne!* system and is appended to the customer's XML transaction and sent to the FAST system.
- 2) Users may also access the FAST system via the Business Customer Gateway to request an appointment. This online FAST system process does not, however, allow the customer to provide content (container) detail information, such as Intelligent Mail Container Barcode (IMcb), presort, expected container counts, and many other characteristics. One-time appointments created online can be updated via Mail.XML in order to provide detailed container information, primarily the IMcb. The detailed container information can be provided either via pure Web services or via Web services with Mail.dat for the full-service option.

Linking of containers (IMcbs) with appointments is not required for full-service. Linking of containers (IMcbs) is required for eInduction (Pilot program which is a subset of full-service) appointments when the USPS induction plant is identified as not having Surface Visibility scanning devices in Mail Direction File v3 which is part of the Drop Ship product available from the FAST web site. The mailer can create stand alone contents in the FAST system as an option, can create an appointment and link the stand-alone contents to the appointments as an option; or can simply create the appointment without the IMcb linkage in the FAST system. For Start-the-Clock, when there is no appointment to IMcb linkage available in the FAST system, USPS will use the container scans to calculate Start-the-Clock and link with a valid appointment for that shipment, as necessary.

3.12.1 Mail.dat and Mail.XML (eDoc) Transportation Updates for Recurring Appointments

For recurring appointments, the customer can send a content update with a transportation ('T') update using Mail.dat or Mail.XML Container Update Message which can be used against an existing Mail.dat or Mail.XML based qualification report. This is a valid content update method for full-service but does not apply to one-time appointments. One-time appointments created online or through Web Services can be updated via Mail.XML appointment and content messages only in order to provide the Intelligent Mail Container Barcode information.

The Mail.dat Transportation updates are available for eDoc filed through Mail.dat in the *PostalOne!* system. The Mail.dat Transportation updates can also be triggered through the Mail.XML Container update message against the Mail.dat containers or against the containers filed through Mail.XML Qualification report message set.

The customers must provide the 5-byte recurring sequence ID, ending in the letter "R", e.g., 23567R, in the Container Summary file "Reservation Number" field/ContainerInfoData ConsigneeApptID field, the "Scheduled Induction Date/time", and "FAST Content ID"/ConsigneeContentID in the same file/message as part of the

transportation updates to the Mail.dat file. FAST Content ID is associated with the recurring appointment in the FAST system. The FAST Content ID/ConsigneeContentID is a 9-digit numeric field which can be obtained either through the FAST online system or via Mail.XML through the RecurringApptQueryRequest. Similar to the FAST Recurring Sequence, the FAST Content ID is static.

The appointment information needs to match the actual delivery of mail. Once received by the *PostalOne!* system the IMcb and presort data is sent to the FAST system. If FAST rejects the transaction, the error is not reported back to the *PostalOne!* system or to the customer for purely Mail.dat update transactions. In June, the FAST system plans to make a report available that will show recurring content update failures that occur through the Mail.dat interface. The customer must log in to the FAST online system to verify if the contents have been successfully associated with the recurring appointment.

For details on how to create appointments using Web Services, refer to the [Postal Service Mail.XML Technical Specification for Appointment Scheduling \(FAST\)](#) on [RIBBS](#). Note that the FAST-specific messages in the specification must be used to create and update FAST system appointments using Mail.XML. Mail.XML eDoc messages cannot be used to send transportation data to the full-service system at this time.

For details on how to create appointments via the FAST online system, refer to the [Facility Access and Shipment Tracking \(FAST\) Customer User Guide](#).

3.12.2 Joint Scheduling

The Joint Scheduling process is defined as an appointment management process in which more than one business entity is involved in providing data for a single appointment, either logistics data (facility, day, time) or content detail data (container details including IMcbs). Joint scheduling applies to appointment management for drop ship appointment and origin entry appointment scheduling. The full-service option does not require that content detail information be provided to the USPS electronically in the appointment process. The content detail can be deciphered by the USPS through the container scan process at induction, where induction scanning devices are available. There are three possible scenarios to perform joint scheduling electronically through Mail.XML with the *PostalOne!* and FAST systems.

3.12.2.1 One-Time Appointments

Scenario #1

Roles:

- Logistics Company A manages logistics information.
- Mail Owner B manages content information.
- Mail Owner C manages content information.
- Mail Preparer D, also manages content information.

Process:

- 1) Logistics Company A creates a Shell appointment using Mail.XML DeliveryApptShellCreateRequest. Logistics Company A receives a DeliveryApptShellCreateResponse with a Consignee Appointment ID. Logistics Company A provides the Consignee Appointment ID to Mail Owner B, Mail Owner C, and Mail Preparer D. FAST online Web site allows users to create a one-time Shell appointment.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptShellCreateRequest / Response
 - Mail.XML – DeliveryApptShellUpdateRequest / Response
 - Mail.XML – DeliveryApptShellCancelRequest / Response
- 2) Mail Owner B adds content to the Shell appointment using the Consignee Appointment ID provided by the Logistics Company A. Mail Owner B uses DeliveryContentCreateRequest to add this content to the appointment. Mail Owner B receives DeliveryContentCreateResponse in response to the request.

FAST sends email notification to Logistics Company A notifying of the update to the appointment.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 3) Mail Owner C adds content to the Shell appointment using the Consignee Appointment ID provided by the Logistics Company A. Mail Owner C uses DeliveryContentCreateRequest to add this content to the appointment. Mail Owner C receives DeliveryContentCreateResponse in response to the request.

FAST sends email notification to Logistics Company A notifying of the update to the appointment.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 4) Mail Preparer D adds content to the Shell appointment using the Consignee Appointment ID provided by the Logistics Company A. Mail Preparer D uses DeliveryContentCreateRequest to add this content to the appointment. Mail Preparer D receives DeliveryContentCreateResponse in response to the request.

FAST sends email notification to Logistics Company A notifying of the update to the appointment.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 5) Logistics Company A wants to review all of the contents associated to the appointment that they created. Logistics Company A uses DeliveryContentQueryRequest message to request a report on this content. Logistics Company A receives DeliveryContentQueryResponse in response to the request.

Mail.XML – Messages utilized: DeliveryContentQueryRequest / Response

Closeout Information:

In this scenario closeout information is available to Logistics Company A, Mail Owner B, Mail Owner C and Mail Preparer D in the FAST online system, as well as via Mail.XML Web Services. When using Mail.XML Web Services AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. In order to receive the closeout information the receiver must be identified either as a mail owner or preparer of the content or the scheduler of the appointment in the USPS Summary info block in the appointment messages.

Mail.XML – Messages utilized: AllApptCloseoutRequest / Response

NOTE: FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.

3.12.2.2 Standalone content

Scenario #1

Roles:

- Logistics Company A manages logistics information and content.
- Mail Owner B manages content information.

Process:

- 1) Logistics Company A uses FAST online to link Content to a new or existing appointment.
- 2) Mail Owner B uses Mail.XML to add content to FAST using DeliveryContentCreateRequest. Mail Owner B identifies Logistic Company A as the Logistics Company and provides the Induction Date to FAST. Mail Owner B receives DeliveryContentCreateResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 3) FAST sends notification via email to Logistics Company A.

Closeout Information:

In this scenario closeout information is available to Logistics Company A and Mail Owner B, both in the FAST online system, as well as via Mail.XML Web Services. When using Mail.XML Web Services AllApptCloseoutRequest will be used and as a response AllApptCloseoutResponse will be received. In order to receive the closeout information the receiver must be identified either as a mail owner or preparer of the content or the scheduler of the appointment.

Mail.XML – Messages utilized:

- AllDeliveryApptCloseoutRequest/Response
- NOTE:** FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.

Scenario #2

Roles:

- Logistics Company A uses Mail.XML to create appointment and link containers.
- Mail Owner B manages content information.
- Mail Preparer C manages content information.

Process:

- 1) Mail Owner B (or Mail Preparer C) adds content to FAST using Mail.XML message DeliveryContentCreateRequest. Mail Owner B (or Mail Preparer C) identifies Logistics Company A as the Logistics Company for the Content. Mail Owner B (or Mail Preparer C) receives DeliveryContentCreateResponse in response to the request.
- 2) FAST responds with the Consignee Content IDs. Mail Owner B (or Mail Preparer C) provides the Content IDs to the Logistics Company A.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 3) Logistics Company A creates appointment, links the Content to this appointment, and provides the Induction facility information. Logistics Company A uses Mail.XML message

DeliveryApptCreateRequests for this process. Logistics Company A receives DeliveryApptCreateResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptCreateRequest / Response
 - Mail.XML – DeliveryApptUpdateRequest / Response
 - Mail.XML – DeliveryApptCancelRequest / Response
- 4) FAST sends email notification to Mail Owner B (or Mail Preparer C) of Content Association to Appointment.
 - 5) Mail Owner B requests the Appointment ID from FAST using the DeliveryContentQueryRequest. Mail Owner B receives DeliveryContentQueryResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptQueryRequest / Response

Closeout Information:

In this scenario closeout information is available to Logistics Company A and to Mail Owner B, both in the FAST online system, as well as via Mail.XML Web Services. When using Mail.XML Web Services AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. In order to receive the closeout information the receiver must be identified either as a mail owner or preparer of the content or the scheduler of the appointment.

Mail.XML – Messages utilized: Mail.XML

- AllApptCloseoutRequest / Response
- NOTE:** FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.

3.12.2.3 Recurring Appointments

Scenario #1: Pure Periodicals

Roles:

- Logistics Company A manages appointment and logistics information.
- Mail Owner B manages content.
- Mail Owner C manages content.

Process:

- 1) Logistics Company A creates a recurring Shell appointment using Mail.XML DeliveryApptShellCreateRequest. Logistics Company A receives DeliveryApptShellCreateResponse in response to the request.
- 2) Logistics Company A notifies Mail Owner B of the Recurring Appointment Sequence ID.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptShellCreateRequest / Response
 - Mail.XML – DeliveryApptShellUpdateRequest / Response
 - Mail.XML – DeliveryApptShellCancelRequest / Response
- 3) Mail Owner B adds content using Mail.XML DeliveryContentCreateRequest message. Mail Owner B provides the Recurring Appointment Sequence ID along with the content information to FAST to

associate this content to the appointment. Mail Owner B receives DeliveryContentCreateResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 4) FAST approves the recurring appointment.
- 5) Mail Owner C adds content using Mail.XML DeliveryContentCreateRequest message. Mail Owner C receives DeliveryContentCreateResponse in response to the request. Mail Owner C provides the Recurring Appointment Sequence ID along with the content information to FAST to associate this content to the appointment.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 6) Logistics Company A queries FAST to acquire details of the recurring appointments. Logistics Company A uses RecurringApptQueryRequest for this purpose. Logistics Company A receives RecurringApptQueryResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – RecurrintApptQueryRequest / Response
- Note:** FAST creates instances fourteen (14) days in advance of effective start date.
- 7) Logistics Company A uses DeliveryApptUpdateRequest to update instances of the recurring appointments.
- 8) Logistics Company A receives DeliveryApptUpdateResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptUpdateRequest / Response

Closeout Information:

In this scenario closeout information is available to Logistics Company A, Mail Owner B and Mail Owner C, both in the FAST online system, as well as via Mail.XML Web Services. When using Mail.XML Web Services AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. In order to receive the closeout information the receiver must be identified either as a mail owner or preparer of the content or the scheduler of the appointment.

Mail.XML – Messages utilized:

- Mail.XML – AllApptCloseoutRequest / Response
- NOTE:** FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.

Scenario # 2A: Standard, or Package Services, or Mixed Mail Class

Roles:

- Logistics Company A manages appointments.
- Mail Owner B manages content information.

- USPS facility manages the appointment slots and reviews and approves recurring appointments.

Process:

- 1) A. Logistics Company A creates Recurring Shell Appointments for a USPS facility. Logistics Company A uses DeliveryApptShellCreateRequest to send this request to USPS. Logistics Company A receives DeliveryApptShellCreateResponse in response to the request.
- 2) Logistics Company A notifies the Mail Owner B of the Recurring Appointment Sequence ID.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptShellCreateRequest / Response
 - Mail.XML – DeliveryApptShellUpdateRequest / Response
 - Mail.XML – DeliveryApptShellCancelRequest / Response
- 3) B. USPS FAST system sends notification to the USPS facility to review and approve the Recurring Appointments.
 - 4) USPS facility approves the Recurring Appointments.
 - 5) Notification is sent to the Logistics Company A of approval.
 - 6) Logistics Company A updates instances of the Recurring Appointments. Logistics Company A uses DeliveryApptUpdateRequest to send this request. Logistics Company A receives DeliveryApptUpdateResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptUpdateRequest / Response

Scenario # 2B: Additional Mail Preparer C added to an active recurring appointment

Roles:

- Logistics Company A manages appointments.
- Mail Owner B manages content information.
- USPS facility manages the appointment slots and reviews and approves recurring appointments.
- Mail Preparer C manages content.

Process:

- 1) A. Logistics Company A or Mail Owner B provides the Recurring Appointment Sequence ID to the Mail Preparer C.
- 2) B. Mail Preparer C adds content to the recurring appointment. Mail Preparer C uses DeliveryContentCreateRequest to associate the content with the Recurring Appointment Sequence ID. Mail Preparer C receives DeliveryContentCreateResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryContentCreateRequest / Response
 - Mail.XML – DeliveryContentUpdateRequest / Response
 - Mail.XML – DeliveryContentCancelRequest / Response
- 3) USPS FAST sends notification the USPS facility for review and approval.
 - 4) USPS facility approves the Recurring Appointments.
 - 5) Notification is sent to the Logistics Company A and to the Mail Preparer B of approval.

- 6) Logistics Company A updates the appointment instance request using Mail.XML DeliveryApptUpdateRequest. Logistics Company A receives DeliveryApptUpdateResponse in response to the request.

Mail.XML – Messages utilized:

- Mail.XML – DeliveryApptUpdateRequest / Response

Closeout Information:

In this scenario, closeout information is available to Logistics Company A, Mail Owner B, and Mail Preparer C, both in the FAST online system, as well as via Mail.XML Web Services. When using Mail.XML Web Services AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. In order to receive the closeout information the receiver must be identified either as a mail owner or preparer of the content or the scheduler of the appointment.

Mail.XML – Messages utilized:

- Mail.XML – AllApptCloseoutRequest / Response

NOTE: FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.

Note: FAST creates instances fourteen (14) days in advance of effective start date

3.13 Mail.dat

Mail.dat is an industry-defined database structure consisting of files linked by key fields. Although up to 22 file types can be submitted, a typical Mail.dat submission to the *PostalOne!* system consists of about 10 files, each with its own record type, from which the USPS can extract data necessary to create the postage statement and required documentation. Mail.dat is one method mailers can use to submit electronic data that includes postage statement information to the Postal Service.

For information about Mail.dat and how you can use Mail.dat to submit electronic information, refer to the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

NOTE: All references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

3.13.1 Mail.dat

The latest Mail.dat versions that are currently supported maintain new prices. For specific version information on the IDEAlliance specifications that are currently USPS-supported, refer to the [IDEAlliance specification support schedule on RIBBS](#) and the [Postal Service Mail.dat Technical Specification](#).

3.13.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes

As part of the full-service option, mailers are required to uniquely number their mailpieces and provide information for every mailpiece in their mailing except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct rate or if all pieces are of identical weight, the pieces are separated by rate). When the IMBs used on the mailpieces are not sequentially numbered, mailpiece information will be given as an individual record for each piece in the mailing. Individual piece records must also be provided when multiple MIDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks). An .IMR and .PDR or PBC for Mail.dat should not be submitted together for the same job, including for shortage/spoilage postage adjustments when an .IMR was originally submitted. Only one file for piece data is supported by the *PostalOne!* system.

Individual Piece Records are identified in Mail.dat in the Piece Detail Record (.PDR) file or in the Piece Barcode Record (PBC) file. The IMb must be provided in the Piece IM Barcode field of the .PDR or PBC file. Use an IMR when the range contains multiple mailpieces. If each range has only one mailpiece, use the PDR

or PBC. Support for IMR will be discontinued in 2013; the USPS encourages mailers to move to either the PBC or PDR file for piece information.

If the mailpiece has a POSTNET instead of an IMb, complete the Piece Barcode field of the .PDR instead of the Piece IM Barcode field.

For the PBC record, the mechanism for compliance with move update requirements should be provided in the Move Update Method field in the Segment Record (.SEG) file. The ServiceLevel Indicator field in the .CQT file should be populated to indicate full-service, basic automation, POSTNET, or Other (for nonautomation mailpieces) which provides the level at which the mailpieces associated to that .CQT record are being mailed.

The mechanism for compliance with move update requirements should be provided in the MoveUpdateMethod field in the .PDR or .SEG for Mail.dat and in the MailPieceCreate or MailPieceUpdate message for Mail.XML. The Full-Service Level Indicator field in the Container Quantity Record (.CQT) file should be populated to indicate full-service, basic automation, or nonautomation rate at which the mailpieces associated to that .CQT record are being mailed

The mail owner must be identified in the electronic documentation through one of the mechanisms outlined in the mail owner and mail preparer Identification in Electronic Documentation section of this document. The three means of identifying the mail owner include:

- 1) Providing the MID of the mail owner,
- 2) Providing the CRID of the mail owner,
- 3) Providing the Permit Number/Permit ZIP+4/Permit Type of the mail owner.

For detailed specifications on how to populate the PDR or MailPieceCreate and MailPieceUpdate messages, refer to the Mail.dat Specification or Mail.XML Specification which can be found at the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

3.13.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who use sequential serial numbers in the IMbs and apply the serialization to mailpieces can use this option to identify mailpiece data in their electronic documentation. This option cannot be used when the serial numbers in the IMb are non-sequential for mailpieces in a bundle/handling unit. The piece electronic documentation for sequential Intelligent Mail barcodes support will be discontinued in 2013).

The IMb sequences are included in the IM Barcode Upper and Lower Serialization fields of the Intelligent Mail Range Record (.IMR) file. These fields are populated with 15 digits (a 6- or 9-digit MID plus a 6- or 9-digit Serial Number). This new file will allow the association of multiple ranges to a single .csm record. When handling units are used, the IMR record must associate to the handling unit and not the mother pallet. Sequences must be contiguous and may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness. Mailers should not submit both an .IMR and .PDR for the same job, including for shortage/spoilage postage adjustments when an .IMR was originally submitted. When using the .IMR record for a mixed mailing that includes mailpieces with a POSTNET, the IM Barcode Upper and Lower Serialization fields should be left blank for the piece records for those mailpieces. Sequential IMb mailpieces that are not included in a mailing should be indicated as described in the Spoilage and Shortage section of this document using the .PAR file.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the Segment Record (.SEG) file and at the piece level in the Piece Detail Record (PDR). The ServiceLevelIndicator field in the .CQT file should be populated to indicate full-service, basic automation, POSTNET, or Other (for nonautomation mailpieces) which provides the level at which the mailpieces associated to that .CQT record are being mailed.

The mail owner must be identified in the electronic documentation through one of the mechanisms outlined in the mail owner and mail preparer Identification in Electronic Documentation section 3.17.1 of this document.

Piece range information can be provided by utilizing the MailPieceCreate or MailPieceUpdate Request/Response messages that support both piece detail and piece ranging information.

For detailed specifications on how to populate Mail.dat files, refer to the Mail.dat Specification which can be found at the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

3.13.4 Handling Unit Information

Handling Unit is the term used to describe the equipment (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For full-service mailings, the Intelligent Mail tray barcode label will be required on trays, tubs, and sacks. (NOTE: For bundles, the IMb of the top mailpiece of the bundle is used to identify the bundle but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail tray barcodes must remain unique for 45 calendar days from the Postage Statement Mailing date in the .csm.

For full-service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

3.13.4.1 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.dat in the Container Summary Record (.csm) file. Mailers will create a .csm record for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the .csm record for the handling unit.

In overflow scenarios, mailers can associate a physical handling unit to another physical handling unit by placing the Container ID of the physical container (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the overflow physical handling unit .csm record.

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

3.13.4.2 Logical Handling Units (Trays only)

For MLOCR-origin and Continuous Presort mailings, the situation often arises that multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.

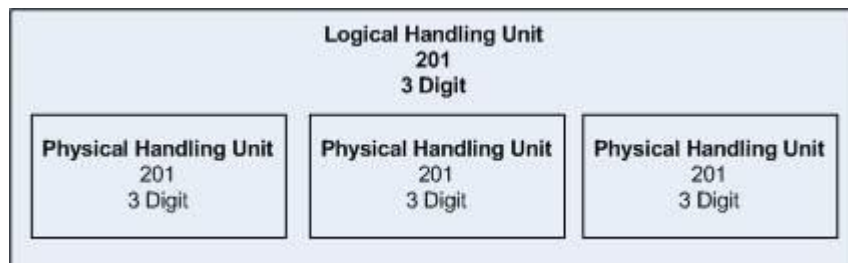


Figure 3: Logical Handling Units

Both physical and logical handling units are identified in Mail.dat in the Container Summary Record (.csm) file. Logical handling units are created as records in the .csm file and are identified as logical handling units by including an "L" in the Container Type field. Logical handling units will not have an Intelligent Mail tray barcode in the Label: IM Container or IM Tray Barcode field. A logical handling unit must be associated to at least one physical handling unit.

Physical handling units are also created as records in the .csm file and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with “Y”.

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the physical handling unit .csm record.

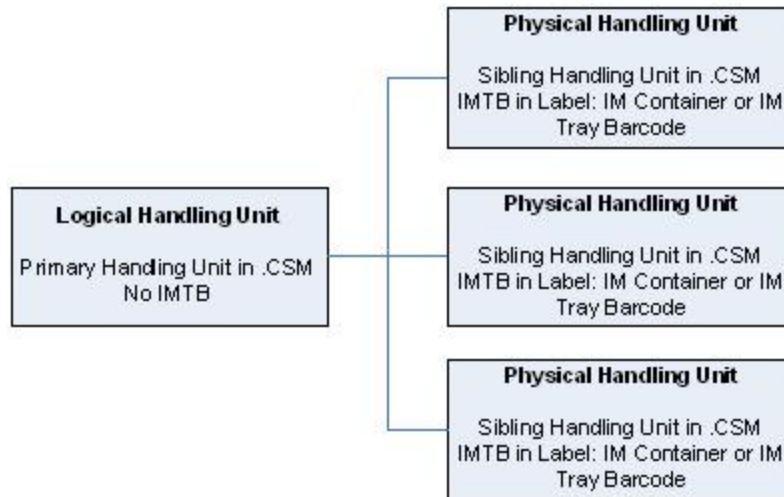


Figure 4: Association of Logical Handling Units to Physical Handling Units

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

3.13.5 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-service mailings require container labels that include a unique Intelligent Mail container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail container barcode with a unique number for each physical container. These Intelligent Mail container barcodes must remain unique for 45 calendar days from the date Postage Statement Mailing Date in the .csm.

For full-service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

3.13.5.1 Physical Containers

Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A physical container is created in Mail.dat in the Container Summary Record (.csm) file. Mailers will create a .csm record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the .csm record for the container.

In overflow scenarios, mailers can associate a physical container to another physical container by placing the Container ID of the physical container (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the overflow physical container .csm record.

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

3.13.5.2 Logical Containers (Pallets or APCs)

For MLOCR-origin or Continuous Presort mailings, the situation often arises that multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to

which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.

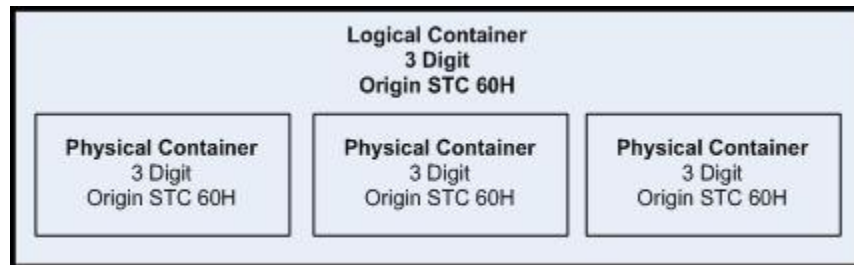


Figure 5: Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.dat in the Container Summary Record (.csm) file. Logical containers are created as records in the .csm file and are identified as logical containers with an "M" in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the .csm file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the .csm is populated with "Y".

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the physical container .csm record.

In the following example there would be four records in the .csm file corresponding to three "physical" containers.

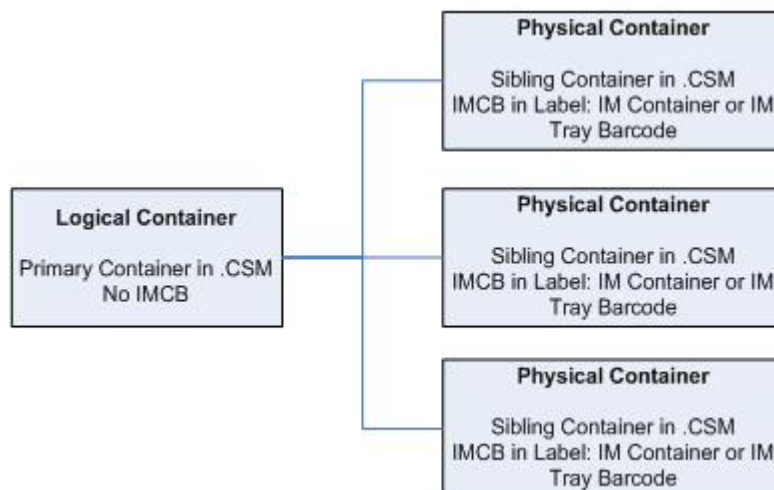


Figure 6: Association of Physical Containers to Logical Containers

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the [IDEAlliance](#) web site and the [Postal Service Mail.dat Technical Specification](#).

3.13.5.3 Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical or physical containers. This association is made by including the Container ID of the parent, logical container (from the Container ID field of the .csm record) in the Parent Container Reference ID field of the .csm record of the child, logical handling unit. Multiple logical handling units can be associated with a single logical container.

3.13.6 Postage Information

Physical bundles and handling units (trays or sacks) must be used for Periodicals when postage is applicable for Outside County Containers and bundles.

The Mail.dat file may be used to enter the electronic postage statements for either full-service or basic automation mailings. The *PostalOne!* system uses information in the following files to generate a postage statement: .hdr, .seg, .csm, .cqt, .pqt, .mpu, .cpt, .mcr, and .mpa. A billable postage statement must be submitted electronically for each Job ID, Permit Number, Post Office of Mailing ZIP Code (Origin Post Office), Mailing Date, CAPS Reference Number, Processing Category, and Mailing Class. For Periodicals, the Publication Number replaces the permit number and there are additional Postage Statement generation variables required: Periodicals Issue Date, and Frequency. The [Postal Service Mail.dat Technical Specification](#) lists all the postage statement generation variables. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

The Postal Service maintains a record of the Publication Number at the Original Entry and the Additional Entry office indicating if a publication has a Centralized Periodicals Payment (CPP) program agreement.

Publications that participate in the CPP program may elect to be debited for each postage statement as it is finalized as described above. In this case the Pricing and Classification Service Center (PCSC) in New York (office that manages the CPP program) may remain the Original Entry office but the publication will no longer be part of the CPP program. Either a full-service mailing or a basic automation mailing may choose this option.

Publications that participate in the CPP program may consolidate and defer payment for a single publication issue and for the postage statements at an acceptance office (generally a Detached Mail Unit DMU) for a period not to exceed 28 days after the last day of mailing of the main file of the issue. The CPP program agreement requires funds approximately equal to the postage for the normal or regular issue of the publication to be held in escrow. Either a full-service or a basic automation mailing may use the consolidated and deferred payment option. To use this option, the Mail.dat file MPA Postage Payment Option for the USPS Publication Number must be set to C=CPP. The USPS Publication Number must be on record with a current CPP program agreement. The acceptance personnel will enter the USPS Verified copy weights and accept the postage statement rather than finalize it. The publisher signed on as Owner or the acceptance personnel may change the advertising percentage until the time of payment. Before the 28-day period expires, the publisher will sign onto the Owner view to make a Consolidated and Deferred Payment Request. All of the postage statements for the issue at each acceptance office will appear for selection into the Payment Request. The Owner will select the appropriate postage statements for the payment and submit the payment to debit the account a single payment for each acceptance office. If the Consolidated and Deferred Payment Request is not entered before the 28-day period expires, the payment debit will automatically occur.

3.13.6.1 Instructions for Periodicals Postage Payment

Periodicals postage payment considers some additional items compared to postage payment in other classes of mail. The advertising percentage is price relevant. The Mail.dat file changed the placement of the Advertising Percentage from the Mail Piece Unit file in version 08-2 to the Component file in version 09-1. A new field "Ad % Basis" was introduced in the Component file to allow the Postal Service to compute the advertising percentage of the Mail Piece Unit from the advertising percentages of the Components. The Ad% Basis must be used to support one of the methods of measuring advertising percentage declared in the Domestic Mail Manual. These methods are column inches, square inches or pages. A detailed description of these methods and sample calculations using the Ad % Basis are available in the [Postal Service Mail.dat Technical Specification](#), Appendix E: Periodicals Procedures.

The Postal Service verifies the copy weight of the editions stated in the postage statement. Sometimes if there are many editions a sampling method is employed. For Mail.dat files, the Postal Service will update the correct

copy weights in the Edition Weight worksheet. The Edition Weight worksheet is available for display to mailers with access to the Business Customer Gateway, Manage Mailing Activity. Under the Manage Mailing Activity menu, the Mailing Reports link takes a mailer to a listing of postage statements where the link is found to the Edition Weight worksheet. (For more information refer to the *User Access to Electronic Information and Reports Guide*, Reports for Periodical Mailers section). Alternatively, mailers may want to provide the corrected weight in a Mail.dat file update and avoid updates via the Edition Weight worksheet. These mailers should work with the affected acceptance office to agree on the process. A detailed description of the Edition Weight worksheet is available in the [Postal Service Mail.dat Technical Specification](#), Appendix E: Periodicals Procedures.

Publishers are required to verify the advertising percentage of each edition stated in the postage statement. The Postal Service verifies the advertising percentage of an edition at least once annually and more often if needed. For Mail.dat files, the mailer or the Postal Service will update the correct copy weights in the Advertising Percentage worksheet available via Mailing Reports. Alternatively, mailers may want to provide the corrected advertising percentage in a Mail.dat file update and avoid updates via the Advertising Percentage worksheet. These mailers must communicate with the affected acceptance office to agree on this process. A detailed description of the Advertising Percentage worksheet is available in the [Postal Service Mail.dat Technical Specification](#), Appendix E: Periodicals Procedures.

For a Mail.dat file, the Periodicals postage statement includes additional reporting features. These are the postage statement register, the entry facility detail, the version summary, and the listing by mailing date.

3.13.6.2 Instructions for Centralized Postage Payment (CPP) Customers

Existing Centralized Periodicals Payment (CPP) customers are encouraged to pay for postage at their acceptance offices via Mail.dat files using the consolidated payment request. The consolidated payment functionality is available to replace the CPP program and allows CPP customers to consolidate multiple Mail.dat jobs for a particular publication and issue at a single acceptance office [Detached Mail Unit (DMU) or Business Mail Entry Unit (BMEU)] for payment. To use this feature, the CPP customer must have a CPP Agreement on file with the Pricing and Classification Service Center (PCSC). The customer must maintain on deposit, the amount of escrow funds indicated in the agreement and follow all other requirements of Publication 406, *Guide to the Centralized Postage Payment (CPP) System for Periodicals Mail*.

For instructions on how to access Periodical reports, including the Edition Weight Worksheet and the Advertising Percentage Worksheet described in this section, see the [CPP eDoc Process: A Guide for Centralized Postage Payment \(CPP\) Customers](#).

For publishers interested in exiting the CPP program and migrating to electronic documentation, a detailed description of CPP, the payment request feature, and electronic documentation is also provided in the [CPP eDoc Process: A Guide for Centralized Postage Payment \(CPP\) Customers](#).

3.13.7 Future Release: Mail.dat Owner/Mailing Agent Updates

The *PostalOne!* system will allow a preparer or owner to update a Mail.dat job sent by either entity as long as Owner's Permit Number and Permit ZIP+4 Code information are provided in the MPA record. Mail preparer functionality will remain the same for Mail.dat submission, authentication, and authorization. Mail owner functionality is being modified to allow a mail owner to update a Mail.dat job filed by a mail preparer, as long as the mail owner's identification was provided by the mail preparer in the Mail.dat job.

3.14 Mail.XML

Mail.XML enables the secure electronic submission of mailing information to the USPS. Mail.XML also allows mailers to submit and retrieve data electronically. The USPS Mail.XML implementation serves four distinct functions:

- 1) FAST system Appointment Scheduling: these messages are used to create and manage appointments in the FAST system and are part of the specification formerly known as the IDEAlliance Transaction Messaging (TM) specification.

- 2) Data Distribution and Feedback: these messages allow mailers to receive information about their mailings (e.g., start-the-clock, Container Scans, ACS, and nixie data).
- 3) Customer Identification: these messages are used to obtain customer identifiers and define relationships between customer identifiers.
- 4) Electronic Documentation: these messages are used to communicate final postage statements and qualification reports and meet the electronic documentation requirements for the full-service option.

3.15 eDoc Using Mail.XML

Mail.XML accommodates all domestic postage statements and includes other postal documents, such as qualification reports, involved in the mailing process. Mail.XML also provides the ability to electronically access USPS full-service data and to perform business functions related to full-service.

For more information about using Mail.XML to communicate with the *PostalOne!* system, refer to the *PostalOne!* system product guides and tools and the [Postal Service Mail.XML Technical Specification](#).

3.15.1 Mail.XML in the Current Release

Mail.XML also allows the support of electronic documentation and end-to-end mailing supply chain business process management for a multitude of business processes. Mail.XML includes qualification reports, container and bundle reports, spoilage, eInduction (eDropShip), containerization nesting, postage statements, postage adjustments, postage status query information, piece detail, piece ranging, and many other business process related communications. Mail.XML supports copalletization, mixed mailing, manifest mailing, and business processes specific to MLOCR and continuous mailing environments. Mail.XML also allows for the mailers to automate push subscriptions or pull their data automatically for container, tray visibility, address correction data, full-service quality error reports, and By/For error reports. Mail.XML's latest version also supports mailer-to-mailer communication when mail is sent for combining or copalletization; Mail.XML allows communication to provide visibility to the mailer about their mail status with the commingler or consolidator.

3.15.2 Mailing Group Request and Response

When a mailer starts a mail job, the mailer may produce the mail job in a single mail segment or in many mail segments. The mailer must create a mailing group ID to submit and associate qualification reports, postage statements, and mailpiece information for the mail job. The mailer can create a mailing group id using the OpenMailingGroupRequest/Response XML messages.

If a mailer opened a mailing group by accident, the mailer can close the mailing group and all associated documents using the CloseMailingGroupRequest/Response XML messages. Closing of MailingGroup with finalized postage statements is not allowed unless all postage statements are reversed.

3.15.3 Qualification Report Information

Mailers can use the QualificationReportCreate Request/Response messages to submit a qualification report to a mailing group. A mailing group may have multiple qualification reports. The mailer must open a mailing group ID before submitting Qualification Reports to the *PostalOne!* system.

- 1) When a mailing is less than 10,000 pieces and is not a full-service mailing, the electronic documentation (message sets) **is not required** to include messages necessary to generate the Qualification Report and other messages.
- 2) When a mailing is more than 10,000 pieces, the electronic documentation **is required** to include messages necessary to generate the Qualification Report and other messages are required.
- 3) Any full-service mailing, less than 10,000 pieces or greater than 10,000 pieces, the electronic documentation **is required** to include messages necessary to generate the Qualification Report and other messages.

Note: The reference to "other messages" above means those defined as required for

full-service mailings by class, in the [Postal Service Mail.XML Technical Specification for Postage Payment & Reporting \(eDoc\)](#)

3.15.3.1 Locale Key in Qualification Report

When using the entry Locale Key element, it is recommended it be populated using the Locale key from the USPS Drop Shipment Product. The value should be preceded by the letters "LOC" for all facility types except for when the "Entry Point Facility Type" is "O". The letters "LOC" are only required in Mail.dat CSM file. When using the Mail.XML Qualification report, the letters "LOC" shall not be provided in the Container Info Data block/ EntryLocaleKey field. When the Entry Point Facility Type is "O", the Entry Locale Key field must be filed with the Locale Key or the word "Origin". For full-service or mixed-service mailings, it is recommended that the Locale Key be provided when possible. At this time, the Locale Key is required for destination entry, but not origin entry.

In the Release 24.0.0 (March 15, 2010), the Drop Shipment files were enhanced to include a new file called *BMEU* for downloading from the FAST>Drop Ship Product File Download from the [FAST site](#). The *BMEU* file is a complete listing of USPS entry facilities. The Locale Key value is preferred over the ZIP + 4 as there can be more than one originating site for a given ZIP+4. The Locale Key is held to have a one-to-one mapping to each originating site, and will be used to establish start-the-clock feedback and service performance measurements. Additionally, a CET (Critical Entry Time) file will be available for download from FAST>Drop Ship Product. The CET file can be also be used to determine the CET of the Plant by which the mail must arrive for induction.

In the November 2011 release, a new Mail Direction File v3 was made available to allow identification of the Surface Visibility (SV) enabled USPS plants to allow mailers to identify Locale Keys that have the SV scanning devices. The new capability was added to support the eInduction Pilot program which is a sub-set of the full-service program. There are several other reports considered part of the qualification process, such as Container Bundle Report, container nesting information, combined mailing groups, which are all supported through their own message sets. The qualification report itself supports providing container nesting information. For details, review the [Postal Service Mail.XML Technical Specification](#).

3.15.3.2 Handling Unit Information

Handling Unit is the term used to describe the equipment (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For full-service mailings, the Intelligent Mail tray barcode label will be required on trays, tubs and sacks. (NOTE: for bundles, the IMb of the top mailpiece of the bundle is used to identify the bundle but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail tray barcodes must remain unique for 45 calendar days from the Postage Statement Mailing date in the QualificationReportContainerInfoData block.

For full-service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

3.15.3.2.1 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.XML in the QualificationReport ContainerInfoData block. Mailers will create a QualificationReport ContainerInfoData block for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the QualificationReport ContainerInfoData block record for the handling unit.

In overflow scenarios, mailers can associate a physical handling unit to another physical handling unit by placing the Container ID of the physical container (from the ContainerID field of the QualificationReport ContainerInfoData block) in the Sibling Container Reference ID field of the overflow physical handling unit QualificationReport ContainerInfoData block.

For more information on populating the QualificationReportCreateRequest message, see the Mail.XML Specification which can be found at <http://www.mailxml.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

3.15.3.2.2 Logical Handling Units (Trays only)

For MLOCR origin mailings and Continuous Presort mailings, the situation often arises that multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.

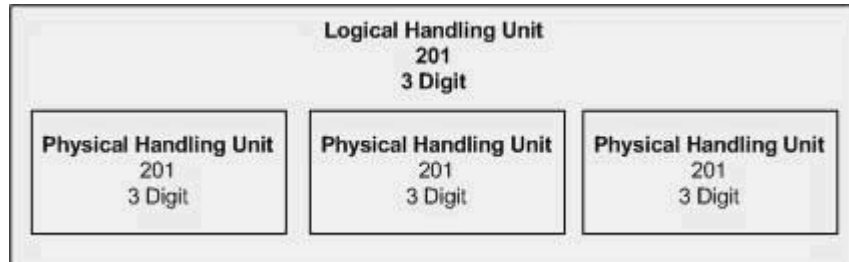


Figure 7: Logical Handling Units

Both physical and logical handling units are identified in Mail.XML in the QualificationReport ContainerInfoData block. Logical handling units are created as records in the QualificationReport ContainerInfoData block and are identified as logical handling units by including an "L" in the Container Type field. Logical handling units will not have an Intelligent Mail tray barcode in the Label: IM Container or IM Tray Barcode field. A logical handling unit must be associated to at least one physical handling unit.

Physical handling units are also created as records in the QualificationReport ContainerInfoData block and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with "Y".

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the QualificationReport ContainerInfoData block) in the Sibling Container Reference ID field of the physical handling unit QualificationReport ContainerInfoData block record.

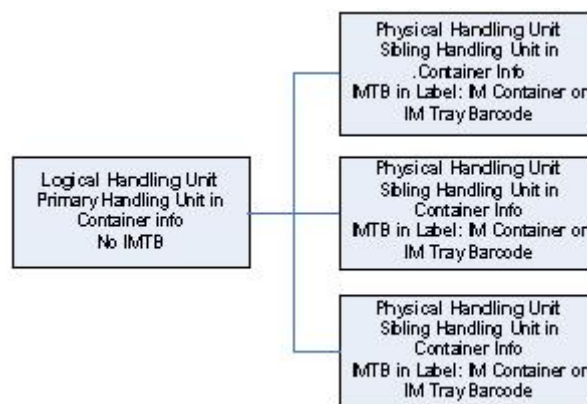


Figure 8: Association of Logical Handling Units to Physical Handling Units

For detailed specifications on how to populate the QualificationReport Container Info Block file, refer to the Mail.XML Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

3.15.3.3 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-service mailings require container labels that include a unique Intelligent Mail container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail container barcode with a unique number for each physical container. These Intelligent Mail container barcodes must remain unique for 45 calendar days from the date Postage Statement Mailing Date in the QualificationReport ContainerInfoData block.

For full-service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

3.15.3.3.1 Physical Containers

Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A physical container is created in Mail.XML in the QualificationReport ContainerInfoData block. Mailers will create a QualificationReport ContainerInfoData block record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the QualificationReport ContainerInfoData block record for the container.

In overflow scenarios, mailers can associate a physical container to another physical container by placing the Container ID of the physical container (from the Container ID field of the QualificationReport ContainerInfoData block) in the Sibling Container Reference ID field of the overflow physical container QualificationReport ContainerInfoData block record.

For detailed specifications on how to populate the QualificationReport ContainerInfoData block file, refer to the Mail.XML Specification which can be found at <http://www.mailxml.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

3.15.3.3.2 Logical Containers (Pallets or APCs)

For MLOCR origin mailings or Continuous Presort mailings, the situation often arises that multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.

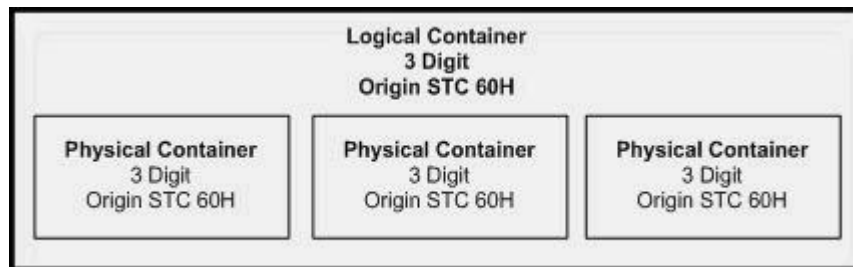


Figure 9: Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.XML in the Container Summary Record (QualificationReport ContainerInfoData block) file. Logical containers are created as records in the QualificationReport ContainerInfoData block file and are identified as logical containers with an “M” in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the QualificationReport ContainerInfoData block file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the QualificationReport ContainerInfoData block is populated with “Y”.

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the QualificationReport ContainerInfoData block record) in the Sibling Container Reference ID field of the physical container QualificationReport ContainerInfoData block record.

In the following example there would be four records in the QualificationReport ContainerInfoData block file corresponding to three “physical” containers.

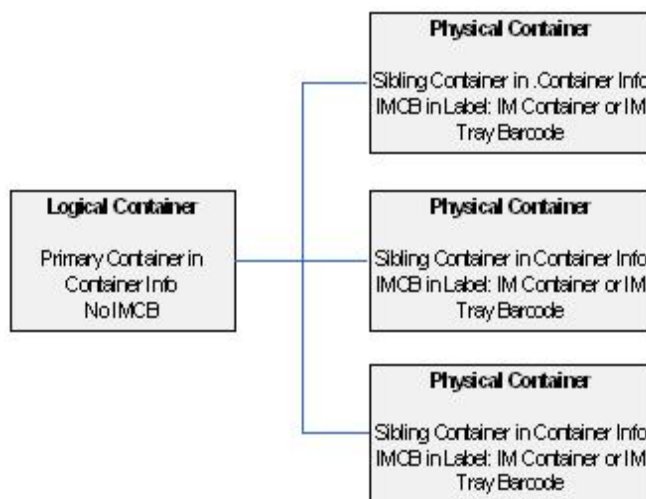


Figure 10: Association of Physical Containers to Logical Containers

For detailed specifications on how to populate the QualificationReport ContainerInfoData block, refer to the Mail.XML Specification which can be found at <http://www.mailxml.org/> or <http://www.idealliance.org> and the [Postal Service Mail.XML Technical Specification](#).

3.15.3.3 Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical containers or physical containers. This association is made by including the Container ID of the parent container (from the Container ID field of the QualificationReport ContainerInfoData block) in the Parent Container Reference ID field of the QualificationReport ContainerInfoData block of the child handling unit. Multiple handling units can be associated with a single container.

3.15.4 Postage Information

The Mail.XML messages may be used to enter the electronic postage statements for either full-service, basic automation, or non-Intelligent Mail mailings. The mailers can submit or cancel a postage statement assigned to a mailing group using the PostageStatementCreate and PostageStatementCancel Request/Response Messages. These messages allow the customer to submit either the basic-form or extended-form of the postage statement, in order to accommodate either singular or multiple entries for each line item, which allows the customer to submit non-identical piece weight mailings. Mailers can submit postage statements before or after all mailpieces or piece ranges are submitted for a mailing group. Previously, mailers were required to file postage statements only after all piece data has been uploaded into the *PostalOne!* system. The postage statements must account for all or more mailpieces or piece ranges that have been submitted (some pieces may come from non-qual report). The postage statements cannot be finalized prior to receiving the piece data.

Mailers can query for a postage statement using the PostageStatementQuery Request/Response messages to get all the postage data back for a postage statement ID. Mailers can query for the status of a postage statement i.e. pending, finalized, etc., using the PostageStatementStatusQuery Request/Response messages.

The PeriodicalStatementCreate Request/Response messages are used for the submission of Periodicals postage statements. The PostageStatementCancel Request/Response messages are used for cancellation of the Periodicals and other postage statements. Mailers can submit Periodicals postage statements before or after all mailpieces or piece ranges are submitted for a mailing group. The postage statements must account for all or more pieces or piece ranges that have been submitted.

Mailers can query for a Periodicals postage statement using the PeriodicalStatementQuery Request/Response message. Mailers can query for the status of a Periodicals postage statement i.e. pending, finalized, etc., using the PostageStatementStatusQuery Request/Response messages.

3.15.5 Piece Information

The Postal Service requires mailers to provide individual mailpiece information for full-service mailings except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct price or if all pieces are of identical weight, the pieces are separated by price).

Mailers can send mailpiece information to USPS using the Mail.XML MailPieceCreate Request/Response messages. Mailers can only submit mailpiece data after a qualification report has been filed. Mailers cannot submit mailpiece data for a piece previously marked with “W” or “S” in the WastedPieceIndicator.

Mailers can update mailpiece information to USPS using the Mail.XML MailPieceUpdate Request/Response messages.

Mailers can cancel a previously created mailpiece or mailpiece range using the Mail.XML MailPieceCancel Request/Response messages. Mailers must submit with a currently existing mailpiece or mailpiece range. Mailers cannot cancel a mailpiece if the “W” or “S” indicators for WastedPieceIndicator have resulted in adjusting a finalized postage statement. Mailers cannot cancel a mailpiece or piece range if postage has been finalized on its corresponding container.

Mailers have three options to submit piece level electronic documentation to the Postal Service: individual mailpiece detail data, individual mailpiece barcode data, and range mailpiece data. With Mail.XML, the mailer can break large data transactions into manageable chunks of data. The USPS recommends mailers to move away from the piece range, and start supporting either piece detail or piece barcode blocks. The USPS will discontinue support for the piece range blocks in 2013.

3.15.6 Container Status Messages

The container status message set for PS Form 8017 and PS Form 8125 containers allows a mailer, mail owner, or consolidator to provide container key information and find out if the container has any eInduction (eDropShip)-related or any other issues prior to shipping the container to the USPS. Customers can query a container status using the ContainerStatusQuery Request/Response message. The following eInduction (eDropShip) issues can stop the creation of an electronic 8125/8017 (e8125/e8017):

- Invalid barcode – the barcode data format is not valid
- Non-unique barcode – the IMcb is not unique within the last 45 days
- Payment not finalized – the clerk has not yet finalized payment
- Payment not yet processed – the electronic data has not been updated by the mailer to make the container in a ready-to-pay status
- Entry point payment discount error – the entry point discount filed vs. the physical facility at which mail is scheduled through FAST for delivery does not support the discount type
- IMcb on more than one appointment

In all of these cases, unless the issues are resolved electronically through an update of data or through the clerk's finalizing the postage, the containers' e8125/e8017s will not be generated and sent to the Surface Visibility (SV) devices for induction. When that container shows up without an e8125/e8017 at the plant, the

container can be stopped and its processing can be delayed or it can be returned to the shipper, if the container is marked for induction in the eDocs.

3.15.7 Appointment Information

Refer to the sub-section on appointments under the Mail.dat section 3.13 for more details.

3.15.8 Container Bundle Report

Mailers can submit, retrieve, or cancel Periodicals container and bundle information using the ContainerBundleReport messages.

3.15.9 Reconciliation Report

Once a customer prepares and presents the mail to USPS and USPS delivers the mail – the USPS creates a reconciliation report that shows how much mail was planned and how much was mailed. The reconciliation report compares the mailpiece counts in the qualification report against the postage statement, shows deleted containers, reported spoilage, etc. Mailers can retrieve the reconciliation report information using the ReconciliationReportQuery Request/Response messages.

3.15.10 Bundle Detail Information

Mailers can use the BundleDetailCreate and BundleDetailCancel Request/Response messages to add and cancel bundle detail data to and from an existing qualification report. Mailers must have submitted a Qualification Report to the *PostalOne!* system before sending bundle detail data.

3.15.11 Combined Mailing Information

Mailers can use the BeginCombined Mailing and EndCombined Mailing Request/Response messages to send the combined mailing ID information to start and end the combined mailing.

3.15.12 Postage Adjustment

After the mailer has produced the mailing and has identified any mailpiece shortage or spoilage against the planned mail data used to finalize the postage statement. Mailers can submit mail shortage and spoilage information to adjust the postage statement using the PostageAdjustment Request/Response messages. Mailers can only use message to adjust postage statements that have not been finalized. Mailers can only use the message to adjust postage statements with the latest mailing date for the same value populated in the StatementID field.

3.15.13 Copalletization Mail Information

USPS will provide the ability for customers to document mailings that combine containers from multiple mailings as a copalletization job. Mailers will be able to use the OriginalContainerLinkageCreate Request/Response message to create a copalletized container relationship. A mailer must submit a new mailing group and qualification report for the linked container and the original container must already exist in the *PostalOne!* system before a mailer can create a copalletized containers relationship.

Consolidators preparing copalletized mailings of trays must prepare electronic documentation for generation of the postage statements for payment at origin. For mailings of bundles, electronic documentation must be prepared to generate postage statements and payment at the consolidator's site. For copalletized Periodicals mail, postage statements and payment will be entered at the consolidator's site.

3.15.14 Mixed Mailing (Full-Service and Non Full-Service)

The Mail.XML messages will allow mailers to submit mixed mailings containing full-service and non-full-service mailpieces to USPS.

3.15.15 Consolidated Periodicals Statements

Mailers who have a need to combine previously submitted Periodicals statements into one consolidated Periodicals statement can use the ConsolidatedPeriodicalStatementCreate Request/Response message. Before creating a consolidated Periodicals statement, mailers must first have successfully opened a mailing group ID, submitted a qualification report, submitted a container bundle report and submitted Periodicals statements.

3.16 Postal Wizard

The *PostalOne!* system offers the Postal Wizard, a tool that provides a secure way to submit postage statements online. This tool may be used when no electronic documentation is necessary for compliance with full-service requirements.

DMM section 705.22.4.3, below, reflects the [Implementation of New Standards for Intelligent Mail Barcodes](#) (Final Rule, Federal Register) and sets the eligibility requirements for using Postal Wizard:

For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each IMb can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for the full-service option, only an electronic postage statement; except mailers of full-service Periodicals letters and flats and BPM flats must submit electronic documentation and an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the Mail.XML messages. Mailers must populate the serial number field of all Intelligent Mail tray or sack labels, and Intelligent Mail container barcodes (when mailings are containerized) with the unique mailing serial number.

Postal Wizard cannot be used with full-service Periodicals and BPM mailings, even if under 10,000 pieces; Postal Wizard does not support adding the MID or the serial number(s) for these mailings. It should also be noted, for full-service mailings using the Postal Wizard, only the owner of the mailing permit will receive start-the-clock feedback.

The Postal Wizard tool automatically populates the permit holder section of the postage statement based on the account number provided, and it guides the user through the completion of the rest of the form based on the type of mailing. The tool automatically validates the information entered and calculates the postage. The user submits the form directly to a Postal Business Mail acceptance unit (mailers cannot submit Postal Wizard electronic postage statement to the Detached Mail Unit) once the form is completed.

The Postal Wizard tool has been updated with the January 2012 release to allow e8125/e8017 generation for the eInduction program and mailers can provide postage register information, create IMcb and container labels and use on their mailings and induct the mail through the eInduction Pilot program.

3.16.1 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers may provide the range of serial numbers used by entering the Lowest Piece ID and Highest Piece ID using the Postal Wizard. The number of items in the range from Lowest Piece ID to Highest Piece ID must equal the number of pieces in the mailing, meaning that the numbers are sequential (with no numbers skipped). The serial numbers in the range must match the physical barcodes. Use of this range of serial numbers is required to receive full-service feedback. When unique sequential serial numbers are used on mailpieces, the numbers cannot be reused for a period of 45 calendar days from the date of mailing for that Mail Class / MID combination.

3.16.2 Piece Electronic Documentation Using Mailing ID

When a mailer is not required to submit a qualification report, the serial number field of each IMb can be populated with a Mailing ID (serialized number) that is unique to the mailing but common to all pieces in the mailing. This unique Mailing ID number must not be reused for a period of 45 calendar days from the date of mailing.

Note: Mailers who submit a postage statement using the Postal Wizard and who enter the Mailing ID will receive the full-service discount but no full-service feedback. If the postage statements is submitted using the piece range, the customer will receive full-service feedback. When using the Postal Wizard, the mailer must enter the Mailer ID and range of sequential serial numbers, as described in Section 3.16.1, to receive full-service feedback.

3.16.3 Postage Information

Postal Wizard submissions may be used to enter electronic postage statements for full-service mailings. All postage payment methods (permit imprint, OMAS imprint, postage meter, OMAS meter and precanceled stamps) are available for full-service mailings (except Periodicals).

3.16.3.1 Permit Imprint

USPS acceptance personnel will finalize each postage statement to debit the account for the full amount of postage required.

3.16.3.2 Postage Meter

The system will allow only "metered correct" for full-service metered mailings in Postal Wizard. "Metered lowest" and "metered neither" will not be available or, if they are, the system will generate an error message: full-service mailings may only select "metered correct."

3.16.3.3 Precanceled Stamps

In accordance with DMM standards, mailpieces in a full-service precanceled stamps mailing must bear the appropriate precanceled stamps for the class of mail, i.e., First-Class Mail, Standard Mail, or Nonprofit Standard Mail. Net Postage Due must be paid through an Advanced Deposit Account or a meter stamp affixed to the required postage statement. USPS acceptance personnel finalize each postage statement to account for the full amount of postage required.

3.17 Mail Owner and Mail Preparer Identification in Electronic Documentation

3.17.1 Mail Owner and Mail Preparer Identification in Electronic Documentation

Often, mail owners use the services of a mail service provider to prepare and pay for their mailings. When this situation occurs, the mail service provider is acting on behalf of the mail owner, creating a By/For relationship: the mail is prepared *By* the mail service provider, *For* the mail owner. Both Mail.dat and Mail.XML have a number of options to reflect this relationship in the electronic documentation. Both the mail owner and mail preparer should be identified for all full-service mailings except for the MLOCR exceptions noted in section 3.8.

In the near future the Postal Service will utilize the mail owner and mail preparer identifications in the electronic documentation to validate the qualification criteria for programs such as sales, volume incentive programs, negotiated service agreements (NSA), and other future services. Mailpiece volume, mailpiece characteristics, mail owner and mail preparer validations will be retrieved from the electronic documentation to qualify mailers for these programs.

For the mail owner or mail preparer to participate in full-service data distribution, they must be identified by their MID in the By/For of the electronic documentation.

MIDs are either a 9-digit numeric or a 6-digit numeric ID and are assigned by the USPS based upon annual mail volume for the prior year. There is no volume requirement for a mailer to obtain the first 9-digit MID; each subsequent MID requires a volume of 1 million pieces. The volume requirement to obtain one 6-digit MID is 10 million pieces. Mailers may obtain up to five 6-digit MIDs based on 10 million piece increments.

In general, the Postal Service issues MIDs to mail owners, preparers and mailing agents for use in their Intelligent Mail mailings. There are rules pertaining to mail volume that the Postal Service must be able to verify. These are summarized as follows:

9-digit MID

- First MID can be obtained with no verified volume
- Second MID and additional MIDs require 1 million pieces in verified volume per MID request.

6-digit MID

- 1 - 5 MIDs requires 10 million pieces per MID (i.e., five MIDs requires 50 million pieces of verified volume).

In the event the USPS is unable to validate volumes through internal systems, the USPS will provide one 9-digit MID. If the mailer would like additional MIDs, the mailer will have to provide proof of volume of at least 1 million pieces from the past year.

Permit information is verified by the Mailpiece Design Analyst (MDA) or BMEU through postal systems (e.g., the *PostalOne!* system, Customer First, NMATS, etc.). If volume cannot be validated through a postal system, the mailing agent(s) can provide automated documentation, by month, to support mail owner volume for the prior year.

3.17.2 Obtaining a Mailer ID (MID)

There are three ways to obtain a MID. The first and most common method is through the Business Customer Gateway. Mailers can obtain a MID online by accessing the Mailer ID System. Refer to the [User Access to Electronic Mailing Information and Reports Guide](#) on RIBBS for a step-by-step approach to requesting access to the Mailer ID System through the gateway. The second way is through an exception process. Requests for more than five 6-digit MIDs are considered an exception to the rule and must be requested through the BMEU or MDA and forwarded to the Help Desk. A third way is using Mail.XML USPSMIDCreateRequest. Mail preparers, mailing agents or other service providers will be allowed to request MIDs on behalf of mail owners or business entities. For more information, refer to Mail.XML MID request described below.

3.17.3 Mailer ID System and MID Exceptions Using MID Hard Copy Application

In the Business Customer Gateway, the Mailer ID System only allows mail owners and mail preparers / mailing agents to request MIDs for their own use. The Mailer ID System currently allows a mailer to request five 6-digit and nine 9-digit MIDs if their volumes can be verified. Request for more than five 6-digit MIDs must be requested through the BMEU or MDA and forwarded to the Help Desk. All exception request decisions will be made by the Manager, Mail Enterprise Integration, and United States Postal Service Headquarters. Requests for additional MIDs must be submitted in writing, identifying the issue or justification for requesting additional MIDs and how they will be implemented into mailing processes. All exception requests must include the following:

- Total mailing volume (per year)
- Number of mailing locations
- Total volume per mailing location (per year)
- Mailing cycles at locations (i.e. estimated total number of pieces within a 45 day period)

Similarly, a mailing agent can request a MID on behalf of a mail owner through the hard copy application process. If a mailing agent is acting on behalf of a mail owner, the mail owner and mailing agent must read, complete and sign section 3b of the Mailer ID Application which can be downloaded from the [Mailer ID Application page on RIBBS](#).

The customer must forward the Mailer ID Application to the Business Mail Entry (BME) unit or the *PostalOne!* Help Desk for volume validation. Mailers can contact their local BME unit by accessing:

<http://www.usps.com/nationalpremieraccounts/findlocators.htm> (BME unit locator)

The BME representative or Help Desk will verify that the Mailer ID Application is complete and validates the mailing volumes through the *PostalOne!* system, or other pertinent documentation that demonstrates mailing volumes. The Mailer ID Application information is forwarded to the *PostalOne!* Help Desk who will assist with

requests for MIDs. For MID business rules and MID-related technical requirements, refer to the [Mailer ID Application page on RIBBS](#).

3.17.4 MID Requests through Mail.XML

A MID can also be obtained through the USPS ID Mail.XML management messages through the pull model. Mailers can request a MID for their own use or on behalf of mail owners. Mail.XML has elements for the MID request/response messages with USPS legal agreements added to the messages. The MID query request/response messages are not currently supported.

Mailers will need their own MIDs or their customers' MIDs for identification in the By/For relationships in the electronic documentation or to identify the business entity for authorization purposes.

When the *PostalOne!* system receives a mailer's USPS MID create request message, the USPS responds back with a USPS MID create response message, notifying the requestor whether the MID request has been accepted or rejected.

Message Type	Message Name
By/For - Customer Identification Info	USPSMIDCreateRequest
By/For - Customer Identification Info	USPSMIDCreateResponse

Table 15: Mail.XML MID messages

3.17.5 Obtaining Customer Registration IDs (CRID)

The Customer Registration ID (CRID) is a unique identifier created by the Customer Registration system to identify a business at a physical address. For each unique combination of Company Name and physical address, the Postal Service creates a new CRID. The CRID is used in USPS systems and applications to identify business entities and connects company information at a specific geographic location (physical street address) across all USPS applications.

Any USPS Customer who registers through the Business Customer Gateway to do business electronically with the USPS will be assigned a CRID. Companies can also obtain a CRID for companies with which they are affiliated. Mail preparers who elect to use the CRID to identify a mail owner in their electronic documentation should obtain the CRID from the mail owner. A mail owner can look up their CRID through the company Profile link located on their gateway homepage.

3.17.5.1 CRID Requests through Mail.XML

USPS subsystems support the CRID Create Request/Response message sets in Mail.XML. Mailers can request a CRID for their own use or on behalf of mail owners. Mail.XML has elements for the CRID request/response messages with USPS legal agreements added to the messages.

Mailers may need their CRIDs or their customer's CRIDs for identification in the By/For relationships in the electronic documentation, or to identify the business entity for authorization purposes.

When the *PostalOne!* system receives a mailer USPS CRID create request message, the USPS responds back with a USPS CRID create response message, notifying the requestor whether the CRID request has been accepted or rejected.

Message Category	Message Name
By/For - Customer Identification Info	USPSCRIDCreateRequest
By/For - Customer Identification Info	USPSCRIDCreateResponse

Table 16: Mail.XML CRID messages

3.17.6 Non-Sequential Piece Identifiers

When the serial numbers applied in the IMBs of a mailing are not sequential, the creator of the electronic documentation may use one of the options for Mail.dat PDR submissions or one of the options for Mail.XML

MailPieceCreate and MailPieceUpdate submissions to identify the mail owner and mail preparer of the mailing. For copalletized mailings, the mail owner and mail preparer will be identified from the original electronic documentation submitted for copalletization. The mail preparer will be identified for the copalletized electronic documentation from the Mail Facility ID in the Mail.dat SEG and Mail Facility ID in Mail.XML MailingGroup message.

3.17.6.1 Mail Owner Identification Options

3.17.6.1.1 Option 1: Mail Owner MID

Mail service providers include the mail owner MID in the electronic documentation, identifying the mail owner for whom they have prepared the mailpiece.

Mail.dat

MID of mail owner in MPA: MID of the company which owns the mailpieces is indicated in the MPA record.

MID of mail owner in CPT and Host Statement Component ID in MCR (to identify the appropriate component to use from CPT): MID of the company which owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).

Mail.XML

Mail owner in the Piece messages: MID of the company which owns the mailpiece is indicated in the Mail.XML MailPieceCreate and MailPieceUpdate messages.

3.17.6.1.2 Option 2: Mail Owner Permit Number/Publication Number

Mail service providers include the Permit Number of the mail owner in the electronic documentation.

Mail.dat

Mail owner's Lcl Permit Ref Num and mail owner's Lcl Permit Ref Num-Type in MPA within the same Finance Number of the Permit/ Type/ Zip+4 in the MPA can be used to identify mail owner.

Mail.XML

- Permit Number/ Permit Type/ Permit ZIP+4 in Piece messages can be included in addition to the mail owner MID or CRID: the Permit Number of the company which owns the mailpiece is indicated in the Mail.XML MailPiece Create and MailPieceUpdate messages. This must be within the Finance Number associated to the Mailing Group. The mail owner cannot be identified by Permit Number alone; the mail owner must also be identified by the MID or CRID.
- Publication Number in Piece messages can be included in addition to the mail owner MID or CRID: the Publication Number of the company that owns the mailpiece is indicated in the Mail.XML MailPiece Create and MailPieceUpdate messages. This must be within the Finance Number associated to the Mailing Group. The mail owner cannot be identified by Publication Number alone; the mail owner must also be identified by the MID or CRID.

3.17.6.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers include the CRID in the electronic documentation, identifying the mail owner for whom they have prepared the mailing or portion thereof.

Mail.dat

- Mail owner CRID in CPT and Host Statement Component ID in MCR (to identify the appropriate component to use from CPT): CRID of the company that owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).
- Mail owner CRID in MPA: CRID of the company that owns the mailpieces is indicated in the PDR records (all of which associate to a single MPA record).

Mail.XML

- Mail owner CRID in the MailPiece messages: CRID of the company that owns the mailpieces is indicated in the Mail.XML message.
- Mail owner CRID in the Qualification Report Container Info block can be included in addition to the mail owner CRID in the MailPiece message: the CRID of the mail owner of the mailpieces associated to the container. This option is only supported if only one mail owner exists for the entire container. The mail owner CRID must be identified at the lowest level in the Container Info block associated to the mailpiece. The mail owner cannot be identified in the Qualification Report alone; the mail owner must also be identified in the MailPiece message.

3.17.6.2 Mail Preparer Identification Options

3.17.6.2.1 Option 1: Mail Preparer MID

Mail preparers may identify themselves by MID in the electronic documentation.

Mail.dat

MID of mail preparer in MPA: MID of the company that prepared the mailpieces as indicated in the MPA record.

Mail.XML

Mail preparer in the QualificationReport messages: MID of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages.

3.17.6.2.2 Option 2: Mail Preparer Permit Number/Publication Number

Mail preparers may identify themselves by Permit or Publication Number in the electronic documentation.

Mail.XML

- Permit Number/ Permit Type/ Permit ZIP+4 in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Permit Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. The mail preparer cannot be identified by Permit Number alone; the mail preparer must also be identified by the MID or CRID.

Publication Number in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Publication Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. This must be within the Finance Number associated to the Mailing Group. The mail preparer cannot be identified by Permit Number alone; the mail preparer must also be identified by the MID or CRID.

3.17.6.2.3 Option 3: Mail Preparer Customer Registration Identifier (CRID)

Mail preparers may identify themselves by CRID in the electronic documentation.

Mail.dat

Mail preparer CRID in MPA: CRID of the company which prepared the mailpieces in the electronic documentation.

Mail.XML

Mail preparer CRID in the QualificationReport messages: the CRID of the mail preparer of the mailpieces in the electronic documentation.

3.17.7 Sequential Piece Identifiers

When the serial numbers applied in the IMBs of a mailing are sequential, the creator of the electronic documentation may use the ranging options to identify the mail owner of the mailing. However, each range must have one mail owner and mail preparer defined by at least one of the options described in the following sections.

3.17.7.1 Mail Owner Identification

3.17.7.1.1 Option 1: Mail Owner MID

Mail service providers include the mail owner MID in the electronic documentation, identifying the mail owner for whom they have prepared the mailpiece.

Mail.dat

Mail owner MID in Intelligent Mail Range (IMR): MID of the company which owns the mailpieces is indicated in the IMR record.

Mail.XML

Mail owner MID in the piece message's MailXMLPieceRangeBlock: MID of the company which owns the mailpiece is indicated in the Mail.XML message.

3.17.7.1.2 Option 2: Mail Owner Permit Number

Mail service providers include the Permit Number of the mail owner in the electronic documentation.

Mail.dat

Not Available: The IMR associates to a .csm record but does not tie to a specific MPA record (which is where the Permit Number currently is provided) and the Permit Number field is not added to the IMR record.

Mail.XML

Not Available: The MailXMLPieceRange block in the MailPiece Create message does not include Permit Number or Publication Number for mail owner.

Postal Wizard

Permit Number, Permit Type and Finance Number: the mail owner Permit Number of the company that submitted the postage statement

3.17.7.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers include the CRID in the electronic documentation, identifying the mail owner for whom they have prepared the mailing or portion thereof.

Mail.dat

Mail owner CRID in IMR: CRID of the company that owns the mailpieces is indicated in the IMR record.

Mail.XML

Mail owner CRID in piece message's MailXMLPieceRange block: the CRID of the mail owner of the mailpieces is associated to the Mail.XML message.

Mail owner CRID in the Qualification Report Container Info block can be included in addition to the mail owner CRID in the MailPiece message: the CRID of the mail owner of the mailpieces associated to the container. This option is only supported if only one mail owner exists for the entire container. Mail owner CRID must be identified at the lowest level in the Container Info block associated to the piece range. The mail owner cannot be identified in the Qualification Report alone; the mail owner must also be identified in the MailPiece message.

3.17.8 Mail Preparer Identification Options

3.17.8.1.1 Option 1: Mail Preparer MID

Mail preparers may identify themselves by MID in the electronic documentation

Mail.dat

Mail preparer MID in Intelligent Mail Range (IMR): MID of the company which prepared the mailpieces as indicated in the IMR record.

Mail.XML

Mail preparer MID in the piece messages MailXMLPieceRange block: MID of the company that prepared the mailpiece as indicated in the Mail.XML message.

Mail preparer MID in the QualificationReport messages: MID of the company that prepared the mailpieces associated to a qualification report.

3.17.8.1.2 Option 2: Mail Preparer Permit Number/Publication Number

Mail preparers may identify themselves by Permit or Publication Number in the electronic documentation.

Mail.dat

Not Available: The IMR associates to a .csm record but does not tie to a specific MPA record (which is where the Permit Number currently is provided) and the Permit Number field is not added to the IMR record.

Mail.XML

Permit Number/ Permit Type/ Permit ZIP+4 in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Permit Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. The mail preparer cannot be identified by Permit Number alone; the mail preparer must also be identified by the MID or CRID.

Publication Number in QualificationReport messages can be included in addition to the mail preparer MID or CRID: the Publication Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. This must be within the Finance Number associated to the Mailing Group. The mail preparer cannot be identified by Publication Number alone; the mail preparer must also be identified by the MID or CRID.

3.17.8.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail preparers may identify themselves by CRID in the electronic documentation.

Mail.dat

Mail preparer CRID in Intelligent Mail Range (IMR): CRID of the company that prepared the mailpieces as indicated in the IMR record.

Mail.XML

Mail preparer CRID in piece message's MailXMLPieceRange block: the CRID of the mail owner of the mailpieces is associated to the Mail.XML message.

Mail preparer CRID in the QualificationReport messages: the CRID of the mail preparer of the mailpieces associated to the qualification report.

3.17.9 Order of Precedence

If two or more of the options above are applied, the following order of precedence will be used to determine which fields to apply to identify the mail owner and mail preparer. By/For conflicts will be recorded if multiple options are provided and do not match. However, for full-service feedback the lowest level of precedence will apply. In a future release, logic will be added in the *PostalOne!* system to notify the submitter of the file when a submission will not be applied because a file of higher precedence in the list below has been previously submitted. Regardless of method used, the files must be submitted at or before the time the pieces referenced in the file become mail.

By/For Order of Precedence				
Mailpiece Mail Owner				
Order of Precedence	Mail.dat File Reference	Field Name	Mail.XML Message Reference	Field Name
1	CPT	Mailer ID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block	MailOwner MID6 or MailOwnerMID9
2	MPA	Mailer ID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block	CRID
3	CPT	CRID of mail owner	QualificationReportCreateRequest message ContainerInfoData	MailOwnerCRID
4	MPA	CRID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block, PermitPublicationData block	PermitNumber, PermitType, PermitZIP4, or PublicationNumber (must be within the same finance number associated with the mailing group)
5	MPA	Mail owner's Lcl Permit Ref Num/Int'l Bill Num and Type (must be within the same finance number of the Permit / Type / ZIP+4 in the MPA)	N/A	N/A
6	MPA	USPS Publication Number	N/A	N/A

Table 17: Mailpiece Mail Owner Order of Precedence

Mailpiece Mail Preparer				
Order of Precedence	Mail.dat File Reference	Field Name	Mail.XML Message Reference	Field Name
1	MPA	Mailer ID of mail preparer	QualificationReportCreate-Request message QualificationReportPreparer block	MailerID6 or MailerID9
2	MPA	CRID of mail preparer	QualificationReportCreate-Request message QualificationReportPreparer block	CRID
3	N/A	N/A	QualificationReportCreate-Request message QualificationReportPreparer block	PermitNumber, PermitType, PermitZIP4, or PublicationNumber (must be within the same finance number associated with the mailing group)

Table 18: Mailpiece Mail Preparer Order of Precedence

Piece Range Mail Owner				
Order of Precedence	Mail.dat File Reference	Field Name	Mail.XML Message Reference	Field Name
1	IMR	Mailer ID of mail owner	MailPieceCreateRequest message MailXMLPieceRangeBlock, PieceRangeBlock, MailOwner block	MailerID6 or MailerID9
2	IMR	CRID of mail owner	MailPieceCreateRequest message MailXMLPieceRangeBlock, PieceRangeBlock, MailOwner block	CRID
3	N/A	N/A	QualificationReportCreate-Request message ContainerInfoData block	MailOwnerCRID

Table 19: Piece Range Mail Owner Order of Precedence

Note: USPS with Mail.XML v13.0 will stop supporting piece range records with the April 2013 release. Mailers must plan to move to the piece detail or piece barcode records. The drop dead deadline of support for the piece range records for older versions of Mail.XML is July 2013.

Piece Range Mail Preparer				
Order of Precedence	Mail.dat File Reference	Field Name	Mail.XML Message Reference	Field Name
1	IMR	Mailer ID of mail preparer	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail preparer MID
2	IMR	CRID of mail preparer	QualificationReport Preparer MID	Preparer MID
3	N/A	N/A	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail preparer CRID
4	N/A	N/A	QualificationReport Preparer	Preparer CRID
5	N/A	N/A	QualificationReport Preparer	Preparer Permit/Type/ZIP+4 or Publication Number (must be within the same finance number associated with the mailing group)

Table 20: Piece Range Mail Preparer Order of Precedence

Note: The IDEAlliance Mail.dat 13-1 specification does not support the IMR record anymore. For the IDEAlliance 12-2 specification, the USPS will stop support of IMR in July 2013.

4 Full-Service Feedback

Full-service provides the Mailers with the option to receive information on the following services: address corrections, nixie data, start-the-clock, container visibility scans, tray visibility scans, full-service mail quality reports, By/For error report.

Full-service address correction information includes COA data when a new address is available for the intended recipient, and ACS nixie data (the reason for nondelivery) when the piece is not deliverable at all.

The start-the-clock data is of two types. One type of feedback is the day zero or day one for drop shipped, origin-entered, plant-loaded mail (USPS transported mail) and BMEU-entered mail. The second type of data feedback to full-service customers is pallet-induction scan (container visibility), pallet processing scans, tray processing scans, which occur at specific USPS facilities that have the capability to scan pallets and trays.

Data Quality reports include reporting on barcode-uniqueness conflicts, STID conflicts, and several other data issues that may cause a mailing to not meet full-service requirements for discounts and full-service feedback.

4.1 Data Distribution

Data for most of the above services can be provided to the mail owner or someone they designate and it may also be provided to the mail preparer or someone they designate; however it cannot be provided to both the primary and their designate.

Data Type	Owner or Designate	and/or	Preparer or Designate
Start of Clock	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Container Visibility	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Tray Visibility	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Bundle Visibility	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Change of Address/Nixie	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Note	Owner or Owner Designate	and/or	Preparer or Preparer Designate
eDoc Data Quality Report	Owner or Owner Designate	and/or	Preparer or Preparer Designate
IMb Tracing	<ul style="list-style-type: none"> • To sign up for IMb Tracing, please contact the IMb Tracing helpdesk at IMbTracing@USPS.GOV or 1-800-238-3150. • IMb Tracing data is provisioned based on the MID on the mailpiece. It is not provisioned based on the mail owner or mail preparer that is indicated within your electronic documentation. • When you fill out your IMb Tracing application form, you can indicate who should receive your IMb Tracing data. Some mailers choose to receive the data themselves and others choose to provision it to their Mail Service Provider. • By default, IMb Tracing data can only be sent to one IMb Tracing account. However, if you would like more than one IMb Tracing account to receive a copy of the data, you can create an Exception Broker through the MID system on the Business Customer Gateway. 		

Table 21 Delegation of Data by Mail Owners and Mail Preparers

4.2 ACS

Full-Service ACS comprises two feedback products: COA information when a new address is available for the intended recipient, and nixie information when the piece is not deliverable at all.

4.2.1 Change-of-Address (COA)

Mailers presenting full-service mailings will be provided a COA detail online report and automated data exchange using Mail.XML. The report will provide information including the original IMb on the piece, the move effective date, and the old and new addresses. The keyline that was provided in the electronic documentation will also be provided. The FullServiceAddressCorrection Delivery and Response message in the Mail.XML specification supports this data exchange. For copalletized mailings, ACS COA feedback will be based on the original electronic documentation piece level data provided.

For more information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. This guide contains information on the interface, the data elements provided, and the file structure. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

4.2.2 Nixie

Mailers presenting full-service mailings will be provided a nixie detail online report and automated data exchange. The report will provide information including the original IMb on the piece, the nixie reason and the original address on the mailpiece. The keyline that was provided in the electronic documentation will also be provided. The FullServiceNixieDetailDelivery and Response messages in the Mail.XML specification support this data exchange. For copalletized mailings, ACS nixie feedback will be based on the original electronic documentation piece level data provided.

For more information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. This guide contains information on the interface, the data elements provided, and the file structure. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

4.3 Three Formats of ACS

In the mid-1980s, the USPS developed an Address Change Service (ACS) to convert at least a portion of the manual address correction process to electronic methods and formats. Whenever possible, address corrections were provided to mailers by electronic means, thereby reducing USPS production costs and mailer processing costs associated with the existing, hard-copy, address-correction methodology.

Though the original program has been enhanced over the years, it is still referred to as Traditional ACS. Traditional ACS is based on a 7-character Participant Code (also called a Participant ID), assigned by the National Customer Support Center (NCSC) in Memphis, TN. Mailers obtain Participant Codes, by filing an ACS Enrollment Form. The 7-character Participant Code and an optional “keyline” are printed on each mailpiece along with a required ancillary service endorsement. If a piece of mail is UAA, the USPS has automated processes to return COA and nixie information to the mailer associated with the Participant Code on the mailpiece. Traditional ACS is not a free service. More information on Traditional ACS is available in Traditional ACS Technical Guide ([Pub 8A](#)).

OneCode ACS, which also charges fees for its service, uses an Intelligent Mail barcode that includes a MID that is registered with the ACS Department at the NCSC in Memphis. Mailers wishing to use OneCode ACS must file the ACS Enrollment Form to establish a OneCode ACS account for fulfillment and billing for an existing MID. More information on OneCode ACS is available in [OneCode ACS Technical Guide](#).

New MIDs are assigned through centralized USPS processes, generally the Business Customer Gateway. The [Intelligent Mail Mailer ID Application page](#) on RIBBS explains the few exceptions for obtaining MIDs, such as requests for multiple MIDs or when mailing agents are acting on behalf of mail owners.

New MIDs assigned through the Business Customer Gateway will automatically receive a default ACS profile enabling some OneCode ACS and Full-Service ACS options (see Table 2: Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile). The mailer should contact the NCSC if ACS options other than the default options are desired.

The NCSC in Memphis, for all ACS services, creates a profile for the Participant ID (Traditional ACS) or the MID (OneCode and Full-Service ACS) under the mailer’s account number. The profile describes the class of mail and ancillary service associated with the MID.

The NCSC will work with each mailer to ensure that the mailer’s profile matches the desired mailpiece disposition and address-correction handling. Mailers can effect fulfillment changes by contacting the ACS Department at acs@usps.gov, or by calling (877) 640-0724. Contact the NCSC if you wish to review the profile information for any of your MIDs. Mailers may also continue to use the ACS Enrollment Form to change the profile information associated with a Participant Code or MID.

Full-Service ACS differs from both OneCode ACS and the Traditional ACS programs in several ways, although all three processes provide similar information. The most notable differences are:

- Pricing (Full-Service ACS is a no-cost service for specific time frames)
- Record format and layout
- Fulfillment method

Full-Service ACS does not affect how Traditional ACS or OneCode ACS work from the mailer's perspective. Traditional ACS Technical Guide (Pub 8A) and OneCode ACS Technical Guide provide details on the record formats and data transmission methods of Traditional ACS and OneCode ACS.

For Full-Service ACS, the electronic record formats are different from those of both OneCode ACS and Traditional ACS, the information comes to the customer by a selection of different electronic channels, and Full-Service ACS is a no-cost service for specific time frames.

For Intelligent-Mail barcode users who choose OneCode ACS or Full-Service ACS, the MID in the Intelligent-Mail barcode MUST have an ACS profile. Use of the Intelligent-Mail barcode, in and of itself, does not automatically trigger ACS data collection and generation.

The remainder of Section 4 applies only to mailings (or portions of mailings) that satisfy all the requirements of the Intelligent Mail full-service option.

4.4 Start-the-Clock

BMEU-Entered Mail

Full-service mailings are reported via the start-the-clock summary online report and automated data exchange for BMEU verified mail. The report provides information on when the mail is inducted (received by the Postal Service) for mail processing at a USPS mail processing facility. BMEU start-the-clock is not available until the unit has completed any verification activities and processed the postage statement for account debiting. The StartTheClockBMEUBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

For more information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on [RIBBS](#). This guide contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

4.4.1 Mailer-Transported Drop Ship and Origin-Entered Mail

Mailers presenting full-service mailings will be provided a start-the-clock summary online report and automated data exchange for drop ship mail and for mail that is transported by the mailer to the USPS origin facility. The report will provide information on when full-service mailings were inducted into the USPS system. Start-the-clock information will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting. Appointments are required for origin-entered mail that is mailer transported and for drop ship mail. StartTheClockDropShipOrOriginBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

For more information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on [RIBBS](#). This guide contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

4.4.2 Plant-Load Mail

Mailers presenting full-service mailings will be provided a start-the-clock summary online report and automated data exchange for USPS transported mail. The report will provide information on when full-service USPS transported mailings were ready to be transported and that information will be used to determine the start-the-clock date (i.e. which day is Day 0). Start-the-clock information will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting. StartTheClockPlantLoadBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

The start-the-clock event for origin-entered mail that is transported on USPS transportation is based on operational data received from container unloads scans. However, if operational data is not received, Start-the-Clock will be defaulted to the Scheduled Ship Date provided by mailers in their electronic documentation.

4.4.3 Updated Start-the-Clock Approach for Drop-Ship Mailings

Utilize Unload Scan to Identify Appointment

When a mailer inducts mail at a destination NDC, SCF or ADC, or is Origin Verified Mailer Transported, Start-the-Clock is calculated using appointment information. The container to appointment linkage is generated by the USPS using the existing Surface Visibility (SV) process for unloading mailer containers or through the appointment created in the FAST system.

Start-the-Clock (Day 0) determination is calculated by comparing the Actual Entry Time (AET) to the nationally standardized Critical Entry Times (CETs).

Nationally standardized CETs are established for each mail class, category, entry facility and/or separation. The AET is determined by the SV unload scan appointment or the appointment provided in mailer eDoc. When a scan does not exist or is not associated to an appointment, the mailer provided eDoc appointment will be used. Please note that the SV unload scan and corresponding appointment take precedence if both are provided.

Appointments are on-time when the Actual Appointment Time is on or no more than 30 minutes after the Scheduled Appointment Time. Appointments are late when the Actual Appointment Time is more than 30 minutes after the Scheduled Appointment Time. Appointments are early when the Actual Appointment Time is before the Scheduled Appointment Time.

If the mailer arrives late to a multi-stop appointment because the USPS took longer than the standard time to unload an earlier appointment, the scheduled appointment date/time will be used for the late appointment.

USPS delay is determined based on the Unload End Time minus the Unload Start Time. When the total unload time is greater than the allowable time for the appointment and facility type combination (as shown in Table 22), the following appointment is determined to be delayed. If the appointment gets back on schedule as determined by the arrival time, then the appointment is used to Start-the-Clock as if it was never delayed. Appointments delayed greater than 24 hours are determined to be no shows and will be recorded under a new appointment

Appointment Type/Facility Type	Pallet	Speedline	Bedload
NDC	3 Hours	1.5 Hours	8 Hours
P&DC	2 Hours	1 Hour	8 Hours

Table 22: Allowable Unload Times

Table 23 displays possible AET determinations which may be used to calculate STC for mail inducted at a destination NDC, SCF, or ADC, or is Origin Verified Mailer Transported:

Induction Method	Appointment Used	Additional Appointment Information	Time Used for AET
DMU Verified – Mailer Transported	Mailer provided appointment	<ul style="list-style-type: none"> • Mailer provided appointment (eDoc) • No SV Scan Appointment Found • On-Time 	Actual Appointment Date and Time
DMU Verified – Mailer Transported	Mailer provided appointment	<ul style="list-style-type: none"> • Mailer provided appointment (eDoc) • No SV Scan Appointment Found • Early • Unload before Scheduled Arrival 	Unload Start Date and Time
DMU Verified – Mailer Transported	Mailer provided appointment	<ul style="list-style-type: none"> • Mailer provided appointment (eDoc) • No SV Scan Appointment Found • Early • Unload after Scheduled Arrival 	Scheduled Appointment Date and Time
DMU Verified – Mailer Transported	Mailer provided appointment	<ul style="list-style-type: none"> • Mailer provided appointment (eDoc) • No SV Scan Appointment Found • Late 	Unload Start Date and Time
DMU Verified – Mailer Transported	SV Container Unload Scan	<ul style="list-style-type: none"> • Appointment Arrival Information from SV • SV Scan Appointment Found • On-Time 	Actual Appointment Date and Time
DMU Verified – Mailer Transported	SV Container Unload Scan	<ul style="list-style-type: none"> • Appointment Arrival Information from SV • SV Scan Appointment Found • Early • Unload before Scheduled Arrival 	SV Unload Scan Date and Time
DMU Verified – Mailer Transported	SV Container Unload Scan	<ul style="list-style-type: none"> • Appointment Arrival Information from SV • SV Scan Appointment Found • Early • Unload after Scheduled Arrival 	Scheduled Appointment Date and Time
DMU Verified – Mailer Transported	SV Container Unload Scan	<ul style="list-style-type: none"> • Appointment Arrival Information from SV • SV Scan Appointment Found • Late 	SV Unload Scan Date and Time
Drop Ship	Mailer provided appointment	<ul style="list-style-type: none"> • Mailer provided appointment (eDoc) • No SV Scan Appointment Found • Late • Unload Hours > Expected Hours 	USPS Delay, AET is the Scheduled Appointment Date and Time
Drop Ship	Mailer provided appointment	<ul style="list-style-type: none"> • Mailer provided appointment (eDoc) • No SV Scan Appointment Found • Late • Unload Hours < Expected Hours 	Unload Start Date and Time
Drop Ship	SV Container Unload Scan	<ul style="list-style-type: none"> • Appointment Arrival Information from SV • SV Scan Appointment Found • Late • Unload Hours > Expected Hours 	USPS Delay, AET is the Scheduled Appointment Date and Time

Drop Ship	SV Container Unload Scan	<ul style="list-style-type: none"> • Appointment Arrival Information from SV • SV Scan Appointment Found • Late • Unload Hours < Expected Hours 	SV Unload Scan Date and Time
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Table 23: Actual Entry Time (AET) Determinations

4.5 Container Visibility Induction Scans

Mailers presenting full-service mailings will be provided a report showing induction scans and mail processing scans of full-service and induction containers (pallets and trays). This report of container visibility information is available from the USPS processing facilities at which scanning capabilities are implemented and the USPS business mail acceptance units at which scanning capabilities are implemented. The container visibility report will only be provided for the containers on shipments that have been scanned during the induction process or scanned during mail processing. The full-service container visibility Delivery and Response messages in the Mail.XML specification support this data exchange. Container visibility feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, container visibility feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data distribution are available in the [Postal Service Mail.XML Technical Specification](#).

4.6 Tray and Bundle Visibility Scans

Mailers presenting full-service mailings will be provided a report showing processing scans for trays and for bundles (top piece scan). This report of tray and bundle visibility information is available from the USPS processing facilities at which scanning capabilities are implemented and the USPS business mail acceptance units at which scanning capabilities are implemented. The full-service tray and piece visibility Delivery and Response messages in the Mail.XML specification support this data exchange. Tray and Bundle visibility feedback will only be distributed for handling units and containers containing at least one full-service piece within a mixed mailing. For copalletization, container visibility feedback will be based on the copalletized job submitted by the consolidator.

4.7 Full-Service Data Quality Reports

Mailers presenting full-service mailings will be provided as many as four reports regarding conflicts, errors, or other problems that exist in their eDocumentation. These Data Quality reports are available as online reports or by using Mail.XML push or pull functionality. (Once the online reports are generated, they can be exported into CSV or spreadsheet format.) Their main purpose is to identify noncompliance with full-service criteria and to find other problems that may cause a mailing not to meet full-service requirements for discounts and full-service feedback.

To get information about the verification errors, see the [Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback](#), which is available on [RIBBS](#).

4.8 Electronic Documentation Quality Feedback

As problems are encountered during electronic documentation submissions, the Seamless Acceptance and Service Performance (SASP) system will generate error messages and compile the errors and level counts for mail owners and preparers in the job. Errors and counts will be aggregated for full-service feedback quality reporting and presented via four mail quality verification reports, providing mailers and Postal Service personnel visibility into the quality of electronic documentation (eDoc) submissions.

This eDoc quality feedback available through Mail.XML supports the automation of data-conflict-resolution system logic and quality-improvement processes. The Mail.XML feedback mechanism involves a SASP interface, which performs verifications that a mailing meets full-service compliance standards and that

information matches the appropriate data fields in the eDoc. Mail Quality Feedback Mail.XML messages are summarized as follows:

- **By/For Verification:** error occurs when the Mail Owner information or Mail Preparer information, either Mailer ID, CRID, or Permit(Publication Number if the Mail Class is periodicals) submitted in the eDoc is missing or does not map to a valid CRID received from the Customer Registration system.
- **CSA Verification:** error occurs when the CSA information contained in the submitted eDoc does not match against the CSA information received from FAST for first class mail
- **Default Tray Barcode:** error occurs when the Intelligent Mail Tray Barcode (IMtb) does not meet Full-Service standards and consists of only 9's (i.e. 99999999999999999999) **Delivery Point Verification:** error occurs when 5, 9, or 11 digit ZIP Code parsed from the eDoc associated Mail Processing Equipment piece scan is invalid or when only 9s or zeroes are used on the address portion of the ZIP code
- **Entry Facility Verification:** error occurs when an entry facility cannot be determined based on the eDoc locale key for destination entered or when the eDoc entry point postal code is less than 5 digits or alphanumeric for origin entered
- **Mailer ID Verification:** error occurs when the Mailer ID parsed from the Intelligent Mail Container Barcode(IMcb), Intelligent Mail Tray Barcode(IMtb), Intelligent Mail Barcode(IMb), or Piece Range Serialization does not match against the valid Mailer IDs received from the MID system
- **Service Performance Verification:** error occurs when any of the service performance data checks is encountered; currently only triggered when the scheduled ship date is two or more days before the eDoc Postage Statement Finalization Date
- **Service Type Identifier Verification:** error occurs when the STID, provided by the mailer in the IMb, is not a valid STID, does not indicate full-service as compared to the full-service identifier for the piece, and/or the mail class indicated in the STID does not match the mail class indicated in the eDoc for the piece
- **Unique Barcode Verification:** error occurs when the submitted eDoc contains IMcbs (for containers), IMtbs (for handling units) or IMbs (for pieces) that are not unique within the mailing and/or across mailings within the configurable limit (currently 45 days).

Mailers will have access electronic documentation quality feedback and error information through three mechanisms:

- Mail.XML Pull
- Mail.XML Push
- Online Reports

To get technical details on the specifics of Mail.XML Pull data distribution refer to the [Postal Service Mail.XML Technical Specification](#), available on [RIBBS](#).

To get information about XML Push and accessing online reports, see the [User Access to Electronic Mailing Information and Reports Guide](#), which is also available on [RIBBS](#).

4.9 Full-Service Data Distribution

The dissemination of the data is referred to as full-service data distribution. The recipients for the data distribution are determined according to the By/For relationship defined in the Mail.dat file and Mail.XML eDocs submission. Full-service provides mailers with the option to receive information on full-service feedback, including ACS, start-the-clock, container visibility scans, tray and bundle (top piece of bundle) visibility scans, nixie data and full-service mail quality reports.

4.9.1 Data Distribution to Third Parties

The primary parties to every mailing are the owner who commissioned the mailing and the preparer who actually defines the mailpieces and submits the electronic documentation. Owners may also prepare their own mailings. These parties are referred to as the mail owner and the mail preparer and are responsible for controlling access to data/information about their mailings. For the mail owner or mail preparer to participate in full-service data distribution to third-parties, they must be identified by their MID in the By/For of the electronic documentation.

Mailings with Piece (Detail or Barcode only records)

- Mail.dat - mail owner must be identified by their MID in mail owner on CPT record and/or mail owner on MPA record.
- Mail.dat – mail preparer must be identified by their MID in mail preparer on MPA record.
- Mail.XML - mail owner must be identified by their MID in MailPieceCreate and MailPieceUpdate messages
- Mail.XML – mail preparer must be identified by their MID in MailPieceCreate and MailPieceUpdate messages

Mailings with Piece Ranges (Piece range will not be supported by the USPS from July 2013)

- Mail.dat – mail owner must be identified by MID in mail owner on IMR record.
- Mail.dat – mail preparer must be identified by their MID in mail preparer on IMR record.
- Mail.XML - mail owner must be identified by their MID in MailPieceCreate and MailPieceUpdate messages in the IntelligentMailRange block
- Mail.XML – mail preparer must be identified by their MID in MailPieceCreate and MailPieceUpdate messages in the IntelligentMailRange block

Full-Service ACS Data will be distributed only to the mail owner identified in the eDoc. The mail owner may allow other parties access to data or information about their mailings. Parties interested in Full-Service ACS data from a mailing for which they were not the mail owner may receive the Full-Service ACS data when authorized by the mail owner. Full-Service ACS information for a specific mailpiece may only be distributed to one party. Mail owners must complete a MID profile for Full-Service ACS to authorize data distribution to a third party. Mail owners must also be identified by the MID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

Start-the-clock / container/tray/bundle visibility Data from a mailing will be distributed to both the mail owner and mail preparer unless other authorization from the mail owner or mail preparer has been received. Mail owners and mail preparers must complete a MID profile for full-service start-the-clock /container visibility to authorize data distribution to a third party. Mail owners and mail preparers must also be identified by the MID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

IMb Tracing scan data will continue to be determined by either the Mailer ID (which does not have to belong to either a mail owner or mail preparer) on the mailpiece. A Non-Subscriber Delegate is created when a mail owner/preparer who is an IMb Tracing Subscriber wants to provide access to their IMb Tracing scan data to another party who is not an IMb Tracing Subscriber. Any party interested in becoming a Non-Subscriber Delegate for MPE scan data via the IMb Tracing Service will need to coordinate with the National Customer Support Center (NCSC) at 1-800-238-3150 (IMbTracing@usps.gov). The NCSC help desk will facilitate the set-up of Non-Subscriber Delegates in the MT&R / IMb Tracing system.

There are four options for setting-up static relationships. Refer to Table 24 below.

Profile	Description
Static Relationship	Mail owner or preparer has given control to a third party or preparer to manage and distribute data. This MID delegation does not delegate data to any third party rather allows third party to manage the data distribution profiles.
	Mail owner always distributes data to the party identified for a specific Mailer ID. Applies to ACS and IMb Tracing data.

Profile	Description
	Mail owner data is distributed to mail preparer for pieces prepared by the mail preparer.
	Data is distributed to a designated third party (identified by the MID) by the Mail Preparer or Mail Owner (When Mail Owner and/or Mail Preparer identify themselves with a specific MID in the eDocs)

Table 24: Mail Owner/Preparer Relationships

4.9.1.1 Mailer ID Profile Setup

To access the Mailer ID System and create a MID profile, a user first must have a business account on the Business Customer Gateway and obtain a MID via the Mailer ID System. Once a mailer has a MID, the Mailer ID Summary page offers users the following selections:

- Address Book – Some MID profile options require the identification of recipients. The Mailer ID System provides an address book feature which allows mailers to enter the MIDs of possible data recipients. This information is stored and available when users select to create or edit a profile for their MID. A mailer may add or delete possible recipients as needed. NOTE: Users need to know the MID of the parties they want to receive data in order to be assigned in the MID profile.
- MID Search – This function allows users to search for a MID that is assigned to any of the affiliates (CRIDs) to which the user is linked.
- Request a MID - Allows a user to request a MID for the affiliate displayed in the drop down box.
- Affiliate (drop down box) – Allows a user to select an affiliate (CRID). This is used to request a MID or to display the Mailer ID Summary – what MIDs are associated to that CRID.
- Mailer ID Summary – Summary section displays the MIDs for the selected affiliate as well as the address of the affiliate and the Add/Edit Profile link.

A user can create a profile for each MID assigned to their business location(s) / CRID(s). The profile allows data distribution set-up for three types of information: Full-Service ACS, IMb Tracing, and full-service start-the-clock / container visibility. **MID profile updates must be completed 24 hours before the eDoc for the mailing is submitted to receive the correct data distribution.** There are different data options for each type of information. The first four support a static relationship. The data options are:

- **No data dissemination needed: Do not create a profile for this data.** This is the default that is set when a MID is created. This means data will be distributed through the standard: Mail owner identified in the eDoc for Full-Service ACS, IMb Tracing, and mail owner and preparer identified in the eDoc for full-service start-the-clock / container visibility.
- **Mailing preparer: Send this data to the preparer of the mailing as identified below.** Allow one of the following recipients to receive my data based on information contained in electronic file submissions (address book required). A mail owner who holds a MID may authorize their mail preparer to receive all data associated with mailings that specific mail preparer created. For this option a user is required to identify their mail preparers from their MID Address Book. Users may select one or more preparers. When this option is active for the MID used to identify the mail owner in the eDoc, the system will route data to the MID of the preparer identified in the eDoc if that preparer MID is one identified in the preparer option of the Owners MID profile.
- **MID Holder: Send this data to the holder of the MID on the mailpiece.** When this option is active in a MID profile and the mail owner is identified in the eDoc with this MID, the data will be distributed to the MID on the mailpiece.
- **Other - Single Recipient: Send this data to this single recipient: (address book required).** With this option, a user can identify a data recipient that is not the preparer or MID holder on the mailpiece to receive their information. For this option a user is required to select a recipient from their Address Book.

4.9.2 Mailer ID Delegation

If mail owners do not want to actively manage their MID profile, they may delegate control of their profile to a selected agent. This selected agent may be either a mail preparer or a Third-Party. The agent can then determine to whom data should be provided. This access would be marked as “Delegated” in the profile. To create “Delegated” access, a mail owner selects the party they wish to delegate their MID management to from their Address Book. Once a MID has been delegated, it will appear in the agent’s Mailer ID Summary as a delegated MID. It will also still appear in the Owner’s Mailer ID Summary but the Owner will not have the ability to complete the profile for data distribution – they only have the ability to revoke their MID delegation. The delegated agent may then set-up the profile options for data distribution.

4.9.2.1 Mailer ID Data Distribution

Independent sections are displayed for each data type (e.g., Full-Service ACS, Confirm and full-service Start-The-Clock / container visibility). How to associate the MID to a data recipient is described in the section below. Note that Mailer ID profile updates must be completed in the Mailer ID System 24 hours before the eDoc for the mailing is submitted to receive the correct data distribution. There are five options (Figure 8-9).

4.9.2.2 Data Recipient Options

Note: Radio buttons allow only one option to be selected at any one time.

Do not create a profile for this data. Selecting this radio button causes no data distribution profile to be set-up. This is the default setting when a MID is created. The Mail Owner identified in the eDoc receives Full-Service ACS and Confirm data, the Mail Owner and Mail Preparer receive Full-Service Start-the-Clock and Container Visibility data. In the event that a user previously selected a different data distribution option and wishes to revert back to the default setting, the user can select this option.

Send this data to the preparer of the mail. A Mail Owner may authorize a Mail Preparer to receive the data associated with all mailings that specific Mail Preparer creates. For this option the user is required to identify the Mail Preparer from their Address Book. The user may select only one Mail Preparer.

Send data to the holder of the MID on the mailing. When this option is active (the Mail Owner MID is used to identify the Mail Owner in the eDoc), the system will route data to the Mailer ID on the mailpiece. When selecting this option, a user identifies a data recipient from an Address Book entry that is not the Preparer or Mailer ID holder on the mailpiece to receive data. This option is only available for ACS and IMb Tracing data.

Always use the business information below to route my data. When this option is active it acts as an exception broker to send your data to a third party identified through MID.

The screenshot shows a form titled "FULL-SERVICE ACS" with the instruction "Select an existing data recipient from your previously selected recipients or add a new recipient." There are four radio button options:

- Do not create a profile for this data.
- Send this data to the preparer of the mailing. Below this is a text field for "Recipient" with the value "00000001, The Company".
- Send this data to the holder of the MID on the mailing. Below this is a text field for "Recipient" with the value "00000001, The Company".
- Always use the business information below to route my data. Below this is a text field for "Recipient" with the value "00000001, The Company".

Figure 11 Full Service ACS data distribution to recipient

TRAY VISIBILITY

Select an existing data recipient from your previously selected recipients or add a new recipient.

Do not create a profile for this data.

Send this data to the preparer of the mailing.

Allow the following recipient to receive my data based on information contained in electronic file submissions.

Recipient:

Always use the business information below to route my data.

Recipient:

Figure 12 Tray Visibility Data Distribution to Recipient

BUNDLE VISIBILITY

Select an existing data recipient from your previously selected recipients or add a new recipient.

Do not create a profile for this data.

Send this data to the preparer of the mailing.

Allow the following recipient to receive my data based on information contained in electronic file submissions.

Recipient:

Always use the business information below to route my data.

Recipient:

Figure 13 Bundle Visibility Data Distribution to Recipient

IMb Tracing

IMb Tracing is a free service that provides automation scan data for your letters, flats, and bundles. To sign up for IMb Tracing and configure your data subscription, please contact the IMb Tracing helpdesk at IMbTracing@USPS.GOV or 1-800-238-3150.

IMb Tracing data is provisioned based on the MID on the mailpiece. It is not provisioned based on the mail owner or mail preparer that is indicated within your electronic documentation. When you fill out your IMb Tracing application form, you can indicate who should receive your IMb Tracing data. Some mailers choose to receive the data themselves and others choose to provision it to their Mail Service Provider. Work with the IMb Tracing Helpdesk to complete your IMb Tracing application form and configure your data subscription.

By default, IMb Tracing data can only be sent to one IMb Tracing account. If you would like more than one IMb Tracing account to receive a copy of the data, you can add an exception below, which will create a duplicated copy of the IMb Tracing scan events for this MID, which can be provided to a designated MID in the data distribution profile. (Please note that in most instances, mailers do not need to duplicate scan event data. Either the mailer or their designee can subscribe to receive IMb Tracing scan information; this exception is only needed if both the mailer and their designee need to receive the same scan information.) The third party designee MID owner will need to sign up for IMb Tracing and configure their data subscription through the same process described above. They should contact the IMb Tracing helpdesk at IMbTracing@USPS.gov or 1-800-238-3150.

- Radio Button 1 Do Not duplicate scan events (Most Common)
- Radio Button 2 Duplicate scan event for third party MID.

Figure 14 IMb Tracing Data Distribution to Recipient

FULL-SERVICE START THE CLOCK/CONTAINER VISIBILITY

Select an existing data recipient from your previously selected recipients or add a new recipient.

Do not create a profile for this data.

Send this data to the preparer of the mailing.

Always use the business information below to route my data.

Recipient:

Figure 15 Start-the-Clock/Container Visibility Data Distribution to Recipient

4.10 How to Get Full-Service Feedback

Online reports and automated data exchange of report data will be available for mailings that comply with full-service requirements. This data will be available using the following methods:

Browser based HTTPS (Hyper Text Transport Protocol - Secure) Download (Compressed Files) – Online web page allowing customers to download compressed data over HTTPS protocol. These files are available in either comma-delimited (CSV) format or spreadsheet format.

Browser based HTTPS Reports – Online web page allowing customers to view reports over HTTPS.

Mail.XML Pull (Customer Invokes USPS Web Service) – Web Services Pull model by which a customer sends a Web Services based Mail.XML Request message invoking USPS Web Services to pull data in XML format through a Mail.XML Web Service method.

Mail.XML Push (USPS Invokes Customer Web Service) – Prior to receiving Mail.XML Push messages, Mailers will be required to log into the Business Customer Gateway and access Mailing Reports to set up the Mail.XML Push “Subscription” which includes:

- The User ID that *PostalOne!* services should use to access your web service
- The Password that *PostalOne!* services should use to access your web service
- Your Web Service URL
- Push Start Date
- Frequency

Web Services Mail.XML Push model by which the USPS invokes a customer's Web Service method/URL and pushes XML data to the customer Web Service when the data is available or a notification is sent to the customer by the USPS that customer's data is available for download.

No	Data/ Service	Browser based HTTPS Download (Compressed Files)	Browser based Report (over HTTPS)	Mail.XML Pull (Customer Invokes USPS Web Service)	Mail.XML Push (USPS Invokes Customer Web Service)
1	Start-the-Clock	Yes	Yes	Yes	Yes
2	Container Visibility/Scan	Yes	Yes	Yes	Yes
3	Tray Visibility/Scan	Yes	Yes	Yes	Yes
4	Bundle (top piece on the Bundle) Visibility/Scan	Yes	Yes	Yes	Yes
5	ACS COA	Yes	No	Yes	Yes
6	ACS nixie Detail	Yes	No	Yes	Yes
7	eDoc Data Quality Verification Reporting	(Report available in MicroStrategy)	Yes (with download options)	Yes	Yes
8	By/For Conflict	(Report available in MicroStrategy)	No	Yes	Yes
9	Non Compliance Data with Postage Owed Reporting	No (Report available in MicroStrategy)	No	Yes	Yes

Table 25: Data Exchange Methods

Full-service information is provided electronically to USPS customers in three ways. One method is a manual downloading of data in CSV (Comma Separated Values) or spreadsheet formats from through the Business Customer Gateway.

Other methods involve automated data exchange using IDE Alliance's Mail.XML specification and web services technology. With the Mail.XML method, customers can either periodically query the USPS *PostalOne!*

system for information or they can receive it automatically from the *PostalOne!* system. These manual and automated methods are described below.

4.10.1 Manual Download

Customers can enter the Business Customer Gateway and follow the full-service reports link to search for specific ACS and start-the-clock data for their mailings. Information is downloadable in CSV or spreadsheet format.

Due to their typically large size, the Data Quality reports are NOT available through manual download. They are only available through online reporting, which provides download options, and Mail.XML web services.

4.10.2 Automated Download of Data Using Pull or Push Methods

4.10.2.1 Mail.XML Pull (Query)

With the Mail.XML Pull method, customers' software queries the *PostalOne!* system for ACS, start-the-clock, container, tray, bundle (top piece scan) visibility scans, and Data Quality reporting data. Query filters include Job ID information and other mail-owner or appointment information, as applicable, for the type of data being pulled. There are Query Request and Response messages by which the Query request is done by the customers' software and the USPS sends the Query Response message with the data. For details on all names of specific full-service data feedback Mail.XML messages, please refer to the [Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback](#).

Customers should not set up their web services Pull software to query the *PostalOne!* servers continuously. To avoid potential performance issues, we suggest querying no more frequently than every four hours.

4.10.2.2 Mail.XML Push (Subscription)

To use the Mail.XML Push, or subscription, method, customers should follow the full-service subscription link from the Business Customer Gateway to provide the USPS a user ID, password, and a URL that the *PostalOne!* system can use to connect and send data to the customers' server. Customers can also schedule how frequently they want to receive full-service data: every six, 12, or 24 hours. It is also possible to subscribe to Push using the CreateProfileRequest, UpdateProfileRequest, and CancelProfileRequest XML messages, described in the PushUserProfileInfo.xsd schema definition provided as part of the WSDL.

There are two types of Push (Subscription) methods. One is Notification, in which the USPS sends a message to the customers' server indicating that data for a certain mailing is ready; the customers' software can then generate the Query Request message with the mailing data provided by the USPS in the notification message to pull their information. The USPS responds back with a Query Response message containing the detail data.

The other Push method is Delivery messages, in which the USPS sends the information to the customers' server according to schedule specified by the customer.

Push data distribution uses Secure Socket Layer (SSL) communication to send data to the customer's web service. Details on the messages for query, notification, and delivery are available in the [Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback](#).

5 Full-Service Verification and Assessment

The Postal Service uses a census approach for verification of electronic documentation (eDoc) for full-service mailings. Every container, handling unit and piece is evaluated to identify eDoc verification errors in container and handling unit records. MicroStrategy Mail Data Quality reports include detailed information on full-service jobs. The reports contain affected piece counts and the postage amounts for the impacted pieces. In addition, the *PostalOne!* report titled "Full-Service Verification Invoice Report," provides the eDoc submitter with the functionality to request reconciliation of the identified errors. This functionality provides Mailers with an opportunity to take advantage of the reconciliation process and use the feedback to correct full-service verification errors.

At a future date, the errors identified in the MicroStrategy Mail Data Quality reports will result in the loss of the full-service discount for all full-service pieces contained in the containers or handling units. (The timeframe for implementing this discount removal process is under review and will be announced in advance by the Postal Service.)

For logical containers and handling units, due to lack of visibility of pieces tied to physical containers, the loss of discount will be assessed for all full-service pieces in the logical containers and handling units when an error occurs.

All errors will be reported to the associated eDoc submitter CRID (SEG Mailer Facility ID).

The error types include; Mailer ID, Service Type ID, By/For, FAST Customer Supplier Agreement, FAST Appointment, Barcode Uniqueness, and Delivery Point Verification for containers/handling units/pieces.

5.1.1 Full-Service eDoc

eDoc is required for all full-service mailings submitted to the *PostalOne!* system using Mail.dat and Mail.XML file formats. Postage statements submitted for full-service mailings are finalized by the USPS acceptance clerk upon acceptance of the mailing. When the postage statement is finalized, the detailed documentation associated with the finalized statement(s) is sent from the *PostalOne!* system for full-service verification.

5.1.2 Full-Service Verification

The full-service verification examines the detailed documentation to evaluate that the data complies with full-service requirements.

The eDoc errors verified by the SASP system include:

- **Mailer ID:** Verify that the Mailer ID parsed from the barcode provided in the eDoc is a valid Mailer ID in the MID system.
- **Service Type ID:** Verify that the Service Type Identifier parsed from the barcode provided in the eDoc is valid for the Mail Class and indicates full-service.
- **By/For:** Verify that the Mail Owner and Mail Preparer provided in the eDoc by MID or CRID map to a valid CRID from the Customer Registration system
- **FAST Customer Supplier Agreement:** Verify that the eDoc contains all of the required elements for the CSA.
- **Barcode Uniqueness:** Verify that Intelligent Mail barcodes (pieces), Intelligent Mail tray barcodes, and Intelligent Mail container barcodes provided in the eDoc are unique within and across mailing jobs (as designated by the Mailer Facility ID) based on the Postage Statement Mailing Date provided in the eDoc.
- **Barcode Piece Ranges:** Verify, for mailers using piece ranges to identify mailpieces, that there is no overlap between multiple ranges. (If a range does overlap another piece or range, then all pieces in the range will be considered as errors.)
- **Delivery Point Verification:** Verify that the Delivery Point parsed from the physical barcode scan when matched to a barcode in the eDoc is a valid delivery point when compared to the Address Management System (AMS) database of active delivery points. DPV verification is performed when an MPE scan is received and matches to a piece (.pdr) or piece range (.imr) provided in electronic documentation. Based on the automation rate category, SASP will determine if the delivery point is currently active or was active anytime within the past 195 or 290 days from the mailing date of the electronic documentation.
- **Service Performance Verification:** Verify that the Scheduled Ship Date/Time is not two or more days before the eDoc Postage Statement Finalization Date.

- **Default Tray Barcode Verification:** Verify that the Intelligent Mail Tray Barcode (IMtb) meets full-service standards and does not consist of only 9's (i.e. 99999999999999999999).

Full-service eDoc verification errors are reported in the MicroStrategy Mail Data Quality reports through the Business Customer Gateway generally within 48 hours after the finalization of postage statements. Some errors may be reported after the initial 48 hours based on system updating of data and verification processing. The Mail Data Quality reports aggregate errors by the job based on finalization of postage statements until the job is completed. Mail Owners are encouraged to monitor the Mail Data Quality reports through the duration of the mailing cycle.

See the *User Access to Electronic Mailing Information and Reports Guide* on RIBBS (<http://ribbs.usps.gov/>) at (http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/user_access.htm) for detailed instructions on accessing the Mail Data Quality Reports. A **Full-Service Verification Invoice Report** provides detailed information on full-service jobs. The report contains affected piece counts and additional postage amounts.

The *PostalOne!* system creates the **Full-Service Verification Invoice Report** 30 days after the job is completed in the *PostalOne!* system or 30 days after the date the last postage statement is finalized, whichever comes first. The *PostalOne!* system considers a job complete when the total pieces for finalized postage statements matches the total pieces in the qualification report. The Full-Service Verification Invoice Report provides information to identify the specific job found with errors.

While the discount removal has not yet been activated, Mailers are encouraged to take advantage of the reconciliation process and use the feedback to correct full-service verification errors prior to the implementation of the full-service discount removal. The timeframe for implementing the discount removal is under review, and will be announced in advance by the Postal Service. Mailings completed prior to the announced date will not be subject to loss of the full-service discount.

A new, Business Service Administrator Verification Assessment Evaluator (VAE), service type has been added to the Business Customer Gateway. The VAE BSA:

- Receives email notifications or online popup messages alerting them of a Full-Service Verification Invoice report
- Gains access to the *PostalOne!* Full-Service Verification Invoice Report

The Business Service Administrator Verification Assessment Evaluator (VAE) may delegate the VAE service to other BSAs and approve users for the VAE service. All BSAs and users receive email notifications or on-line pop-up notices while accessing the *PostalOne!* system.

- An email notification for the Full-Service eDoc verification errors is sent if an established threshold is exceeded:
 - If the total amount of disqualified postage is greater than \$150 **and**
 - The number of compliant pieces is greater than 70%
- The email notification is sent to the mailer's appropriate Verification Assessment Evaluator (VAE)
 - The VAE is assigned by mailers for each CRID (business location)

Results from the eDoc verification process are made available for reporting in the MicroStrategy Mail Data Quality reports within 48 hours after the finalization of the postage statement as described in Section 5.1.3.

Appendix D contains a detailed list of error type/subtype descriptions and if the error will be subject to additional postage for the loss of the full-service discount. (The timeframe for implementing the discount removal is under review, and will be announced in advance by the Postal Service. Mailings completed prior to the announced date will not be subject to loss of the full-service discount.)

5.1.3 Mail Data Quality Reporting

Detailed full-service eDoc verification errors are reported in the MicroStrategy Mail Data Quality reports accessible through the Business Customer Gateway within 48 hours after the finalization of postage

statements. The Mail Data Quality reports aggregate errors by the job based on finalization of postage statements.

An additional full-service eDoc verification invoice report provides detailed information on jobs that contain full-service eDoc errors. This report correlates with the *PostalOne!* full-service eDoc verification report described in section 5.1.4. This report displays all jobs (even if they did not contain errors). This report contains the real time affected piece counts and additional postage amount. After the defined time period, as described in section 5.1.4, these numbers will become static and match the values displayed in *PostalOne!* full-service eDoc verification report (indicated by the 'eDoc Verification Finalized?' column). The user can drill on Mailing Group ID to view corresponding container information and error type counts.

A Mail Preparation and Data Quality Dashboard provides a summary of full-service eDoc errors and warnings, Start-the-Clock exclusions, acceptance verification errors, and move update verifications. The user can drill from the dashboard to view detailed information for each section.

See the [User Access to Electronic Mailing Information and Reports Guide](#) on RIBBS for detailed instructions for accessing the Mail Data Quality Reports.

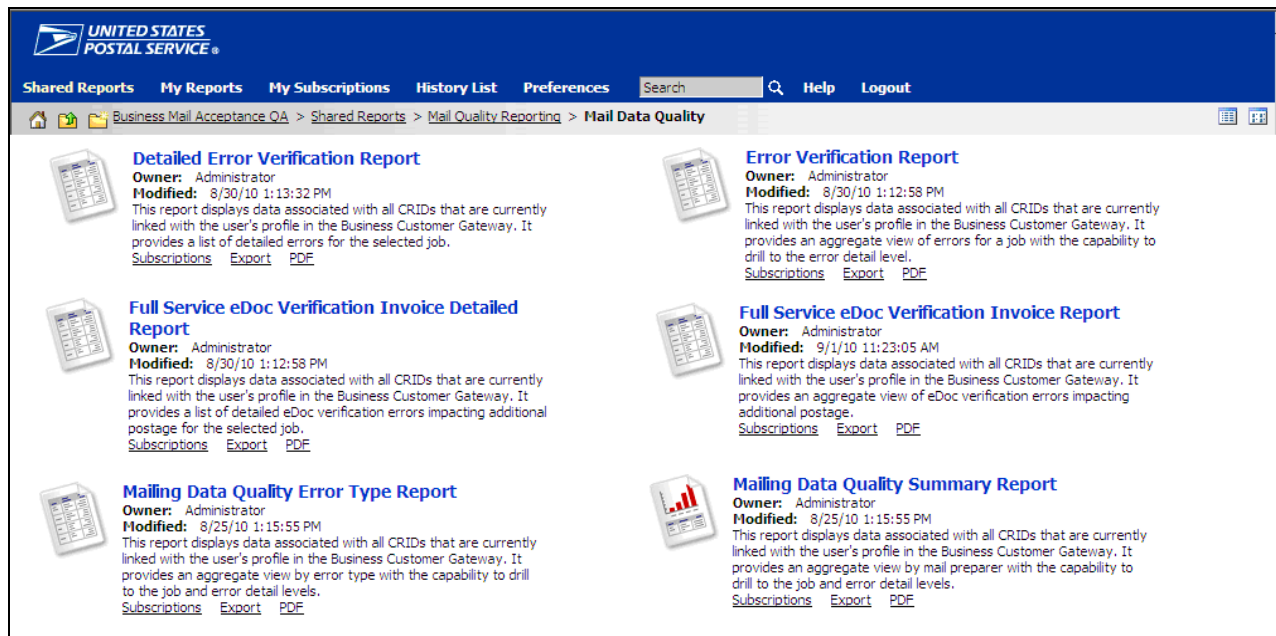


Figure 16: Mail Data Quality Report Options

5.1.4 *PostalOne!*

The *PostalOne!* system creates the Full-Service Verification Invoice Report 30 days after the job is completed in the *PostalOne!* system or 30 days after the mailing date of the last finalized postage statement, whichever comes first. The *PostalOne!* system considers a job complete when the total piece count for finalized postage statements matches the total pieces in the qualification report. The Full-Service Verification Invoice Report provides information to identify the specific job found with errors.

A new service, Verification Assessment Evaluator (VAE), has been added in the Business Customer Gateway to support the notification to the eDoc submitter when the *PostalOne!* system retrieves the full-service eDoc verification errors for a job.

The Verification Assessment Evaluator (VAE) BSAs:

- Gains access to full-service eDoc verification error report in the *PostalOne!* system
- Receives email notifications or pop-up notices while on-line alerting the BSA of the need for action

- Takes action to notify appropriate affected parties of any payments needed
- Makes payments for additional postage through the full-service eDoc verification report.

The *PostalOne!* Full-Service Verification Invoice Report allows the Verification Assessment Evaluator to complete an online form to request a review of the charges. The helpdesk receives the request for review electronically and reviews, investigates and responds to the Verification Assessment Evaluator with the final disposition of the verification. The mailer will not receive email or pop-up notifications for jobs with full-service eDoc verification errors that result in additional postage under an established threshold. The Full Service Verification Invoice Report will still be created and available for review.

The Full-Service Verification Invoice Report displays codes to identify the status of a report.

See Table 26: Status Codes below for descriptions of codes and timeframes for actions.

Status Code	Description
Unpaid	Status for initial notice of FS eDoc Verification error charges. System will change status to Overdue after five days, if no action is taken
Pending Reconciliation Review	Mailer requested reconciliation review. Job is pending review by helpdesk
Reviewed – Payment Required	Review by helpdesk is complete. Payment is due. If no action taken, after three days status will change to overdue.
Overdue	Mailers are expected to resolve all unpaid notices within five days. Immediate action, to make payment or request reconciliation, should be taken on an Overdue notice. The Postal Service will monitor overdue reports and may take action to deny full-service discounts for subsequent mailings if appropriate action is not taken.
Closed	Assessment closed by helpdesk
Paid	Mailer selected permit and permit type and confirmed payment of additional postage.

Table 26: Status Codes

Appendix A: Ancillary Services - Service Type Identifier (STID) Detailed Explanation

The descriptions that follow show the Service Type Identifiers (STIDs) that apply to the basic automation and full-service options for Intelligent Mail. You may also wish to refer to the Intelligent Mail Barcode Technical Resource Guide, which can be found at <http://ribbs.usps.gov/>.

[Appendix A](#) provides a detailed description of the various address correction options available within basic automation and full-service mailings and the STIDs that provide the different undeliverable-as-addressed (UAA) handling treatments. **NOTE:** Mailers who wish to receive address correction information on nonautomation mailpieces should use the corresponding STID for basic automation option mailpieces unless otherwise defined in Appendix A.

Appendix A is divided into:

- Mail Class (First-Class, Periodicals, Standard Mail, and Bound Printed Matter)

Within each class of mail, it is divided into:

- No address correction or ancillary services desired for handling of UAA mailpieces
- Obtaining manual address corrections or for other ancillary services not available in ACS (Address Change Service)
- Traditional ACS
- Using OneCode ACS
- Full Service ACS

To use [Appendix A](#), follow the below steps:

- | | |
|---------|--|
| Step 1 | Determine the Class of Mail that is appropriate. |
| Step 2 | Determine whether the Mailing Type will be either basic automation or full-service option. |
| Step 3 | Determine whether or not you want to receive ACS Detail Records. |
| Step 4 | Determine if you want to receive IMb Tracing scan data. |
| Step 5 | Select the Mailpiece Disposition desired for any UAA pieces. Note that Mailpiece Dispositions are often similar with minor differences. Select the Mailpiece Disposition that best meets your needs. |
| Step 6 | Determine whether the associated Mailpiece Disposition requires the use of an Ancillary Service Endorsement (ASE). If not, skip to Step 8. |
| Step 7 | Determine whether to use a "Recommended Ancillary Service Endorsement (ASE)" or an "Allowable ASE" on your mailpiece by checking the column "Action taken if barcode unreadable". |
| Step 8 | Understand the fees, if any, that will be associated with the use of the STID and/or the ASE. |
| Step 9 | Check the Constraints and the Notes columns for applicable information. |
| Step 10 | When you are certain that you have correctly identified all options and understand the Constraints and Notes use the STID specific to that line item when you create the IMb. |

Appendix A location on RIBBS:

https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/AncillaryServices_STID_Detailed_Explanation.pdf

Appendix B: Data Distribution Scenarios

The following scenarios illustrate how the data distribution rules defined above would be used. In these scenarios, assume the following companies are involved in a mailing.

Company A: Mail Owner (MID 912345678)

Company B: Mail Preparer (MID 987654321)

Company C: Service Provider (MID 911111111)

Company D: Mail Owner (MID 000123456)

Company E: Mail Preparer (MID 987654321)

Full-Service ACS Scenarios

Scenario 1:

Company A prepares their own mailings using their MID, 912345678. Company A wants to receive Full-Service ACS data.

- Company A would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static profile would be required.

Scenario 2:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company B as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static profile would be required.

Scenario 3:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company A would receive Full-Service ACS data through the By/For information in the electronic documentation.
- No Static profile would be required.

Scenario 4:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer.

- Company A has set up a static partial profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data for Company A when Company B prepares the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system.

Scenario 5:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company C.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company C would receive Full-Service ACS data through the static profile in the *PostalOne!* system.

Scenario 6:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company C.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company C would receive Full-Service ACS data through a combination of the By/For information and the static profile in the *PostalOne!* system.

Scenario 7:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company B for this mailing.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

Scenario 8:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company B for this mailing.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would NOT receive Full-Service ACS data for the mailing.
- Company A would receive their Full-Service ACS data for the mailing.

Scenario 9:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A has delegated all data access to Company B.

- Company A has transferred control of their MID to Company B in their static Delegated profile in the *PostalOne!* system. Company B has set up the profile to receive the Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive the Full-Service ACS data through the profile.

Scenario 10:

Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system to indicate the MID on the mailpiece is that of the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system to indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static profile would be required.

Scenario 11:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company A would receive Full-Service ACS data through the By/For information in the electronic documentation.
- No Static profile would be required.

Scenario 12:

Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer and Company E whenever Company E is their mail preparer.

- Company A has set up a static Partial profile in the *PostalOne!* system authorizing both Company B and Company E to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared
- Company E would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared.

Scenario 13:

- Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company

A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer and Company E whenever Company E is their mail preparer.

- Company A has set up a static Partial profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company A has NOT set up a static Partial profile in the *PostalOne!* system authorizing Company E to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared
- Company E would NOT receive Full-Service ACS data for the mailpieces they prepared. Company A would receive their Full-Service ACS data for the mailing prepared by Company E.

Scenario 14:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to send their Full-Service ACS data to Company C.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company C would receive Full-Service ACS data through a combination of the By/For information and the static profile in the *PostalOne!* system.

Scenario 15:

Company A and Company D hire Company B to prepare their mailing and the Company B uses their own MID, 987654321, on the mailpieces. Company A wishes to send their Full-Service ACS data to Company C for this mailing only. Company D wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A and Company D as the mail owners.

Company D would receive Full-Service ACS data through the By/For in the electronic documentation.

IMb Tracing Scenarios

Scenario 16:

Company A prepares their own mailings using their MID, 912345678. Company A wants to receive full-service IMb Tracing scan data. Company A is an IMb Tracing subscriber.

- Company A would submit electronic documentation to the *PostalOne!* system indicating the MID on the mailpiece is that of the mail owner.
- Company A would receive full-service IMb Tracing scan data through the MID on the mailpiece.
- No Static profile would be required.

Scenario 17:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company B wants to receive full-service IMb Tracing scan data. Company B is an IMb Tracing subscriber.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.

Scenario 18:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A and Company B want to receive full-service IMb Tracing scan data. Company A and Company B are IMb Tracing subscribers.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.

Scenario 19:

Company A hires Company B to prepare their mailing and Company B uses their own MID, 987654321, on the mailpieces. Company A wants to receive full-service IMb Tracing scan data. Company B does NOT want to receive full-service IMb Tracing scan data. Company A and Company B are IMb Tracing subscribers.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would NOT receive full-service IMb Tracing scan data.

Scenario 20:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive full-service IMb Tracing scan data. Company C is an IMb Tracing subscriber.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive the full-service IMb Tracing data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company C would receive full-service IMb Tracing scan data through the static profile.

Scenario 21:

Company A hires Company B to prepare their mailing and requests Company B to use company C's (mail owner) MID 911111111 on the mailpieces. Company A wants Company C to receive full-service IMb Tracing scan data. Company C is an IMb Tracing subscriber.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company C would receive full-service IMb Tracing scan data through the MID on the mailpiece.
- No Static profile would be required.

Scenario 22:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive full-service IMb Tracing scan data. Company A is an IMb Tracing subscriber.

- Company A has set up a static profile in the *PostalOne!* system authorizing Company C to receive the full-service IMb Tracing scan data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

- Company C would receive full-service IMb Tracing scan data through the MID on the mailpieces.

Scenario 23:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company B uses a full-service IMb Tracing STID on the mailpieces. Company A is not an IMb Tracing subscriber.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company A will not receive the full-service IMb Tracing scan data.

Start-the-Clock Scenarios

Scenario 24:

Company A hires Company B to prepare their mailing and Company B uses their own MID, 987654321, on the mailpieces. Company A and Company B both want to receive start-the-clock data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive start-the-clock data through the MID on the mailpiece.
- Company A would receive start-the-clock data as the submitter of the electronic documentation.
- No Static profile would be required.

Scenario 25:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A and Company B both want to receive start-the-clock data.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company A would receive start-the-clock data through the MID on the mailpiece.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.
- No Static profile would be required.

Scenario 26:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive start-the-clock data. Company B wants to receive start-the-clock data.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the start-the-clock data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company C would receive start-the-clock data through the static profile.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.

Multiple Services

Scenario 27:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces.

Company A wants to receive Full-Service ACS information. Company A wants full-service IMb Tracing scan data to go to Company C only for this mailing. Company C is an IMb Tracing subscriber. Company A always wants start-the-clock data to go to a Company C. Company B wants to receive start-the-clock data.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive the start-the-clock data for Company A.
- Company A has set up a MID profile in the *PostalOne!* system authorizing Company C to receive the IMb Tracing scan data for Company A through the exception broker process.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company B as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpieces.
- Company C would receive start-the-clock data through the static profile.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.

Scenario 28:

Company A hires Company B to prepare their mailing and requests Company B to use their own MID 987654321 on the mailpieces.

Company A wants to receive full-service IMb Tracing scan. Company A wants Full-Service ACS information to go to Company F for this mailing only. Company A always wants full-service IMb Tracing scan data to go to Company C who has an IMb Tracing subscription. Company A and B want to receive start-the-clock data. Company E wishes to receive appointment close-out information.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive full-service IMb Tracing scan data for Company A.
- Company A has set up a MID profile in the *PostalOne!* system authorizing Company F to receive the Full-Service ACS data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company B as the mail preparer and indicate Company A as the mail owner.
- Company A would receive start-the-clock data as the mail owner.
- Company C would receive full-service IMb Tracing scan data through the static profile.
- Company B would receive start-the-clock data as the submitter of the electronic documentation.
- Company E would receive appointment close-out information from the FAST system as the creator of the appointments.

Appendix C: Data Distribution Scenario Chart

Scenario Number	Notes	MID Used		Data Requested			Documentation Used					Data Sent to		
		Owner	Preparer or Agent	ACS	IMb Tracing	Start-the-Clock	By/For	Delegated Profile: Static Complete	Static Profile: Partial	Static Profile: Complete	Broker IMb Tracing	Owner	Preparer	Third Party
1	No Preparer Used	X		X								X		
2	One Owner, One Preparer	X		X								X		
3	One Owner, One Preparer		X	X			X					X		
4	One Owner, One Preparer		X	X						X			X	
5	Third Party	X		X					X					X
6	Third Party		X	X			X		X					X
8	Missing Profile, Owner wants data to go to 3rd Party	X		X								X		
9	Delegated Control	X		X				X					X	
10	Multiple Preparers, One Owner	X		X			X					X		
11	Multiple Preparers, One Owner		X	X			X					X		
12	Multiple Preparers, One Owner		X	X				X					X	
13	Two preparers, one static profile		X	X				One				One	One	
14	Multiple Preparers, One Owner, Third Party Receipt		X	X			X	X						X
15	Multiple Owners, One Preparer – Data from one mailing can go to multiple sources. Data for each owner only goes to one location		X	X			X				X	X		X
16	No Preparer Used	X			X							X		
17	Preparer is an IMb Tracing subscriber	X			X						X		X	
18	Owner and preparer both IMb Tracing subscribers	X			X						X	X	X	

Scenario Number	Notes	MID Used		Data Requested			Documentation Used					Data Sent to		
		Owner	Preparer or Agent	ACS	IMb Tracing	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Broker IMb Tracing	Owner	Preparer	Third Party
19	Owner and preparer both IMb Tracing subscribers		X		X						X	X		
20	Third Party is an IMb Tracing subscriber	X			X					X				X
21	Third Party MID Used		X		X									X
22	Owner is an IMb Tracing subscriber	X			X					X				X
23	No IMb Tracing Subscription	X			X		X							
24	One owner, one preparer		X			X	X					X	X	
25	One owner, one preparer	X				X	X					X	X	
26	Owner delegates Start-the-Clock	X				X	X	X					X	X

Appendix D: Full-Service Discount Assessment Errors

The following table is a detailed list of error type/subtype descriptions and if an error will be assessed for the loss of the full-service discount.

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Mail Preparer on Piece	SASP will check that the Mailer ID from the .mpa is a valid Mail Preparer identifier for Pieces. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Preparer was not identified for the physical piece due to an invalid Mailer ID(.mpa)	Y
By/For Verification - Mail Preparer on Piece	SASP will check that the CRID from the .mpa is a valid Mail Preparer identifier for Pieces. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Preparer was not identified for the physical piece due to an invalid CRID(.mpa)	Y
By/For Verification - Mail Preparer on Piece	N/A	SASP will check that the Mailer ID from the QualReport message is a valid Mail Preparer identifier for Pieces. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the physical piece due to an invalid Mailer ID(QualReport)	Y
By/For Verification - Mail Preparer on Piece	N/A	SASP will check that the CRID from the QualReport message is a valid Mail Preparer identifier for Pieces. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the physical piece due to an invalid CRID(QualReport)	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Mail Preparer on Piece	SASP will check that any Mail Preparer identifier for Pieces is in the eDoc. SASP will only log an error when all Mail Preparer identifiers in the eDoc are blank.	SASP will check that any Mail Preparer identifier for Pieces is in the eDoc. SASP will only log an error when all Mail Preparer identifiers in the eDoc are blank.	The Mail Preparer was not identified for the physical piece due to no Mail Preparer identifiers in the eDoc	Y
By/For Verification - Mail Owner on Piece	SASP will check that the Mailer ID from the .cpt is a valid Mail Owner identifier for Pieces. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the physical piece due to an invalid Mailer ID(.cpt)	Y
By/For Verification - Mail Owner on Piece	SASP will check that the Mailer ID from the .mpa is a valid Mail Owner identifier for Pieces. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the physical piece due to an invalid Mailer ID(.mpa)	Y
By/For Verification - Mail Owner on Piece	SASP will check that the CRID from the .cpt is a valid Mail Owner identifier for Pieces. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the physical piece due to an invalid CRID(.cpt)	Y
By/For Verification - Mail Owner on Piece	SASP will check that the CRID from the .mpa is a valid Mail Owner identifier for Pieces. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the physical piece due to an invalid CRID(.mpa)	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Mail Owner on Piece	N/A	SASP will check that the Mailer ID from the MailPiece message is a valid Mail Owner identifier for Pieces. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the physical piece due to an invalid Mailer ID(MailPiece)	Y
By/For Verification - Mail Owner on Piece	N/A	SASP will check that the CRID from the MailPiece message is a valid Mail Owner identifier for Pieces. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the physical piece due to an invalid CRID(MailPiece)	Y
By/For Verification - Mail Owner on Piece	N/A	SASP will check that the CRID from the QualReport message is a valid Mail Owner identifier for Pieces. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the physical piece due to an invalid CRID(QualReport)	Y
By/For Verification - Permit Information	SASP will check that the Permit information from the .mpa is a valid Mail Owner identifier for Pieces. SASP will check that the Permit information including Permit Number, Permit Type, and Permit ZIP+4, within the same Finance Number as the Mail Facility ID(.seg), maps to a valid CRID. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the physical piece due to invalid permit information(.mpa)	N

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Permit Information	N/A	SASP will check that the Permit information from the MailPiece message is a valid Mail Owner identifier for Pieces. SASP will check that the Permit information including Permit Number, Permit Type, and Permit ZIP+4, within the same Finance Number as the Mail Facility ID(.seg), maps to a valid CRID. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the physical piece due to invalid permit information(MailPiece)	N
By/For Verification - Permit Information	N/A	SASP will check that the Permit information from the QualReport message is a valid Mail Preparer identifier for Pieces. SASP will check that the Permit information including Permit Number, Permit Type, and Permit ZIP+4, within the same Finance Number as the Mail Facility ID(.seg), maps to a valid CRID. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the physical piece due to invalid permit information(QualReport)	N
By/For Verification - Permit Information	N/A	SASP will check that the Permit information from the QualReport message is a valid Mail Preparer identifier for a Piece Range. SASP will check that the Permit information including Permit Number, Permit Type, and Permit ZIP+4, within the same Finance Number as the Mail Facility ID(.seg), maps to a valid CRID. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the piece range due to invalid permit information(QualReport)	N

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Publication Number	SASP will check that the Publication Number from the .mpa is a valid Mail Owner identifier for Pieces. SASP will check that the Publication Number maps to a valid CRID. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the physical piece due to an invalid publication number(.mpa)	N
By/For Verification - Publication Number	N/A	SASP will check that the Publication Number from the MailPiece message is a valid Mail Owner identifier for Pieces. SASP will check that the Publication Number maps to a valid CRID. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the physical piece due to an invalid publication number(MailPiece)	N
By/For Verification - Publication Number	N/A	SASP will check that the Publication Number from the QualReport message is a valid Mail Preparer identifier for Pieces. SASP will check that the Publication Number maps to a valid CRID. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the physical piece due to an invalid publication number(QualReport)	N
By/For Verification - Publication Number	N/A	SASP will check that the Publication Number from the QualReport message is a valid Mail Preparer identifier for a Piece Range. SASP will check that the Publication Number maps to a valid CRID. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was no identified for the piece range due to an invalid publication number(QualReport)	N

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Mail Preparer on Piece Range	SASP will check that the Mailer ID from the .imr is a valid Mail Preparer identifier for a Piece Range. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Preparer was not identified for the piece range due to an invalid Mailer ID(.imr)	Y
By/For Verification - Mail Preparer on Piece Range	SASP will check that the CRID from the .imr is a valid Mail Preparer identifier for a Piece Range. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Preparer was not identified for the piece range due to an invalid CRID(.imr)	Y
By/For Verification - Mail Preparer on Piece Range	N/A	SASP will check that the Mailer ID from the PieceRange message is a valid Mail Preparer identifier for a Piece Range. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the piece range due to an invalid Mailer ID(PieceRange)	Y
By/For Verification - Mail Preparer on Piece Range	N/A	SASP will check that the Mailer ID from the QualReport message is a valid Mail Preparer identifier for a Piece Range. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the piece range due to an invalid Mailer ID(QualReport)	Y
By/For Verification - Mail Preparer on Piece Range	N/A	SASP will check that the CRID from the PieceRange message is a valid Mail Preparer identifier for a Piece Range. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the piece range due to an invalid CRID(PieceRange)	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Mail Preparer on Piece Range	N/A	SASP will check that the CRID from the QualReport message is a valid Mail Preparer identifier for a Piece Range. SASP will only log an error when the Mail Preparer cannot be identified by any other By/For identifier in the eDoc.	The Mail Preparer was not identified for the piece range due to an invalid CRID(QualReport)	Y
By/For Verification - Mail Preparer on Piece Range	SASP will check that any Mail Preparer identifier for Piece Ranges is in the eDoc. SASP will only log an error when all Mail Preparer identifiers in the eDoc are blank.	SASP will check that any Mail Preparer identifier for Piece Ranges is in the eDoc. SASP will only log an error when all Mail Preparer identifiers in the eDoc are blank.	The Mail Preparer was not identified for the piece range due to no Mail Preparer identifiers in the eDoc	Y
By/For Verification - Mail Owner on Piece Range	SASP will check that the Mailer ID from the .imr is a valid Mail Owner identifier for a Piece Range. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the piece range due to an invalid Mailer ID(.imr)	Y
By/For Verification - Mail Owner on Piece Range	SASP will check that the CRID from the .imr is a valid Mail Owner identifier for a Piece Range. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	N/A	The Mail Owner was not identified for the piece range due to an invalid CRID(.imr)	Y
By/For Verification - Mail Owner on Piece Range	N/A	SASP will check that the Mailer ID from the PieceRange message is a valid Mail Owner identifier for a Piece Range. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the piece range due to an invalid Mailer ID(Piece Range)	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
By/For Verification - Mail Owner on Piece Range	N/A	SASP will check that the CRID from the PieceRange message is a valid Mail Owner identifier for a Piece Range. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the piece range due to an invalid CRID(PieceRange)	Y
By/For Verification - Mail Owner on Piece Range	N/A	SASP will check that the CRID from the QualReport message is a valid Mail Owner identifier for a Piece Range. SASP will only log an error when the Mail Owner cannot be identified by any other By/For identifier in the eDoc.	The Mail Owner was not identified for the piece range due to an invalid CRID(QualReport)	Y
By/For Verification - Mail Owner on Piece Range	SASP will check that any Mail Owner identifier for Piece Ranges is in the eDoc. SASP will only log an error when all Mail Owner identifiers in the eDoc are blank.	SASP will check that any Mail Owner identifier for Piece Ranges is in the eDoc. SASP will only log an error when all Mail Owner identifiers in the eDoc are blank.	The Mail Owner was not identified for the piece range due to no Mail Owner identifiers in the eDoc	Y
FAST CSA Verification - Container	SASP will validate that a CSA exists based on the eDoc Mail Facility ID(.seg) and Processing Category(.csm) for First-Class Mail when the CSA ID(.seg or .csm) is not provided in the eDoc for Origin entered Containers	SASP will validate that a CSA exists based on the eDoc Mail Facility ID(.MailingGroup) and Processing Code(ContainerInfoData block of the QualReport) for First-Class Mail when the CSA ID(ContainerInfoData block of the QualReport) is not provided in the eDoc for Origin entered Containers	The CSA ID was not provided in the eDoc(.seg/.csm or QualReport) for the Origin entered Container when a First Class CSA exists in FAST based on the Mail Facility ID and Processing Category	N
FAST CSA Verification - Container	SASP will validate that the eDoc Container record(.seg or .csm) has an effective and valid First Class CSA.	SASP will validate that the eDoc Container record(ContainerInfoData block of the QualReport) has an effective and valid First Class CSA.	The CSA from the eDoc(.seg/.csm or QualReport) is invalid or a match cannot be found in FAST for the associated container record(.csm or QualReport)	N
FAST CSA Verification - Container	SASP will validate that the CSA ID from the eDoc(.csm) has a status of 'Active' in FAST.	SASP will validate that the CSA ID from the eDoc(ContainerInfoData block of the QualReport) has a status of 'Active' in FAST.	The CSA associated to an eDoc Container record(.csm or QualReport) does not have an Active status in FAST	N

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
FAST CSA Verification - Container	SASP will validate that for the DMU Verified, USPS Transported Container, the eDoc Scheduled Ship Date or Scheduled Induction Date(.csm) is equal to or after the FAST CSA Effective Date for the associated CSA ID from the eDoc(.csm).	SASP will validate that for the DMU Verified, USPS Transported Container, the eDoc Scheduled Ship Date or Scheduled Induction Date(ContainerInfoData block of the QualReport) is equal to or after the FAST CSA Effective Date for the associated CSA ID from the eDoc(ContainerInfoData block of the QualReport).	The eDoc Scheduled Ship/Induction Date(.csm or QualReport) is before the CSA Effective Date in FAST for the associated container record(.csm or QualReport)	N
FAST CSA Verification - Container	SASP will validate that the eDoc Principal Processing Category(.seg) matches the FAST Processing Category for the associated CSA ID on from the eDoc(.csm).	SASP will validate that the eDoc Processing Category (ContainerInfoData block of the QualReport) matches the FAST Processing Category for the associated CSA ID from the eDoc(ContainerInfoData block of the QualReport).	The eDoc Principal Processing Category(.seg or QualReport) does not match the CSA Processing Category in FAST for the associated eDoc container record(.csm or QualReport)	N
FAST CSA Verification - Container	SASP will validate that the eDoc Container Level Code(.csm) matches the FAST Processing Code for the associated CSA ID from the eDoc(.csm) only when the Principal Processing Category is not Periodicals.	SASP will validate that the eDoc Sortation Level (ContainerInfoData block of the QualReport) matches the FAST Processing Code for the associated CSA ID from the eDoc(ContainerInfoData block of the QualReport), only when the Processing Category is not Periodicals.	The eDoc Container Level Code(.csm or QualReport) does not match the CSA Processing Code in FAST for the associated eDoc container record(.csm or QualReport)	N
FAST CSA Verification - Container	SASP will validate that the Container Destination ZIP(.csm) matches the FAST Label ZIP Code, or if no match is found the FAST Container Destination ZIP, for the associated CSA ID from the eDoc(.csm).	SASP will validate that the Destination ZIP (ContainerInfoData block of the QualReport) matches the FAST Label ZIP Code, or if no match is found the FAST Container Destination ZIP, for the associated CSA ID from the eDoc(ContainerInfoData block of the QualReport).	The eDoc Container Destination ZIP(.csm or QualReport) does not match the CSA Container Destination ZIP in FAST for the associated eDoc container record(.csm or QualReport)	N
FAST CSA Verification - Container	SASP will validate that the eDoc Entry Point Locale Key(.csm) matches the FAST CSA Facility Locale Key for the associated container record from the eDoc(.csm).	SASP will validate that the eDoc Entry Point Locale Key (ContainerInfoData block of the QualReport) matches the FAST CSA Facility Locale Key for the associated container record from the eDoc (ContainerInfoData block of the QualReport).	The eDoc Entry Point Locale Key(.csm or QualReport) does not match the CSA Facility Locale Key in FAST for the associated eDoc container record(.csm or QualReport)	N

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
FAST CSA Verification - Container	SASP will validate that for DMU Verified, USPS Transported Containers, the eDoc Scheduled Ship Date or for DMU Verified Mailer Transported Containers, the Scheduled Induction Date(.csm) is the same day of the week as the FAST CSA Day of Week for the associated CSA ID from the eDoc(.csm).	SASP will validate that for the DMU Verified, USPS Transported Containers, the eDoc Scheduled Ship Date or for DMU Verified Mailer Transported Containers, the Scheduled Induction Date(ContainerInfoData block of the QualReport) is not the same day of the week as the FAST CSA Day of Week for the associated CSA ID from the eDoc(ContainerInfoData block of the QualReport).	The eDoc Scheduled Ship/Induction Date(.csm or QualReport) does not match the CSA Day of Week in FAST for the associated eDoc container record(.csm or QualReport)	N
Mailer ID Verification - Container	SASP will validate that the eDoc Container Barcode(IMcb) from the Container record(.csm) has a valid Mailer ID	SASP will validate that the eDoc Container Barcode (IMcb) from the Container record (ContainerInfoData block of the QualReport) has a valid Mailer ID.	The Mailer ID in the IMcb from the eDoc container record (.csm or QualContainer) is invalid or cannot be found.	Y
Mailer ID Verification - Handling Unit	SASP will validate that the eDoc Tray Barcode(IMtb) from the Handling Unit record(.csm) has a valid Mailer ID	SASP will validate that the eDoc Tray Barcode(IMtb) from the Handling Unit record(ContainerInfoData block of the QualReport) has a valid Mailer ID.	The Mailer ID in the IMtb from the eDoc handling unit record (.csm or QualContainer) is invalid or cannot be found.	Y
Mailer ID Verification - Piece	SASP will validate that the eDoc Piece Barcode(IMb) from the Piece record(.pdr) has a valid Mailer ID	SASP will validate that the eDoc Piece Barcode(IMb) from the Piece record(MailPiece) has a valid Mailer ID	The Mailer ID in the IMb from the eDoc piece record (.pdr or MailPiece) is invalid or cannot be found.	Y
Mailer ID Verification - Piece Range	SASP will validate that the eDoc Piece Range Serialization from the Piece Range record(.imr) has a valid Mailer ID	SASP will validate that the eDoc Piece Range Serialization from the Piece Range record (PieceRange block of MailPiece) has a valid Mailer ID.	The Mailer ID in the Piece Range serialization from the eDoc piece range (.imr or PieceRange) is invalid or cannot be found.	Y
Service Type Identifier Verification - Piece	SASP will validate that the Service Type ID identified in the Piece Barcode(IMb) from the eDoc Piece record(.pdr) is valid	SASP will validate that the Service Type ID identified in the Piece Barcode(IMb) from the eDoc Piece record(MailPiece) is valid	The Service Type Identifier in the IMb from the eDoc piece record (.pdr or MailPiece) is invalid.	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
Service Type Identifier Verification – Piece	SASP will validate that the Mail Class identified in the Service Type ID in the Piece Barcode(IMb) from the Piece record(.pdr) matches the Mail Class identified in the Class Defining Preparation(.seg) in the eDoc.	SASP will validate that the Mail Class identified in the Service Type ID in the Piece Barcode (IMb) from the Piece record (MailPiece) matches the Mail Class identified in the Class Defining Preparation (QualReport) in the eDoc.	The Service Type Identifier in the IMb from the eDoc piece record (.pdr or MailPiece) indicates a Mail Class that does not match the Mail Class in the eDoc (.seq or QualReport)	Y
Service Type Identifier Verification - Piece	SASP will validate that the Service Type ID identified in the Piece Barcode (IMb) from the eDoc Piece record(.pdr) contains a full-service STID, when the Job is identified as full-service in the Full-Service Indicator(.seg) in the eDoc.	SASP will validate that the Service Type ID identified in the Piece Barcode (IMb) from the eDoc Piece record (MailPiece) contains a full-service STID, when the Job is identified as full-service in the Open Full-Service Indicator (MailingGroup) in the eDoc.	The Service Type Identifier in the IMb from the eDoc piece record (.pdr or MailPiece) indicates the piece is basic for a full-service or mixed job as indicated in the eDoc (.cqt or MailPiece)	Y
Service Type Identifier Verification - Piece Range(Mail.XML only)	N/A	SASP will validate that the Mail Class identified in the Service Type ID in the Piece Range record from the eDoc (PieceRange block of MailPiece) matches the Mail Class identified in the Class Defining Preparation(QualReport) in the eDoc for Jobs submitted via Mail.XML.	The Service Type Identifier in the IMb from the eDoc piece range record (PieceRange) indicates a Mail Class that does not match the Mail Class in the eDoc (QualReport)	Y
Service Type Identifier Verification – Piece Range (Mail.XML only)	N/A	SASP will validate that the Service Type ID identified in the Piece Range record from the eDoc (PieceRange block of MailPiece) is valid, for Jobs submitted via Mail.XML.	The Service Type Identifier in the IMb from the eDoc piece range record (PieceRange) is invalid	Y
Service Type Identifier Verification – Piece Range (Mail.XML only)	N/A	SASP will validate that the Service Type ID identified in the Piece Range record from the eDoc(PieceRange) contains a full-service STID, when the Job is identified as full-service in the Open Full-Service Indicator(MailingGroup) in the eDoc, for Jobs submitted via Mail.XML	The Service Type Identifier in the eDoc piece range record (PieceRange) indicates the piece is basic for a full-service or mixed job as indicated in the eDoc (PieceRange)	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
Unique Container Barcode Verification	SASP will validate that the Container Barcode(IMcb) from the eDoc Container record(.csm) is unique across eDoc Mail Facility IDs(.seg)	SASP will validate that the Container Barcode (IMcb) from the eDoc Container record (ContainerInfoData block of the QualReport) is unique across eDoc Mail Facility IDs(MailingGroup).	The same Container Barcode(IMcb) from the eDoc(.csm or QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs and Mail Facility IDs	N
Unique Container Barcode Verification	SASP will validate that the eDoc Container Barcode(IMcb) from the eDoc Container record(.csm) is unique within a Job with the same eDoc Mail Facility ID(.seg)	SASP will validate that the Container Barcode (IMcb) from the eDoc Container record (ContainerInfoData block of the QualReport) is unique across eDoc Mail Facility IDs(MailingGroup).	The same Container Barcode (IMcb) from the eDoc (.csm or QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and Mail Facility ID	Y
Unique Container Barcode Verification	SASP will validate that the eDoc Container Barcode(IMcb) from the eDoc Container record(.csm) is unique across Jobs with the same eDoc Mail Facility ID(.seg)	SASP will validate that the eDoc Container Barcode (IMcb) from the eDoc Container record(ContainerInfoData block of the QualReport) is unique within a Job with the same eDoc Mail Facility ID(MailingGroup).	The same Container Barcode (IMcb) from the eDoc (.csm or QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same Mail Facility ID	Y
Unique Tray Barcode Verification	SASP will validate that the eDoc Tray Barcode(IMtb) from the eDoc Handling Unit record(.csm) is unique across eDoc Mail Facility IDs(.seg)	SASP will validate that the eDoc Tray Barcode (IMtb) from the eDoc Handling Unit record(ContainerInfoData block of the QualReport) is unique across eDoc Mail Facility IDs(MailingGroup).	The same Tray Barcode(IMtb) from the eDoc(.csm or QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs and Mail Facility IDs	N
Unique Tray Barcode Verification	SASP will validate that the eDoc Tray Barcode(IMtb) from the eDoc Handling Unit record(.csm) is unique within a Job with the same eDoc Mail Facility ID(.seg)	SASP will validate that the eDoc Tray Barcode (IMtb) from the eDoc Handling Unit record(ContainerInfoData block of the QualReport) is unique within a Job with the same eDoc Mail Facility ID(MailingGroup).	The same Tray Barcode (IMtb) from the eDoc (.csm or QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and Mail Facility ID	Y
Unique Tray Barcode Verification	SASP will validate that the eDoc Tray Barcode(IMtb) from the eDoc Handling Unit record(.csm) is unique across Jobs with the same eDoc Mail Facility ID(.seg)	SASP will validate that the eDoc Container Barcode (IMcb) from the eDoc Container record (ContainerInfoData block of the QualReport) is unique across Jobs with the same eDoc Mail Facility ID(MailingGroup).	The same Tray Barcode (IMtb) from the eDoc (.csm or QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same Mail Facility ID	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
Unique Piece Barcode Verification	SASP will validate that the eDoc Piece Barcode(IMb) from the eDoc Piece record(.pdr) is unique across eDoc Mail Facility IDs(.seg)	The same Piece Barcode (IMb) from the eDoc (.csm or MailPiece) was used more than once within the 45 days from the Postage Statement Mailing Date, across Jobs and Mail Facility IDs(MailingGroup).	The same Piece Barcode(IMb) from the eDoc(.pdr or MailPiece) was used more than once within the 45 days from the Postage Statement Mailing Date, across Jobs and Mail Facility IDs	N
Unique Piece Barcode Verification	SASP will validate that the eDoc Piece Barcode(IMb) from the eDoc Piece record(.pdr) is unique within a Job with the same eDoc Mail Facility ID(.seg)	The same Piece Barcode (IMb) from the eDoc (.pdr or MailPiece) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and Mail Facility ID (MailingGroup).	The same Piece Barcode (IMb) from the eDoc (.pdr or MailPiece) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and Mail Facility ID	Y
Unique Piece Barcode Verification	SASP will validate that the eDoc Piece Barcode(IMb) from the eDoc Piece record(.pdr) is unique across Jobs with the same eDoc Mail Facility ID(.seg)	The same Piece Barcode (IMb) from the eDoc (.pdr or MailPiece) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same Mail Facility ID(MailingGroup).	The same Piece Barcode (IMb) from the eDoc (.pdr or MailPiece) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same Mail Facility ID	Y
Unique Piece Range Barcode Verification	SASP will validate that the eDoc Piece Range Serialization from the eDoc Piece Range record(.imr) is unique across eDoc Mail Facility IDs(.seg)	The same Piece Range Serialization (IMb) from the eDoc (.imr or PieceRange) was used more than once within the 45 days from the Postage Statement Mailing Date, across Mail Facility IDs(MailingGroup).	The same Piece Range Serialization(IMb) from the eDoc(.imr or PieceRange) was used more than once within the 45 days from the Postage Statement Mailing Date, across Mail Facility IDs	N
Unique Piece Range Barcode Verification	SASP will validate that the eDoc Piece Range Serialization from the eDoc Piece Range record(.imr) is unique within a Job with the same eDoc Mail Facility ID(.seg)	The same Piece Range Serialization (IMb) from the eDoc (.imr or PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and Mail Facility ID(MailingGroup).	The same Piece Range Serialization(IMb) from the eDoc(.imr or PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and Mail Facility ID	Y
Unique Piece Range Barcode Verification	SASP will validate that the eDoc Piece Range Serialization from the eDoc Piece Range record(.imr) is unique across Jobs with the same eDoc Mail Facility ID(.seg).	The same Piece Range Serialization (IMb) from the eDoc (.imr or PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same Mail Facility ID (MailingGroup).	The same Piece Range Serialization(IMb) from the eDoc(.imr or PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same Mail Facility ID	Y

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
Delivery Point Verification - Piece	SASP will validate that the scanned Piece Barcode has a valid delivery point -5, 9, or 11 digit delivery point match -Delivery point is Active	SASP will validate that the scanned Piece Barcode has a valid delivery point -5, 9, or 11 digit delivery point match -Delivery point is Active	IMb does not have a valid 11, 9, or 5 digit delivery point or the 11, 9, or 5 digit delivery point was not active within allowable period of time from the postage statement mailing date	N
Delivery Point Verification - Piece	SASP will validate that the scanned Piece Barcode does not include '0000' in positions 26-29 for a 5 digit delivery point match	SASP will validate that the scanned Piece Barcode does not include '0000' in positions 26-29 for a 5 digit delivery point match	IMb has a value of '0000' within positions 6-9 of the delivery point	N
Delivery Point Verification - Piece	SASP will validate that the scanned Piece Barcode does not include '9999' in positions 26-29 when the record type is not 'General Delivery'	SASP will validate that the scanned Piece Barcode does not include '9999' in positions 26-29 when the record type is not 'General Delivery'	IMb has a value of '9999' within positions 6-9 of the delivery point and the address record type is not 'General Delivery'	N
Delivery Point Verification – Piece within Piece Range	SASP will validate that the scanned Piece Barcode has a valid delivery point -5, 9, or 11 digit delivery point match -Delivery point is Active	SASP will validate that the scanned Piece Barcode has a valid delivery point -5, 9, or 11 digit delivery point match -Delivery point is Active	IMb within the range does not have a valid 11, 9, or 5 digit delivery point or the 11, 9, or 5 digit delivery point was not active within allowable period of time from the postage statement mailing date	N
Delivery Point Verification – Piece within Piece Range	SASP will validate that the scanned Piece Barcode does not include '0000' in positions 26-29 for a 5 digit delivery point match	SASP will validate that the scanned Piece Barcode does not include '0000' in positions 26-29 for a 5 digit delivery point match	IMb within the range has a value of '0000' within positions 6-9 of the delivery point	N
Delivery Point Verification – Piece within Piece Range	SASP will validate that the scanned Piece Barcode does not include '9999' in positions 26-29 when the record type is not 'General Delivery'	SASP will validate that the scanned Piece Barcode does not include '9999' in positions 26-29 when the record type is not 'General Delivery'	IMb within the range has a value of '9999' within positions 6-9 of the delivery point and the address record type is not 'General Delivery'	N
Default Tray Barcode	SASP will validate that the 24-digit IMtb is not the default barcode, which consists entirely of the digit 9.	SASP will validate that the 24-digit IMtb is not the default barcode, which consists entirely of the digit 9.	The eDoc tray barcode(.csm or QualReport) provided is 24 characters and consists entirely of the digit 9 (i.e. 999999999999999999999999)	N
Entry Facility Verification - Container	SASP will validate that the entry facility can be determined by the facility locale key and /or postal code in the .csm	SASP will validate that the entry facility can be determined by the facility locale key and /or postal code in the .csm	The entry facility identified by the Locale Key within the container was unknown in FDB	N

Error Category	Verification - Mail.dat	Verification - Mail.XML	MicroStrategy Error Code Description	Assessed for Full-Service Discount?
Entry Facility Verification - Container	SASP will validate that the entry facility can be determined by the facility postal code provided in the .csm	SASP will validate that the entry facility can be determined by the facility postal code provided in the .csm	The entry facility identified by the Postal Code within the container was unknown in FDB	N
Entry Facility Verification – Orphan Handling Unit	SASP will validate that the entry facility can be determined by the facility locale key and /or postal code in the .csm	SASP will validate that the entry facility can be determined by the facility locale key and /or postal code in the .csm	The entry facility identified by the Locale Key within the orphan handling unit was unknown in FDB	N
Entry Facility Verification – Orphan Handling Unit	SASP will validate that the entry facility can be determined by the facility postal code provided in the .csm	SASP will validate that the entry facility can be determined by the facility postal code provided in the .csm	The entry facility identified by the Postal Code within the orphan handling unit was unknown in FDB	N
Service Performance Verification - Container	SASP will validate that the Postage Statement Finalization Date is less than 2 days after the Scheduled Ship Date(.csm) for a DMU Verified, USPS Transported Physical Container	SASP will validate that the Postage Statement Finalization Date is less than 2 days after the Scheduled Ship Date(ContainerInfoData block of the QualReport) for a DMU Verified, USPS Transported Physical Container	The Postage Statement Finalization Date is 2 or more days after the Scheduled Ship Date for the DMU Verified, USPS Transported Physical Handling Unit	N
Service Performance Verification - Orphan Handling Unit	SASP will validate that the Postage Statement Finalization Date is less than 2 days after the Scheduled Ship Date(.csm) for a DMU Verified, USPS Transported Physical Handling Unit	SASP will validate that the Postage Statement Finalization Date is less than 2 days after the Scheduled Ship Date(ContainerInfoData block of the QualReport) for a DMU Verified, USPS Transported Physical Handling Unit	The Postage Statement Finalization Date is 2 or more days after the Scheduled Ship Date(.csm or QualReport) for the DMU Verified, USPS Transported Physical Handling Unit	N
Service Performance Verification - Orphan Handling Unit	SASP will validate that Orphan Handling Units have an Induction Method of BMEU	SASP will validate that Orphan Handling Units have an Induction Method of BMEU	The Orphan Handling Unit does not have an induction method of BMEU.	N

Appendix E: Abbreviations and Acronyms

Abbreviation / Acronym	Definition
BCG	Business Customer Gateway (the main web site accessed by business mailers)
BMEU	Business Mail Entry Unit (A specialized USPS organization responsible for receiving, verifying, and accepting business (bulk) mail)
CAT	Critical Acceptance Time – ‘cut-off’ time by which mail must be received for acceptance and processing that day.
COA	Change of Address
CRID	Customer Registration ID (key customer identifier tied to a specific business location)
CSA	Customer/Supplier Agreement (formalized agreement between business mailers and USPS)
DMU	Detached Mail Unit (A BMEU located at a mailer’s mail production plant)
DPV	Delivery Point Verification (checks made on ZIPCODE data within electronic documentation)
eDoc	Electronic Documentation (e.g. Mail.dat, Mail.XML, etc.)
HU	Handling Unit
HTTP/HTTPS	Hyper Text Transfer Protocol/Hyper Text Transfer Protocol Secure
IMb	Intelligent Mail barcode (piece level barcode)
Mail.dat, Mail.XML	Transmission Protocol of Mailers Files (aka electronic documentation or eDoc)
MDA	Mailpiece Design Analyst
NCSC	National Customer Support Center
PBV	Performance Based Verification
SASP	Seamless Acceptance Service Performance
STC	Start-the-Clock
URL	Uniform Resource Locator
STID	Service Type Identifiers within the Intelligent Mail barcode
USPS	United States Postal Service
ZIP	Zone Improvement Program
XML	eXtensible Markup Language

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