

**First-Class Mail Letters
Commercial Residual Pieces
&
Retail Single Pieces
(External Version)**

January 2013 Release

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**First-Class Mail Residual Single-Piece
January 2013 Changes**

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Information in this document is subject to Postal Regulatory Commission (PRC) confirmation.

**First-Class Mail Residual Single-Piece
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I. Overview:

Effective January 27, 2013, there will be a change in how single-piece Commercial Residual First-Class Mail letters are reported on PS Form 3600-FCM, *Postage Statement – First-Class Mail*. The pricing structure for presorted and automation First-Class Mail letters retains the change implemented in 2012 for the minimum postage charge to be that for a 2-ounce letter, and extends the concept to Commercial Residual piece letters that are part of the same mailing job and presented at the same time as the presorted and / or automation mailing.

The reason for this change is to minimize extra sorting for Commercial Residual prices and allow for a uniform price for both one-ounce and two-ounces for Commercial Residual First-Class Mail letters. There is no change to the physical handling of the mailpieces.

Letters claimed as Retail Single-Piece Mail must be presented on a separate postage statement.

II. Standard Mail Residual Pieces:

The information in this document pertains to the residual portion of Presorted or Automation **First-Class** Mail letter mailings. In a Standard Mail mailing, residual pieces will be paid at the Retail Single-Piece Mail price and reported on a separate postage statement (PS Form 3600, on Line B6).

III. Definitions:

Commercial Residual Mail - Commercial Residual mail is mail remaining after completion of a presort sequence. Commercial Residual mail lacks the volume set by standard to require or allow tray preparation to a particular destination. Commercial Residual mail usually does not qualify for a presort price. Commercial Residual mail is also referred to as *nonqualifying* or *working* mail. These pieces are recorded on the same postage statement as the presort/automation pieces. (Reference DMM 235)

Retail Single-Piece Mail - Retail Single-piece mail is mail presented as a stand-alone mailing on a separate postage statement.

Job – a single Job ID that may represent multiple segments and postage statements. Mailers must identify which residual option, Commercial Residual or Retail Single-Piece, will be used throughout the entire Job ID.

Mailing – portion of a Job that is reported on its own postage statement.

Tray Preparation - All residual pieces must be prepared in trays separate from the automation/presort portion of the mailing. Mailers claiming Commercial Residual price may prepare their 1 and 2 ounce pieces in the same tray. All Retail Single-Piece priced pieces must be prepared in individual trays by ounce increments. The exception to this is mailers who present mail under an authorized Special Postage Payment System that can support and identify the piece counts by ounce increments, can place their Residual mail in the same tray.

Mailpiece Marking - All Commercial Residual and Retail Single-Piece mailpieces must have the "Single-Piece" (or "SNGLP") price marking codes.

IV. Appeal Process:

The appeal process for any discrepancies related to residual mail will follow existing process for appeals. A helpdesk ticket must be opened for any mail.dat/mail.XML files that fail submission.

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V. Postage Statement Reporting

The weight and processing attributes of the mailpiece will determine how the commercial residual mail is reported on PS Form 3600-FCM. A new price cell and line item has been added to PS Form 3600-FCM: B4 – Commercial Residual piece (2 oz or less) Mailers may use this cell for First-Class Mail Commercial Residual letters weighing 2 ounces or less paid at one uniform single-piece price.

All **Commercial Residual** pieces are reported on the same Postage Statement as the Presort/Automation pieces. All **Retail Single Piece Mail** must be reported on a separate Postage Statement (separate from the Presort/Automation pieces)

A mailing consisting of identical weight pieces weighing over 1 oz and up to 2 oz is eligible for the Commercial Residual price of \$0.48 and reported on line B4 of the postage statement.

A mailing consisting of both 1 oz and 2 oz pieces in the presort/automation portion of the mailing must have a combination of 1 oz and 2 oz pieces in the Commercial Residual portion to be eligible for the Commercial Residual price of \$0.48. Combined mailings of 1 and 2 ounce pieces that only contain 2 ounce pieces in the residual portion are not eligible for the Commercial Residual price and must be paid at the Retail price of \$0.66.

The following provides a high level overview of how Commercial Residual and Retail Single-Piece First-Class Mail letters are reported on PS Form 3600-FCM, Postage Statement First-Class Mail, regardless of how postage statements are submitted (electronic or hardcopy).

Commercial Residual Letters up to 2 ounces:

- **Automation Letters:**
 - Report on line B4 (Residual Single-Piece up to and including 2 oz.)
 - Price - \$0.48
 - Separate trays and Single-Piece markings
- **Machinable Letters:**
 - Report on line B4 (Residual Single-Piece up to and including 2 oz.)
 - Price - \$0.48
 - Separate trays and Single-Piece markings

Note: Residual Automation and Machinable letters up to 2 ounces can be reported on the same postage statement as the Presort/Automation pieces.

Commercial Residual Letters over 2 ounces:

- **Automation Letters:**
 - Report on line B5 (Letters, Single-Piece)
 - Price – applicable Retail ounce based price
 - Separate trays (for 2 oz up to 3 oz and over 3 oz up to 3.5 oz) and Single-Piece markings
- **Machinable Letters:**
 - Report on line B5 (Letters, Single-Piece)
 - Price – applicable Retail ounce based price
 - Separate trays (for 2 oz up to 3 oz and over 3 oz up to 3.5 oz) and Single-Piece markings

Note: Residual Automation and Machinable letters over 2 ounces up to 3.5 ounces can be reported on the same postage statement as the Presort/Automation pieces.

Residual Letters 1 ounce or less, presented as Retail Single Piece letters:

- **Automation or Machinable Letters, postage paid via Permit Imprint:**
 - Report on line B5 on a separate postage statement
 - Price - \$0.46
 - Separate trays and Single-Piece markings

Residual Letters up to and including 2 oz, postage paid via Precancelled Stamp or Meter

- **Automation or Machinable Letters**
 - Report on line B4 (Residual Single-Piece up to and including 2 oz.) on the same postage statement as the Auto/Presort pieces

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- Price - \$0.48
- Separate trays and Single-Piece markings

Note: There are no provisions to report Metered or Precancelled Stamp mail at the Retail Single-Piece prices on a postage statement

▪ **Residual Nonmachinable Letters:**

- Report on line B8 (Nonmachineable Letters, Single-Piece) OR line B11 (Nonmachineable Letters, Nonmachineable Surcharge (for single-piece letters))
- Price – applicable Retail ounce based price and nonmachineable surcharge
- Separate Trays and Single-Piece markings

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VI. Mail.dat Mailing Scenarios:

The following scenarios illustrate examples of how to prepare the Commercial Residual piece and Retail single-piece First-Class Mail letters using mail.dat.

The following mailing scenarios were tested in the USPS *PostalOne!* CAT environment and are examples only. Other mailing combinations may exist, however there are no circumstances where 2 ounce pieces can receive the \$0.48 price, and 1 ounce pieces receive the \$0.46 price in the same job. Customers must choose either the **Commercial Residual Mail** option, or the **Retail Single-Piece Mail** option for **all pieces in a job** (regardless of number of segments)

CSM Container Levels – Codes shown were used for testing and are examples only. CSM Container codes should represent DMM or CSA preparation.

Note: All Permit Imprint mailings must be identical in weight unless authorized under a Special Postage Payment System (SPPS) authorization.

- ❖ **Scenario 1:** A job including **Commercial Residual piece** mail, identical 1 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical 1oz or less for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B4 of the Postage Statement at the price of \$0.48. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and/or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - Exclude MLOCR and Single Piece
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - One MPU Weight – Identical pieces 1 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical pieces up to and including 1 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial Residual piece and other Automation and/or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the Commercial Residual piece
 - CSM Container Level - Must have "AR" for the Commercial residual piece and other Automation and/or Presorted Value
 - Mail Preparation – Commercial Residual pieces must be placed in a separate tray from Automation and or Presorted tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B4 of \$0.48

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- ❖ **Scenario 2: Retail Single-piece** (This option is to be used in order to claim the Retail Single-piece price in 1 oz mailings)

Identical 1 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical 1 oz or less for Special Postage Payment System (SPPS) will be placed on line B5 on a separate Postage Statement at the price of \$0.46. The physical handling of the mailpieces is the same as today: Trays and Single-piece Markings for the Retail Single-piece.

- A single Job ID
- HDR - Mail.dat Presentation Category of "N" Single Piece or "P" Conventional Presort No MLOCR
- # of Segment – no impact
- MPA Postage Payment Method: "P" for Permit Imprint, "G" Government Imprint
 - *No support - Metered & No Precanceled*
- One MPU Weight – Identical pieces 1 oz (Non-SPPS mailing)
- Multiple MPU Weights – Non-identical pieces 1 oz or less (authorized SPPS only)
- CQT Rate Category - Must have only "S" for Single-piece
- MPU Rate Schedule – "R" for Retail for Single-piece
- CSM Container Level - Must have only "AJ" for Single-piece
- Mail Preparation –Retail Single-pieces placed in a tray (The physical handling of the mailpieces is the same as today)
- Mail Piece Marking – Single-piece Markings for Retail Single-pieces
- Postage Statement Price Line – B5 of \$0.46

- ❖ **Scenario 3:** A job including **Commercial Residual piece** mail, identical 2 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical greater than 1 oz up to 2 oz for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B4 of the Postage Statement at the price of \$0.48. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and/or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.

- A single Job ID
- HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *Exclude MLOCR and Single Piece*
- # of Segment – no impact
- MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
- One MPU Weight – Identical pieces 2 oz (Non-SPPS mailing)
- Multiple MPU Weights – Non-identical greater than 1 oz up to 2 oz (authorized SPPS only)
- CQT Rate Category - Must have "S" for Commercial Residual piece and other Automation and or Presorted Value
- MPU Rate Schedule – Blank for Commercial for the commercial residual piece
- CSM Container Level - Must have "AR" for the Commercial Residual piece and other Automation and or Presorted Value
- Mail Preparation – Commercial Residual pieces must be placed in a Separate Tray from Automation and or Presort tray,
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
- Mail Piece Marking – Single-piece Markings for Commercial residual pieces
- Postage Statement Price Line – B4 of \$0.48

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VERSION 1
JANUARY 14, 2013

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- ❖ **Scenario 4:** A job made up of **Retail Single-piece** mail, identical 2 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical greater than 1 oz up to 2 oz weight for Special Postage Payment System (SPPS) will be placed on line B5 of the Postage Statement at the price of \$0.66. The physical handling of the mailpieces is the same as today: Trays and Single-piece Markings for the Retail Single-piece.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "N" Single Piece or "P" Conventional Presort
 - *Exclude MLOCR*
 - # of Segment – no impact
 - MPA Postage Payment Method of "P" for Permit Imprint, "G" Government Imprint
 - *No support - Precanceled, Metered*
 - One MPU Weight – Identical pieces 2 oz (Non-SPPS)
 - Multiple MPU Weights – Non-identical greater than 1 oz - 2 oz (authorized SPPS only)
 - CQT Rate Category - Must have only "S" for Single-piece
 - MPU Rate Schedule – "R" for Retail for Single-piece
 - CSM Container Level - Must have only "AJ" for Single-piece
 - Mail Preparation –Retail Single-pieces placed in a Tray (The physical handling of the mailpieces is the same as today)
 - Mail Piece Marking – Single-piece Markings for Retail Single-pieces
 - Postage Statement Price Line – B5 of \$0.66

- ❖ **Scenario 5:** A job including **Commercial Residual piece** mail, identical 3 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical 2 oz greater - 3 oz or less weight for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B5 of the Postage Statement at the price of \$0.86. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *Exclude MLOCR and Single Piece*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - One MPU Weight – Identical pieces 3 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical pieces greater than 2 oz - 3 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial Residual piece and other Automation and/or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the Commercial Residual piece
 - CSM Container Level - Must have "AR" for the Commercial Residual piece and other Automation and or Presorted Value
 - Mail Preparation – Commercial residual Single-pieces must be placed in a Separate Tray from Automation and/or Presort tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B5 of \$0.86

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- ❖ **Scenario 6:** A job made up of **Retail Single-piece** mail, identical 3 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical greater than 2oz - 3 oz weight for Special Postage Payment System (SPPS) will be placed on line B5 of the Postage Statement at the price of \$0.86. The physical handling of the mailpieces is the same as today: Trays and Single-piece Markings for the Retail Single-piece.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "N" Single Piece or "P" Conventional Presort
 - *Exclude MLOCR*
 - # of Segment – no impact
 - MPA Postage Payment Method of "P" for Permit Imprint, "G" Government Imprint
 - *No support - Precanceled, Metered*
 - One MPU Weight – Identical pieces 3 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical greater than 2 oz - 3 oz (authorized SPPS only)
 - CQT Rate Category - Must have only "S" for Single-piece
 - MPU Rate Schedule – "R" for Retail for Retail Single-piece
 - CSM Container Level - Must have only "AJ" for Single-piece
 - Mail Preparation - Retail Single-pieces placed in a Tray (The physical handling of the mailpieces is the same as today)
 - Mail Piece Marking – Single-piece Markings for Retail Single-pieces
 - Postage Statement Price Line – B5 of \$0.86

- ❖ **Scenario 7:** A job including **Commercial Residual piece** mail, identical 3.5 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical pieces greater than 3 oz - 3.5 oz weight for Special Postage Payment System (SPPS) and Automation Letters and/or Presorted mailpieces, will be placed on line B5 of the Postage Statement at the price of \$1.06. Separate Trays and Single-piece Markings for the Commercial Residual piece from the Automation and or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *Exclude MLOCR and Single Piece*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - One MPU Weight – Identical pieces 3.5 oz (Non-SPPS mailing)
 - Multiple MPU Weights – Non-identical pieces greater than 3 oz - 3.5 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial residual single-piece and other Automation and or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual piece
 - CSM Container Level - Must have "AR" for the Commercial residual piece and other Automation and or Presorted Value
 - Mail Preparation – Commercial residual pieces must be placed in a Separate Tray from Automation and or Presort tray,
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial residual pieces
 - Postage Statement Price Line – B5 of \$1.06

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- ❖ **Scenario 8:** A job made up of **Retail Single-Piece** mail, identical 3.5 oz weight for Non-Special Postage Payment System (Non-SPPS) and non-identical pieces greater than 3 oz - 3.5 oz weight for Special Postage Payment System (SPPS) will be placed on line B5 of the Postage Statement at the price of \$1.06. The physical handling of the mailpieces is the same as today: Trays and Single-piece Markings for the Retail single-piece.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "N" Single Piece or "P" Conventional Presort
 - *Exclude MLOCR*
 - # of Segment – no impact
 - MPA Postage Payment Method of "P" for Permit Imprint, "G" Government Imprint
 - *No support - Precanceled, Metered*
 - One MPU weight – Identical piece 3.5 oz (Non-SPPS)
 - Multiple MPU Weights – Non-identical weight pieces greater than 3 oz - 3.5 oz (authorized SPPS only)
 - CQT Rate Category - Must have only "S" for Single-piece
 - MPU Rate Schedule – "R" for Retail for Single-piece
 - CSM Container Level - Must have only "AJ" for Single-piece
 - Mail Preparation – Single-pieces placed in a Tray (The physical handling of the mailpieces is the same as today)
 - Mail Piece Marking – Single-piece Markings for Retail Single-pieces
 - Postage Statement Price Line – B5 of \$1.06

- ❖ **Scenario 9:** A job including **Commercial Residual piece** mail, non-identical weight 2 oz or less for Special Postage Payment System mailing (SPPS), and Automation Letters and/or Presorted mailpieces, will be placed on line B4 of the Postage Statement at the price of \$0.48. Separate Trays and Single-piece Markings for the Commercial Residual single-piece from the Automation and or Presorted mailpiece. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *Exclude MLOCR and Single Piece*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - Multiple MPU weight – Non-identical 2 oz or less (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial residual single-piece and other Automation and or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual single-piece
 - CSM Container Level - Must have "AR" for the Commercial residual piece and other Automation and or Presorted Value
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation – Commercial residual pieces must be placed in a Separate Tray from Automation and or Presort tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B4 of \$0.48

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- ❖ **Scenario 10:** A job made up of **Retail Single-Piece** mail, non-identical weight 2 oz or less for Special Postage Payment System mailing (SPPS) will be placed on line B5 of the Postage Statement at the price of \$0.46 for 1 oz or less retail single-piece and \$0.66 for greater than 1 oz up to 2 oz for retail single-piece. The physical handling of the mailpieces is the same as today: Trays and Single-piece Markings for the Retail Single-piece.
 - A single Job ID
 - # of HDR - Mail.dat Presentation Category of "N" Single Piece or "P" Conventional Presort
 - *Exclude MLOCR*
 - Segment – no impact
 - MPA Postage Payment Method of "P" for Permit Imprint, "G" Government Imprint
 - *No support - Precanceled, Metered*
 - Multiple MPU weight – Non-Identical 2 oz or less (authorized SPPS only)
 - CQT Rate Category - Must have only "S" for Single-piece
 - MPU Rate Schedule – "R" for Retail for Single-piece
 - CSM Container Level - Must have only "AJ" for Single-piece
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation –Single-pieces placed in a Tray (The physical handling of the mailpieces is the same as today)
 - Mail Piece Marking – Single-piece Markings for Retail Single-pieces
 - Postage Statement Price Line – B5 of \$0.46 and \$0.66

- ❖ **Scenario 11:** A job including **Commercial Residual piece** mail, non-identical weight 3.5 oz or less for Special Postage Payment System mailing (SPPS), and Automation Letters and / or Presorted mailpieces, Commercial residual piece weight up to and including 2 oz or less will be placed on line B4 of the Postage Statement at the price of \$0.48 and Single-piece weight greater than 2 oz up - 3.5 oz will be placed on line B5 of the Postage statement at the price of \$0.86 and \$1.06. The physical handling of the mailpieces for 2 oz or less will be in a separate trays, separate trays for greater than 2 oz - 3 oz and another separate tray for greater than 3 oz - 3.5 oz. Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet. Single-piece Markings for the Commercial residual piece from the Automation and or Presorted mailpiece.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *Exclude MLOCR*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - Multiple MPU weight – Non-Identical 3.5 oz or less (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial residual piece and other Automation and /or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual single-piece
 - CSM Container Level - Must have "AR" for the Commercial residual piece with Automation and / or Presorted Value
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation – Commercial residual Single-pieces up to including 2 oz must be placed in a Separate Tray, separate trays for greater than 2 oz - 3 oz and another separate tray for greater than 3 oz - 3.5 oz. from Automation and or Presort tray.
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial Residual pieces
 - Postage Statement Price Line – B4 of \$0.48 2 oz or less, B5 of \$0.86 greater than 2 oz - 3 oz and B5 of \$1.06 greater than 3 oz - 3.5 oz

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- ❖ **Scenario 12:** A job made up of **Retail Single-Piece** mail of non- identical weight 3.5 oz or less for Special Postage Payment System mailing (SPPS), will be placed on line B5 of the Postage Statement at the price of \$0.46 for 1 oz or less single-piece, \$0.66 for greater than 1 oz -2 oz for single-piece, \$0.86 for greater than 2 oz - 3 oz and \$1.06 for greater than 3 oz - 3.5 oz. The physical handling of the mailpieces is the same as today: Trays and Single-piece Markings for the single-piece.
 - A single Job ID
 - # of HDR - Mail.dat Presentation Category of "N" Single Piece or "P" Conventional Presort
 - *Exclude MLOCR*
 - # of Segment – no impact
 - MPA Postage Payment Method of "P" for Permit Imprint, "G" Government
 - *No - Precanceled, Metered*
 - Multiple MPU weight – Non-Identical 3.5 oz or less (authorized SPPS only)
 - CQT Rate Category - Must have only "S" for Single-piece
 - MPU Rate Schedule – "R" for Retail for Single-piece
 - CSM Container Level - Must have only "AJ" for Single-piece
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation –Single-pieces placed in a Tray (The physical handling of the mailpieces is the same as today)
 - Mail Piece Marking – Single-piece Markings for Retail Single-pieces
 - Postage Statement Price Line – B5 of \$0.46, \$0.66, \$0.86 & \$1.06

- ❖ **Scenario 13:** A job including **Commercial Residual piece** mail, non-identical weight from greater than 2 oz -3.5 oz for Special Postage Payment System mailing (SPPS), and Automation Letters and /or Presorted mailpieces, Commercial residual single-piece weight greater than 2 oz - 3.5 oz will be placed on line B5 of the Postage Statement at the price of \$0.86 and \$1.06. The physical handling of the mailpieces for the greater than 2 oz -3oz will be in a separate trays and separate tray for greater than 3 oz -3.5 oz. Single-piece Markings for the Commercial residual piece from the Automation and or Presorted mailpiece.
 - A single Job ID
 - HDR - Mail.dat Presentation Category of "P" Conventional Presort
 - *Exclude MLOCR*
 - # of Segment – no impact
 - MPA Postage Payment Method: Permit Imprint, OMAS Imprint, Precanceled, Metered, OMAS Metered
 - Multiple MPU weight – Greater than 2 oz - 3.5 oz (authorized SPPS only)
 - CQT Rate Category - Must have "S" for Commercial residual single-piece and other Automation and or Presorted Value
 - MPU Rate Schedule – Blank for Commercial for the commercial residual single-piece
 - CSM Container Level - Must have "AR" for the Commercial residual piece and other Automation and or Presorted Value
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation – Commercial Residual pieces greater than 2 oz up to including 3 oz must be placed in a separate Tray and separate tray for greater than 3 oz up to including 3.5 oz. from Automation and or Presort tray, and prepare an origin pallet
 - Require mailers to place trays of commercial residual piece on an origin sectional center facility (SCF) pallet.
 - Mail Piece Marking – Single-piece Markings for Commercial residual single-pieces
 - Postage Statement Price Line –B5 of \$0.86 greater than 2 oz up to including 3 oz and B5 of \$1.06 greater than 3 oz up to including 3.5 oz

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- ❖ **Scenario 14:** A job made up of **Retail Single-Piece** mail, non-identical weight greater than 2 oz - 3.5 oz for Special Postage Payment System mailing (SPPS), will be placed on line B5 of the Postage Statement at the price of \$0.86 and \$1.06 for greater than 3 oz - 3.5 oz. The physical handling of the mailpieces is the same as today: Trays and Single-piece Markings for the Retail Single-piece.
 - A single Job ID
 - # of HDR - Mail.dat Presentation Category of "N" Single Piece or "P" Conventional Presort
 - *Exclude MLOCR*
 - # of Segment – no impact
 - MPA Postage Payment Method of "P" for Permit Imprint, "G" Government
 - *No - Precanceled, Metered*
 - Multiple MPU weight – greater than 2 oz up to and including 3.5 oz (authorized SPPS only)
 - CQT Rate Category - Must have only "S" for Single-piece
 - MPU Rate Schedule – "R" for Retail for Single-piece
 - CSM Container Level - Must have only "AJ" for Single-piece
 - Required Special Postage Payment System for Non-Identical weight for Permit Imprint mailing (SOP for SPPS is the same as today)
 - Mail Preparation –Single-pieces placed in a Tray (The physical handling of the mailpieces is the same as today)
 - Mail Piece Marking – Single-piece Markings for Single-pieces
 - Postage Statement Price Line – B5 of \$0.86 & \$1.06

**First-Class Mail Residual Single-Piece
January 2013 Changes**

VII. MDR Validations for Future Release:

- ✚ **New validation:** For Conventional presort mailings (.seg Mail.dat Presentation Category = P), any **job** with **commercial residual piece** letters (.mpu Rate Schedule = blank or P, .cqt Rate Category = S, .mpu MPU Processing Category = LT) **must also have** automation or presort pieces (Lines A5-A8, B3, or B7) within the same job. If not, reject the job.
 - For both Mail.dat and Mail.xml

- ✚ **New validation:** For Presort mailings, any **job** with **Retail single-piece** letters **1 oz – up to including 2 oz** (.mpu Rate Schedule = R, .cqt .cqt Rate Category = S, .mpu MPU Processing Category = LT, .mpu Mail Piece Unit – Weight > 1 oz =< 2oz) **cannot have** any other pieces (no other Rate Schedule or Rate Category) within the same **job**. If not, reject the job.
 - For both Mail.dat and Mail.xml

- ✚ **New validation:** Additional validation: For Conventional presort mailing, any job with conventional presort mailings that contain 1 and 2 oz pieces, must also have **1 and 2 oz commercial residual pieces** within the same job. If entire commercial residual portion contains only 2 oz pieces, reject the job.

**First-Class Mail Residual Single-Piece
January 2013 Changes**

VIII. Addendums

Addendum A – Postage Statement Decision Points:

**First-Class Mail Residual Single-Piece
January 2013 Changes**

UNITED STATES POSTAL SERVICE® **First-Class Mail Residual Single-Piece**
January 2013 Release

Yes
Auto /Presort w/residual

Examples

Yes
Retail Single-Piece

Letters	Price	No. of Pieces
A5 5-Digit		10,000
A6 3-Digit		
A7 AADC		
A8 Mixed AADC		

Letters	Price	No. of Pieces
Entire mailing is 1 & 2 oz		
B3 Presorted		5,000
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and Including 2 oz)	\$0.48	123
B5 Single-Piece		
B6 Single-Piece From Standard Mail Mailing		

Letters	Price	No. of Pieces
A5 5-Digit		
A6 3-Digit		
A7 AADC		
A8 Mixed AADC		

Letters	Price	No. of Pieces
Entire mailing is 1 oz		
B3 Presorted		
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and Including 1 oz)		
B5 Single-Piece	\$0.46	123
B6 Single-Piece From Standard Mail Mailing		

UNITED STATES POSTAL SERVICE® **First-Class Mail Residual Single-Piece**
January 2013 Release

Examples

Yes
Auto /Presort w/residual

Mailers have an option to claim 1oz as a Commercial Residual Pieces

Letters	Price	No. of Pieces
A5 5-Digit		10,000
A6 3-Digit		
A7 AADC		
A8 Mixed AADC		

Letters	Price	No. of Pieces
Entire mailing is 1 oz		
B3 Presorted		5,000
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and Including 1 oz)	\$0.48	123
B5 Single-Piece		
B6 Single-Piece From Standard Mail Mailing		



First-Class Mail Residual Single-Piece January 2013 Release

Yes
Presort w/residual

Examples

No

Letters	Price	No. of Pieces
B3 Presorted		5,000
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and Including 2 oz.)	\$0.48	123
B5 Single-Piece		
B6 Single-Piece From Standard Mail Mailing		

Letters	Price	No. of Pieces
B3 Presorted		5,000
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and Including 2 oz.)	\$0.48	123
B5 Single-Piece	\$0.46	77
B6 Single-Piece From Standard Mail Mailing		

Yes
Presort w/residual up to 3.5 oz

Yes
Retail Single Piece up to 3.5 oz

Letters	Price	No. of Pieces
B3 Presorted		5,000
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and Including 2 oz.)	\$0.48	123
B5 Single-Piece	\$0.86	55
B6 Single-Piece From Standard Mail Mailing		

Letters	Price	No. of Pieces
B3 Presorted		
B4 Residual Single-Piece From First-Class Mail Mailing (Up to and Including 2 oz.)		
B5 Single-Piece	\$0.46 - \$1.06	
B6 Single-Piece From Standard Mail Mailing		

- Manifest mailer- Can present a tray with 1, 2, 3 & 3.5 ounces
- Non-MMS: must be in a separate trays for each ounce increment

**First-Class Mail Residual Single-Piece
January 2013 Changes**

Addendum B – Scenario

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Test#	Job ID	Header	# of Segment	MPA Postage Payment Method	MPU Weight	CQT Rate Category	MPU Rate Schedule Retail / Comm	CSM Container Level	Postage Statement Price Line	Piece Prices for Jan 2013	Mail Preparation
Test 1	Same ID	P=Conventional Presort, M=MLOCR	No Impact	All	Identical weight 1 oz (1 MPU) Non-Identical 1 oz or less (Multi MPUs)	Must have S and other Auto/Presorted Value	Blank	Must have AR and other Auto/Presorted Value	B4	\$0.48	Separate Tray from Auto/Presort / Prepare an origin SCF pallet
Test 2	Separate Job	P=Conventional Presort, M=MLOCR	No Impact	P - Permit Imprint or G - OMAS Imprint	Identical weight 1 oz (1 MPU) Non-Identical 1 oz or less (Multi MPUs)	Only Single (S)	Retail	AJ	B5	\$0.46	this is a seprate a JOB (mailing)
Test 3	Same ID	P=Conventional Presort, M=MLOCR	No Impact	All	Identical weight 2 oz or less (1 MPU) Non-Identical 2 oz or less (Multi MPUs)	Must have S and other Auto/Presorted Value	Blank	Must have AR and other Auto/Presorted Value	B4	\$0.48	Separate Tray from Auto/Presort / Prepare an origin SCF pallet
Test 4	Separate Job	P=Conventional Presort, M=MLOCR	No Impact	P - Permit Imprint or G - OMAS Imprint	Identical weight 2 oz or less (1 MPU) Non-Identical 2 oz or less (Multi MPUs)	Only Single (S)	Retail	AJ	B5	\$0.66	this is a seprate a JOB (mailing)
Test 5	Same ID	P=Conventional Presort, M=MLOCR	No Impact	All	Identical weight 3 oz or less (1 MPU) Non-Identical 3 oz or less (Multi MPUs)	Must have S and other Auto/Presorted Value	Blank	Must have AR and other Auto/Presorted Value	B5	\$0.86	Separate Tray from Auto/Presort / Prepare an origin SCF pallet
Test 6	Separate Job	P=Conventional Presort, M=MLOCR	No Impact	P - Permit Imprint or G - OMAS Imprint	Identical weight 3 oz or less (1 MPU) Non-Identical 3 oz or less (Multi MPUs)	Only Single (S)	Retail	AJ	B5	\$0.86	this is a seprate a JOB (mailing)
Test 7	Same ID	P=Conventional Presort, M=MLOCR	No Impact	All	Identical weight 3.3 oz or less (1 MPU) Non-Identical 3.5 oz or less (Multi MPUs)	Must have S and other Auto/Presorted Value	Blank	Must have AR and other Auto/Presorted Value	B5	\$1.06	Separate Tray from Auto/Presort / Prepare an origin SCF pallet
Test 8	Separate Job	P=Conventional Presort, M=MLOCR	No Impact	P - Permit Imprint or G - OMAS Imprint	Identical weight 3.3 oz or less (1 MPU) Non-Identical 3.5 oz or less (Multi MPUs)	Only Single (S)	Retail	AJ	B5	\$1.06	this is a seprate a JOB (mailing)
Test 9	Same ID	P=Conventional Presort, M=MLOCR	No Impact	All	Non-Identical 1 -2 oz (2MPUs)	Must have S and other Auto/Presorted Value	Blank	Must have AR and other Auto/Presorted Value	B4	\$0.48	Separate Tray from Auto/Presort / Prepare an origin SCF pallet
Test 10	Separate Job	P=Conventional Presort, M=MLOCR	No Impact	P - Permit Imprint or G - OMAS Imprint	Non-Identical 1-2 oz (2MPUs)	Only Single (S)	Retail	AJ	B5	\$0.46 & 0.66	this is a seprate a JOB (mailing) and seprate tray for each ounce increment
Test 11	Same ID	P=Conventional Presort, M=MLOCR	No Impact	All	Non-Identical 1 -3.5 oz (4 MPUs)	Must have S and other Auto/Presorted Value	Blank	Must have AR and other Auto/Presorted Value	B4, B5	\$0.48 = up to 2oz, \$0.86, \$1.06 =	Separate Tray from Auto/Presort / Prepare an origin SCF pallet
Test 12	Separate Job	P=Conventional Presort, M=MLOCR	No Impact	P - Permit Imprint or G - OMAS Imprint	Non-Identical 1 -3.5 oz (4 MPUs)	Only Single (S)	Retail	AJ	B5	\$0.46, .66, 86, 1.06	this is a seprate a JOB (mailing) and seprate tray for each ounce increment
Test 13	Same ID	P=Conventional Presort, M=MLOCR	No Impact	All	Non-Identical > 2 -3.5 oz (2 MPUs)	Must have S and other Auto/Presorted Value	Blank	Must have AR and other Auto/Presorted Value	B4, B5	\$0.86, \$1.06 = (>2 - 3.5oz)	Separate Tray from Auto/Presort / Prepare an origin SCF pallet
Test 14	Separate Job	P=Conventional Presort, M=MLOCR	No Impact	P - Permit Imprint or G - OMAS Imprint	Non-Identical >2 -3.5 oz (2 MPUs)	Only Single (S)	Retail	AJ	B5	\$0.86, \$1.06	this is a seprate a JOB (mailing) and seprate tray for each ounce increment

**First-Class Mail Residual Single-Piece
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Addendum C – Known Issue:

Known Issue:

A known issue has been identified in the *PostalOne!* System. Prior to introducing the rate schedule to differentiate B4 (Nonautomation Residual Single-Piece) and B5 (Single-Piece) *PostalOne!* assumed that rate schedule was Retail when the .cqt rate category was S for Single-Piece.

This known issue will be corrected prior to the January 27, 2013 implementation.

Below are the workarounds for mailers submitting files between January 13 and January 26, 2013 with a mailing date of January 27 or later.

For submissions between 1/13/2013 and 1/26/2013:

All **Mail.dat** versions accepted with a Postage Statement Mailing Date 1/27/2013 and later attempting to obtain lines B2 (Nonautomation Single-Piece Postcard), B8 (Nonautomation Single-Piece Nonmachinable Letter), and D6 (Round Trip Single-Piece Letters) will fail with validation *7027: A First Class statement failed to account for all pieces. Expected: {1}, mapped: {2}. The value provided was {3}* if the .mpu Rate Schedule is not populated with R for Retail.

- Workaround for Mail.dat mailings submitted prior to 1/27/2013 with mailing dates of 1/27/2013 or later:
 - To account for this, the Mail.dat file will need to include a separate mpu record with the Rate schedule populated with R for Retail for pieces on lines B2, B8, and D6.
 - Or, files should be held and submitted on or after 1/27/2013.

All **Mail.XML** versions accepted with a Postage Statement Mailing Date 1/27/2013 and later attempting to obtain lines B2 (Nonautomation Single-Piece Postcard), B6 (Nonautomation Single-Piece from Standard Mail Mailing Letter), B8 (Nonautomation Single-Piece Nonmachinable Letter), B9 (Nonautomation Single-Piece from Standard Mail Mailing Nonmachinable Letter) and D6 (Round Trip Single-Piece Letters) will fail with validation *8809: {1} did not map to a valid rate* if the PriceType is not populated with Retail.

- Workaround for Mail.xml mailings submitted prior to 1/27/2013 with mailing dates of 1/27/2013 or later:
 - To account for this, the PriceType will need to be populated with Retail for pieces on lines B2, B6, B8, B9, and D6.
 - Or, files should be held and submitted on or after 1/27/2013.

For submissions on or after 1/27/2013:

All **Mail.dat** and **Mail.xml** versions with Postage Statement mailing date of 1/27/2013 and later attempting to obtain lines:

- B2 (Nonautomation Single-Piece Postcard)
- B6 (Nonautomation Single-Piece from Standard Mail Mailing Letter)
- B8 (Nonautomation Single-Piece Nonmachinable Letter)
- B9 (Nonautomation Single-Piece from Standard Mail Mailing Nonmachinable Letter)
- D6 (Round Trip Single-Piece Letters)

Will ignore all values provided for the Mail.dat Rate Schedule or Mail.xml Price Type.

There will be no changes for Lines B4 and B5.

**First-Class Mail Residual Single-Piece
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Addendum D – Mail.dat MPU Rate Schedule

	Prior January 12, 2013	Jan 13 - Jan 26, 2013 mailing date of Jan 27 -	Effective January 27, 2013
Mail.XML	MPU Rate Schedule (Blank=Commercial Base, R = Retail, P=Commercial Plus)		
CARDS			
B2 Single-Piece - Cards Only	Blank or Retail	Blank or Retail	Blank or Re
B2 Single-Piece - Cards and Letters	Blank or Retail	Retail Only*	Blank or Re
LETTERS			
B6 Single-Piece From Standard Mail Mailing	Blank or Retail	Retail Only*	Blank or Re
Nonmachinable Letters			
B8 Single-Piece	Blank or Retail	Retail Only*	Blank or Re
B9 Single-Piece From Standard Mail Mailing	Blank or Retail	Retail Only*	Blank or Re
Flats			
B13 Single-Piece	Blank or Retail	Blank or Retail	Blank or Re
B14 Single-Piece	Blank or Retail	Blank or Retail	Blank or Re
Parcels			
B15 Single-Piece/Does not meet content stds.	Blank or Retail	Blank or Retail	Blank or Re
Permit Reply			
B16 Single-Piece Letter (1 oz. or less)	Blank or Retail	Blank or Retail	Blank or Re
B17 Single-Piece Letter (over 1 oz. to 3.5 oz.)	Blank or Retail	Blank or Retail	Blank or Re
B18 Single-Piece Flat (1 oz. or less)	Blank or Retail	Blank or Retail	Blank or Re
B19 Single-Piece	Blank or Retail	Blank or Retail	Blank or Re
Commercial Base Parcels			
C4 Single-Piece/Mixed ADC	Blank or P	Blank or P	Blank or I
C5 Single Pc/From Std Mail Mailing	Blank or P	Blank or P	Blank or I
Commercial Plus Parcels			
C10 Single-Piece/Mixed ADC	Blank or P	Blank or P	Blank or I
Round Trip Mailings that Contain a DVD, CD, or Other Disc			
Presorted letters			
D6 Single-Piece	Blank or Retail	Retail Only*	Blank or Re
Presorted Flats			
D12 Single-Piece	Blank or Retail	Blank or Retail	Blank or Re
Permit Reply Mail			
D13 Single-Piece Letter (1 oz. or less)	Blank or Retail	Blank or Retail	Blank or Re
D14 Single-Piece Flat (2 oz. or less)	Blank or Retail	Blank or Retail	Blank or Re

Note: Retail Only: There are only two options to submit a job with mailing date of January 27, 2013 or forward during the January 13 - January 27, 2013: Change MUP Rate Schedule to Retail or Do not submit a mailing until January 27, 2013 for B2 (Cards and Letters), B9 and D6.