



**Publication 199:  
Intelligent Mail Package Barcode (IMpb)  
Implementation Guide for:  
Confirmation Services and Electronic  
Verification System (eVS) Mailers**

United States Postal Service Document

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## CHANGE LOG

Date	Version	Changes
08/08/2011	Version 1	Initial Version

Certified Mail<sup>®</sup>, Confirm<sup>®</sup>, DMM<sup>®</sup>, Express Mail<sup>®</sup>, Express Mail International<sup>®</sup>, FAST<sup>®</sup>, First-Class Mail<sup>®</sup>, First-Class Mail International<sup>®</sup>, Global Express Guaranteed<sup>®</sup>, Intelligent Mail<sup>®</sup>, Media Mail<sup>®</sup>, Parcel Post<sup>®</sup>, Parcel Select<sup>®</sup>, Priority Mail<sup>®</sup>, Priority Mail International<sup>®</sup>, RIBBS<sup>®</sup>, Standard Mail<sup>®</sup>, United States Postal Service<sup>®</sup>, USPS<sup>®</sup>, and ZIP + 4<sup>®</sup> are among the registered trademarks of the United States Postal Service.

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# 1 General Information

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## 1.1 Purpose

*The Implementation Guide to Intelligent Mail® Package Barcode (IMpb) for Confirmation Services and Electronic Verification System® (eVS®) Mailers* provides technical guidance for the implementation of the Intelligent Mail package barcode (IMpb) and file formats.

This guide provides additional information that will be helpful to mailers as a supplement to Publication 205, *Electronic Verification System (eVS) Business and Technical Guide*. It provides information on the Shipping Services File formats used by commercial and online package or extra services customers who communicate electronically with USPS in order to receive electronic pricing or to participate in such programs as the eVS.

Key topics in this guide include:

- *Chapter 1: General Information*
- *Chapter 2: Getting Started*
- *Chapter 3: Shipping Services File*
- *Chapter 4: Barcode Requirements*
- *Chapter 5: Customer Interface Files*
- *Chapter 6: Communications*
- *Chapter 7: Manifest Error Process*
- *Chapter 8: Product Specific Information*
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- *Appendix O: Terms and Definitions*
- *Appendix P: Abbreviations*
- *Appendix Q: Confirmation Services Customer Checklist*
- *Appendix R: Electronic Verification System (eVS) Customer Checklist*
- *Appendix S: Parcel Returns Services (PRS) Customer Checklist*

## 1.2 Background

In 2010, USPS made Version 1.5 of the Shipping Services File and scan event extract file available to its customers. These file formats support the Intelligent Mail package barcode. Although many attributes of the Shipping Services File remain consistent with Versions 1.3 and 1.4, there are some changes to existing fields and new fields. Shipping Services File Version 1.6, which is now available, added a new field, Destination Delivery Point, to the D1 record and moved the following three fields from the D2 record to the D1 record: PO Box Indicator, Waiver of Signature, and Delivery Option Indicator. This change eliminated the requirement for a D2 record to be created when submitting records for Express Mail packages. New customers and customers converting to the IMpb will use version 1.6 of the file format. Version 1.5 of the file format is only for existing customers currently using this format.

When customers participate in programs such as electronic Confirmation Services or eVS, they should transmit data to USPS regarding each package or extra service(s) mailpiece being tendered. In return, USPS will provide mailers with two types of files: a scan event extract file and a confirmation/error/warning file. The scan event extract file contains information about the movement of packages through the USPS mail stream. The confirmation/error/warning file contains information regarding the processing of the Shipping Services File by the Product Tracking System (PTS). Customers should carefully review the confirmation/error/warning file to confirm that no records have been rejected (errors) and that any problems with the data (warnings) are corrected and resubmitted with future file submissions. For eVS customers, USPS will also provide two additional files: a weekly-unmanifested extract file and a postage payment extract file. The weekly-unmanifested file contains a list of packages for which the USPS has scan events but has not received a corresponding manifest record. The eVS postage payment extract files contain all rate ingredients reflecting any updates or changes made by eVS along with the postage rate calculated and charged by eVS for each item.

## 1.3 Reference Materials

Domestic Mail Manual (DMM) sections:

- [DMM Section 503.10, Extra Services, Delivery Confirmation](#)
- [DMM Section 503.11, Extra Services, Signature Confirmation](#)
- [DMM Section 507.13, Mailer Service, Parcel Return Service](#)
- [DMM Section 705.2.9, Advanced Preparation and Special Postage Payment Systems Electronic Verification System](#)
- [DMM Section 708.5, Technical Specification, Standards for Packages and Extra Service Barcodes](#)

Publications include:

- [Barcode, Package, Intelligent Mail Specification \(USPS2000508\)](#)
- [Intelligent Mail Tray label and barcode](#)
- [Intelligent Mail Container label and barcode](#)
- Publication 80 – Bulk Proof of Delivery

- Publication 97 – Express Mail Manifesting Technical Guide
- Publication 109 – Extra Services Technical Guide: Postal Forms, Labels, and Electronic Files
- [Publication 205 – Electronic Verification System Business and Technical Guide](#)

The EDI Implementation guides for the following transaction messages (210, 214, 215 and 864) are located on USPS RIBBS site: <https://ribbs.usps.gov/index.cfm?page=intellmailpackage>.

For additional information or questions on Intelligent Mail package barcode or the Shipping Services File Version 1.6, contact us at [IMpb@usps.gov](mailto:IMpb@usps.gov).

## 1.4 Mailer ID (MID)

All mailers utilizing the new Intelligent Mail package barcode are required to use a conforming mailer ID (MID).

In April 2010, the Postal Service announced that all customers using Confirmation Services (such as Delivery Confirmation or Signature Confirmation) and eVS are required to use a MID that begins with the number 9 when the MID contains nine-digits.

A conforming MID is defined as follows:

- A six-digit MID must begin with 0–8.
- A nine-digit MID must begin with 9.

All nonconforming nine-digit MIDs must be changed to a new conforming nine-digit MID. To take advantage of new features and services and to avoid the risk of losing product visibility, customers need to convert to their new conforming MID as soon as possible. Customers transitioning to the new IMpb will be required to use a conforming MID. If you have questions please contact the Confirmation Services Support Team at 877-264-9693.

The assignment of new MIDs will enable mailers to take advantage of recent and planned Mailer ID System upgrades that enable centralized, automated customer profile management including MID assignment. Future enhancements include the following:

- Registration and self-service capabilities to participate in multiple programs are available through the Business Customer Gateway.
- Intelligent Mail features and the Intelligent Mail package barcode (IMpb).

### 1.4.1 Assignment of MID

#### 1.4.1.1 Nine-digit MID

A nine-digit MID will support most customers; however, at certain volume levels a six-digit MID will be required to ensure the serial number remains unique for 180 days. Also, under some operational scenarios a six-digit MID may be required. Customers are required to obtain a nine-digit MID via the Business Customer Gateway. Go <https://www.usps.com/> and select the Business Customer Gateway located on the bottom right hand corner of the web page. The mailer must logon as an existing user or register for a business account as a new user to gain access to the Business Customer Gateway and request the Mailer ID service. Once the mailer has access to the Mailer ID System, they will select the "Mailer ID" link to obtain a MID. Confirmation Service customers would then select the "Confirmation Services for Package Service Products and Extra Services" as the Program Type. eVS customers would select the "Mailer ID" link to obtain a MID and then select the "Electronic Verification System (eVS) for Package Products" as the Program Type.

#### 1.4.1.2 Six-digit MID

High volume customers and customers who require longer serial numbers may request a six-digit MID. PC Postage or Online customers whose volume is 100,000 pieces or more within a six-month period must use a six-

digit MID to ensure uniqueness and accurate tracking information. Assignment of a six-digit MID will be on a case-by-case exception basis, please contact the Confirmation Services Support Team at 877-264-9693.

### **1.5 Test Environment for Mailers (TEM)**

TEM was implemented in 2010 for use by new and existing USPS customers who required testing of their electronic files tested as part of the file/label certification process for Shipping Services.

Software and database changes made to the production environment are also applied to TEM. TEM includes all database tables used by the production manifest and extract processes. The database tables included in TEM do not contain production data. Instead, they are loaded by the mailer test processes.

Customers will be able to use the same MID and Login ID in both the TEM and Production environments. The TEM batch manifest processes will run 11 times per day at (03:00, 07:00, 08:00, 09:30, 11:00, 12:30, 14:00, 15:30, 17:00, 18:30 and 20:00 CST). The TEM extract processes will begin one hour after successful completion of the TEM manifest processes. For additional information on sending and receiving files from the PTS and eVS TEM see Chapter 6, Communications.

### **1.6 FAST and Facility ZIP Codes**

Mailers are required to provide the Entry Facility ZIP Code in the Header Record of the electronic file, field positions 053-057. The ZIP Code must be the Facility ZIP Code, which represents the USPS facility where the mail is entered. The recommended source for obtaining a Facility ZIP Code is the [Facility Access and Shipment Tracking \(FAST\) system](#).

### **1.7 Customer Services**

Mailers can receive technical support for all processes described in this publication by contacting the Confirmation Service Support Team at 877-264-9693.

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## 2 Getting Started

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The Postal Service is moving to the use of the Intelligent Mail package barcode for all tracking and extra services for domestic packages. An IMpb label may be applied to all mailpieces including those without any extra services. The three-digit service type code (STC) represents both the mail class and any extra service(s), if applicable. The 5-digit ZIP code is required on all packages, either as part of the concatenated barcode or as a separate routing barcode. New customers and customers transitioning from Shipping Services File Version 1.3 or Shipping Service File Version 1.4 must use Shipping Services File Version 1.6. All customers will be required to use the IMpb, its corresponding Shipping Services File Version 1.6, and to include the ZIP + 4 Code or destination delivery address in the file by July 1, 2013 for all tracking and extra services barcodes and to qualify for presort and destination entry pricing.

### 2.1 New Customers Certification Process

Checklists (located in Appendix Q, R, and S) are available to assist our customers through the implementation of the new IMpb label and Shipping Services File Version 1.6. Appendix Q documents the steps a new Confirmation Services customer would need to complete, Appendix R documents the steps a new eVS customer would need to complete and Appendix S documents the steps a new PRS customer would need to complete to become a certified customer using the Shipping Services File Version 1.6.

### 2.2 Existing Customers Certification Process

This section provides information for existing Shipping Services customers who are transitioning from Shipping Services File Version 1.3, 1.4, or 1.5 to Shipping Services File Version 1.6. Customers transitioning to Shipping Services File Version 1.6 must complete the Shipping Services certification process again. Checklists are available to assist our customers through the process. Appendix Q documents the steps an existing Confirmation Service customer would need to complete, Appendix R documents the steps an existing eVS customer would need to complete and Appendix Q documents the steps an existing PRS customer would need to complete to become a certified user of Shipping Services File Version 1.6. To support the transition to the IMpb, legacy barcodes can be manifested in the new Shipping Services File version 1.6.

**PLEASE NOTE:** Existing customers are required to submit a Form 5051, *Confirmation Services Electronic Option Application*, to update their PTS and eVS mailing profile.

The following transition-mapping documents were developed to assist customers during their transition to the new Shipping Services File Version 1.6 and IMpb label.

#### 2.2.1 Transitioning from Two-Digit to Three-Digit Service Type Code

Appendix K contains a translation of two-digit service type codes to three-digit service type codes for mapping existing two-digit service type codes to the new three-digit service type codes. However, since the three-digit service type code provides an option for many product/service combinations, there are many more three-digit service type codes available. In addition, not all two-digit service type codes have corresponding three-digit service type codes.

#### 2.2.2 Transitioning from Shipping Services File Version 1.3 to Shipping Services File Version 1.6

Appendix L contains the Shipping Services File Version 1.3 field map to Shipping Services File Version 1.6 fields. The change from Shipping Services File Version 1.3 to Shipping Services File Version 1.6 is quite extensive. This appendix identifies where existing fields are located in the new file format. To support the transition to the IMpb, legacy barcodes can be manifested in the new Shipping Services File version 1.6. However, the IMpb can use only file version 1.6.

### **2.2.3 Transitioning from Shipping Services File Version 1.4 to Shipping Services File Version 1.6**

Appendix M contains the Shipping Services File Version 1.4 field map to Shipping Services File Version 1.6 fields. The change from Shipping Services File Version 1.4 to Shipping Services File Version 1.6 is quite extensive. This appendix identifies where existing fields are located in the new file format. To support the transition to the IMpb, legacy barcodes can be manifested in the new Shipping Services File version 1.6. However, the IMpb can use only file version 1.6.

### **2.2.4 Transitioning from Shipping Services File Version 1.5 to Shipping Services File Version 1.6**

The change from Shipping Services File Version 1.5 to Shipping Services File Version 1.6 was minor. A new Destination Delivery Point field is added to the end of the D1 Record and the PO Box Indicator, Waiver of Signature and Delivery Option Indicator fields are moved from the D2 record to the D1 record. Only existing customers currently using version 1.5 are permitted to continue use of this version. New customers and customers transitioning to the IMpb are required to use version 1.6.

### **2.2.5 Legacy Barcode Business Rules for Shipping Service File Version 1.5 and 1.6**

Appendix N contains the Legacy Barcode Business Rules for Shipping Service File Versions 1.5 and 1.6. This appendix documents the specific rules when a label number that begins with application identifier of "91" are included in Shipping Services File Version 1.5 or 1.6.

## **2.3 Confirmation Services Customer Certification Process**

The Confirmation Services Customer Checklist included in Appendix Q is for both new customers who are interested in using PTS to receive tracking information and existing customers who wish to add an additional mail class and/or extra service(s). See Appendix Q for the certification process for a Confirmation Service Customer.

## **2.4 Electronic Verification System (eVS)**

The eVS is all about doing parcel business with the Postal Service using electronic technology. The eVS Customer Checklist included in Appendix R is for both existing customers who wish to convert to the IMpb and new customers who are interested in paying postage by transmitting electronic manifest files to the eVS database. See Appendix R for the certification process for an eVS customer.

## **2.5 Parcel Return Service (PRS) Customer**

Parcel Return Service (PRS) is a national program that enables return parcel business with the Postal Service using electronic technology. PRS mailers must, at a minimum, pick-up from all Network Distribution Centers (NDC). DMM Section 507.13, Mailer Service, Parcel Return Service explains PRS and the requirements to participate in the program. The Parcel Return Service (PRS) Customer checklist included in Appendix S is for customers who are interested in paying postage by transmitting electronic manifest files to the eVS database. See Appendix S for the certification process for a PRS customer.

## 2.6 Forms

### 2.6.1 Certification Forms

[Certification forms](#). If you have any questions concerning any of the forms, please contact the Confirmation Services Support Team at 877-264-9693.

CERTIFICATION FORMS				
Form Name	Description	Confirmation Services Applicable	eVS applicable	PRS applicable
<a href="#">PS Form 1357-S, Customer Request for Computer Access</a>	<ul style="list-style-type: none"> <li>Confirmation Service mailers who will send and receive data electronically will require access to the Postal Service database.</li> <li>To receive this Logon ID and Password, you will need to submit PS Form 1357-S, <i>Customer Request for Computer Access</i> to NCSC.</li> </ul>	✓	✓	✓
<a href="#">PS Form 3615, Mailing Permit Application and Customer Profile</a>	<ul style="list-style-type: none"> <li>Use PS Form 3615 to establish the new permit account.</li> </ul>	N/A	✓	✓
<a href="#">PS Form 5051, Confirmation Services Electronic Option Application</a>	<ul style="list-style-type: none"> <li>This is an administrative application used to establish mailers in the Confirmation Services database.</li> <li>Mailers applying to use Confirmation Services or eVS will complete PS Form 5051.</li> <li>Mailers should include their MID that was obtained via the Business Customer Gateway.</li> </ul>	✓	✓	✓
<a href="#">PS Form 5052, Printer Certification Submission</a>	<ul style="list-style-type: none"> <li>For customers printing their own barcoded labels, the labels will require testing and certification prior to using Confirmation Services or eVS.</li> <li>Use PS Form 5052 to accompany the sample labels you will send for testing. PS Form 5052 provides instructions on the quantity of labels, printer information, and other documentation you will need to provide</li> </ul>	✓	✓	✓

## 2.6.2 Centralized Account Processing System (CAPS) Forms

### [CAPS Forms](#)

<b>CAPS FORMS</b>				
<b>Form Name</b>	<b>Description</b>	<b>Confirmation Services Applicable</b>	<b>eVS applicable</b>	<b>PRS applicable</b>
<a href="#"><u>PS Form 6001, CAPS Account Application</u></a>	<ul style="list-style-type: none"> <li>The application for establishing a national CAPS account.</li> <li>All eVS/PRS applicants without a CAPS account or wanting a separate CAPS account must complete and submit this form to obtain a CAPS account.</li> </ul>	<b>N/A</b>	✓	✓
<a href="#"><u>PS Form 6002, Accounts and Services to be Paid Through CAPS</u></a>	<ul style="list-style-type: none"> <li>The form for listing the local account numbers that the eVS/PRS applicant wishes to link to the CAPS account.</li> <li>All eVS/PRS applicants must complete and submit this form with information to link their unique eVS permit account number to their CAPS debit account.</li> </ul>	<b>N/A</b>	✓	✓
<a href="#"><u>PS Form 6003, CAPS Electronic Funds Transfer Authorization Agreement</u></a>	<ul style="list-style-type: none"> <li>The form for authorizing the Postal Service to debit the customer's bank account.</li> <li>All eVS/PRS applicants must complete this form to establish the debit account required for eVS.</li> </ul>	<b>N/A</b>	✓	✓



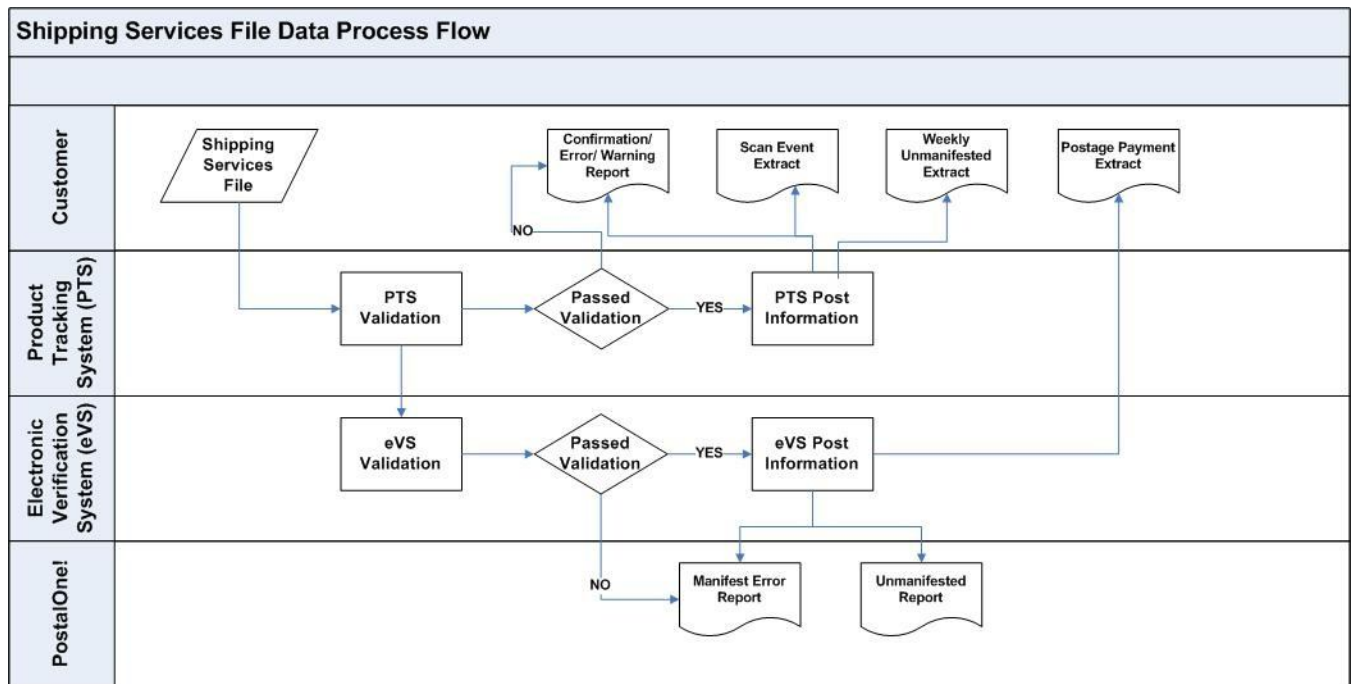
### 3 Shipping Services File

#### 3.1 Process

USPS requires the submission of a Shipping Services File containing specific data records for each package or item being tendered to with a given shipment, organized into electronic manifests. Each manifest within the file corresponds to a data record (header) for each destination entry facility or each origin entry facility, with data records for the parcels or items grouped under the data record for the entry facility.

Mailers transmit the Shipping Services Files to the PTS. File and record validations occur in both PTS and eVS. PTS will send the confirmation/error/warning report listing any error or warnings associated with the Shipping Services File. For eVS customers, Shipping Services Files are forwarded to the eVS database for processing payment information. Records with errors in eVS will appear in the manifest error report in PostalOne!. eVS uses the successfully accepted records to generate electronic postage statements for automatic debiting of the mailer's postage payment account.

**Exhibit 1: Shipping Services File Information Data Flow**



### 3.2 Shipping Services File Details

#### 3.2.1 Things to Know About the Shipping Services File

1. No embedded spaces.
2. The file is an American Standard Code for Information Interchange (ASCII text), fixed field length.
3. A line feed and carriage return is needed at the end of every record except the last record of the Shipping Services file.
4. Customers shipping packages containing confirmation services or any extra services barcodes must transmit package-level data to USPS via a Shipping Services File. The chart below identifies which type of file type each customer type should be utilizing.

Shipping Services File	Electronic File Type	Comments
eVS	"1"	"Tracking and Postage File" for original eVS file
Confirmation Services	"2"	"Tracking File" for original confirmation services file
PRS	"3"	"Return Service" for original PRS file
Corrections	"4"	"Corrections" for submitting a correction to original file

The following Appendixes provide the Shipping Services File specifications, including examples and content rules and limitations.

- *Appendix A - Shipping Services File Version 1.6 File Layout Specification for Commercial Mailers*
- *Appendix B - Shipping Services File Version 1.6 File Layout Specification Layout for Online Mailers*
- *Appendix G - Shipping Services File Version 1.5 File Layout Specification for Commercial Mailers (Applicable to existing customers only)*
- *Appendix H - Shipping Services File Version 1.5 File Layout Specification for Online Mailers (Applicable to existing customers only)*

The EDI Implementation guides for the following Shipping Services File transaction messages (210, 214, 215 and 864) are located on USPS RIBBS site: <https://ribbs.usps.gov/index.cfm?page=intellmailpackage>.

Appendix J -Tables 1-14 provide the available values for variables specified in the file formats. Each table has a column to indicate if it is applicable to Confirmation Services, or eVS.

**FILE VERSION 1.6 CHANGE NOTICE:** A new field Destination Delivery Point has been added to the D1 Record and the PO Box Indicator, Waiver of Signature, and Delivery Option Indicator fields were moved from the D2 record to the D1 record.

**NOTE:** Multiple examples of the Shipping Services File format are included in this document. The actual formatting for the different types of files **IS NOT DIFFERENT**. Instead, different sample data and additional format examples are provided to illustrate content for PC Postage and online mailers, as well as Permit mailers.

#### 3.2.2 Printed Manifest Forms Used When Entering Mail

##### 3.2.2.1 PS Form 3152, Confirmation Service Certification

PS Form 3152 serves multiple purposes. The primary function is to verify that a mailer has successfully completed testing for Confirmation Services and is authorized to mail using Confirmation Services at the electronic prices. A signed original PS Form 3152 is provided to mailers by the Confirmation Services Support Team at the successful completion of this testing. The mailer should maintain this original on file in case a copy is requested by a Postal Service facility where mail is entered.

Mailers may also use PS Form 3152 to receive an “electronic acceptance” record for their mail by printing a barcode on PS Form 3152 that represents the Electronic File Number for the mailpieces entered at the Postal Service facility. This electronic acceptance is in the mailer’s daily extract files shown as an event code “TM – Shipment Acceptance.” Additionally, if a mailpiece tracking number is queried on the Postal Service Track & Confirm Web site or through the USPS mobile application, this electronic acceptance is shown as an event called “acceptance” with the date, time, city, state, and ZIP Code where the scanning of the PS Form 3152 barcode took place. This electronic acceptance ties in the actual date and time of entering the mail with the electronic records the mailer sent in the Confirmation Services Shipping Services file. If the mailer is unable to print the barcode on PS Form 3152, the Electronic File Number may be written by hand, ensuring the complete number is used.

**NOTE:** Service Type Code “750” replaces the former Service Type Code “50” to denote the electronic file number on a PS Form 3152.

### **3.2.2.2 PS Form 5630, *Shipment Confirmation Acceptance Notice (SCAN)***

Online mailers who submit a Shipping Services File have the ability to create a PS Form 5630 that represents a group of prepaid PC Postage packages. PS Form 5630 includes a barcode that is the representation of the Electronic File Number from the Shipping Services File. PC Postage mailers must complete the certification process for PS Form 5630, Shipping Services file format before tendering mailings under this program, and the Postal Service will reject any files submitted by unregistered users. As with other Shipping Services files, the Postal Service creates a manifest acknowledgement (MA) event for each mailpiece contained in the file after the mailer makes the successful transmission to the Postal Service.

**NOTE:** Service Type Code “757” replaces the former Service Type Code “50” to denote the electronic file number on a PS Form 5630.

### **3.2.2.3 PS Form 8125, *Plant-Verified Drop Shipment (PVDS) — Verification and Clearance***

Mailers using drop shipments that include Confirmation Services mailpieces are encouraged to print a barcode representing the Electronic File Number on PS Form 8125. The barcode label must include the text “USPS SCAN AT ACCEPTANCE” above the barcode and bold bars above and below the barcode. The “Comment” section in the lower right-hand corner of PS Form 8125 is designated as the location for this barcode, and this area must not be used for any other type of barcode. The Postal Service facility will scan the barcode with the acceptance of the drop shipment. This electronic acceptance is provided in the mailer’s extract files shown as an event code “TM – Shipment Acceptance.” Additionally, if a mailpiece tracking number is queried on the Postal Service Track & Confirm Web site or through the USPS mobile application, this electronic acceptance is shown as an event called “acceptance” with the date, time, city, state, and ZIP Code where the scanning of the PS Form 8125 barcode took place. This electronic acceptance ties in the actual date/time of entering the mail with the electronic records the mailer sent in the Confirmation Services Shipping Services file.

*This process is applicable to all variations of PS Form 8125, which include the following:*

- PS Form 8125, *Plant-Verified Drop Shipment (PVDS) — Verification and Clearance*
- PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) — Consolidated Verification and Clearance*
- PS Form 8125-CD, *Plant-Verified Drop Shipment (PVDS) — Consolidated Verification and Clearance — DSMS*

**NOTE:** Service Type Code “750” replaces the former Service Type Code “50” to denote the electronic file number on a PS Form 8125.

### **3.2.2.4 Confirmation Services**

You may choose to use only the required fields for Delivery Confirmation and/or Signature Confirmation service. If you choose not to populate all fields, be sure to maintain the full file layout including the optional fields. You simply will not populate the optional fields but will fill them with spaces or other default settings as defined in the “Content Rules and Limitations” column. The system does not perform edit checks on optional fields, so no warning or error messages will be issued for optional fields.

### 3.2.3 eVS

Certain fields not required for Confirmation Services are mandatory for eVS. These fields must be populated for postage payment and verification purposes. The mailer may choose to use only the fields required for eVS as annotated in the “Required code” column with “ALL” or “EVS”. The fields that are not required for eVS are shaded in gray and do not have any annotation. If the mailer chooses not to use the full layout, the optional fields (shaded in gray in the file layout) must be filled using the default values indicated in the “Content Rules and Limitations” column. Record lengths must not vary; they must be the exact length shown in the record formats. The system does not perform edit checks on optional fields, so no warning or error messages will be issued for optional fields.

### 3.2.4 International

The Shipping Services File is for both domestic and international shipments. International mail items cannot be included or paid for using the eVS mailing system.

### 3.3 File, Manifest and Record

The Shipping Services File consists of three distinct records: the Header Record (H1), Detail Record 1 (D1), and Detail Record 2 (D2).

The following definitions standardize terminology in the technical guide

<b>File</b>	<ul style="list-style-type: none"> <li>An electronic file, at a minimum, must contain at least one manifest.</li> <li>Most files generally consist of many manifests identified by unique Header Records.</li> </ul>
<b>Manifest</b>	<ul style="list-style-type: none"> <li>A manifest consists of one Header Record and one or more Detail Records 1.</li> <li>The Detail Record 2 is optional and is only used for specific types of mail. If you do not have a specific requirement to use the D2 Record, we recommend you omit it. If a D2 Record is used, it must correspond with a D1 Record and must follow the associated D1 Record within the electronic file — for example; H1, D1 D2, D1 D2, etc.</li> <li>A manifest may never contain more than one Header Record.</li> </ul>
<b>Record</b>	<ul style="list-style-type: none"> <li>A record consists of a specific number of bytes representing data either about a specific entry facility (Header Record) or a specific parcel (Detail Record 1).</li> </ul>

### 3.3.1 Header Record Key Fields

The Header Record contains general information about the mailer and specific information about the mailing, such as date and time of mailing and place of deposit for destination entry items or place of mailing for origin entry items. The Header Record contains the transaction ID and Mailer's MID (confirmation services) or mailer's master MID (eVS). The Header Record also shows the total number of records in the manifest, which consists of one Header Record and all Detail Records under the Header Record. Each item is represented by an individual Detail Record 1 under the Header Record.

**NOTE:** Mailers creating electronic manifests need to be especially careful to observe the following data elements for each Header Record.

#### Exhibit 2: Header Record Key Fields

Field Name	Field Position	Comments
Electronic File Type	003-003	<ul style="list-style-type: none"> <li>• The Electronic File Type indicates which type of file the customer is transmitting to USPS.</li> <li>• The Electronic File Type will be the same in every Header Record in the transmission file.</li> <li>• There are four Electronic File Types:               <ol style="list-style-type: none"> <li>(1) Type "1" (Tracking and Postage File) for original eVS file</li> <li>(2) Type "2" (Tracking File) for original confirmation services file</li> <li>(3) Type "3" (Return Service) for original PRS file</li> <li>(4) Type "4" (Corrections) for submitting a correction to original file</li> </ol> </li> </ul>
Electronic File Number	004-037	<ul style="list-style-type: none"> <li>• This unique number identifies the electronic manifest file with one of the following two-digit application identifiers "92" or "93" for commercial mailers and "94" for online mailers.</li> <li>• The electronic file number (EFN) for packages included in the Header record will also use one of the new valid constructs for the IMpb.               <ul style="list-style-type: none"> <li>➢ Use Service Type Code "750" when either a PS Form 3152 or PS Form 8125 will be printed. Service Type Code "750" replaces the former Service Type Code "50" to denote the electronic file number.</li> <li>➢ Use Service Type Code "757" when a PS Form 5630 (SCAN form) will be printed. To be used by Online shippers who offer use of the Shipment Confirmation Acceptance Notice (SCAN) form.</li> </ul> </li> <li>• The length of the EFN serial number follows the same rules for the length used in the PIC barcode construct.</li> <li>• For eVS, the only valid barcode constructs for the EFN are C04, C08, C09 and C10.</li> <li>• The EFN must remain unique for 180 days from date of first use.</li> <li>• AI 91 and STC 50 are not acceptable in the EFN field.</li> </ul>

Field Name	Field Position	Comments
Entry Facility ZIP Code	053-057	<ul style="list-style-type: none"> <li>• Mailers are required to provide the Entry Facility ZIP Code.</li> <li>• The ZIP Code must be the Facility ZIP Code, which represents the USPS facility where the mail is being entered.</li> <li>• This 5-digit number is the 5-digit ZIP Code of the Post Office where mail is presented by the mailer.</li> <li>• The Entry Facility ZIP Code can vary for each Header Record in the transmission file, but more than one Header Record may have the same Entry Facility ZIP Code.</li> <li>• The ZIP Code must be validated against the Facility Access and Shipment Tracking (FAST) Mail Direction File.</li> <li>• The recommended source for obtaining a Facility ZIP Code is <a href="#">Facility Access and Shipment Tracking (FAST) system</a>.</li> </ul>
Transaction ID	078-089	<ul style="list-style-type: none"> <li>• This field is required for eVS and PRS mailers; confirmation services mailers may default this field to spaces.</li> <li>• This field is used to group files together that are submitted with the transaction ID in reports in eVS.</li> <li>• This field allows eVS/PRS mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation. Also allows eVS/PRS mailers to group and organize their daily file transmissions to effectively manage postage payment in eVS/PRS.</li> <li>• This field must follow the format of year, date, month and sequence number to be valid. The format YYYYMMDD#### of the transaction ID includes a four digit number "####" which is to be sequential for the date.</li> <li>• This unique 12-digit number creates a new tier in the eVS/PRS mailers data hierarchy.</li> </ul>
Software Vendor Code	090-093	<ul style="list-style-type: none"> <li>• The four-character designation will be provided to each software vendor upon successfully completing the Postal Service file certification process.</li> <li>• The <i>Software Vendor Code</i> (formerly the Unique Developer ID Code) will be the same for every Header Record in the transmission file.</li> <li>• If you will be using your own proprietary software, please use the following information within the header record of the Shipping Services file: <ul style="list-style-type: none"> <li>• Software Vendor Code: 0850</li> </ul> </li> <li>• If you will be using a vendor's system, the vendor will provide you the Software Vendor Code using commercial software for your shipping.</li> </ul>
Software Vendor Product Version Number	094-101	<ul style="list-style-type: none"> <li>• The eight-character designation provided by the software developer. Changes made to approved Product Versions must be reported to the Postal Service and may require recertification.</li> <li>• The Software Vendor Product Version Number (formerly the Shipping/Manifesting Software's Product Version Number) will be the same for every Header Record in the transmission file.</li> <li>• If you will be using your own proprietary software, please use the following information within the header record of the Shipping Services file: <ul style="list-style-type: none"> <li>• Software Vendor Product Version Number: 1.0.</li> </ul> </li> <li>• If you will be using a vendor's system, the vendor will provide you the Software Vendor Product Version Number using commercial software for your shipping.</li> <li>• This field is required for Vendors. The field is left justified with trailing spaces.</li> </ul>

### 3.3.2 Detail 1 Record Key Fields

The Shipping Services File Detail Record 1 is required for all domestic and international items. Each package in the mailing requires a Detail Record 1 to provide information about the class and service of the item, as well as any fees and postage. This record also specifies the destination ZIP Code for the item. Detail Record 1 may also contain information related to nesting and containers.

**NOTE:** Mailers creating manifests need to be especially careful to observe the following data elements for each Detail Record.

#### Exhibit 3: Detail 1 Record Key Fields

Field Name	Field Position	Comments
Intelligent Mail Package Barcode (IMpb)	003-036	<p>This field can contain either the legacy confirmation service barcode and/or the IMpb.</p> <ul style="list-style-type: none"> <li>The legacy confirmation services barcode and the IMpb use the same barcode symbology (GS1-128).</li> <li>L01 barcode construct is the only valid barcode construct that can be used when manifesting legacy confirmation service barcodes with eVS.</li> <li>Tracking number must be unique for 180 days from date of first use.</li> <li>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup. Must use a non-concatenated barcode for Critical Mail.</li> <li>International barcode symbology cannot be included in the Shipping Services File for eVS.</li> </ul> <p>The benefits of the IMpb:</p> <ul style="list-style-type: none"> <li>New barcode formats to promote the use of a concatenated barcode structure (routing information and package identification code) in a single barcode.</li> <li>Addition of a channel-specific Application Identifier (AI) that allows a package to be matched to a specific payment channel, which supports revenue assurance and analysis.</li> <li>Supports both a six-digit and nine-digit MID.</li> <li>Introduction of a new set of three-digit service type codes (STCs) that uniquely identifies the mail class and extra service(s) combination in a single, integrated barcode to increase efficiency in mail transportation, handling and reporting.</li> </ul>
Class of Mail	037-038	<ul style="list-style-type: none"> <li>Appendix I provides the associated classes of mail for each service type code.</li> <li>Appendix J, Reference Table 8 provides the valid codes for mail class or subclass.</li> </ul>

Field Name	Field Position	Comments
Service Type Code (STC)	039-042	<p>This field can contain either a two-digit STC (legacy confirmation service barcode) or a three-digit STC (IMpb).</p> <ul style="list-style-type: none"> <li>• The service type codes represent the extra services defined in the Domestic Mail Manual Section 503 with the exception of Certificate of Mailing, Confirm Service, and Money Orders.</li> <li>• Both the service type code and the associated extra services codes must be included when a mailer submits Shipping Services file Version 1.5 or 1.6 Detail Record 1.</li> <li>• Domestic Mailing - See Appendix I for a list of the valid three-digit STC to use with the IMpb.</li> <li>• International Mailing - The STC must be spaces.</li> <li>• Appendix J, Reference Table 7-1 provides the valid extra services codes to use with three-digit STC.</li> <li>• Appendix J, Reference Table 7-2 provides the valid extra services codes to use with the two-digit STC.</li> <li>• Appendix L provides a mapping of the two-digit STC combinations to the three-digit STC combinations.</li> </ul> <p>The benefits of the three-digit STC:</p> <ul style="list-style-type: none"> <li>• The three-digit service type code from the IMpb. A single three-digit service type code may have up to five extra services, each represented by its own code.</li> <li>• Each three-digit service type code uniquely represents a single mail class and any applicable extra services associated with the package.</li> </ul>
Barcode Construct Code	043-046	<ul style="list-style-type: none"> <li>• Domestic Mailing - This three-digit alphanumeric code identifies which combination of ZIP, MID and serial number is used in the IMpb.</li> <li>• International Mailing - The barcode construct code must be spaces.</li> <li>• L01 barcode construct is the only valid barcode construct that can be used when manifesting legacy confirmation service barcodes with eVS.</li> </ul>
Destination ZIP+4	052-055	<ul style="list-style-type: none"> <li>• The Destination ZIP+4 field will be required to be used by July 1, 2013; however; USPS is strongly encouraging the use of the field now.</li> <li>• <b>Important Option:</b> The destination delivery address information may be provided in the D2 record in lieu of Destination ZIP+4 and Destination Delivery Point information.</li> </ul>



Field Name	Field Position	Comments
Logistic Manager Mailer ID	075-083	<ul style="list-style-type: none"> <li>The Shipping Services File now contains fields to identify the shipper/mailer, the logistics manager for the shipper, and the mail/shipment owner.</li> <li>The Shipper's Mailer ID (MID) must be populated in the Electronic File Number in the header record.</li> <li>The shipper identified in the header record will receive a scan event extract file of all scan event information for those items contained in the file.</li> <li>In the future, the logistics manager may also receive the scan event extract if the logistics manager MID and the mail owner MID are populated in the corresponding Logistics Manager Mailer ID and the Mail Owner Mailer ID fields in the Shipping Services file.</li> <li>These MIDs must be registered in PTS. <ul style="list-style-type: none"> <li>Customers that are considered Mail Owners must complete and submit the PS Form 5051 and complete certification processes to obtain a MID for inclusion in a Shipping Services file.</li> <li>Customers that are considered Logistic Managers must complete and submit the PS Form 5051 to obtain a MID for inclusion in a Shipping Services file.</li> </ul> </li> </ul>
Mail Owner Mailer ID	084-092	<ul style="list-style-type: none"> <li>This field is the same field as the Client Mailer ID in Shipping Services file Version 1.3 and Version 1.4.</li> <li>The MID must be registered in PTS. <ul style="list-style-type: none"> <li>Customers that are considered Mail Owners must complete and submit the PS Form 5051 and complete certification processes to obtain a MID for inclusion in a Shipping Services file.</li> </ul> </li> <li>The mail owner will also receive the scan event extract if the Mail Owner Mailer ID is populated in the corresponding Mail Owner Mailer ID field in the Shipping Services file.</li> </ul>
Container ID 1 Container ID 2 Container ID 3	093-126 129-162 165-198	<ul style="list-style-type: none"> <li>The MID contained in the barcode must be a 9 digit MID that begins with a "9".</li> <li>For more information on the Intelligent Mail Tray label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel">https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel</a></li> <li>For more information on the Intelligent Mail Container label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailcontainer">https://ribbs.usps.gov/index.cfm?page=intellmailcontainer</a></li> <li>This is the barcode on the container, which can be used to associate the mail pieces within a tray, pallet or a truck.</li> <li>Required for Open and Distribute only when the contents in the container are also manifested.</li> <li>Population of these fields will allow the nesting of the mail pieces within PTS, which will allow scan events of containers to be propagated for all the mail pieces within that container.</li> <li>The corresponding Container Type field must be populated when the Container ID field is populated.</li> </ul>
Container Type 1 Container Type 2 Container Type 3	127-128 163-164 199-200	<ul style="list-style-type: none"> <li>This is a two-digit alphanumeric code that describes the type of container used (i.e.; bedload, sack, tray etc.)</li> <li>Refer to Appendix J, Table 3 for the complete list of the Container Type Indicator Codes.</li> <li>This field must be populated if the corresponding Container ID field is used.</li> </ul>

Shipping Services File

Field Name	Field Position	Comments
Post Office of Account ZIP Code	287-291	<ul style="list-style-type: none"> <li>This 5-digit number is the 5-digit ZIP Code of the Post Office that maintains the permit account linked to the mailer's postage payment account.</li> </ul>
Extra Service Code – 1 <sup>st</sup> Service	399-401	<p>This field can contain a two-digit (legacy) extra service code or three-digit (IMpb) extra service code.</p> <ul style="list-style-type: none"> <li>Both the Service Type Code and the associated extra services codes must be included in the Shipping Services File Version 1.5 or 1.6 Detail Record 1.</li> <li>USPS requires this information to confirm that appropriate fees are being noted for each extra service code.</li> <li>Refer to Appendix I for the complete list of Service Type Codes.</li> <li>Refer to Appendix J, Table 7-1 for the complete list of the extra services codes to use with the three-digit STC</li> <li>Refer to Appendix J, Table 7-2 for the complete list of the extra services codes to use with the two-digit STC.</li> <li>Currently there are no Service Type Codes that have five extra services codes.</li> </ul>
Extra Service Code – 2 <sup>nd</sup> Service	408-410	
Extra Service Code – 3 <sup>rd</sup> Service	417-419	
Extra Service Code – 4 <sup>th</sup> Service	426-428	
Extra Service Code – 5 <sup>th</sup> Service	435-437	
Extra Service Code – 1 <sup>st</sup> Fee	402-407	<ul style="list-style-type: none"> <li>Required field if an extra service code is provided.</li> </ul>
Extra Service Code – 2 <sup>nd</sup> Fee	411-416	
Extra Service Code – 3 <sup>rd</sup> Fee	420-425	
Extra Service Code – 4 <sup>th</sup> Fee	429-434	
Extra Service Code – 5 <sup>th</sup> Fee	438-443	
Destination Delivery Point	506-507 (V1.6)	<ul style="list-style-type: none"> <li>Destination Delivery Point is an optional field now; however, USPS is strongly encouraging the use of the field.</li> <li>Destination Delivery Point is only available in the Shipping Services File Version 1.6.</li> <li>Important Option: The destination delivery address information may be provided in the D2 record in lieu of Destination ZIP+4 and Destination Delivery Point information.</li> </ul>

### 3.3.3 Detail 2 Record Key Field

The Shipping Services File Detail Record 2 contains fields needed for specific products, such as Hold For Pickup, and must be used for domestic packages when applicable. This record is for “special products”; today, this would be primarily Express Mail or Hold for Pickup, but may be used for other products in the future. For additional information on required fields for Hold for Pickup, see section 8.6.

#### Exhibit 4: Detail 2 Record Key Field

Field Name	Field Position	Comments
Intelligent Mail Package Barcode (IMpb)	003-036	<p>This field can contain either the legacy confirmation service barcode and/or the Intelligent Mail package barcode.</p> <ul style="list-style-type: none"> <li>The legacy confirmation services barcode and the IMpb use the same barcode symbology (GS1-128).</li> <li>L01 barcode construct is the only valid barcode construct that can be used when manifesting legacy Confirmation service barcodes with eVS.</li> <li>Tracking number must be unique for 180 days from date of first use.</li> <li>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</li> <li>Must use a non-concatenated barcode for Critical Mail.</li> </ul> <p>International barcode cannot be included in the Shipping Services File for eVS</p> <p>The benefits of the IMpb:</p> <ul style="list-style-type: none"> <li>New barcode formats to promote the use of a concatenated barcode structure (routing information and package identification code) in a single barcode.</li> <li>Addition of a channel-specific Application Identifier (AI) that allows a package to be matched to a specific payment channel, which supports revenue assurance and analysis.</li> <li>Supports both six-digit and nine-digit mailer IDs (MID).</li> <li>Introduction of a new set of three-digit service type codes (STCs) that uniquely identifies the mail class and extra service(s) combination in a single, integrated barcode to increase efficiency in mail transportation, handling and reporting.</li> </ul>

### 3.3.4 Detail Records 3 and 4 (Future)

In the future, the Postal Service will enhance the Shipping Services File to add Detail Record 3 and Detail Record 4, which will contain fields required by US Customs for items shipped internationally. These Detail Records will be used for international shipments. Mailers providing customs data electronically will may be eligible for a discount on certain international items.

## 3.4 Shipping Partner Event Codes

The Postal Service has additional Event Codes that allow shipping partners and other mailers to provide their customers with the shipment status of their packages prior to the Postal Service receiving the packages or receiving the Confirmation Services Shipping Services file. This added visibility lends assurance that a mailpiece is on its way to them.

Shipping partners create a file of event data captured at their facilities and transmit the file to the Postal Service. This event information will then be available to customers on the Track & Confirm Web site, through the USPS

mobile application, or the Track/Confirm API. The Shipping Partner Event file layout is in Appendix C, *Shipping Partner Event File Version 2.0 File Layout Specification*.

**NOTE:** The shipping partner event codes are not returned in the extract files.

The file transmitted to the Postal Service will consist of Shipping Partner Event Codes as well as the date, time, and location of each event. The Event Codes and their descriptions are as follows:

- Event Code 80: Picked up by shipping partner.
- Event Code 81: Arrived shipping partner facility.
- Event Code 82: Departed shipping partner facility.

Mailers who choose to use the Shipping Partner Event Codes must comply with the following requirements:

- Commercial software vendors who plan to incorporate the Shipping Partner Event Codes into their shipping/manifesting software must have their Shipping Partner Event Code files certified by Confirmation Services Support.
- Mailers previously certified for Delivery Confirmation/Signature Confirmation services must notify the Confirmation Services Support Team at 877-264-9693, that they intend to use Shipping Partner Event Codes. This ensures that the customer's account is properly configured.

**NOTE:** Mailers not specifically configured for using Shipping Partner Event Codes will be unable to transmit the required files or obtain information about the event codes.

- Customers who are not currently certified for Delivery Confirmation and/or Signature Confirmation services and who also want to use the Shipping Partner Event Codes must go through the certification process outlined in the "Electronic Price Qualification for Confirmation Services" section in Chapter 2. They should indicate their desire to use the Shipping Partner Event Codes while they are in the certification process for Confirmation Services.
- The Confirmation Services Support Team will work closely with mailers regarding the technical specifications.

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## 4 Barcode Requirements

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The USPS has created new barcode formats to promote the use of a concatenated barcode structure (i.e., joining routing information and a package identification code together in a single barcode) that will enhance the automation-compatibility of packages with these barcodes on our mail processing equipment, and to add “intelligence”.

Specific enhancements include:

1. Concatenated barcode data constructs across all USPS channels that allow for destination routing information (i.e., ZIP Code) and package identification code (PIC) data to be presented in a single barcode.
2. The addition of a channel-specific Application Identifier (AI) that allows a package to be matched to a specific payment channel, which supports revenue assurance and analysis.
3. Support of both six-digit and nine-digit mailer identifiers (MIDs).
4. Introduction of a new set of three-digit service type codes (STCs) that identify mail class and service combinations in a single, integrated barcode to increase efficiency in mail transportation (e.g., Priority Mail with Delivery Confirmation), handling, and reporting. Additionally, this new service-type code structure will be used on packages without extra services providing additional granularity of data for service performance reporting.

The IMpb shall consist of a data string encoded in a format generally following the GS1-128 specification that supports the use of Application Identifiers and concatenation\*. However, USPS has selectively deviated from GS1-128 specifications in several instances as required by operational constraints. Unless otherwise specified, the mailer shall follow GS1 system rules for encoding/decoding element strings in GS1-128 barcode symbols. Only subset C shall be permitted for this application.

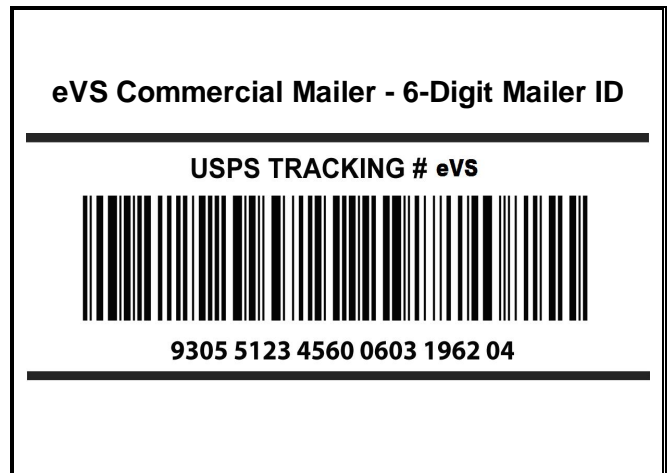
The Barcode, Package, Intelligent Mail Specification, *USPS2000508*, provides the specifications for generating and printing the U.S. Postal Service (USPS) Intelligent Mail package barcode.

In this section, we detail some aspects of the IMpb that will be useful as you work to populate the IMpb in the Shipping Services File Version 1.6.

Depicted below are examples of the new IMpb label format for Confirmation Services and eVS Commercial Mailers (Exhibit 5) and Confirmation Services Online Mailers (Exhibit 6). More specific information on the barcode construct is in section 4.3.1 for Commercial Mailers and section 4.3.2 for Online Mailers. Section 4.1 highlights the barcode data elements that are different from the legacy barcode.

**NOTE:** The barcode labels depicted below are for **illustration** purposes only.

**Exhibit 5: Confirmation Services and eVS Commercial Mailer IMpb Label Examples**



**Exhibit 6: Confirmation Services Online Mailers IMpb Label Examples**

**NOTE:** The barcode labels depicted below are for **illustration** purposes only.

**Exhibit 7: IMpb Barcode with Signature Tracking # Banner Text**

**NOTE:** The barcode labels depicted below are for **illustration** purposes only.



#### 4.1 Barcode Element Differences

The following are some of the attributes of the IMpb that are either new or have changed slightly from the legacy package barcode format. The use and length of these fields depend on the specific barcode construct or layout used.

1. Postal Code “Application Identifier (AI)”: This is a specific three-digit GS1 Application Identifier that is used to designate the presence of a delivery Postal Code within a single Postal Authority. This field shall always be “420” and, shall precede the Destination ZIP Code if such routing information is provided. **NOTE:** The AI (420) and the ZIP Code (5- or 9-digit) is suppressed in the human readable representation of the barcoded data.
2. Destination ZIP Code: This field may be five- or nine-digits in length. Some products may require that this information be included in the label ID.
3. Channel Application Identifier: 92, 93, and 94. The channel application identifier must always be included as part of the tracking number. Unlike legacy barcodes, the channel application identifier is required to make the barcode unique. Customers must make sure any documents, receipts, emails, etc., include the channel application identifier as part tracking number.
4. Service Type Code: This three-digit field identifies the mail class, product, and/or extra service(s) combination. A service type code is a feature of many barcodes and label IDs used on mail pieces processed by the Postal Service. For packages, a service type code defines the class or the class and service(s) of the mail piece. **NOTE:** Service Type Codes for the IMpb are different than those used for the Intelligent Mail barcode (IMb) used for letters and flats.
5. Source Identifier: This two-digit field identifies the type of online source, be it a PC Postage vendor or an internal USPS system such as Click-N-Ship. The source identifier is used only in conjunction with Channel Application Identifier “94”. **NOTE:** The source identifier is different for a customer when they are using a six-digit MID versus a nine-digit MID. The source identifiers are assigned by the Postal Service and are unique to each PC Postage or Meter Vendor.
6. Mailer ID (MID): This field may be six- or nine-digits in length. See additional information in Section 1.4.
7. Serial Number: Every barcode shall contain a serial number. Commercial mailers, depending upon length of their MID number, may use a 7-, 10-, 11-, or 14-digit serial number. Online mailers / systems will have the option of using a 5- or 8-digit serial number, depending upon their need for uniqueness based on volume. The serial number is required to remain unique for 180 days.

#### 4.2 Tracking Number

The commercial mailer’s PIC represents the tracking number, which contains the following data elements: channel application identifier, service type code, MID, and serial number. The PC Postage/Online mailer’s PIC represents the tracking number, which contains the following data elements: channel application identifier, service type code, source identifier, MID, and serial number. The full tracking number including the channel application identifier (AI) must be provided to your customer on all communications (i.e. email, receipts, or invoices) so that they can track their packages on the Track & Confirm Web site, through the USPS mobile application, or the Track/Confirm API.

#### 4.3 Channel Specific Barcode Construct

In the past, the package barcode has relied upon a variable length format. Moving forward, however, several different fixed-length formats will be available. There are nine constructs for commercial mailers and six constructs for online shippers. Each barcode construct is identified by a three-digit code (e.g., “C01”). Commercial mailers’ constructs begin with “C”, while online mailers’ constructs begin with “N”. The barcode construct code is a new field that must be included in the Detail 1 (position 043-046) record of Shipping Services File Version 1.5 or 1.6.



The total length of the barcode will depend on the elements that the shipper decides to include as part of a valid barcode construct. For example, a 5-digit, 9-digit, or no routing ZIP Code are options for the barcode constructs. The serial number can also be a number of different lengths depending on the barcode construct selected.

### 4.3.1 Commercial Mailer Constructs

The following fields are used with the IMpb. Not every barcode construct may use every field. The IMpb for Commercial Mailers can contain up to 34-digits comprised of the following elements:

**Exhibit 8: Elements of a Package Barcode for Commercial Mailers**

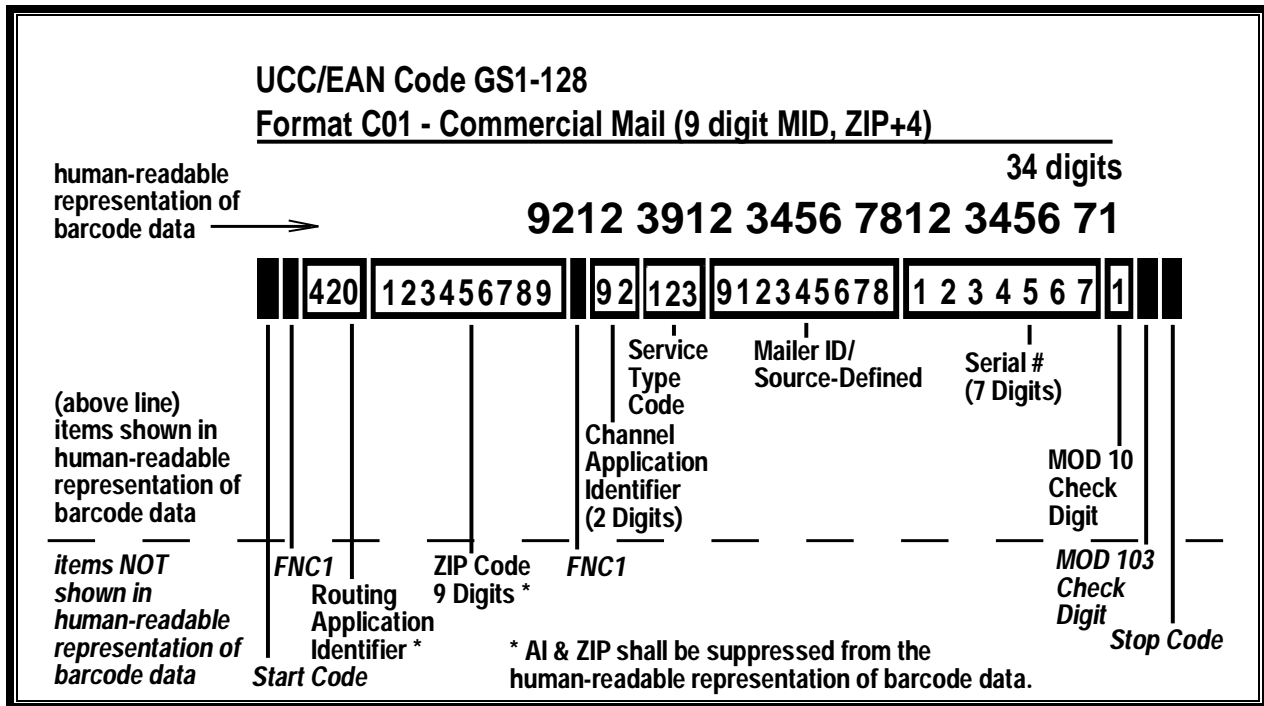
Type	Field	Field Length	Comments
Routing Information	Postal Routing Code Application Identifier	3	<ul style="list-style-type: none"> <li>Designates the presence of a delivery Postal Code within a single Postal Authority. Field is always "420."</li> <li>Shall be suppressed from human readable text (not displayed/printed).</li> </ul>
	Destination ZIP Code	5 or 9	<ul style="list-style-type: none"> <li>This field may be five- or nine-digits in length. Some products may require that this information be included in the PIC.</li> <li>Participation in some negotiated rates or discounts may also require this information.</li> <li>Shall be suppressed from human readable text (not displayed/printed).</li> </ul>
Tracking Information	Channel Application Identifier	2	<ul style="list-style-type: none"> <li>Identifies the segment from which the mail piece originated and indicates how USPS may locate a payment record for the mail piece.</li> <li>Valid Channel Application Identifiers are               <ul style="list-style-type: none"> <li>➤ "92" - used with Commercial Mailer (Nine-digit MID)</li> <li>➤ "93" - used with Commercial Mailer - (Six-digit MID)</li> </ul> </li> </ul>
	Service Type Code	3	<ul style="list-style-type: none"> <li>Identifies the mail class or product and the presence of any extra services.</li> <li>See Appendix I – Valid IMpb Service Type Code.</li> </ul>
	Mailer ID	6 or 9	<ul style="list-style-type: none"> <li>Assigned Mailer ID,               <ul style="list-style-type: none"> <li>➤ Nine-digit used with AI "92"</li> <li>➤ Six-digit used with AI "93"</li> </ul> </li> </ul> <p><b>IMPORTANT NOTES:</b></p> <ul style="list-style-type: none"> <li>The nine-digit MID must start with a '9'. See Section 1.4 for more information on Mailer IDs.</li> <li>Customers are now required to obtain their MID via the Business Customer Gateway. Go to <a href="https://www.usps.com/">https://www.usps.com/</a> and select the Business Customer Gateway located on the bottom right hand corner of the web page.</li> </ul>
	Serial Number	7,10,11,14	<ul style="list-style-type: none"> <li>If the MID is nine-digits, use a 7- or 11-digit number.</li> <li>If the MID is six-digits, use a 10- or 14-digit number.</li> </ul>
	Mod 10 Check Digit	1	<ul style="list-style-type: none"> <li>A 1-digit, Mod 10 Check Digit is the final digit in the barcode data string. Calculate the check digit using the PIC portion of the data, which does not include the Postal Routing Code Application Identifier and Destination ZIP Code if included. See section 4.6 for more information on calculating the Mod 10 check digit.</li> </ul>

Below is an example of one of the new Commercial Mail IMpb constructs. The example below would be for a customer using a nine-digit MID and including a 9-digit ZIP code in the label ID.

**Exhibit 9: Commercial Mail Construct – C01 Barcode Construct**

Format C01	Format for Commercial Mail (Nine-digit Mailer ID, 9-digit ZIP Code)	
<i>Data Field</i>	<i>Field Length</i>	
"420" Postal Routing Code Application Identifier	3-digits	
Nine-digit Destination ZIP	9-digits	
"92" Channel Application Identifier	2-digits	
Service Type Code	3-digits	
Mailer ID	9-digits	
Serial #	7-digits	
Mod 10 Check Digit	1-digit	
<b>TOTAL</b>	<b>34-digits</b>	

**Exhibit 10: Visible and Non-Visible (Encoded / Overhead) Elements - Barcode Construct C01**



## Exhibit 11: Parsing of the Human-Readable Data - Barcode Construct C01

(C01 sample data)  
Human Readable Representation of Barcode Data:

(22 digits)

9212\_3912\_3456\_7812\_3456\_71 ← 420 & ZIP  
                   ∅          ∅          ∅          ∅          ∅                  Suppressed

∅ = symbol used here to represent a blank space

## 4.3.2 Online Mailer Constructs

The following fields are used with the IMpb. Not every barcode construct may use every field. The IMpb for Online Mailers can contain up to 34-digits comprised of the following elements:

## Exhibit 12: Elements of a Package Barcode for Online Mailers

Type	Field	Field Length	Comments
Routing Information	Postal Routing Code Application Identifier	3	<ul style="list-style-type: none"> <li>Designates the presence of a delivery Postal Code within a single Postal Authority. Field is always "420."</li> <li>Shall be suppressed from human readable text (not displayed/printed).</li> </ul>
	Destination ZIP Code	5 or 9	<ul style="list-style-type: none"> <li>This field may be five- or nine-digits in length. Some products may require that this information be included in the label ID.</li> <li>Shall be suppressed from human readable text (not displayed/printed).</li> </ul>
Tracking Information	Channel Application Identifier	2	<ul style="list-style-type: none"> <li>Identifies the segment from which the mail piece originated and indicates how USPS may locate a payment record for the mail piece.</li> <li>Valid Channel Application Identifiers are               <ul style="list-style-type: none"> <li>➤ "94" (used with Online Mailers)</li> </ul> </li> </ul>
	Service Type Code	3	<ul style="list-style-type: none"> <li>Identifies the mail class or product and the presence of any extra services.</li> <li>See Appendix I – Valid IMpb Service Type Code.</li> </ul>
	Source Identifier	2	<ul style="list-style-type: none"> <li>Used with Channel Application Identifier "94" – <b>Online Mailers Only.</b></li> <li>Indicates type of online source/platform that generated the barcode.</li> </ul> <p><b>IMPORTANT NOTES:</b></p> <ul style="list-style-type: none"> <li>Source Identifier is different for an Online Mailer that has a six-digit MID versus the nine-digit MID.</li> <li>Unique for each Online Mailer, please contact the Confirmation Services Support Team at 877-264-9693 to obtain your specific information.</li> </ul>

Type	Field	Field Length	Comments
	Mailer ID	6 or 9	<ul style="list-style-type: none"> <li>External mailers will receive the standard 6- or nine-digit MID.</li> </ul> <p><b>IMPORTANT NOTES:</b></p> <ul style="list-style-type: none"> <li>The nine-digit MID must start with a '9'. See Section 1.4 for more information on Mailer IDs.</li> <li>Customers are now required to obtain their MID via the Business Customer Gateway. Go to <a href="https://www.usps.com/">https://www.usps.com/</a> and select the Business Customer Gateway located on the bottom right hand corner of the web page.</li> </ul>
	Serial Number	5 or 8	<ul style="list-style-type: none"> <li>If the MID is nine-digits, use a five-digit number.</li> <li>If the MID is six-digits, use an eight-digit number.</li> </ul>
	Mod 10 Check Digit	1	<ul style="list-style-type: none"> <li>A 1-digit, Mod 10 Check Digit is the final digit in the barcode data string. Calculate the check digit using the PIC portion of the data, which does not include the Postal Routing Code Application Identifier and Destination ZIP Code if included. See section 4.6 for more information on calculating the Mod 10 check digit.</li> </ul>

Below is an example of one of the new Online Mailer IMpb constructs. The example below would be for a customer using a nine-digit MID and including a 9-digit ZIP Code in the label ID.

**Exhibit 13: Online Mail Construct – N05 Barcode Construct**

Format N05	Online / PC Postage Label (Nine-digit Mailer ID, 9-digit ZIP Code)
<i>Data Field</i>	<i>Field Length</i>
"420" Postal Routing Code Application Identifier	3-digits
Nine-digit Destination ZIP	9-digits
"94" Channel Application Identifier	2-digits
Service Type Code	3-digits
Source Identifier (ex. CNS, PC Postage Vendor, Meter)	2-digits
Mailer ID / Source Defined	9-digits
Serial #	5-digits
Mod 10 Check Digit	1-digit
<b>TOTAL</b>	<b>34-digits</b>

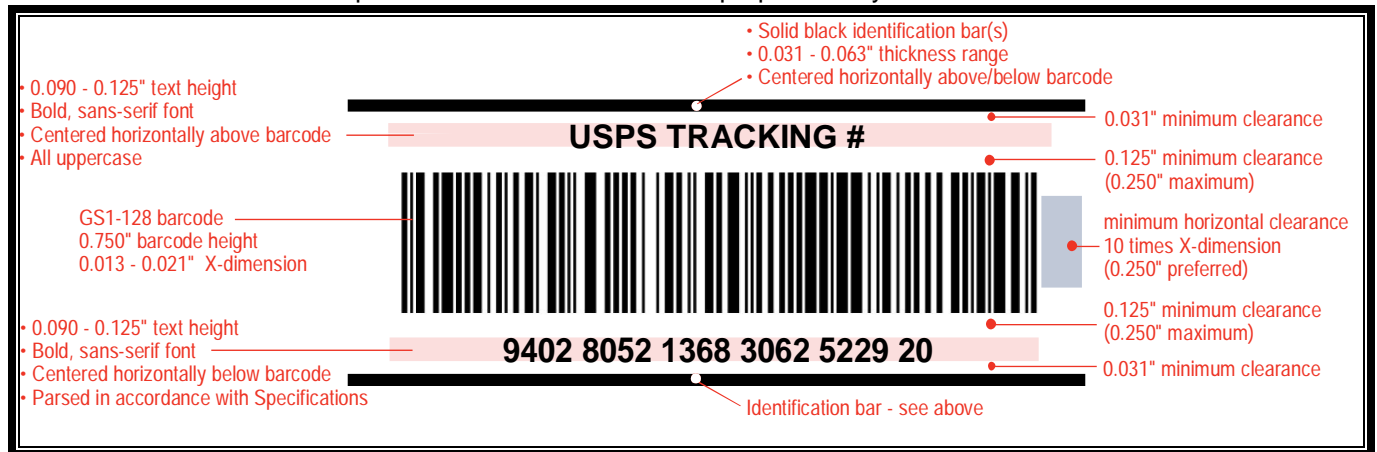


#### 4.4 Barcode Specifications

The barcoded label on ALL mail pieces must meet, at a minimum, the specifications outlined and illustrated below in Exhibit 16. All other barcode elements must be in accordance with DMM 708.5. Technical Specification, Standards for Packages and Extra Service Barcodes. The only difference is the Service Banner Text would include “eVS” for eVS customers (i.e. “USPS TRACKING # eVS” or “eVS USPS TRACKING #”). If your printer does not support the printing of the special character “#” then the acceptable Barcode Banner Text can be “USPS TRACKING NUMBER” or “USPS SIGNATURE TRACKING NUMBER”.

#### Exhibit 16: Barcode Specification

**NOTE:** The barcode label depicted below is for **illustration** purposes only.



#### 4.5 Barcode Banner Text

Simplified barcode banner texts are used with most tracking and extra service(s) barcodes. The barcode banner text is the human readable text above the barcode. Mailers must use a “USPS TRACKING #” human-readable banner text above the barcode on items not requiring a signature at delivery, and a “USPS SIGNATURE TRACKING #” banner text above the barcode on items where a signature is required at delivery. These new simplified banner texts will not be used with Certified Mail®, Registered Mail™, Adult Signature, Parcel Return Service or Express Mail or Priority Mail Open and Distribute services. These new texts will simplify IMpb use for mailers and will more accurately describe future processing and tracking capabilities inherent to the IMpb. Appendix I provides the barcode banner text applicable, for each service type code. The barcode banner text is applicable for domestic or international outbound shipments only.

Many of the barcode banners include a trademark symbol or registered symbol. These symbols are recommended but not required. Certain Postal Service programs and services require the use of specific symbols or markings (e.g. “eVS”).

#### 4.6 ZIP Identifier for Concatenated Barcodes

Concatenated barcodes containing both the standard Package Identification Code used for tracking and the Postal Service routing code should **omit** the word “ZIP” in the human readable text (Barcode Banner Text) printed above the barcode.

## 4.7 Calculating the MOD 10 Check Digit

### 4.7.1 Calculating the MOD 10 Check Digit for the Package Identification Code (PIC)

Example, assume the PIC is **9212 3912 3456 7812 3456 70** and consists of:

Description	Number of Digits	Numbers
Application Identifier	2	92
Service Type Code	3	123
Nine-digit MID (Must start with '9')	9	912345678
Sequential Package ID	7	1234567
MOD 10 check digit	1	1
<b>Total Number of Digits</b>	<b>22</b>	

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

**Step 1:** Set up a two-row matrix, labeled 1 through 22; 1 being the most significant position in the matrix (i.e., the right-most position). Starting from the least significant position of the matrix (position 22), copy each digit of the PIC all the way to position 2 (excluding the position of the check digit shown in the example below by a "?").

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	2	1	2	3	9	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	?

**Step 2:** Starting from position 2 of the matrix, add the values in the even-numbered boxes.

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	2	1	2	3	9	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	?

For the example:  $7+5+3+1+7+5+3+1+3+1+9 = 45$

**Step 3:** Multiply the result of step 2 by 3. For the example:  $45 \times 3 = 135$

**Step 4:** Starting from position 3 of the matrix, add up the values in the odd-numbered boxes, skipping position 1 because it is the position of the check digit.

Position	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
PIC	9	2	1	2	3	9	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	?

For the example:  $6+4+2+8+6+4+2+9+2+2 = 45$

**Step 5:** Add up the results for steps 3 and 4. For the example:  $135+ 45 = 180$

**Step 6:** The check digit is the smallest number which, when added to the result obtained through step 5, gives a number that is a multiple of 10.

For example:  
 $180 + X = 180$   
 $X = 0$

**NOTE:** The dimension of the matrix (the number of cells) will vary depending on the length of the Sequential Package ID. In this example, the Sequential Package ID is eight digits long (00000001), requiring a matrix with 22 cells (including the cell for the check digit).

#### 4.7.2 MOD 10 Calculation for the Electronic File Number

The same process described above is used for calculating the check digit used within the Electronic File Number.

#### 4.8 Print Quality Requirements

4.8.1 Printer Resolution	
✓	<p>The USPS recommends a printer with a minimum resolution of 203 dots per inch (dpi) for printing the Barcode.</p> <p>* Dots per inch is a measure of a printer’s resolution, in particular it is the number of individual dots that can be produced within a linear 1-inch (2.54 cm) space.</p>
4.8.2 Reflectance / Symbol Contrast	
✓	<p>The mailer shall print the barcode on a substrate (e.g., shipping label) which is uniform in color.</p> <p>* Barcode scanning equipment responds to differences between light reflected from the darkest bar and lightest space within barcode symbols, including quiet zones.</p> <p>* Reflectance shall be measured on an USPS-specified reflectance meter or barcode verifier.</p>
✓	<p>When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50 percent, and the maximum bar reflectance (Rb) must be less than 25 percent.</p>
✓	<p>The minimum print reflectance difference (Rs – Rb) is 40 percent.</p> <p>* The measurements will be made using a Postal Service–specified reflectance meter or a Postal Service approved barcode verifier.</p>
4.8.3 Barcode Quality	
✓	<p>At least 70 percent of the barcodes in each mailing shall have an overall symbol grade of “B” or better when measured with the appropriate aperture size in the red spectral range between 630 nanometers (nm) and 675 nm.</p> <p>The remainder shall measure no less than a Symbol Grade of “C”.</p> <p>* Specified symbol grades are based upon the ISO/IEC 15416 Barcode Print Quality Guideline (formerly INCITS 182) which recommends a method of measuring the quality parameters of printed barcode symbols.</p>
✓	<p>* The different symbol grades indicate print quality. Only the use of the appropriate aperture for the specific X-dimension of the barcode symbol under consideration will guarantee that the grade obtained from measurement of this symbol is the correct grade according to the ISO/IEC 15416 specified methodology.</p> <p>The mailer shall use a 10-mil aperture (0.250 mm) when measuring barcodes printed with X-dimensions between 0.013 and 0.021 inches (13 – 21 mils).</p>



## 4.9 Physical Barcode Requirements

4.9.1 Dimension	
✳	A barcode's X-dimension is the nominal width of the narrowest bar or space element within the barcode. X-dimensions are typically measured in mils. One mil is equal to 1/1,000 of an inch.
✓	The mailer shall print the barcode with an X-dimension measuring between 0.013 inch (13.0 mils) and 0.021 inch (21.0 mils).
✓	X-dimensions ranging from 0.015 to 0.017 inch inclusive are preferred.
✓	The X-dimension shall remain constant throughout the barcode symbol and not vary.
4.9.2 Barcode Length	
✓	The overall length of the barcode is a function of the number of characters encoded and the X-dimension used.
4.9.3 Barcode Height	
✓	<p>The overall minimum height of the barcode shall measure at least 0.75 inch, unless allowed by exception.</p> <p><b>NOTE:</b> The Postal Service is also providing an exception process, for mailers of small First-Class Mail and Standard Mail parcels lacking sufficient label space to apply an IMpb or extra services barcode meeting the ¾ inch height requirement, to submit barcodes of at least ½ inch in height for USPS testing and approval.</p>

## 4.10 Barcode Identification and Layout Requirements

4.10.1 Human Readable Text	
✓	<p>USPS has simplified the Barcode Banner Text to read "USPS TRACKING #" for items that do not require signature or "USPS SIGNATURE TRACKING #" for items that do require signature. This Barcode banner text is not used for Certified Mail, Registered Mail, Adult Signature, Parcel Return Service (PRS), Priority Mail Open and Distribute and Express Mail Open and Distribute. See Appendix I for a complete listing.</p> <p>If your printer does not support the printing of the special character "#" then the acceptable Barcode Banner Text can be "USPS TRACKING NUMBER" or "USPS SIGNATURE TRACKING NUMBER".</p> <p>eVS customers will still include "eVS" either before or after the Service Banner Text (e.g. USPS TRACKING # eVS or eVS USPS TRACKING #). Acceptable abbreviations ("eVS", "EVS", or "e-VS").</p> <p>For concatenated barcode, the word "ZIP" shall be omitted.</p>
✓	Text height minimum of 0.09 inch.
✓	Bold, Sans serif type (e.g., Helvetica or Arial)
✓	<p>Centered horizontally above the barcode.</p> <p>Human-readable text cannot extend beyond the length of the identification bars.</p>
✓	All uppercase using standard spacing.
✓	Printed at a minimum 0.125 inch above the barcode, but not more than 0.25 inch above the barcode.

<b>4.10.1 Human Readable Text</b>	
✓	Printed at a minimum 0.031 inch below the identification bar.

<b>4.10.2 Human Readable Number</b>	
✓	Text height minimum of 0.09 inch.
✓	Bold, Sans serif type (e.g., Helvetica or Arial)
✓	Centered horizontally below the barcode. Human-readable numbers cannot extend beyond the length of the identification bars.
✓	Printed at a minimum 0.125 inch below the barcode, but not more than 0.25 inch below the barcode.
✓	Printed at a minimum 0.031 inch above the identification bar.

<b>4.10.3 Parsing</b>	
✓	<p>For all labels (non-concatenated and concatenated), the human-readable representation of the barcode must be parsed in groups of four with any remaining digits grouped at the end. The Postal Routing Code AI (420) and Destination ZIP Code should be suppressed and not printed as part of the Human Readable Number.</p> <p>For current and future automated mail processing purposes, the IMpb requires that all mailers include a routing ZIP Code on their package labels and prefers the use of a concatenated barcode format.</p> <p>Examples: 9212 3912 3456 7812 345671            9312 3123 4561 23456 6789 01            9412 3121 2345 6123 4567 81 or 9412 3079 1234 45678 1234 51</p>

<b>4.10.4 Identification Bars</b>	
✓	A minimum clear space of 0.031 inch above the human-readable text of the barcode to distinguish the IMpb from other information on the shipping label.
✓	A minimum clear space of 0.031 inch below the human-readable representation of the barcode to distinguish the IMpb from other information on the shipping label
✓	Must be centered horizontally above/below the barcode.
✓	The line length at a minimum can extend to the barcode and horizontal clearance.
✓	The line length at a maximum can be the entire width of the label.
✓	At a minimum 0.031 inch thick.
✓	At a maximum 0.063 inch thick.

## 4.11 Quiet / Clear Zone Requirements

### 4.11.1 Horizontal Barcode Quiet / Clear Zone

✓	A clear space measuring at least 10 times the X dimension shall be maintained immediately to the left and right of the barcode. No text, images, or other markings shall appear in this area.
✓	A minimum left/right clear zone of 0.25 inch is recommended.

### 4.11.2 Vertical Barcode Quiet / Clear Zone

✓	A clear zone measuring at least 0.125 inch shall be maintained directly above the barcode. No text, images, or other markings shall appear in this area.
✓	A clear zone measuring at least 0.125 inch shall be maintained directly below the barcode. No text, images, or other markings shall appear in this area.

## 4.12 Documentation

Copies of ANSI documents may be obtained by visiting their website at <http://global.ihs.com> or by writing to:

GLOBAL ENGINEERING DOCUMENTS  
 ATTN: CUSTOMER SERVICE DEPARTMENT  
 15 INVERNESS WAY EAST  
 ENGLEWOOD, CO 80112

Requests for permission to reproduce ISO documentation should be addressed to ISO's member body in the country of the requestor or the following address:

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 1 RUE DE VAREMBÉ  
 CASE POSTALE 56, CH-1211 GENEVA 20, SWITZERLAND

Further information is available at the ISO web site: [www.iso.org](http://www.iso.org)

Copies of GS1 documents may be obtained by visiting the website at [www.gs1.org](http://www.gs1.org) or from the Global Office Address at:

GS1  
 PRINCETON PIKE CORPORATE CENTER  
 1009 LENOX DRIVE, SUITE 202  
 Lawrenceville, New Jersey 08648



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## 5 Customer Interface Files

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### 5.1 File Retention

The Postal Service retains extract files on its servers for 30 days for each customers' account. Customers may choose to delete the files from the Postal Service servers prior to the 30-day expiry period. The Postal Service will automatically delete the oldest copy of each file type on the 31<sup>st</sup> day.

### 5.2 The Confirmation/Error/Warning Reports

#### 5.2.1 Shipping Service File Confirmation/Error/Warning Report - Version 1.5

Each time a mailer submits a Shipping Services File, PTS processes and edits the file. When data does not meet USPS specifications, PTS generates an error or a warning. Single records or the entire file may be rejected and/or certain records may receive warnings for minor problems. Mailers must review their error/warning files to determine if there are errors or warnings that need to be addressed. Corrections may be sent to address errors, see Section 7.2 Corrections Process and see Section 7.3 on the process for File Retransmission. The confirmation/error/warning file is available as a "report" format (human readable file) or a "data" format (comma-delimited file).

***Appendix D-1 provides the Confirmation/Error/Warning Report "Data" File Version 1.5 File Layout Specification***

***Appendix D-3 provides the Confirmation/Error/Warning "Report" File Version 1.5 File Format***

File Transmission Method	Naming Standard
Internet	errwrno1.V15.rpt.MMDDhhmm
Dial-up FTP SFTP	ERRWRN0.V15.RPT.MMDDhhmmss

MMDDhhmm signifies the following:

MM = numeric representation of the month.

DD = day of the month.

hhmm = the hour and minute that the file or report was generated.

MMDDhhmmss signifies the following:

MM = numeric representation of the month.

DD = day of the month.

hhmmss = the hour, minute and second that the file or report was generated.

### 5.3 The Shipping Partner Event File Confirmation/Error/Warning Report - Version 2.0 (Coming in August 2011)

Each time a mailer submits a Shipping Partner Event File, PTS processes and edits the file. When data does not meet USPS specifications, PTS generates an error or a warning. Single records or the entire file may be rejected and/or certain records may receive warnings for minor problems. Mailers must review their error/warning files to determine if there are errors or warnings that need to be addressed.

***Appendix D-2 provides the Shipping Partner Event File Confirmation/Error/Warning "Data" File Version 2.0 File Layout Specification***

File Transmission Method	Naming Standard
Internet	Version 1.0 - errwrno2.rpt.MMDDhhmm Version 2.0 - errwrno2.V20.rpt.MMDDhhmm
Dial-up FTP SFTP	Version 1.0 - ERRWRNO1.RPT.MMDDhhmmss Version 2.0 - ERRWRN01.V20.RPT.MMDDhhmmss

MMDDhhmm signifies the following:

MM = numeric representation of the month.

DD = day of the month.

hhmm = the hour and minute that the file or report was generated.

MMDDhhmmss signifies the following:

MM = numeric representation of the month.

DD = day of the month.

hhmmss = the hour, minute and second that the file or report was generated.

#### 5.4 eVS Postage Payment Extract File - Version 1.0

The eVS Postage Payment Extract file contains all of the header records submitted by the eVS mailer along with the associated detail records. Multiple header records may be combined in a single extract file. A partial group of detail records associated with a single header record may also be sent in multiple extract files. This grouping may not match the consolidated manifest files submitted by the mailer due to the timing and processing of the manifest data by the tracking and payment systems. Mailers may indicate their preference to receive:

1. No payment extract
2. Complete payment extract
3. Partial payment extract (without any postage fields).

**NOTE:** eVS Mailers should contact the Confirmation Services Support Team at 877-264-9693 to have the Postage Extract Format Indicator set.

The eVS Postage Payment Extract files will contain all rate ingredients reflecting any updates or changes made by eVS along with the postage rate calculated and charged by eVS for each item. The payment life cycle in eVS typically processes the payment for all manifest data received as a one-step process. Hence, a single payment extract reflecting the payment status of "PROCESSED" will be generated by eVS. However, in some cases, the payment process may involve multiple or interim steps (i.e. ERROR, PENDING, CLOSED). In these scenarios, multiple payment extracts may be generated by eVS any time a change in status occurs for payment of specific item.

**Appendix E provides the eVS Postage Payment Extract File Version 1.0 File Layout Specifications**

### 5.4.1 File naming convention

The payment system (eVS) will generate the status and payment extract files using the following naming convention. These files will be sent to the tracking system (PTS) to be forwarded on to the appropriate mailers. The file names received by the mailers may not match this convention depending on the data exchange interface (SFTP, EDIINT AS2, etc.) used for the transfer.

File Type	Naming Standard/Example
eVS Postage Extract - Complete	eVSPaymentComplete-MID-YYYYMMDD#####.pse example: eVSPaymentComplete-010101010-20091028123456.pse
eVS Postage Extract – Partial	eVSPaymentPartial-MID-YYYYMMDD#####.pse example: eVSPaymentPartial-010101010-20091028123456.pse

YYYYMMDD##### signifies the following:

YYYY = numeric representation of the year.

MM = numeric representation of the month

DD = day of the month.

##### = sequence number that the file was generated.

### 5.5 The Scan Event Extract File – Version 1.5

When mailers communicate electronically with USPS by transmitting a Shipping Services File, they receive—up to 16 times daily—a scan event extract file. This file contains (with few exceptions) every scan event that occurs on every item that the mailer included in the Shipping Services file. A mailer must successfully transmit the Shipping Services File—and the Detail Records must be processed—in order for USPS to send the mailer scan event extracts. In addition, the event information will then be available to customers on the Track & Confirm Web site, through the USPS mobile application, or the Track/Confirm API.

**Appendix F-1 provides the Scan Event File Version 1.5 File Layout Specifications**

**Appendix F-3 provides the Scan Event Codes**

File Transmission Method	Naming Standard
Internet	detextro1.V15.rpt.MMDDhhmm
Dial-up FTP SFTP	DETEXTR0.V15.RPT.MMDDhhmmss

**NOTE:** To improve visibility, eVS customers will receive scan events in extract files when events are captured prior to receipt of the Shipping Services file.

MMDDhhmm signifies the following:

MM = numeric representation of the month.

DD = day of the month.

hhmm = the hour and minute that the file or report was generated.

MMDDhhmmss signifies the following:

MM = numeric representation of the month.

DD = day of the month.

hhmmss = the hour, minute and second that the file or report was generated.

### 5.6 The Weekly-Unmanifested Extract File – Version 1.5

The weekly-unmanifested file is placed in customer's directories every Tuesday morning. This file contains parcels for the previous week (Sunday through Saturday) that have received scan events or have been sampled by the Postal Service but were not reported in an eVS manifest file. In addition, a final month end "unmanifested" file is generated and contains parcels for the last days of month that have received scan events or have been sampled by the Postal Service.

**Appendix F-2 provides the Weekly Unmanifested Event File Version 1.5 File Layout Specifications**

For example:

	Extract Date		Posting Begin	Posting End	Event Begin	Event End
<b>Tue</b>	04/05/2011		04/01/2011	04/02/2011	03/20/2011	04/02/2011
<b>Tue</b>	04/12/2011		04/03/2011	04/09/2011	03/27/2011	04/09/2011
<b>Tue</b>	04/19/2011		04/10/2011	04/16/2011	04/03/2011	04/16/2011
<b>Tue</b>	04/26/2011		04/17/2011	04/23/2011	04/10/2011	04/23/2011
<b>Sun</b>	05/01/2011		04/24/2011	04/30/2011	04/17/2011	04/30/2011
<b>Tue</b>	05/10/2011		05/01/2011	05/07/2011	04/24/2011	05/07/2011
<b>Tue</b>	05/17/2011		05/08/2011	05/14/2011	05/01/2011	05/14/2011
<b>Tue</b>	05/24/2011		05/15/2011	05/21/2011	05/08/2011	05/21/2011
<b>Tue</b>	05/31/2011		05/22/2011	05/28/2011	05/15/2011	05/28/2011
<b>Wed</b>	06/01/2011		05/29/2011	05/31/2011		

The file format is the same as the Scan Event Extract.

File Transmission Method	Naming Standard
Dial-up FTP Internet SFTP	WKEXTR01.V15.RPT.MMDDhhmmss

MMDDhhmmss signifies the following:

MM = numeric representation of the month.

DD = day of the month.

hhmmss = the hour, minute and second that the file or report was generated.



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## 6 Communications

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### 6.1 Transmission Methods

Customers must transmit their Shipping Services Files to the PTS using one of the following communication protocols: File Transfer Protocol (FTP), Electronic Data Interchange Internet Applicability Standard 2 (EDIINT AS2) or Secure File Transfer Protocol (SFTP).

#### 1. File Transfer Protocol (FTP)

- FTP via a dial-up connection using our toll-free telephone number (United States and Canada). See section 6.2.1 for specific instructions.
- FTP using the Internet. See section 6.2.3 for specific instructions.

Standard FTP commands are used for sending files. Electronic files may be sent compressed if using FTP via a modem only. Do not send compressed files via the Internet. PKZIP is the only compression format that can be used to compress the electronic file. You may not send self-extracting files or files that require a Password to decompress.

#### 2. Secure File Transfer Protocol (SFTP)

USPS provides an SFTP solution to allow direct transmissions of files to USPS and for delivery of files to business partner SFTP servers. USPS also provides a solution for business partners that do not have an SFTP server to use SFTP to PUT/deposit and GET/pick-up files. eVS mailers are required to utilize a secure file transfer method when transmitting manifest files to the Postal Service. Mailers wishing to use secured transmission should contact the Confirmation Services Support Team at 877-264-9693 to determine the best method for secure file transmission.

#### 3. Electronic Data Interchange Internet Applicability Standard 2 (EDIINT AS2)

This option requires that the Business Partner also use an EDIINT AS2 capable software product. There are more than 20 interoperable EDIINT AS2 certified software products currently available. Mailers wishing to use Electronic Data Interchange should contact the Confirmation Services Support Team at 877-264-9693 to be established as an EDIINT AS2 trading partner.

### 6.1.1 Things to Know about File Transmissions

1. eVS mailers are required to utilize a secure file transfer method when transmitting manifest files to the Postal Service and when retrieving BPOD signature information.
2. Although you may choose from three (3) primary ways of sending and receiving data from the Postal Service, only one method is selected and is available to you after certification. If you find that you need to change the transmission method, please contact the Confirmation Services Support Team at 877-264-9693 and they will modify your account.
3. Prior to attempting to transmit Shipping Services files to the Postal Service for Confirmation Services, customers must be established with a Logon ID and Password. This is accomplished through an application process described in Section 2, Getting Started.
4. Multiple Shipping Services files may be combined (concatenated) and sent together in one transmission. There is no limit to the number of Shipping Services files that may be sent in any single file transmission. A Shipping Services file is defined as one Header Record with any number of Detail Records tendered at one physical location.
5. A separate Shipping Services file is required for mail tendered to each different Postal Service entry facility. In the Header Record of the Shipping Services file, the entry facility ZIP Code Field must contain the ZIP Code represented by the Postal Service facility where the mail is tendered.
6. The Shipping Services file for Confirmation Services should be transmitted to the Postal Service before or at the time which mail is tendered to the Postal Service.

## 6.2 Production Sending/Retrieving File Instructions

### 6.2.1 Communication Using Dial-UP FTP

#### 6.2.1.1 (Dialup FTP) - Sending Shipping Services Files

Throughout these instructions, the term “**server name**” refers to either the server name (provided in section 6.2.1.1) and the term “**logonid**” refers to the mailer’s Postal Service Logon ID; for example, mmc001.

When either the “**server name**” or “**logonid**” term is used, the appropriate server name and your Logon ID should be substituted in the commands. All file names, directories, **logonid** and **password** are **case sensitive**.

The servers use standard FTP commands and can be accessed using any standard GUI or the command line. The example commands used here are typical for use of the of command line FTP client software. Please refer to your software’s documentation for specific information on using a GUI software application.

Step	Notes
Establish a Dial-Up connection using your <b>PPP logonid</b> and dial-up Password <b>in all lowercase</b> .	The Postal Service toll-free access number is <b>800-852-9437</b> .
Once connected to the Postal Service network, establish an FTP session.  Using FTP client software or the command line, connect to <b>PTSMFTP.USPS.GOV</b> using your <b>logonid</b> and <b>password</b> . <b>logonid</b> and <b>password</b> are <b>case sensitive</b> .	You are now connected to the Postal Service FTP server.
Change the directory to <b>/logonid/inbound</b> (all lowercase) <b>cd /logonid/inbound</b>	This is the directory where you will be placing your Shipping Services files.
Set the transmission mode to ASCII unless you are sending compressed (zipped) files, in which case the mode must be binary. PKZip is the only compression method accepted. Change the transmission mode by entering the appropriate command: <b>ASCII or binary</b>	
Files must be sent using the following naming convention: <b>&lt;logonid&gt;.manifest</b>	<i>Example:</i> <b>mmcw93.manifest</b>
If sending multiple separate files, <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <b>&lt;logonid&gt;&lt;seq&gt;.manifest</b>	<i>Example:</i> <b>mmcw93a.manifest</b>  Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.
Use the <b>put</b> command to transfer the file to the directory: <b>/login/inbound</b>	<i>Example:</i> <b>put &lt;localfilename&gt; &lt;logonid&gt;.manifest</b>
When sending <b>Shipping Partner Event Code Files</b> , use the following naming convention: <b>&lt;logonid&gt;.consolid</b>	
If sending multiple <b>Shipping Partner Event Code Files</b> , <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <b>&lt;logonid&gt;&lt;seq&gt;.consolid</b>	<i>Example:</i> <b>mmcw93a.consolid</b>

### 6.2.1.2 (Dialup FTP) - Retrieving Shipping Services files

Step	Notes
Establish a Dial-Up connection using your <b>PPP logonid</b> and dial-up Password <b>in all lowercase</b> .	The Postal Service toll-free access number is <b>800-852-9437</b> .
Once connected to the Postal Service network, establish an FTP session.  Using FTP client software or the command line, connect to <b>PTSMFTP.USPS.GOV</b> using your <b>logonid</b> and <b>password</b> . <b>logonid</b> and <b>password</b> are <b>case sensitive</b> .	You are now connected to the Postal Service FTP server.
Change the directory to <b>/login/outbound</b> (all lowercase). <b>cd /login/outbound</b>	This is the directory where you will be retrieving your Shipping Services files.
To see what files are available for pickup, use the directory list command. The command is: <b>dir</b> .	
Retrieve the file(s) using the name(s) from the directory: <b>/login/outbound</b>	<i>Example: <b>get errwrno.rpt.11203520</b></i>
Copy the files to your local computer.	
The Postal Service maintains 30 days worth of files on the server. You may choose to delete the files from the Postal Service server. If you do not delete the files, the Postal Service will automatically delete the oldest copy of each file type on the 31 <sup>st</sup> day. To delete the file, use the <b>del</b> command.	<i>Example: <b>del errwrno.rpt.MMddhmm</b></i>

## 6.2.2 Communication Using Internet Server FTP

### 6.2.2.1 Internet FTP - Sending Shipping Services Files

Throughout these instructions, the term “**server name**” refers to either the server name and the term “**logonid**” refers to the mailer’s Postal Service Logon ID; for example, mmc001.

When either the “**server name**” or “**logonid**” term is used, the appropriate server name and your Logon ID should be substituted in the commands. For security purposes, your Internet connection must have forward/reverse lookup enabled. All file names, directories, **logonid** and **password** are **case sensitive**.

The servers use standard FTP commands and can be accessed using any standard GUI or the command line. The example commands used here are typical for use of the of command line FTP client software. Please refer to your software’s documentation for specific information on using a GUI software application.

Step	Notes
Connect to the Internet, using FTP client software. <b>ftp-in.usps.gov</b> using your <b>logonid</b> and <b>password</b> .	<i>Example: <b>ftp-in.usps.gov</b> using your <b>logonid</b> and <b>password</b></i>
Change the directory to <b>/home/delconf/incoming</b> (all lowercase) <b>cd /home/delconf/incoming</b>	This is the directory where you will be placing your Shipping Services files.
Set the transmission mode to ASCII. Files sent to the Postal Service Internet server must not be compressed.	
Files must be sent using the following naming convention: <b>&lt;logonid&gt;.manifest</b>	<i>Example: <b>mmcw93.manifest</b></i>
If sending multiple separate files, <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <b>&lt;logonid&gt;&lt;seq&gt;.manifest</b>	<i>Example: <b>mmcw93a.manifest</b></i>  Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.

Step	Notes
Use the <b>put</b> command to transfer the file to the directory: <b>/home/delconf/incoming</b>	<i>Example: put &lt;localfilename&gt; &lt;logonid&gt;.manifest</i>
When sending <b>Shipping Partner Event Code Files</b> , use the following naming convention: <b>&lt;logonid&gt;.consolid</b>	
If sending multiple <b>Shipping Partner Event Code Files</b> , <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <b>&lt;logonid&gt;&lt;seq&gt;.consolid</b>	<i>Example: mmcw93a.consolid</i>

### 6.2.2.2 Internet FTP - Retrieving Shipping Services files

Step	Notes
Connect to the Internet, using FTP client software. <b>ftp-out.usps.gov</b> using your <b>logonid</b> and <b>password</b> .	<i>Example: ftp-out.usps.gov</i> using your <b>logonid</b> and <b>password</b>
Change the directory to <b>/red/logonid/incoming</b> (all lowercase). <b>cd /red/logonid/incoming</b>	This is the directory where you will be retrieving your Shipping Services files.
To see what files are available for pickup, use the directory list command. The command is: <b>dir</b> .	
Retrieve the file(s) using the name(s) from the directory: <b>/red/logonid/incoming</b>	<i>Example: get errwrno.rpt.11203520</i>
Copy the files to your local computer.	
The Postal Service maintains 30 days worth of files on the server. You may choose to delete the files from the Postal Service server. If you do not delete the files, the Postal Service will automatically delete the oldest copy of each file type on the 31 <sup>st</sup> day. To delete the file, use the <b>del</b> command.	<i>Example: del errwrno.rpt.MMddhhmm</i>

### 6.2.3 Communication Using an Internet Browser

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

#### 6.2.3.1 Internet Browser - Sending Shipping Services Files

Step
From your Internet browser, open this page: <a href="http://www.usps.gov/cttgate/upload.htm">http://www.usps.gov/cttgate/upload.htm</a>
Click the "Browse" button to select the file you want to upload. This will bring up your local directories and files. After you select the appropriate file, the full path and filename will be listed in the fill-in box on the Web page.
Click the "Upload File" button to begin the transfer. After the file transfer is complete, a screen will confirm that your file was received, giving the size of the file. Files must not be compressed using this file transfer method.

#### 6.2.3.2 Internet Browser - Retrieving Electronic Reports

Step	Notes
Enter the following URL using all lowercase letters and replacing the <b>&lt;logonid&gt;</b> and <b>&lt;password&gt;</b> fields with the <b>&lt;logonid&gt;</b> and <b>&lt;password&gt;</b> fields provided to you by the Postal Service.	<i>Example: <a href="ftp://logonid:password@ftp-out.usps.gov/red/logonid/incoming">ftp://logonid:password@ftp-out.usps.gov/red/logonid/incoming</a></i>
A Web page will show your home directory. Click on "incoming" to access the proper directory. Click on the report in the displayed list that you want to view or download.	

### 6.3 Test Environment for Mailers (TEM) Sending/Retrieving File Instructions

PTS and PostalOne! maintain separate test environments that duplicate the current functionality of their production counterparts. During the file certification process, mailers should submit their manifest files to the PTS TEM environment (see section 6.4.2 for Sending Shipping Services Files). eVS manifest files received in the PTS TEM are processed and routed to the PostalOne! TEM where eVS generates postage statements and all corresponding reports. See section 6.4.4 for Access the eVS TEM environment.

Customers will be able to use the same MID and Login ID in the both the TEM and Production environments. The TEM batch manifest processes will run seven days a week, 11 times per day at (03:00, 07:00, 08:00, 09:30, 11:00, 12:30, 14:00, 15:30, 17:00, 18:30 and 20:00 CST) in TEM. The TEM extract processes will begin 1 hour after successful completion of the TEM manifest processes.

All mailers are encouraged to continue their TEM use after they have begun live mailings; TEM allows mailers to validate internal software changes as needed without a formal testing schedule.

### 6.3.1 Communication Using Internet Server FTP

#### 6.3.1.1 Internet FTP - Sending Shipping Services Files to PTS TEM

Throughout these instructions, the term “**server name**” refers to either the server name and the term “**logonid**” refers to the mailer’s Postal Service Logon ID; for example, mmc001.

When either the “**server name**” or “**logonid**” term is used, the appropriate server name and your Logon ID should be substituted in the commands. For security purposes, your Internet connection must have forward/reverse lookup enabled. All file names, directories, **logonid** and **password** are **case sensitive**.

The servers use standard FTP commands and can be accessed using any standard GUI or the command line. The example commands used here are typical for use of the of command line FTP client software. Please refer to your software’s documentation for specific information on using a GUI software application.

Step	Notes
Connect to the Internet, using FTP client software. <b>pts-ftp-in-cat.usps.gov</b> using your <b>logonid</b> and <b>password</b> .	<i>Example: pts-ftp-in-cat.usps.gov</i> using your <b>logonid</b> and <b>password</b>
Change the directory to <b>/home/delconf/incoming</b> (all lowercase)	This is the directory where you will be placing your Shipping Services files.
Set the transmission mode to ASCII. Files sent to the Postal Service Internet server must not be compressed.	
Files must be sent using the following naming convention: <b>&lt;logonid&gt;.manifest</b>	<i>Example: mmcw93.manifest</i>
If sending multiple separate files, <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <b>&lt;logonid&gt;&lt;seq&gt;.manifest</b>	<i>Example: mmcw93a.manifest</i>  Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.
Use the <b>put</b> command to transfer the file to the directory: <b>/home/delconf/incoming</b>	<i>Example: put &lt;localfilename&gt;</i> <b>&lt;logonid&gt;.manifest</b>
When sending <b>Shipping Partner Event Code Files</b> , use the following naming convention: <b>&lt;logonid&gt;.consolid</b>	
If sending multiple <b>Shipping Partner Event Code Files</b> , <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <b>&lt;logonid&gt;&lt;seq&gt;.consolid</b>	<i>Example: mmcw93a.consolid</i>

### 6.3.1.2 Retrieving Shipping Services files from PTS TEM

Step	Notes
Connect to the Internet, using FTP client software. <b>pts-ftp-out-cat.usps.gov</b> using your <b>logonid</b> and <b>password</b> .	<i>Example: pts-ftp-out-cat.usps.gov</i> using your <b>logonid</b> and <b>password</b>
Change the directory to <b>/red/logonid/incoming</b> (all lowercase).	This is the directory where you will be retrieving your Shipping Services files.
To see what files are available for pickup, use the directory list command. The command is: <b>dir</b> .	
Retrieve the file(s) using the name(s) from the directory: <b>/red/logonid/incoming</b>	<i>Example: get errwrno.rpt.11203520</i>
Copy the files to your local computer.	
The Postal Service maintains 30 days worth of files on the server. You may choose to delete the files from the Postal Service server. If you do not delete the files, the Postal Service will automatically delete the oldest copy of each file type on the 31 <sup>st</sup> day. To delete the file, use the <b>del</b> command.	<i>Example: del errwrno.rpt.MMddhhmm</i>

### 6.3.2 Accessing eVS TEM

Step
Log into the Business Customer Gateway.
Click the Electronic Data Exchange ( <i>PostalOne!</i> ) link under the Mail & Transport heading.
Select Mailing Reports from the "Manage Mailing Activity" menu.
For eVS: click the "Electronic Verification Activity (EVS)" link.
For PRS: click the "Electronic Return Activity (PRS)" link.





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## 7 Manifest Error Process

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### 7.1 Duplicate Records

Customers must not repeat (duplicate) serial numbers for Electronic File Numbers used in Header Records or Package Identification Codes (PICs) used in Detail Records 1 for 180 days from date of first use. Duplicate records compromise the usability of tracking information and the integrity of eVS file and payment reconciliation, creating additional work and expense for the mailer and the Postal Service.

#### 7.1.1 PTS

Duplicate records for eVS shipments that are created and transmitted to PTS are handled as follows:

- a. *Header Records.* Duplicate Header Records with the associated Detail Records 1 that are successfully processed by PTS will be forwarded to eVS. eVS, however, will reject these duplicate Header Records and all their associated Detail Records 1.
- b. *Detail Records 1.* Duplicate Detail Records 1 processed by PTS, whether duplicated within the same file, same manifest or previously manifested within the past 45 days, are forwarded to eVS. eVS will process the duplicate Detail Records 1 and charge for these duplicates as part of the normal automatic postage debiting process.

#### 7.1.2 eVS

Duplicate records for eVS shipments that are created and transmitted to eVS are handled as follows:

- a. *Header Records.* Duplicate Header Records with the associated Detail Records 1 that are successfully processed by PTS will be forwarded to eVS. eVS, however, will reject these duplicate Header Records and all their associated Detail Records 1.
- b. *Detail Records 1.* Duplicate Detail Records 1 processed by PTS, whether duplicated within the same file, same manifest or previously manifested within the past 180 days, are forwarded to eVS. eVS will process the duplicate Detail Records 1 and charge for these duplicates as part of the normal automatic postage debiting process.

### 7.2 Corrections Process

The Shipping Services File will be edited according to the “Contents Rules and Limitations” listed on the Shipping Services File format Version 1.5 or 1.6. The “Required Field” column denotes when a field must be populated for a specific file type. The Commercial Mailers Shipping Service File specification 1.6 and 1.5 is documented in Appendix A and F, respectively and the Online Mailers Shipping Service File specification 1.6 and 1.5 are documented in Appendix B and G, respectively. The EDI Implementation guides for the following Shipping Services File transaction messages (210, 214, 215 and 864) are located on USPS RIBBS site: <https://ribbs.usps.gov/index.cfm?page=intellmailpackage>. Records that fail the edits for a required field will be rejected as errors. Records that fail the edits for non-required fields will be listed as warnings, but will be processed and stored. All errors and warnings as well as the field(s) in error are provided in the Confirmation/Error/Warning file.

Any record that is rejected as an error can be corrected and resent to the USPS. All corrected records must be sent in a Shipping Services File Version 1.5 or 1.6 with the Electronic File Type of “4 – Corrections”. The Electronic File Number of the original file containing the records in error **must be used** in the “corrections” file.

Corrections should ideally be resubmitted as soon as possible, usually within 24 hours, to ensure receipt of all of your delivery information.

For eVS customers, USPS strongly encourages correction files to be submitted before the end of the reconciliation period (the 10th of the subsequent month). If a correction file is submitted after this period, the mailer runs the risk of being charged twice for the same mail piece (e.g. a manifest error or unmanifested piece), if the PIC appears on any of the adjustments reports, it would be processed as part of that adjustment and it

would require a refund request for the over payment. Please note that eVS will only accept corrections for PICs for which postage has **not yet** been collected.

The following fields are the only fields that can be corrected:

- Class of Mail\*
- Rate Indicator
- Processing Category Code
- Zone Number
- Destination Rate Indicator
- Postal Routing Barcode Indicator
- Weight
- Dimensional Weight
- Extra Services Codes 1 through 5
- Extra Services Fees 1 through 5
- Value of Article
- COD Amount Due Sender
- Surcharge Type
- Surcharge Fee
- Discount Type
- Discount Fee
- Destination ZIP Code\*
- Destination ZIP+4\*

The entire record will be edited; therefore, all fields must be populated correctly. The new data in the file will be edited and updated in PTS and provided to the eVS when applicable.

**NOTE:** \* The Class of Mail, Destination ZIP and Destination ZIP+4 are only updated if the manifest event (MA) is the highest precedence event at the time of the correction.

### 7.3 File Retransmission

Files may be rejected during processing for a number of different reasons: EDI may reject a file if the control number is duplicated within the last 60 days; PTS or eVS may reject a file if there is an error in the header record; and eVS may reject a file if the EFN has been duplicated within the last 180 days. For additional information on the correction process, see Section 7.2, Corrections.

1. Mailers who need to retransmit files when they are rejected must follow this process:
  - a. If the file was rejected by EDI.
    - i. Make sure that the control number is not duplicated within a 60-day period and resubmit the file.
  - b. If the file was rejected by PTS:
    - i. Make sure that the date of mailing is within the last 30 days and the same file can be retransmitted.
    - ii. If resubmitting eVS files during the eVS reconciliation period, use the last day of the previous month for the date of mailing within the manifest file.
    - iii. If entire file was not rejected, do not resubmit entire file, because eVS will charge postage for all parcels in the file. The customer just needs to resubmit the records that need to be corrected. If eVS calculated the postage of the piece from the original record, eVS will mark the record as a warning to indicate eVS did process the correction.
  - c. If the file was rejected by eVS:
    - i. Use the same EFN, but make sure that the file type is changed to "Corrections" <Electronic File Type 4>, because eVS will not accept the same EFN as a Tracking & Postage file type within a 180-day period.

2. To submit a record that has been rejected:
  - a. If the record was rejected by PTS:
    - i. Make sure that rate ingredients have been corrected that caused the error.
    - ii. Use the same EFN, but make sure that the file type is changed to "Corrections" <Electronic File Type 4> to prevent the file from being rejected as invalid.
  - b. If the record was rejected by eVS:
    - i. Rejected records should appear in the manifest errors report.
    - ii. Use the same EFN, but make sure that the file type is changed to "Corrections" <Electronic File Type 4>, because eVS will not accept the same EFN as a Tracking & Postage file type within a 180-day period.
    - iii. As a reminder all unmanifested parcels, sampled parcels with missing manifests, and manifest errors must be manifested by the 10th of the subsequent month to prevent adjustments to the eVS account for additional postage.

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## 8 Product Specific Information

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### 8.1 Adult Signature Required and Adult Signature Restricted Delivery

Adult Signature Required and Adult Signature Restricted Delivery are new competitive extra services that requires an adult's signature at the time of delivery. Two options are available:

1. Adult Signature Required – requires the signature of anyone 21 years of age or older at the recipient address.
2. Adult Signature Restricted Delivery – requires the signature of the addressee only or their designee, who must be 21 years of age or older.

Both options will be offered to commercial customers' only (including online customers). USPS carriers cannot leave a package on a doorstep or with anyone under the age of 21. Upon delivery to a home or business address, the adult who must be 21 years of age or older must show a government-issued photo identification and sign for the package.

Adult Signature Required and Adult Signature Restricted Delivery is available on Express Mail, Priority Mail (including Critical Mail and Regional Rate Boxes), Parcel Select Barcoded Nonpresort, and Parcel Select Regional Ground. Bulk Proof of Delivery is also available with this service.

Requirements for using the Adult Signature Required and Adult Signature Restricted Delivery:

1. The mailer sends a Shipping Service File; consistent with the rules outlined in Appendix A, *Shipping Services File Version 1.6 File Layout Specification for Commercial Mailers*.
2. All mailpieces must bear an IMPb, and use the assigned three-digit Service Type Codes assigned to Mail Classes using this service. The Service Type Codes are listed in Appendix I of this Publication.

After delivery, the mailer will be provided with the date, time, name (first initial and last name) and signature of the recipient.

#### 8.1.1 File Specification Information

##### Detail Record 1 Required Fields

Record Position	Field Name	Content Rules and Limitations
399-401	Extra Service Code 1st Service	Extra Service Code: 922 – Adult Signature Required 923 – Adult Signature Restricted Delivery
402-407	Extra Service Fee 1st Service	Must include the appropriate fee.

### 8.1.2 Adult Signature Label Examples

Depicted below are examples of the Adult Signature labels.

#### Exhibit 17: Adult Signature Required and Adult Signature Restricted Delivery Labels

**NOTE:** The barcode label depicted below is for illustration purposes only.

<b>P</b>	<i>Postage Area</i>
<b>USPS PRIORITY MAIL®</b>	
JOHN DOE 1111 UNIVERSAL WAY FAIRFAX VA 22030-1234	
JOHN DOE 3333 Main Street Fairfax VA 22030-1234	
<b>USPS ADULT SIGNATURE</b>	
	
9268 1912 3456 7812 3456 71	

<b>P</b>	<i>Postage Area</i>
<b>USPS PRIORITY MAIL®</b>	
JOHN DOE 1111 UNIVERSAL WAY FAIRFAX VA 22030-1234	
JOHN DOE 3333 Main Street Fairfax VA 22030-1234	
<b>USPS ADULT SIG/RESTR DEL</b>	
	
9268 2912 3456 7812 3456 71	

## 8.2 Certified Mail – This section is not applicable to eVS customers

Certified Mail for letters/flats should contain a **non-concatenated** Intelligent Mail package barcode. The barcode construct must designate no routing information.

Certified Mail for parcels should contain either a **concatenated** Intelligent Mail package barcode where the postal routing information is contained within the barcode, **or a non-concatenated Intelligent Mail package barcode**. When a **non-concatenated** Intelligent Mail package barcode is used, a postal routing barcode must also be present.

Certified Mail items must use the existing service specific CERTIFIED MAIL, or USPS CERTIFIED MAIL banner text above the barcode. All other label and endorsement requirements for Certified Mail must be met when the IMpb is used.

## 8.3 Commercial Plus Cubic

Commercial plus cubic prices are available to Priority Mail customers whose account volumes exceed 250,000 pieces in the previous calendar year or who have a customer commitment agreement with USPS. Each mailpiece must measure .50 cubic feet or less, weigh 20 pounds or less, and the longest dimension may not exceed 18 inches. Cubic-priced mailpieces may not be rolls or tubes.

Cubic prices consist of the following five tiers:

- Tier 1 - mailpieces measuring up to .10 cubic foot
- Tier 2 - mailpieces measuring more than .10 up to .20 cubic foot
- Tier 3 - mailpieces measuring more than .20 up to .30 cubic foot
- Tier 4 - mailpieces measuring more than .30 up to .40 cubic foot
- Tier 5 - mailpieces measuring more than .40 up to .50 cubic foot

Mailers should follow these steps to determine the cubic tier measurement for rectangular and nonrectangular parcels:

1. Measure the length, width, and height in inches. Round down each measurement to the nearest ¼ -inch. For example, 6-1/8" x 5-7/8" x 6-3/8" is rounded down to 6" x 5-3/4" x 6-1/4".
2. Multiply the length by the width by the height and divide by 1728. For example: 6" x 5-3/4" x 6-1/4" = 215.6 divided by 1728 = 0.125 (This piece exceeds 0.10 - Tier 1 threshold). It is calculated at Tier 2 - 0.101 to 0.20.

### 8.3.1 Commercial Plus Cubic - File Specification Information

#### Detail Record 1 Required Fields

Record Position	Field Name	Content Rules and Limitations
373-374	Rate Indicator	Rate Indicator: CP – Cubic Tier Pricing (eVS only) C1 – Tier 1 C2 – Tier 2 C3 – Tier 3 C4 – Tier 4 C5 – Tier 5
378-382	Length	Required when rate indicator is "CP".
383-387	Width	Required when rate indicator is "CP".
388-392	Height	Required when rate indicator is "CP".

Record Position	Field Name	Content Rules and Limitations
393-398	Dimensional Weight	Required when rate indicator is "CP".

#### 8.4 Critical Mail

Critical Mail is a new shipping option for Priority Mail Commercial Plus customers who send documents, tickets, and other urgent materials. Critical Mail pieces are priced at a flat rate regardless of domestic destination or weight up to 3.0 ounces for letters and 13 ounces for flats. Critical Mail is for automation-compatible letters and flats with packaging supplied exclusively by the USPS.

Critical Mail includes Delivery Confirmation at no additional charge, with additional extra services such as Signature Confirmation and Insurance at nominal fees. Critical Mail customers must be preapproved to use this product.

Customers using Permit Imprint on Critical Mail pieces must send ten (10) samples of each Critical Mail letter size and/or flat size envelopes with sample contents, addressing, Intelligent Mail Barcode (IMb) and optional Confirmation Services barcode (if used) to the following address for certification:

Manager, Integrated Business Solutions  
Shipping Services  
475 L'Enfant PLZ SW Room 5149  
Washington DC 20260-5149

Customers will receive a certification approval letter from the Manager, Integrated Business Solutions within 10 to 15 business days from receipt of samples. For more information, contact [expeditedpackaging@usps.gov](mailto:expeditedpackaging@usps.gov).

##### Critical Mail Requirements and Resources:

1. Critical Mail is available to Commercial Plus customers who meet the yearly volume thresholds or have a Commercial Plus Agreement.
2. Permit Imprint and PC Postage are acceptable payment methods for this product.
3. USPS Critical Mail packaging can be ordered by calling 1-800-610-8734.
4. An Intelligent Mail barcode (IMb) is required on each piece with the deepest depth of coding through the CASS certification process with the intent of achieving the 11-digit Delivery Point ZIP Code™. The new IMb Service Type IDs for Critical Mail are:

060 – Critical Mail without Confirm service

760 – Critical Mail with Confirm service

For information on the IMb, go to the *Intelligent Mail Barcode for Mailpieces* Web site at [www.ribbs.usps.gov](http://www.ribbs.usps.gov) or contact the National Customer Support Center at 1-877-640-0724.

Critical Mail customers are eligible for Confirm service through the use of the Intelligent Mail barcode. For more information on Confirm services, Publication 197 can be found on the *Mail Tracking and Reporting* Web site at <https://mailtracking.usps.com/> or contact the National Customer Support Center at 1-800-238-3150.

5. Delivery Confirmation service (electronic option only) is optional for this product.
  - When used, only **non-concatenated** Intelligent Mail package barcodes are acceptable for Critical Mail. The Service Type Codes are listed in Appendix I of this Publication.
  - Must use a barcode construct that designates no routing information.
  - Version 1.6 has a new field in Detail Record 1, the Destination Delivery Point, located in Record Positions 506-507 to expand the destination ZIP Code™ information to 11-digits.



- New Rate Indicators for Critical Mail are as follows:
  - AL = Critical Mail Letter
  - AF = Critical Mail Flat
- Must use a Delivery Option Indicator:
  - P = Adjusted Service Standard for PM or CM

#### 8.4.1 Critical Mail - File Specification Information

##### Version 1.6 Detail Record 1 Required Fields

Detail Record 1 Required Fields Record Position	Field Name	Content Rules and Limitations
003-036	Intelligent Mail Package Barcode (IMpb)	Only non-concatenated barcodes can be used.
039-042	Service Type Code	Service Type Codes: 760 – 765.  These values are for future use.
037-038	Mail Class	Class of Mail: PM
043-046	Barcode Construct	Must use a barcode construct without routing information.  The following Barcode code constructs can be used: C04 C08 C09 N03 N06.
373-374	Rate Indicator	Rate Indicator: AL = Critical Mail Letter AF = Critical Mail Flat
505-505	Delivery Option Indicator	Delivery Option Indicator: P = Adjusted Service Standard for PM or CM
506-507	Destination Delivery Point	Should be included.

**Version 1.5 Detail Record 1 Required Fields**

Detail Record 1 Required Fields Record Position	Field Name	Content Rules and Limitations
003-036	Intelligent Mail Package Barcode (IMpb)	Only non-concatenated barcodes can be used.
039-042	Service Type Code	Service Type Codes: 760 – 765.  <b>These values are for future use.</b>
037-038	Mail Class	Class of Mail: PM
043-046	Barcode Construct	Must use a barcode construct without routing information.  The following Barcode code constructs can be used: C04 C08 C09 N03 N06.
373-374	Rate Indicator	Rate Indicator: AL = Critical Mail Letter AF – Critical Mail Flat

**Version 1.5 Detail Record 2 Required Fields**

Detail Record 1 Required Fields Record Position	Field Name	Content Rules and Limitations
039-039	Delivery Option Indicator	Delivery Option Indicator: P = Adjusted Service Standard for PM or CM

**8.5 First-Class Mail Commercial Plus Parcels**

Presorted First-Class Mail machinable parcels weighing over 13 ounces, but less than 16 ounces, are eligible for commercial plus prices. Customers mailing presorted machinable parcels less than 13 ounces may optionally pay commercial plus prices instead of commercial base prices. First-Class Mail presorted parcels over 13 ounces that do not meet all the standards for commercial plus prices must bear postage at the applicable Priority Mail prices. Commercial plus prices are available for customers presenting mailings of 500 or more presorted parcels who establish a customer commitment agreement with the Postal Service to mail more than 5000 First-Class Mail machinable parcels at commercial plus prices in a calendar year.

**8.5.1 First-Class Mail Commercial Plus Parcels - File Specific Information**

**Detail Record 1 Required Fields**

Record Position	Field Name	Content Rules and Limitations
373-374	Rate Indicator	Rate Indicator: UA – ADC under 1 pound U3 – 3-digit under 1 pound U5 – 5-digit under 1 pound US – Single Piece under 1 pound

## 8.6 Hold For Pickup

Hold For Pickup service allows mail pieces to be held at a designated Post Office pickup location to be picked up by a specified addressee or designee.

Hold For Pickup service is currently available for Express Mail, Priority Mail, First-Class Mail Parcel, Parcel Select Barcoded-Nonpresort, and Parcel Select Regional Ground.

This service allows shipments to be picked up at designated Hold For Pickup locations by the recipient or their designee. Upon arrival of the mail piece at the destination Post Office pickup location, the customer or the addressee will receive an email notification or SMS text message from the Postal Service (if contact detail is provided). If the mail piece has not been picked up within 5 days, the Post Office will make a second attempt to notify the addressee. If the package has not been picked up within 15 days, the mail piece will be returned to the sender.

There are two options for Hold For Pickup service:

1. Retail option: Available at Post Office pickup locations for Express Mail only at the time of mailing.
2. Electronic option: Available for Express Mail, Priority Mail (except Critical Mail), First-Class Mail parcels, and Parcel Select Barcoded-Nonpresorted parcels. Except for Express Mail, mailers must establish an electronic link with USPS to exchange acceptance and delivery data. No mailing receipt is provided with this option.

Requirements for using Priority Mail, First-Class Mail Parcel, Parcel Select Barcoded-Nonpresort Hold For Pickup, and Parcel Select Regional Ground:

1. The mailer sends a Shipping Services File, consistent with the rules outlined in the latest version of this document.
2. All mail pieces must bear the "Hold For Pickup" label with an Intelligent Mail package barcode, except Express Mail not paid through eVS (See Barcode, Package, Intelligent Mail Specification).
3. Mailer must use the 9-digit ZIP Code in the IMpb.
4. With the exception of Express Mail, one of the following extra services must be combined with Hold For Pickup service: Delivery Confirmation, and Signature Confirmation, Insurance. If adding less than \$200 insurance, one of the other authorized extra services must be added which provides required tracking for the service.

### 8.6.1 Hold For Pickup - File Specific Information

#### Detail Record 1 Required Fields

Record Position	Field Name	Content Rules and Limitations
043 - 046	Barcode Construct	<p>Must use a barcode construct that represents a 9-digit ZIP Code.</p> <p>Barcode code constructs:                      C01                      C05                      N02                      N05</p>
052 - 055	Destination ZIP+4 Code	Required for Hold for Pickup.

#### Detail Record 2 Required Fields

Record Position	Field Name	Content Rules and Limitations
001 - 002	Electronic File Detail Record ID	'D2' is required.
003 - 036	Intelligent Mail Package Barcode (IMpb)	Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.
037 - 084	Recipient Name	<p>Required for Accountable mail, International mail, and Hold For Pickup.</p> <p>Default is spaces.</p>
085 - 132	Delivery Address	<p>Required for Accountable mail, International mail, and Hold For Pickup</p> <p>Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.</p> <p>May contain secondary unit designator, such as APT or SUITE, for Accountable mail.)</p> <p>This field is not to be used for the city or state.</p> <p>Default is spaces.</p>
133 - 160	City Name	Default is spaces.
161 - 162	State	Default is spaces for International mail.
163 - 167	Delivery ZIP Code	<p>Must be 5-digits.</p> <p>Numeric values (0-9) only.</p> <p>If International, all zeroes.</p>
168 - 171	Delivery ZIP+4	<p>Numeric values (0-9) only.</p> <p>Default zeroes if not available.</p> <p>If International, all zeroes.</p>
172 - 235	Recipient E-mail Address	<p>Information is required for Hold For Pickup</p> <p>Default is spaces.</p>

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<b>Record Position</b>	<b>Field Name</b>	<b>Content Rules and Limitations</b>
236 - 299	Recipient SMS Number	Required for Hold For Pickup.  Default is spaces.
300 - 347	Sender Name	Required for Hold For Pickup.  Default is spaces.
348 - 411	Sender E-mail Address	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
412 - 475	Sender SMS Number	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
476 - 498	Filler	Must be spaces

## 8.7 Open and Distribute

### 8.7.1 Priority Mail Open and Distribute (PMOD) Service

Priority Mail Open and Distribute (PMOD) is a premium service that allows mailers to expedite the transportation of shipments of other classes of mail to destination delivery units and mail processing facilities using Priority Mail. Customers must place mail piece contents into an approved USPS Priority Mail container (sack, tray, or tub), affix the standard Priority Mail Open and Distribute address label barcode that includes Service Type Code 123 to the container, and present the container at a Business Mail Entry Unit (BMEU) or authorized acceptance location. The MID must be unique for customers using Shipping Assistant.

The contents of the Priority Mail Open and Distribute container may include any products or class of mail, except Express Mail. Postage is paid based on the weight of the contents of the Priority Mail Open and Distribute container. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately to the mail class. Dimensional weight does not apply to PMOD.

The following requirements must be met to use Priority Mail Open and Distribute service:

1. For each container, the mailer will affix an IMpb, Service Type Code 123 address label barcode with human readable text above the barcode of "USPS Scan On Arrival", on a green Tag 161 going to mail processing facilities (NDC, SCF, ADC, or ASF), a pink Tag 190 or Label 190-S (for flat-rate boxes or envelopes) for destination delivery units (DDUs) or an Open and Distribute tray box that is used for both processing facilities and DDUs.
2. The mailer sends a Shipping Services File, consistent with the rules as outlined in this Publication, which includes Service Type Code 123 for the Priority Mail Open and Distribute container. Mailers are not required to send files when labels are generated by the US Postal Service's Shipping Assistant or web tools.
3. The mailer presents the container with the affixed address label barcode and tag to the Business Mail Entry Unit or authorized USPS facility with a prepared PS Form 3152, *Confirmation Services Certificate*. PS Form 3152 shall contain a barcode representing the electronic file number used in the Header Record for the Shipping Services file. If the mailing within the container is paid by permit imprint, the mailers must present the entire mailing to the Business Mail Entry Unit where the permit is held.
4. After contents and postage of each Priority Mail Open and Distribute container are verified, the barcode on PS Form 3152 will be scanned as accepted by the BMEU or authorized acceptance location.
5. Priority Mail Open and Distribute labels that are addressed to:
  - an SCF, ASF, or ADC must reflect the 3-digit ZIP Code
  - an NDC must reflect the 5-digit ZIP Code
  - a DDU must reflect the complete address, including the ZIP+4 Code.
6. Must be certified for IMpb and use Shipping Services File Version 1.5 or 1.6 file format with Electronic File Type '1' (Tracking & Postage), or '2' (Tracking Only).
7. Use a barcoded label containing three-digit Service Type Code 123, barcode symbology GS1-128.

8. Must use an Open and Distribute Contents indicator in the Detail 1 record as follows:
- EF=Flats/Electronic Payment
  - PF=Flats/Non Electronic Payment
  - EL=Letters/Electronic Payment
  - PL=Letters/Manual Payments
  - EP= Parcels/Electronic Payment
  - PP=Parcels/Manual Payment
9. Must include the Destination Facility Type Code in the Detail 1 Record that represents the destination location:
- A = Distribution Area Distribution Center (DADC)
  - B = Destination Network Distribution Center (DNDC)
  - D = Destination Delivery Unit (DDU)
  - F = Destination Auxiliary Service Facility (ASF)
  - S = Destination Sectional Center Facility (DSCF)
10. Must validate the ZIP Code used in the Electronic File Detail 1 Record using the Facility Access and Shipment Tracking (FAST) System, which is available at the Postal Service Web site at <https://fast.usps.com>.

Priority Mail Open and Distribute service provides the date, time, city, state, and ZIP Code of the location where the container was received. Mailers may expect to see a scan event, "Received at Opening Unit," for their Priority Mail Open and Distribute containers.

#### 8.7.1.1 Priority Mail Open and Distribute (PMOD) - File Specification Information

##### Header Record Required Fields

Record Position	Field Name	Content Rules and Limitations
003-003	Electronic File Type	Electronic File Type: '1' – Tracking & Postage '2' – Tracking Only

##### Detail Record 1 Required Fields

Record Position	Field Name	Content Rules and Limitations
039-042	Service Type Code	Service Type Code = '123'
052-055	Destination ZIP+4 Code	If the Destination Facility Type = "D" (DDU) then required.
056-056	Destination Facility Type	Destination Facility Type: 'A' – ADC 'B' – NDC 'S' – SCF 'D' – DDU 'F' - ASF
093-126	Container ID 1	Required for Open and Distribute only when the contents in the container are also manifested.
127-128	Container Type 1	If a Container ID is populated then this container type field must be populated.

Product Specific Information

Record Position	Field Name	Content Rules and Limitations
372-372	Processing Category	For Open and Distribute the processing category "O" is required.
373-374	Rate Indicator	For PMOD the rate indicator "SP" is required.
375-375	Destination Rate Indicator	Only Required for eVS Customers  Destination Rate Indicator: 'A' – Destination Area Destination Center (ADC) 'B' – Destination NDC 'D' – Destination Delivery Unit (DDU/RDU) 'F' – Destination Auxiliary Service Facility (ASF) 'I' – International Service Office 'S' – Destination SCF 'N' - None
501-502	Open and Distribute Indicator	Open and Distribute Indicator: 'EF' - Flats / Electronic Payment 'PF' - Flats / Non-Electronic Payment 'EL' - Letters / Electronic Payment 'PL' - Letters / Manual Payment 'EP' - Parcels / Electronic Payment 'PP' - Parcels / Manual Payment



**8.7.1.2 Priority Mail Open and Distribute Label Examples**

Depicted below is an example of the Confirmation Services Priority Mail Open and Distribute label with the various addressing requirements.

**Exhibit 18: Confirmation Service Priority Mail Open Distribute Label**

**NOTE:** The barcode label depicted below is for **illustration** purposes only.

<p>OPEN AND DISTRIBUTE AT: DDU – FAIRFAX POST OFFICE 10660 PAGE AVE FAIRFAX VA 22030-9998</p>	<table border="1"> <tr> <td data-bbox="669 443 824 594"> <p><b>P</b></p> </td> <td data-bbox="824 443 1304 594"> <table border="1"> <tr> <td data-bbox="1089 470 1276 564"> <p>PRIORITY MAIL US POSTAGE PAID PERMIT # CITY, STATE</p> </td> </tr> </table> </td> </tr> <tr> <td colspan="2" data-bbox="669 594 1304 646"> <p><b>USPS PRIORITY MAIL ®</b></p> </td> </tr> <tr> <td colspan="2" data-bbox="669 646 1304 961"> <p>ABC COMPANY 111 UNIVERSAL WAY EAST WINDSOR CT 06088</p> <p>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</p> <p>MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS</p> </td> </tr> <tr> <td colspan="2" data-bbox="669 961 1304 1192"> <p><b>USPS SCAN ON ARRIVAL</b></p>  <p><b>9212 3912 3456 7800 7110 05</b></p> </td> </tr> <tr> <td colspan="2" data-bbox="669 1192 1304 1398"> <p> </p> </td> </tr> </table>	<p><b>P</b></p>	<table border="1"> <tr> <td data-bbox="1089 470 1276 564"> <p>PRIORITY MAIL US POSTAGE PAID PERMIT # CITY, STATE</p> </td> </tr> </table>	<p>PRIORITY MAIL US POSTAGE PAID PERMIT # CITY, STATE</p>	<p><b>USPS PRIORITY MAIL ®</b></p>		<p>ABC COMPANY 111 UNIVERSAL WAY EAST WINDSOR CT 06088</p> <p>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</p> <p>MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS</p>		<p><b>USPS SCAN ON ARRIVAL</b></p>  <p><b>9212 3912 3456 7800 7110 05</b></p>		<p> </p>	
<p><b>P</b></p>	<table border="1"> <tr> <td data-bbox="1089 470 1276 564"> <p>PRIORITY MAIL US POSTAGE PAID PERMIT # CITY, STATE</p> </td> </tr> </table>	<p>PRIORITY MAIL US POSTAGE PAID PERMIT # CITY, STATE</p>										
<p>PRIORITY MAIL US POSTAGE PAID PERMIT # CITY, STATE</p>												
<p><b>USPS PRIORITY MAIL ®</b></p>												
<p>ABC COMPANY 111 UNIVERSAL WAY EAST WINDSOR CT 06088</p> <p>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</p> <p>MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS</p>												
<p><b>USPS SCAN ON ARRIVAL</b></p>  <p><b>9212 3912 3456 7800 7110 05</b></p>												
<p> </p>												
<p>OPEN AND DISTRIBUTE AT: ADC WASHINGTON DC 200</p>												
<p>OPEN AND DISTRIBUTE AT: ASF SALT LAKE CITY UT 841</p>												
<p>OPEN AND DISTRIBUTE AT: SCF WASHINGTON DC 200</p>												
<p>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</p>												

Depicted below is an example of an eVS Priority Mail Open and Distribute label.

**Exhibit 19: eVS Priority Mail Open Distribute Label**

**NOTE:** The barcode label depicted below is for **illustration** purposes only.

<b>P</b>	PRIORITY MAIL US POSTAGE PAID ABC eVS
<b>USPS PRIORITY MAIL ®</b>	
ABC COMPANY 111 UNIVERSAL WAY EAST WINDSOR CT 06088	
OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799	
MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS	
<b>USPS SCAN ON ARRIVAL eVS</b>	
	
<b>9212 3912 3456 7800 7110 05</b>	

## 8.7.2 Express Mail Open and Distribute (EMOD) Service

Express Mail Open and Distribute (EMOD) is a premium service that allows mailers to expedite the movement of shipments of any class or subclass of mail between the acceptance unit and domestic postal facilities using Express Mail. Customers must place mailpiece contents into an approved USPS container (sack or USPS supplied tray box), affix the Express Mail Open and Distribute address label barcode to the container, and present the container to the Business Mail Entry Unit (BMEU) or authorized acceptance location before the critical acceptance time for Express Mail. The contents of the Express Mail Open and Distribute container may include any products or class of mail, except Express Mail. Postage is based on the weight and zone for the contents of the Express Mail Open and Distribute container. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately for the mail class. Dimensional weight does not apply to EMOD.

The following requirements must be met to use Express Mail Open and Distribute service:

1. For each container, the mailer will affix an IMpb, Service Type Code 723 address label barcode with human readable text above the barcode of "USPS Scan On Arrival", on either a yellow Tag 267 for containers destined to mail processing facilities (NDC, ADC, ASF, and SCF) or a blue Tag 257 for destination delivery units (DDUs). Alternatively, an Express Mail flat rate envelope with a blue Label 257S can be used for destination delivery units or an Open and Distribute tray box can be used for both processing facilities and DDUs.
2. The mailers will send a Shipping Services File, consistent with the rules outlined in this Publication, which includes the label number for the Express Mail Open and Distribute container.
3. The mailers will present the container with the affixed address label barcode and tag to the Business Mail Entry Unit or authorized USPS acceptance facility with a prepared PS Form 3152-E, *Express Mail Manifesting Certification*. PS Form 3152-E shall contain a barcode representing the Shipping Services file number used in the Header Record of the Shipping Services File.
4. After contents and postage of each Express Mail Open and Distribute container are verified, the barcode on PS Form 3152-E will be scanned as accepted by the BMEU or authorized acceptance location.
5. Express Mail Open and Distribute labels that are addressed to:
  - an SCF, ASF, or ADC must reflect the three-digit ZIP Code
  - an NDC must reflect the 5-digit ZIP Code
  - a DDU must reflect the complete address, including the ZIP+4 Code.
6. Must be certified for IMpb and use Shipping Services File Version 1.5 or 1.6 file format with Electronic File Type '1' (Tracking & Postage), or '2' (Tracking Only).
7. Must use a barcoded label containing service type code 723, barcode symbology GS1-128.
8. Must use an Open and Distribute Contents indicator in the Detail 1 record as follows:
  - EF=Flats/Electronic Payment
  - PF=Flats/Non Electronic Payment
  - EL=Letters/Electronic Payment
  - PL=Letters/Manual Payments
  - EP= Parcels/Electronic Payment
  - PP=Parcels/Manual Payment

9. Must include the Destination Facility Type Code in the Detail1 Record that represents the destination location:
  - A = Distribution Area Distribution Center (DADC)
  - B = Destination Network Distribution Center (DNDC)
  - D = Destination Delivery Unit (DDU)
  - F = Destination Auxiliary Service Facility (ASF)
  - S = Destination Sectional Center Facility (DSCF)
10. Must use a Delivery Option Indicator to indicate End of Day delivery option:
  - E=Scheduled End of Day
11. Must validate the ZIP Code used in the Shipping Services File Detail 1 Record using the Facility Access and Shipment Tracking (FAST) System, which is available at the Postal Service Web site at <https://fast.usps.com>.

Express Mail Open and Distribute service provides the date, time, city, state, and ZIP Code of the location where the container was received. Mailers should expect to see a scan event, "Received at Opening Unit," for their Express Mail Open and Distribute containers.

### 8.7.2.1 Express Mail Open and Distribute (EMOD) - File Specification Information

#### Version 1.6 Header Record Required Fields

Record Position	Field Name	Content Rules and Limitations
003-003	Electronic File Type	Electronic File Type: '1' – Tracking & Postage '2' – Tracking

#### Version 1.6 Detail Record 1 Required Fields

Record Position	Field Name	Content Rules and Limitations
039-042	Service Type Code	Service Type Code = '723'
052-055	Destination ZIP+4 Code	If the Destination Facility Type = "D" (DDU) then required.
056-056	Destination Facility Type	Destination Facility Type: 'A' – ADC 'B' – NDC 'S' – SCF 'D' – DDU 'F' - ASF
093-126	Container ID 1	Required for Open and Distribute only when the contents in the container are also manifested.
127-128	Container Type 1	If a Container ID is provided then this container type field must be populated.
372-372	Processing Category	For Open and Distribute the processing category "O" is required.
373-374	Rate Indicator	For EMOD the rate indicator "PA" is required.

Record Position	Field Name	Content Rules and Limitations
375-375	Destination Rate Indicator	Only Required for eVS Customers  Destination Rate Indicator: 'A' – Destination Area Destination Center (ADC) 'B' – Destination NDC 'D' – Destination Delivery Unit (DDU/RDU) 'F' – Destination Auxiliary Service Facility (ASF) 'I' – International Service Office 'S' – Destination SCF 'N' - None
501-502	Open and Distribute Indicator	Open and Distribute Indicator: 'EF' - Flats / Electronic Payment 'PF' - Flats / Non-Electronic Payment 'EL' - Letters / Electronic Payment 'PL' - Letters / Manual Payment 'EP' - Parcels / Electronic Payment 'PP' - Parcels / Manual Payment
505-505	Delivery Option Indicator	Delivery Option Indicator: 'E' = Scheduled End of Day

**Version 1.5 Header Record Required Fields**

Record Position	Field Name	Content Rules and Limitations
003-003	Electronic File Type	Electronic File Type: '1' – Tracking & Postage '2' – Tracking

**Version 1.5 Detail Record 1 Required Fields**

Record Position	Field Name	Content Rules and Limitations
039-042	Service Type Code	Service Type Code = '723'
052-055	Destination ZIP+4 Code	If the Destination Facility Type = "D" (DDU) then required.
056-056	Destination Facility Type	Destination Facility Type: 'A' – ADC 'B' – NDC 'S' – SCF 'D' – DDU 'F' - ASF
093-126	Container ID 1	Required for Open and Distribute only when the contents in the container are also manifested.
127-128	Container Type 1	If a Container ID is provided then this container type field must be populated.
372-372	Processing Category	For Open and Distribute the processing category "O" is required.
373-374	Rate Indicator	For EMOD the rate indicator "PA" is required.

Product Specific Information

Record Position	Field Name	Content Rules and Limitations
375-375	Destination Rate Indicator	<p>Only Required for eVS Customers</p> <p>Destination Rate Indicator:                      'A' – Destination Area Destination Center (ADC)                      'B' – Destination NDC                      'D' – Destination Delivery Unit (DDU/RDU)                      'F' – Destination Auxiliary Service Facility (ASF)                      'I' – International Service Office                      'S' – Destination SCF                      'N' - None</p>
501-502	Open and Distribute Indicator	<p>Open and Distribute Indicator:                      'EF' - Flats / Electronic Payment                      'PF' - Flats / Non-Electronic Payment                      'EL' - Letters / Electronic Payment                      'PL' - Letters / Manual Payment                      'EP' - Parcels / Electronic Payment                      'PP' - Parcels / Manual Payment</p>

**Version 1.5 Detail Record 2 Required Fields**

Record Position	Field Name	Content Rules and Limitations
039-039	Delivery Option Indicator	<p>Delivery Option Indicator:                      'E' = Scheduled End of Day</p>

**8.7.2.2 Express Mail Open and Distribute Label Examples**

Depicted below is an example of a Confirmation Services Express Mail Open and Distribute label with the various addressing requirements.

**Exhibit 20: Express Mail Open and Distribute**

**NOTE:** The barcode label depicted below is for **illustration** purposes only.

<p>OPEN AND DISTRIBUTE AT: DDU – FAIRFAX POST OFFICE 10660 PAGE AVE FAIRFAX VA 22030-9998</p>	<table border="1"> <tr> <td data-bbox="667 464 792 600" style="text-align: center; vertical-align: middle;"><b>E</b></td> <td data-bbox="1008 464 1239 590" style="text-align: center; vertical-align: middle;">                 EXPRESS MAIL U.S. POSTAGE PAID PERMIT # CITY, STATE             </td> </tr> <tr> <td colspan="2" data-bbox="711 606 1179 653" style="text-align: center;"><b>USPS EXPRESS MAIL®</b></td> </tr> <tr> <td colspan="2" data-bbox="656 663 849 716">                 ABC Company 11111 Universal Way East Windsor CT 06088             </td> </tr> <tr> <td colspan="2" data-bbox="773 753 1138 806" style="text-align: center;"> <b>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</b> </td> </tr> <tr> <td colspan="2" data-bbox="656 884 1243 909" style="text-align: center;">MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS</td> </tr> <tr> <td colspan="2" data-bbox="764 936 1130 961" style="text-align: center;"><b>USPS SCAN ON ARRIVAL</b></td> </tr> <tr> <td colspan="2" data-bbox="695 982 1195 1100" style="text-align: center;">  </td> </tr> <tr> <td colspan="2" data-bbox="797 1115 1092 1140" style="text-align: center;">9272 3123 4567 8912 3456 74</td> </tr> </table>	<b>E</b>	EXPRESS MAIL U.S. POSTAGE PAID PERMIT # CITY, STATE	<b>USPS EXPRESS MAIL®</b>		ABC Company 11111 Universal Way East Windsor CT 06088		<b>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</b>		MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS		<b>USPS SCAN ON ARRIVAL</b>				9272 3123 4567 8912 3456 74	
<b>E</b>	EXPRESS MAIL U.S. POSTAGE PAID PERMIT # CITY, STATE																
<b>USPS EXPRESS MAIL®</b>																	
ABC Company 11111 Universal Way East Windsor CT 06088																	
<b>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</b>																	
MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS																	
<b>USPS SCAN ON ARRIVAL</b>																	
																	
9272 3123 4567 8912 3456 74																	
<p>OPEN AND DISTRIBUTE AT: ADC WASHINGTON DC 200</p>																	
<p>OPEN AND DISTRIBUTE AT: ASF SALT LAKE CITY UT 841</p>																	
<p>OPEN AND DISTRIBUTE AT: SCF WASHINGTON DC 200</p>																	
<p>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</p>																	

Depicted below is an example of an eVS Express Mail Open and Distribute label.

**Exhibit 21: eVS Express Mail Open and Distribute**

**NOTE:** The barcode label depicted below is for **illustration** purposes only.

<b>E</b>	EXPRESS MAIL U.S. POSTAGE PAID ABC eVS
<b>USPS EXPRESS MAIL®</b>	
ABC Company 11111 Universal Way East Windsor CT 06088	
<b>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</b>	
MAIL CLASS ENCLOSED: STANDARD MAIL PARCELS	
<b>USPS SCAN ON ARRIVAL eVS</b>	
	
9272 3123 4567 8912 3456 74	



## 8.8 Parcel Select Regional Ground

Parcel Select Regional Ground is a new commercial plus shipping option for mailers who ship lightweight parcels primarily destined for USPS zones local, 1, 2, and 3. This category of Parcel Select is available for mailers who enter machinable parcels at origin Sectional Center Facility (OSCF) or origin Network Distribution Center (ONDC) locations authorized to accept Parcel Select Regional Ground mailings. These parcels must measure .35 cubic feet or less, weigh 5 pounds or less, and bear a designated postal routing and tracking barcode(s).

When a concatenated IMpb or IMpb with separate postal routing barcode is used, Parcel Select Regional Ground service includes optional electronic Delivery Confirmation service at no additional charge.

To qualify for Parcel Select Regional Ground prices, mailers must have a customer commitment agreement with the Postal Service.

The following extra services are allowed with Parcel Select Regional Ground items: Delivery Confirmation (electronic option only), Signature Confirmation (electronic option only), insurance, and Hold For Pickup service.

### 8.8.1 Parcel Select Regional Ground - File Specification Information

#### Version 1.6 Detail Record 1 Required Fields

Record Position	Field Name	Content Rules and Limitations
373-374	Rate Indicator	Rate Indicator: RG – Regional Ground
375-375	Destination Rate Indicator	Destination Rate Indicator: “B” ONDC Entry “S” OSCF Entry
378-382	Length	Required for rate indicator RG for Parcel Select Regional Ground.
383-387	Width	Required for rate indicator RG for Parcel Select Regional Ground.
388-392	Height	Required for rate indicator RG for Parcel Select Regional Ground.
505-505	Delivery Option Indicator	Delivery Option Indicator R – Regional Ground

#### Version 1.5 Detail Record 1 Required Fields

Record Position	Field Name	Content Rules and Limitations
373-374	Rate Indicator	Rate Indicator: RG – Regional Ground
375-375	Destination Rate Indicator	Destination Rate Indicator: “B” ONDC Entry “S” OSCF Entry
378-382	Length	Required for rate indicator RG for Parcel Select Regional Ground.
383-387	Width	Required for rate indicator RG for Parcel Select Regional Ground.
388-392	Height	Required for rate indicator RG for Parcel Select Regional Ground.

#### Version 1.5 Detail 2 Required Field

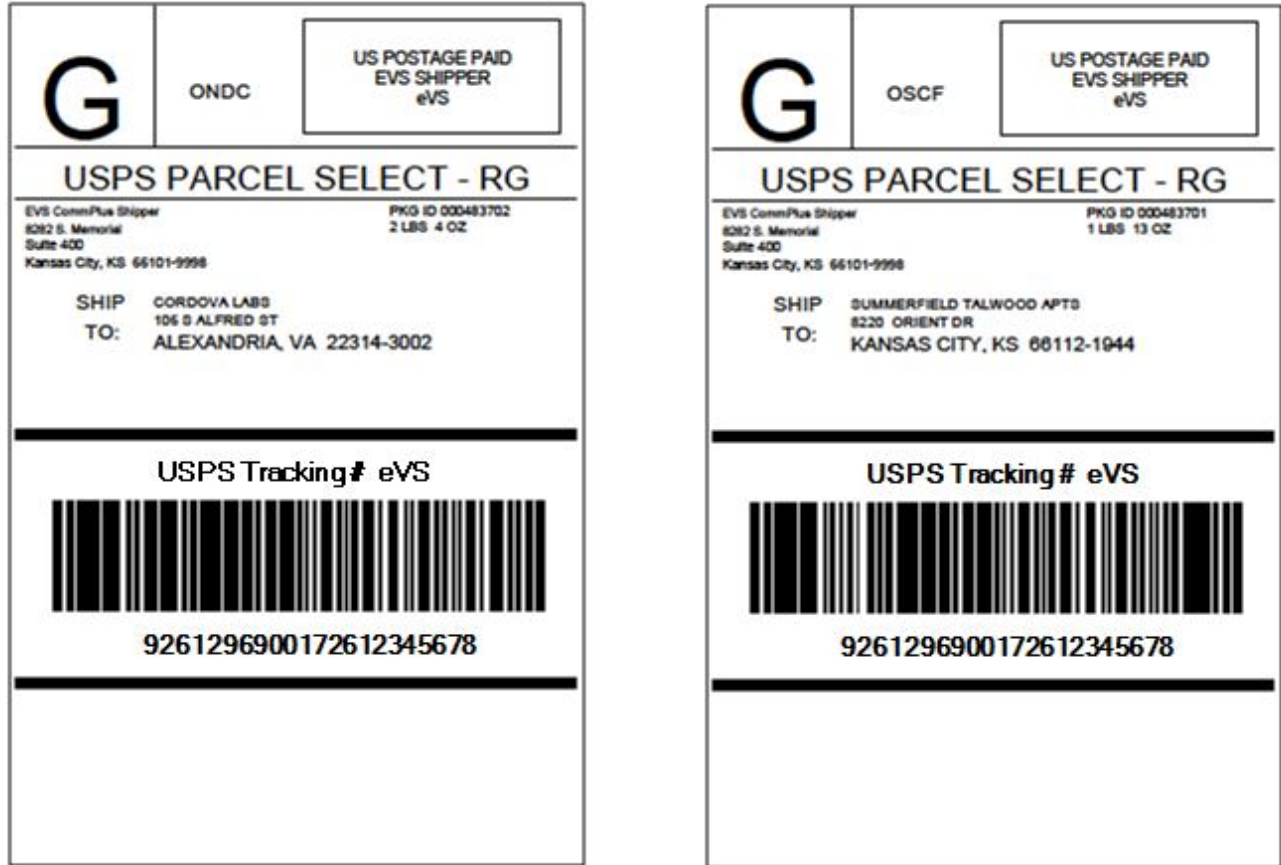
Record Position	Field Name	Content Rules and Limitations
039-039	Delivery Option Indicator	Delivery Option Indicator: R – Regional Ground

### 8.8.2 Parcel Select Regional Ground Label Examples

Depicted below is an example of the Parcel Select Regional Ground labels.

#### Exhibit 22: Parcel Select Regional Ground Labels

**NOTE:** The barcode label depicted below is for **illustration** purposes only.



### 8.9 Registered Mail – This section is not applicable to eVS customers

Registered Mail for letters/flats should contain a **non-concatenated** Intelligent Mail package barcode. The barcode construct must designate no routing information.

Registered Mail for parcels should contain either a **concatenated** Intelligent Mail package barcode where the postal routing information is contained within the barcode, **or a non-concatenated Intelligent Mail package barcode**. When a **non-concatenated** Intelligent Mail package barcode is used, a postal routing barcode must also be present.

Registered Mail items must use the existing service specific REGISTERED MAIL, or USPS REGISTERED MAIL banner text above the barcode. All other label and endorsement requirements for Registered Mail must be met when the IMPb is used.

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## Appendices

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### Appendixes

- *Appendixes*
  - *Appendix A: Shipping Services File Version 1.6 File Layout Specification for Commercial Mailers*
  - *Appendix B: Shipping Services File Version 1.6 File Layout Specification Layout for Online Mailers*
  - *Appendix C: Shipping Partner Event File Version 2.0 File Layout Specification*
  - *Appendix D: Confirmation/Error/Warning Files*
    - *Appendix D-1: Shipping Services File Confirmation/Error/Warning “Data” File Version 1.5 File Layout Specification*
    - *Appendix D-2: Shipping Partner File Confirmation/Error/Warning “Data” File Version 2.0 File Layout Specification*
    - *Appendix D-3: Confirmation/Error/Warning “Report” File Version 1.5 Format*
  - *Appendix E: eVS Postage Payment Extract File Version 1.0 Layout Specification*
  - *Appendix F: Event Files*
    - *Appendix F-1: Scan Event File Version 1.5 File Layout Specification*
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    - *Appendix F-3: Scan Event Codes*
  - *Appendix G: Shipping Services File Version 1.5 File Layout Specification for Commercial Mailers*
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  - *Appendix I: Intelligent Mail Package Barcode Service Type Codes*
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    - *Table 1: Barcode Construct Codes*
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  - *Appendix K: Two-Digit Service Type Code Mapping to Three-Digit Service Type Code*
  - *Appendix L: Transitioning from Shipping Services File Version 1.3 to Shipping Services Version 1.6*
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  - *Appendix N: Legacy Barcode Business Rules for Shipping Service File Versions 1.5 and 1.6*
  - *Appendix O: Terms and Definitions*
  - *Appendix P: Abbreviations*
  - *Appendix Q: Confirmation Services Customer Checklist*
  - *Appendix R: Electronic Verification System (eVS) Customer Checklist*
  - *Appendix S: Parcel Returns Services (PRS) Customer Checklist*



## Appendix A: Shipping Services File Version 1.6 File Layout Specification for Commercial Mailers

**Change Notice:** A new field Destination Delivery Point is being added to the end of the D1 Record and the following three fields are moved from the D2 record to the D1 record: PO Box Indicator, Waiver of Signature and Delivery Option Indicator.

### Exhibit 23: Header Record - Shipping Services File Record Version 1.6 Layout for Commercial Mailers

HEADER RECORD - Shipping Services File Record Version 1.6 Layout for Commercial Mailers						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All	Header Record ID	Alphanumeric (2)	A two-character system constant that identifies a header record.	H1	'H1' is required.
003 - 003	All	Electronic File Type	Numeric (1)	'1' - Postage & Tracking File '2' - Tracking File '3' - Returns Service '4' - Corrections	1	'1' - used for electronic Verification System (eVS).  '2' - used for Delivery / Signature Confirmation and other extra services.  '3' - used for Returns Services.  '4' - used for Corrections.
004 - 037	All	Electronic File Number	Alphanumeric (34)	Unique number assigned to identify the electronic file.  2-digits - AI (92 or 93) 3-digits - '750' 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit	9275012345678 912345678	MID must be that of the company transmitting the file. (all file types)  3-digits '750' indicate the service type code for electronic file number.  <b>NOTE:</b> AI 91 and STC 50 are not acceptable in this field.  This number should be inserted on PS Form 3152 or PS Form 8125.  Must be unique for 180 days from first use.  Left justified trailing spaces.  Must be a valid barcode construct: C04, C08, C09 or C10.

<b>HEADER RECORD - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
038 - 045	All	Date of Mailing	Numeric (8)	Date mail is tendered to USPS.	2008-01-27 Entered as: 20080127	YYYY-MM-DD, date must be valid.  Must be within +/- one year of current date.  Numeric values (0-9) only.
046 - 051	All	Time of Mailing	Numeric (6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	HH:MM:SS, military format and time must be valid.  Numeric values (0-9) only.
052 - 052	All (see rules)	Entry Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DU 'F' - ASF	A	For origin or destination entry facilities.  Required for Drop Ship Mailers.  Required for Parcel Return Service mailers to note pick-up facility type.  Default is spaces.
053 - 057	All	Entry Facility ZIP Code	Numeric (5)	5-digit ZIP Code of postal facility where the mail is tendered.	22201	Numeric only (0-9).  Default is zeroes.  Refer to Section 1.6 for information on the FAST system.
058 - 061	None (see rules)	Entry Facility ZIP+4	Numeric (4)	ZIP+4 Code of postal facility where mail is tendered.	4313	Numeric only (0-9).  Default is zeroes.
062 - 063	File types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric (2)	Two-character standardized ISO International country code where Direct Entry Mail originated.	CN	Required for Direct Entry Mailings.  Default is spaces.
064 - 066	File type 1 (see rules)	Shipment Fee Code	Alphanumeric (3)	Code for a fee that applies to the entire shipment such as Pickup on Demand fee.	PKF	Currently used for Pickup on Demand fee.  Default is spaces.
067 - 072	File type 1 (see rules)	Extra Fee for Shipment	Numeric (6)	Fee for entire shipment, such as Pickup on Demand fee	\$13.40 Entered as: 001340	Currently used for Pickup on Demand fee.  Default is zeroes.
073 - 074	None (see rules)	Filler	Alphanumeric (2)	Filler for future use.		Must be spaces.

<b>HEADER RECORD - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
075 - 077	All	USPS Electronic File Version Number	Numeric (3) Defined as: 99.9	USPS Electronic File Version Number.	Entered as: 016	Must be Version 1.6.
078 - 089	File types 1 and 3 (see rules)	Transaction ID	Alphanumeric (12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period.	200806010001	Required by eVS and Parcel Return Service mailers.  File Type 2 - Default is spaces.  Transaction ID is a field that is used to group files together that are submitted with the transaction ID in reports in eVS. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation.  This field must follow the format of year, date, month and a numeric sequence number to be valid.  Valid format: YYYYMMDD####
090 - 093	Files Types 1 and 3 (see rules)	Software Vendor Code	Alphanumeric (4)	Code from vendor software to identify the developer of the shipping/manifesting system.	1234	Required for vendors.  Code provided by vendor software.  Default is spaces.
094 - 101	Files Types 1 and 3 (see rules)	Software Vendor Product Version Number	Alphanumeric (8)	Shipping/manifesting software's product version number.	5.02.3A_	Required for vendors.  Left justified, trailing spaces.  Provided by vendor software.  Default is spaces.
102 - 110	All	File Record Count	Numeric (9)	Total number of all records in electronic file to include Header Records and all Detail Records.	000001517	Leading zeroes required.
111 - 130	All	Filler	Alphanumeric (20)	Filler for future use.		Spaces are required.

**Exhibit 24: Detail 1 Record - Shipping Services File Record Version 1.6 Layout for Commercial Mailers (Tracking Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All	Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies a detail record.	D1	<b>'D1' is required.</b>
003 - 036	All	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI (92 or 93) 3-digits - STC 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit</p> <p>Legacy Tracking number use on package. 2-digits -"91" AI 2-digits - STC 9-digits - MID 8-digits - Variable-length serial number from 2 to 8-digits. 1-digit - check digit</p> <p>eVS Legacy Tracking number use on package. 2-digits -"91" AI 2-digits - STC 9-digits - MID 8-digits - Serial number 1-digit - check digit</p>	<p>IMpb 42022181921239 21239123456781 2345670 or 92123912345678 12345670</p> <p>Legacy 91059690087260 00000002</p> <p>International EC 968 955 558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 038	All	Class of Mail	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	PM	A two-character code for Class of Mail.



<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
039 - 042	All  International Rule not applicable to File Type 1 and 3	Service Type Code	Alphanumeric (4)	Refer to Appendix I for the complete list of three-digit Service Type Codes.	IMpb: 055  Legacy: 01	For International labels, the STC field will be spaces.  IMpb: three-digit service type code, left justified, trailing spaces,  Legacy: two-digit service type code, left justified, trailing spaces,
043 - 046	All  International Rule not applicable to File Type 1 and 3)	Barcode Construct Code	Alphanumeric (4)	A three-character code to identify the construct of the IMpb.  Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes.	C06	Constructs available to be used by commercial customers begin with "C".  Left justified, trailing spaces.  Must use barcode construct that contain no routing information for Critical Mail.  For International labels, the barcode construct field will be spaces.  File Type 1 and 3 – Legacy Barcode Code Construct – L01 only.  File Type2 – Legacy Barcode Constructs – L01 through L04.  File Type 1 and 3 – IMpb Code Constructs – C01 through C09.  File Type 2 – IMpb Code Constructs – C01 through C10.
047 - 051	All	Destination ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5-digits.  Numeric values (0-9) only.  If International, all zeroes.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
052 - 055	File Types 1 and 2 (see rules)	Destination ZIP+4	Numeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	<p>Required for Hold For Pickup Online.</p> <p>Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.</p> <p>Numeric values (0-9) only.</p> <p>Default zeroes if not available.</p> <p>Open and Distribute - If the Destination Facility Type = "D" (DDU) then required.</p> <p>If International, all zeroes.</p>
056 - 056	Files Types 1 and 2 (see rules)	Destination Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DDU 'F' - ASF	A	<p>Required for Open and Distribute mailings.</p> <p>Default is spaces.</p>
057 - 058	File Type 2  Not available for File Type 1 and 3	Destination Country Code	Alphanumeric (2)	Two-character standardized ISO International country code.	JP	<p>Required for International.</p> <p>Default is spaces for Domestic.</p>
059 - 069	File Type 2  Not available for File Type 1 and 3.	Postal Code	Alphanumeric (11)	Foreign country postal code.	A0A9A0	<p>Required for International.</p> <p>Left justified.</p> <p>Default is spaces for Domestic.</p>
070 - 074	File Type 2  Not available for File Type 1 and 3	Carrier Route	Alphanumeric (5)	Carrier Route code.	C009	<p>Default is spaces.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
075 - 083	All (see rules)	Logistics Manager Mailer ID	Alphanumeric (9)	MID of company that manages the mailing of this shipment.  This would be a different company other than the consolidator.  Six- or Nine-digit MID.	912345678 or 612345	Future functionality - certified customers will receive a copy of the extract file if requested.  Must fill in a valid MID for Logistics Manager.  Default is spaces.
084 - 092	All (see rules)	Mail Owner Mailer ID	Alphanumeric (9)	MID of mail owner.  Six- or Nine-digit MID.	912345678 or 612345	This field is the same field as the Client Mailer ID in Shipping Services file Version 1.3 and Version 1.4.  This field is for consolidators that mail for other customers and that customer wants to receive the event file.  The MID in this field must be a certified customers in order to receive a copy of the extract file if requested.  Default is spaces.  Six-digit MID is left justified, trailing spaces.  The mail owner MID or the Mail Owner CRID (positions 201-215) are required if there is a value in the field Logistics Manager Mailer ID.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
093 – 126	All (see rules)	Container ID 1	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	2220101271234567 89912345	Default is spaces.  The MID contained in the barcode must be a 9 digit MID that begins with a "9".  For more information on the Intelligent Mail Tray label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel">https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel</a>  For more information on the Intelligent Mail Container label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailcontainer">https://ribbs.usps.gov/index.cfm?page=intellmailcontainer</a>  Required for Open and Distribute only when the contents in the container are also manifested.
127 – 128	All (see rules)	Container Type 1	Alphanumeric (2)	Describes type of container for Container ID 1.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	SK	Default is spaces.  Must be populated if Container ID 1 field is populated.
129 – 162	All (see rules)	Container ID 2	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99N1234567890000 12345678	Default is spaces.
163 – 164	All (see rules)	Container Type 2	Alphanumeric (2)	Describes type of container for Container ID 2.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	PT	Default is spaces.  Must be populated if Container ID 2 field is populated.
165 – 198	All (see rules)	Container ID 3	Alphanumeric(34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99T123456789123	Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
199 – 200	All (see rules)	Container Type 3	Alphanumeric (2)	Describes type of container for Container ID 3.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	BL	Default is spaces.  Must be populated if Container ID 3 field is populated.
201 – 215	All (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric (15)	CRID of Mail Owner		Used by mailing agent to identify mail owner.  The mail owner CRID or the mail owner MID (positions 84-92) are required if there is a value in the field Logistics Manager Mailer ID.  Default is spaces.
216 – 245	None (see rules)	Customer Reference Number	Alphanumeric (30)	Customer's internal reference number.	123456	Used for customer internal identification purposes.  Spaces if not applicable.
246 – 260	All (see rules)	FAST Reservation Number	Alphanumeric (15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only.  Default is spaces.  Strongly recommend inclusion in the file when FAST appointments are scheduled.
261 – 268	All (see rules)	FAST Scheduled Induction Date	Numeric (8)	Scheduled date for mail drop at a postal facility.	20080127	YYYYMMDD  Date must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
269 – 274	All (see rules)	FAST Scheduled Induction Time	Numeric (6)	Scheduled time for mail drop at a postal facility.	131500	HHMMSS  Military format and time must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.

**Exhibit 25: Detail 1 Record - Shipping Services File Record Version 1.6 Layout for Commercial Mailers  
(Rate / Payment Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
275 – 284	File Types 1 and 3 (see rules)	Payment Account Number	Numeric (10)	USPS account number from which this mailing will be paid: Permit Number Federal Agency Number	0012345678	Leading zeroes required.  Numeric values (0-9) only.  This field required if using Permit imprint or Federal Agency Number.  If using stamps, meter, Bill Me Later, or PC Postage, then fill with zeroes.
285 – 286	File Types 1 and 3 (see rules)	Method of Payment	Numeric (2)	Payment system used for mailing: '01' Permit System '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	Must be USPS approved payment method for mail being tendered.  Default is zeroes.  File Type 1 and 3 (eVS/PRS) must be '01' Permit system.
287 – 291	File Types 1 and 3 (see rules)	Post Office of Account ZIP Code	Numeric (5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp.	22042  Must be 20260 for eVS/PRS.	Must be 5-digits.  Numeric values (0-9) only.  File Type 1 and 3 (eVS/PRS) must be 20260.
292 – 311	File Types 1 and 3 (see rules)	Meter Serial Number	Alphanumeric (20)	Serial number of meter used for postage.	5678123598	Required if method of payment is '05' or '06'.  Default is spaces.
312 – 317	File Types 1 and 3	Chargeback Code	Alphanumeric (6)	Code used with Federal Agency Number.	12345	Code for customer's internal use.  Default is spaces.
318 – 324	File Types 1 and 3	Postage	Numeric (7) Defined as: 9999.999	Postage [excluding extra service(s) fee(s) and surcharge(s)] less any work share discount.	\$5.69 Entered as: 0005690	Leading zeroes required.  Numeric values (0-9) only.  In unit of dollars and rounded to the nearest tenth of cent.  Default is zeroes.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
325 – 325	File Types 1 and 3	Postage Type	Alphanumeric (1)	'P' - Published 'C' - Customized	P	Indicates whether the postage is based on published or negotiated rates.  Default is spaces.
326 – 347	File Types 1 and 3	Customized Shipping Services Contracts (CSSC) Number	Alphanumeric (22)	Contract number for a negotiated rate.	AB123	Default is spaces.
348 – 361	File Types 1 and 3	Customized Shipping Services Contracts Product ID	Alphanumeric (14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108A B001	Default is spaces.
362 – 362	File Types 1 and 3	Unit of Measure Code	Numeric (1)	Unit of measurement for mailpiece weight: '1' - LBS '2' - OZ '3' - KILOS	1	Field must contain a USPS defined valid code.  Default is '1' – LBS
363 – 371	File Types 1 and 3	Weight	Numeric (9) Defined as: 99999.9999	Mailpiece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incident enclosure Pos. 489-497)	14.3 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0-9) only.  Default is zeroes.
372 – 372	File Types 1 and 3	Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.  Required for eVS/PRS.  For Open and Distribute, the processing category "O" is required.  For Returns, the processing category "R" is required.



DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
373 – 374	File Types 1 and 3	Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes	FR	<p>For Parcel Post with Destination Rates, use 'Single Piece' for the Rate Indicator.</p> <p>Default is spaces for non-applicable products.</p> <p>Required for eVS/PRS.</p> <p>For EMOD the rate indicator "PA" is required.</p> <p>For PMOD the rate indicator "SP" is required.</p> <p>For Critical Mail the rate indicator of "AL" or "AF" is required.</p> <p>For Parcel Select Regional Ground the rate indicator of "RG" is required.</p> <p>For Commercial Plus Pricing the rate indicator of "UA", "U3", "U5" or "US" is required.</p>
375 – 375	File Types 1 and 3	Destination Rate Indicator	Alphanumeric (1)	Refer to Appendix J, Table 5 for the complete list of Destination Rate Indicator codes.	D	<p>Required for destination entry packages,</p> <p>Default is 'N' for non-applicable products</p> <p>File Type 1 - Required for Open and Distribute mailings.</p> <p>Default is 'N' for all other eVS/PRS mail class/products.</p>
376 – 377	File Types 1 and 3	Zone	Alphanumeric (2)	Refer to Appendix J, Table 14 for the complete list of ZONE codes.	<p>Zone 3 Entered as: 03</p> <p>Local Zone Entered as: LC</p>	<p>Required for products with rates based on zones.</p> <p>Leading zeroes required if numeric.</p> <p>Default is zeroes for non-applicable products.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
378 – 382	File Type 1	Length	Numeric (5) Defined as: 999.99	Dimensional Length	30.25 Entered as: 03025	<p>The length is the measurement of the longest dimension.</p> <p>Length in inches.</p> <p>Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>
383 – 387	File Type 1	Width	Numeric (5) Defined as: 999.99	Dimensional Width or Girth	12.75 Entered as: 01275	<p>Width in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>

DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
388 – 392	File Type 1	Height	Numeric (5) Defined as: 999.99	Dimensional Height	2.50 Entered as: 00250	<p>Height in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>
393 – 398	File Type 1	Dimensional Weight	Numeric (6) Defined as: 9999.99	Dimensional Weight	7.88 Entered as: 000788	<p>For GXG and domestic Priority Mail to Zones 5-8 only.</p> <p>For GXG: <math>(LL*WW*HH)/166</math> (zero-0 filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 5 to 8: <math>(LLL*WW*HH)/194</math> (zero-filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 1-4 and Parcel Select: <math>(LLL+(LLL*2)+(WW*2)) &gt; \text{ or } = 84</math> but &lt; 108 (zero-filled from left) - space-filled if calculated value of DW rate &lt; or = value of rate of actual weight"</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Zero-filled if not applicable.</p>

**DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers**

**RATE / PAYMENT INFORMATION**

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
399 – 401	All (see rules)	Extra Service Code 1st Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	910	Field contains one extra service code.  Required when one extra service code is used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
402 – 407	All (see rules)	Extra Service Fee 1st Service	Numeric (6) Defined as: 9999.99	Fee for 1st extra service code.	\$.25 Entered as: 000025	Default is zeroes.  Required when Extra Service Code 1st Service is populated.
408 – 410	All (see rules)	Extra Service Code 2nd Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	915	Field contains one extra service code.  Required when two extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
411 – 416	All (see rules)	Extra Service Fee 2nd Service	Numeric (6) Defined as: 9999.99	Fee for 2nd extra service code.	\$1.40 Entered as: 000140	Default is zeroes.  Required when Extra Service Code 2nd Service is populated.

DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
417 – 419	All (see rules)	Extra Service Code 3rd Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	935	Field contains one extra service code.  Required when three extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
420 – 425	All (see rules)	Extra Service Fee 3rd Service	Numeric (6) Defined as: 9999.99	Fee for 3rd extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 3rd Service is populated.
426 – 428	All (see rules)	Extra Service Code 4th Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	921	Field contains one extra service code.  Required when four extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
429 – 434	All (see rules)	Extra Service Fee 4th Service	Numeric (6) Defined as: 9999.99	Fee for 4th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 4th Service is populated.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
435 – 437	All (see rules)	Extra Service Code 5th Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	931	Field contains one extra service code.  Required when five extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
438 – 443	All (see rules)	Extra Service Fee 5th Service	Numeric (6) Defined as: 9999.99	Fee for 5th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 5th Service is populated.
444 – 450	All (see rules)	Value of Article	Numeric (7) Defined as: 99999.99	Wholesale cost of article	\$200.00 Entered as: 0020000	Mandatory if insurance is being included as an Extra Service.  Required if insured.  Default is zeroes.
451 – 456	All (see rules)	COD Amount Due Sender	Numeric (6) Defined as: 9999.99	Dollar amount due on delivery	\$206.00 Entered as: 020600	Required if package is COD.  Default is zeroes.
457 – 460	File Type 2  Not available for File Type 1 and 3	Handling Charge	Numeric (4) Defined as: 99.99	Handling charge for Registered Mail valued at more than \$25,000.	\$20.50 Entered as: 002050	Required if First-Class Mail with Registered service valued more than \$25,000.  Default is zeroes.
461 – 462	All (see rules)	Surcharge Type	Alphanumeric (2)	Refer to Appendix J, Table 13 for the complete list of Surcharge Type codes.	A1	Default is spaces.
463 – 469	File Types 1 and 3	Surcharge Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.
470 – 471	File Types 1 and 3	Discount Type	Alphanumeric (2)	Refer to Appendix J, Table 6 for the complete list of Discount Type codes.	D1	Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
472 – 478	File Types 1 and 3	Discount Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.
479 – 480	Not available for File Types 1 and 3	Non-Incidental Enclosure Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	SP	Mandatory if applicable.  Default is spaces if not applicable.
481 – 482	Not available for File Types 1 and 3	Non-Incidental Enclosure Class	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	FC	Mandatory if applicable.  Default is spaces if not applicable.
483 – 489	Not available for File Types 1 and 3	Non-Incidental Enclosure Postage	Numeric (7) Defined as: 9999.999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest tenth of cent.	\$.33 Entered as: 0000330	Mandatory if applicable. Default is zeroes.
490 – 498	Not available for File Types 1 and 3	Non-Incidental Enclosure Weight	Numeric (9) Defined as: 99999.9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	Mandatory if applicable. In unit of lbs. and significant to 4 decimal positions.  Default is zeroes.
499 – 499	Not available for File Types 1 and 3	Non-Incidental Enclosure Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.
500 – 500	File Types 1 and 3	Postal Routing Barcode	Alphanumeric (1)	Indicator of presence and / or type of 5-digit destination ZIP Code (postal routing barcode).  Refer to Appendix J, Table 10 for the complete list of Postal Routing Barcode codes.	1	Field must contain a valid code.  Default is a space.
501 – 502	File Type 1	Open and Distribute Contents Indicator	Alphanumeric (2)	Refer to Appendix J, Table 9 for the complete list of Open and Distribute Content Indicator Codes.	EF	Required for Open and Distribute mailings.  Default is spaces for non-applicable products
503 – 503	File Type 1	PO Box Indicator	Alphanumeric (1)	'Y' = Express Mail Manifesting addressed to a PO Box.	N	Required for Express Mail.  Default value is 'N'.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
504- 504	File Type 1	Waiver of Signature	Alphanumeric (1)	'Y' = Mailer requests Waiver of Signature for Express Mail.  'N' = Mailer does not request Waiver of Signature.	N	Required for Express Mail.  Default value is 'N'.
505 – 505	File Type 1	Delivery Option Indicator	Alphanumeric (1)	Refer to Appendix J, Table 4 for the complete list of Delivery Option Indicator codes.	1	Required for Express Mail.  Default value is '1'.  For EMOD, the Delivery Option Indicator of "E" is required.  For Critical Mail, the Delivery Option indicator of "P" is required.  For Parcel Select Regional Ground, the Delivery Option Indicator of "R" is required.
506 - 507	File Types 1 and 2 (see rules)	Destination Delivery Point	Numeric (2)	Destination Delivery Point - completes the 11-digit Delivery Point ZIP Code.	02	Numeric values (0-9) only.  Default zeroes if not available.  For Critical Mail, the Destination Delivery Point should be included.  If International, all zeroes.
508 – 532		Filler	Alphanumeric (25)	Filler for future use.		Must be spaces.



**Exhibit 26: Detail 2 Record - Shipping Services File Record Version 1.6 Layout for Commercial Mailers  
(Special Product Information)**

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All (see rules)	Electronic File Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies an electronic file detail record.	D2	'D2' is required.
003 - 036	All (see rules)	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI (92 or 93)</p> <p>3-digits - STC</p> <p>6- or 9-digits - MID</p> <p>If six-digit MID, 10- or 14-digit serial #</p> <p>If nine-digit MID, 7- or 11-digit serial #</p> <p>1-digit - check digit</p> <p>Legacy Tracking number use on package.</p> <p>2-digits - "91" AI</p> <p>2-digits - STC</p> <p>9-digits - MID</p> <p>8-digits - Variable-length serial number from 2 to 8-digits.</p> <p>1-digit - check digit</p> <p>eVS Legacy Tracking number use on package.</p> <p>2-digits - "91" AI</p> <p>2-digits - STC</p> <p>9-digits - MID</p> <p>8-digits - serial number</p> <p>1-digit - check digit</p>	<p>IMpb</p> <p>420221819212</p> <p>392123912345</p> <p>67812345670</p> <p>or</p> <p>921239123456</p> <p>7812345670</p> <p>Legacy</p> <p>910596900872</p> <p>6000000002</p> <p>International</p> <p>EC 968 955</p> <p>558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 084	File Types 1 and 2	Recipient Name	Alphanumeric (48)	Ship to name of addressee.	JOHN DOE	<p>Required for Accountable mail, International mail, and Hold For Pickup.</p> <p>Default is spaces.</p>

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
085 – 132	File Types 1 and 2	Delivery Address	Alphanumeric (48)	Delivery Address in the destination address.	123 MAIN ST	<p>Required for Accountable mail and International mail.</p> <p>Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.</p> <p>May contain secondary unit designator, such as APT or SUITE, for Accountable mail.)</p> <p>This field is not to be used for the city or state.</p> <p>Default Is spaces.</p>
133 – 160	File Types 1 and 2	City Name	Alphanumeric (28)	City name of the destination address.	Reston	Default is spaces.
161 – 162	File Types 1 and 2	State	Alphanumeric (2)	Two-character state code of the destination address.	VA	Default is spaces for International mail.
163-167	File Types 1 and 2	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	<p>Must be 5-digits.</p> <p>Numeric values (0-9) only.</p> <p>If International, all zeroes.</p>
168-171	File Types 1 and 2	Delivery ZIP+4	Alphanumeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	<p>Numeric values (0-9) only.</p> <p>Default zeroes if not available.</p> <p>If International, all zeroes.</p>
172-235	File Types 1 and 2	Recipient E-mail Address	Alphanumeric (64)	E-mail address of recipient.	johnsmith@usps.gov	<p>Required for Hold For Pickup.</p> <p>Default is spaces.</p>
236-299	File Types 1 and 2	Recipient SMS Number	Alphanumeric (64)	Phone number at which recipient will receive text messages.	5555551234@wirelesscarrier.com	<p>Required for Hold For Pickup.</p> <p>Default is spaces.</p>
300-347	File Types 1 and 2	Sender Name	Alphanumeric (48)	Name of sender.	Jane Doe	<p>Required for Hold For Pickup.</p> <p>Default is spaces.</p>

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.6 Layout for Commercial Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
348-411	File Types 1 and 2	Sender E-mail Address	Alphanumeric (64)	E-mail address of sender.	janedoe@usps.gov	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
412-475	File Types 1 and 2	Sender SMS Number	Alphanumeric (64)	Phone number at which sender will receive text messages.	5555551235@wirelesscarrier.com	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
476-498	None (see rules)	Filler	Alphanumeric (23)	For future use.		Must be spaces

## Appendix B: Shipping Services File Version 1.6 File Layout Specification for Online Mailers

### Exhibit 27: Header Record - Shipping Services File Record Version 1.6 Layout for Online Mailers

HEADER RECORD - Shipping Services File Record Version 1.6 Layout for Online Mailers						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All	Header Record ID	Alphanumeric (2)	A two-character system constant that identifies a header record.	H1	'H1' is required.
003 - 003	All	Electronic File Type	Numeric (1)	'1' - Postage & Tracking File '2' - Tracking File '3' - Returns Service '4' - Corrections	1	'1' - used for electronic Verification System (eVS).  '2' - used for Delivery / Signature Confirmation and other extra services.  '3' - used for Returns Services.  '4' - used for Corrections.
004 - 037	All	Electronic File Number	Alphanumeric (34)	Unique number assigned to identify the electronic file.  2-digits - AI 94 3-digits - '750', '757', or '759' 2-digits - source identifier for your system 6- or 9-digits - MID 5 or 8-digits, serial number depending on construct used 1-digit - check digit	94750129123 45678123451	MID must be that of the company transmitting the file. (all file types)  3-digits '750' indicate the service type code for electronic file number.  <b>NOTE:</b> AI 91 and STC 50 are not acceptable in this field.  Must be valid barcode construct: N01 – N06 – See Appendix J – Table 1.  Use 757 when the user has requested a PS Form 5630 (SCAN form).  Use 759 when the user has requested the integrated SCAN form / carrier pickup form. (Future)  This number should be inserted on PS Form 3650.  Must be unique for 180 days from first use.  Left justified trailing spaces.

<b>HEADER RECORD - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
038 - 045	All	Date of Mailing	Numeric (8)	Date mail is tendered to USPS.	2008-01-27 Entered as: 20080127	YYYY-MM-DD, date must be valid.  Must be within +/- one year of current date.  Numeric values (0-9) only.
046 - 051	All	Time of Mailing	Numeric (6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	HH:MM:SS, military format and time must be valid.  Numeric values (0-9) only.
052 - 052	All (see rules)	Entry Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DU 'F' - ASF	A	For origin or destination entry facilities.  Required for Drop Ship Mailers.  Required for Parcel Return Service mailers to note pick-up facility type.  Default is spaces.
053 - 057	All	Entry Facility ZIP Code	Numeric (5)	5-digit ZIP Code of postal facility where the mail is tendered.	22201	Numeric only (0-9).  Refer to Section 1.6 for information on the FAST system.
058 - 061	None (see rules)	Entry Facility ZIP+4	Numeric (4)	ZIP+4 Code of postal facility where mail is tendered.	4313	Numeric only (0-9).  Default is zeroes.
062 - 063	File types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric (2)	Two-character standardized ISO International country code where Direct Entry Mail originated.	CN	Required for Direct Entry Mailings.  Default is spaces.
064 - 066	File type 1 (see rules)	Shipment Fee Code	Alphanumeric (3)	Code for a fee that applies to the entire shipment such as Pickup on Demand fee.	PKF	Currently used for Pickup on Demand fee.  Default is spaces.
067 - 072	File type 1 (see rules)	Extra Fee for Shipment	Numeric (6)	Fee for entire shipment, such as Pickup on Demand fee	\$13.40 Entered as: 001340	Currently used for Pickup on Demand fee.  Default is zeroes.
073 - 074	None (see rules)	Filler	Alphanumeric (2)	Filler for future use.		Must be spaces.
075 - 077	All	USPS Electronic File Version Number	Numeric (3) Defined as: 99.9	USPS Electronic File Version Number.	Entered as: 016	Must be Version 1.6.

<b>HEADER RECORD - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
078 - 089	File types 1 and 3 (see rules)	Transaction ID	Alphanumeric (12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period.	20080601000 1	<p>Required by eVS and Parcel Return Service mailers.</p> <p>File Type 2 - Default is spaces.</p> <p>Transaction ID is a field that is used to group files together that are submitted with the transaction ID in reports in eVS. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation.</p> <p>This field must follow the format of year, date, month and a numeric sequence number to be valid.</p> <p>Valid format: YYYYMMDD####</p>
090 - 093	Files Types 1 and 3 (see rules)	Software Vendor Code	Alphanumeric (4)	Code from vendor software to identify the developer of the shipping/manifesting system.	1234	<p>Required for vendors.</p> <p>Code provided by vendor software.</p> <p>Default is spaces.</p>
094 - 101	Files Types 1 and 3 (see rules)	Software Vendor Product Version Number	Alphanumeric (8)	Shipping/manifesting software's product version number.	5.02.3A_	<p>Required for vendors.</p> <p>Left justified, trailing spaces.</p> <p>Provided by vendor software.</p> <p>Default is spaces.</p>
102 - 110	All	File Record Count	Numeric (9)	Total number of all records in electronic file to include Header Records and all Detail Records.	000001517	Leading zeroes required.
111 - 130	All	Filler	Alphanumeric (20)	Filler for future use.		Spaces are required.

**Exhibit 28: Detail 1 Record - Shipping Services File Record Version 1.6 Layout for Online Mailers  
(Tracking Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All	Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies a detail record.	D1	'D1' is required.
003 - 036	All	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI 94 3-digits - STC 2-digits - source identifier for your system 6- or 9-digits - MID 5 or 8-digits, serial number depending on construct used 1-digit - check digit</p> <p>Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - Service Type Code 9-digits - MID 8-digits - Variable-length serial number from 2 to 8-digits. 1-digit - check digit</p>	<p>IMpb 42022030940551 29405512912345 678123451 or 94055129123456 7812345</p> <p>Legacy 91059690087260 00000002</p> <p>International EC 968 955 558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 038	All	Class of Mail	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	PM	A two-character code for Class of Mail.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
039 - 042	All	Service Type Code	Alphanumeric (4)	Two- or three-digit service type code from the tracking number.  Refer to Appendix I for the complete list of three-digit Service Type Codes.	IMpb: 055  Legacy: 02	For International labels, the STC field will be spaces.  IMpb: three-digit service type code, left justified, trailing spaces,  Legacy: two-digit service type code, left justified, trailing spaces.
043 - 046	All	Barcode Construct Code	Alphanumeric (4)	A three-character code to identify the construct of the IMpb.  Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes.	N02	Constructs available to be used by online customers begin with "N".  Left justified, trailing spaces.  For International labels, the barcode construct field will be spaces.  Must use barcode construct that contain no routing information for Critical Mail.
047 - 051	All	Destination ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5-digits.  Numeric values (0-9) only.  If International, all zeroes.
052 - 055	File Types 1 and 2 (see rules)	Destination ZIP+4	Numeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	Required for Hold For Pickup Online.  Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.  Numeric values (0-9) only.  Default zeroes if not available.  Open and Distribute - If the Destination Facility Type = "D" (DDU) then required.  If International, all zeroes.



<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
056 - 056	Files Types 1 and 2 (see rules)	Destination Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DDU 'F' - ASF	A	Required for Open and Distribute mailings.  Default is spaces.
057 - 058	All (see rules)	Destination Country Code	Alphanumeric (2)	Two-character standardized ISO International country code.	JP	Required for International.  Default is spaces for Domestic.
059 - 069	All (see rules)	Postal Code	Alphanumeric (11)	Foreign country postal code.	A0A9A0	Required for International.  Left justified.  Default is spaces for Domestic.
070 - 074	None (see rules)	Carrier Route	Alphanumeric (5)	Carrier Route code.	C009	Default is spaces.
075 - 083	All (see rules)	Logistics Manager Mailer ID	Alphanumeric (9)	MID of company that manages the mailing of this shipment.  This would be a different company other than the consolidator.  Six- or Nine-digit MID.	912345678 or 612345	Future functionality - certified customers will receive a copy of the extract file if requested.  Must fill in a valid MID for Logistics Manager.  Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
084 - 092	All (see rules)	Mail Owner Mailer ID	Alphanumeric (9)	MID of mail owner.  Six- or Nine-digit MID.	912345678 or 612345	<p>This field is the same field as the Client Mailer ID in Shipping Services file Version 1.3 and Version 1.4.</p> <p>This field is for consolidators that mail for other customers and that customer wants to receive the event file.</p> <p>The MID in this field must be a certified customers in order to receive a copy of the extract file if requested.</p> <p>Default is spaces.</p> <p>Six-digit MID is left justified, trailing spaces.</p> <p>The mail owner MID or the Mail Owner CRID (positions 201-215) are required if there is a value in the field Logistics Manager Mailer ID.</p>
093 - 126	All (see rules)	Container ID 1	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	2220101271234567 89912345	<p>Default is spaces.</p> <p>The MID contained in the barcode must be a 9 digit MID that begins with a "9".</p> <p>For more information on the Intelligent Mail Tray label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel">https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel</a></p> <p>For more information on the Intelligent Mail Container label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailcontainer">https://ribbs.usps.gov/index.cfm?page=intellmailcontainer</a></p> <p>Required for Open and Distribute only when the contents in the container are also manifested.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
127 – 128	All (see rules)	Container Type 1	Alphanumeric (2)	Describes type of container for Container ID 1.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	SK	Default is spaces.  Must be populated if Container ID 1 field is populated.
129 – 162	All (see rules)	Container ID 2	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99N123456789000 012345678	Default is spaces.
163 – 164	All (see rules)	Container Type 2	Alphanumeric (2)	Describes type of container for Container ID 2.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	PT	Default is spaces.  Must be populated if Container ID 2 field is populated.
165 – 198	All (see rules)	Container ID 3	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99T123456789123	Default is spaces.
199 – 200	All (see rules)	Container Type 3	Alphanumeric (2)	Describes type of container for Container ID 3.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	BL	Default is spaces.  Must be populated if Container ID 3 field is populated.
201 – 215	All (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric (15)	CRID of Mail Owner		Used by mailing agent to identify mail owner.  The mail owner CRID or the mail owner MID (positions 84-92) are required if there is a value in the field Logistics Manager Mailer ID.  Default is spaces.
216 – 245	None (see rules)	Customer Reference Number	Alphanumeric (30)	Customer's internal reference number.	123456	Used for customer internal identification purposes.  Spaces if not applicable.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
246 – 260	All (see rules)	FAST Reservation Number	Alphanumeric (15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only.  Default is spaces.  Strongly recommend inclusion in the file when FAST appointments are scheduled.
261 – 268	All (see rules)	FAST Scheduled Induction Date	Numeric (8)	Scheduled date for mail drop at a postal facility.	20080127	YYYYMMDD  Date must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.
269 - 274	All (see rules)	FAST Scheduled Induction Time	Numeric (6)	Scheduled time for mail drop at a postal facility.	131500	HHMMSS  Military format and time must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.

**Exhibit 29: Detail 1 Record - Shipping Services File Record Version 1.6 Layout for Online Mailers (Rate / Payment Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
275 – 284	File Types 1 and 3 (see rules)	Payment Account Number	Numeric (10)	USPS account number from which this mailing will be paid: Permit Number Federal Agency Number	0012345678	Leading zeroes required. Numeric values (0-9) only.  This field required if using Permit imprint, or Federal Agency Number.  If using stamps, meter, Bill Me Later, or PC Postage, then fill with zeroes.
285 – 286	File Types 1 and 3 (see rules)	Method of Payment	Numeric (2)	Payment system used for mailing: '01' Permit System '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	Must be USPS approved payment method for mail being tendered.  Default is zeroes.  File Type 1 and 3 (eVS/PRS) must be '01' Permit system.
287 – 291	File Types 1 and 3 (see rules)	Post Office of Account ZIP Code	Numeric (5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license or pre-canceled stamp.	22042	Must be 5-digits.  Numeric values (0-9) only.
292 – 311	File Types 1 and 3 (see rules)	Meter Serial Number	Alphanumeric (20)	Serial number of meter used for postage.	5678123598	Required if method of payment is '05' or '06'.  Default is spaces.
312 – 317	File Types 1 and 3	Chargeback Code	Alphanumeric (6)	Code used with Federal Agency Number.	12345	Code for customer's internal use.  Default is spaces.
318 – 324	File Types 1 and 3	Postage	Numeric (7) Defined as: 9999.999	Postage [excluding extra service(s) fee(s) and surcharge(s)] less any work share discount.	\$5.69 Entered as: 0005690	Leading zeroes required. Numeric values (0-9) only.  In unit of dollars and rounded to the nearest tenth of cent.  Default is zeroes.
325 – 325	File Types 1 and 3	Postage Type	Alphanumeric (1)	'P' - Published 'C' - Customized	P	Indicates whether the postage is based on published or negotiated rates.  Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
326 – 347	File Types 1 and 3	Customized Shipping Services Contracts (CSSC) Number	Alphanumeric (22)	Contract number for a negotiated rate.	AB123	Default is spaces.
348 – 361	File Types 1 and 3	Customized Shipping Services Contracts Product ID	Alphanumeric (14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108 AB001	Default is spaces.
362 – 362	File Types 1 and 3	Unit of Measure Code	Numeric (1)	Unit of measurement for mailpiece weight: '1' - LBS '2' - OZ '3' - KILOS	1	Field must contain a USPS defined valid code.  Default is '1' – LBS
363 – 371	File Types 1 and 3	Weight	Numeric (9) Defined as: 99999.9999	Mailpiece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incident enclosure Pos. 489-497)	14.3 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0-9) only.  Default is zeroes.
372 – 372	File Types 1 and 3	Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.  Required for eVS/PRS.  For Open and Distribute, the processing category "O" is required.  For Returns, the processing category "R" is required.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
373 – 374	File Types 1 and 3	Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	FR	<p>For Parcel Post with Destination Rates, use 'Single Piece' for the Rate Indicator.</p> <p>Default is spaces for non-applicable products.</p> <p>Required for eVS/PRS.</p> <p>For EMOD the rate indicator "PA" is required.</p> <p>For PMOD the rate indicator "SP" is required.</p> <p>For Critical Mail the rate indicator of "AL" or "AF" is required.</p> <p>For Parcel Select Regional Ground the rate indicator of "RG" is required.</p> <p>For Commercial Plus Pricing the rate indicator of "UA", "U3", "U5" or "US" is required.</p>
375 – 375	File Types 1 and 3	Destination Rate Indicator	Alphanumeric (1)	Refer to Appendix J, Table 5 for the complete list of Destination Rate Indicator codes.	D	<p>Required for destination entry packages,</p> <p>Default is 'N' for non-applicable products</p> <p>File Type 1 - Required for Open and Distribute mailings.</p> <p>Default is 'N' for all other eVS/PRS mail class/products.</p>
376 – 377	File Types 1 and 3	Zone	Alphanumeric (2)	Refer to Appendix J, Table 14 for the complete list of ZONE codes.	<p>Zone 3 Entered as: 03</p> <p>Local Zone Entered as: LC</p>	<p>Required for products with rates based on zones.</p> <p>Leading zeroes required if numeric.</p> <p>Default is zeroes for non-applicable products.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
378 – 382	File Type 1	Length	Numeric (5) Defined as: 999.99	Dimensional Length	30.25 Entered as: 03025	<p>The length is the measurement of the longest dimension.</p> <p>Length in inches.</p> <p>Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>
383 – 387	File Type 1	Width	Numeric (5) Defined as: 999.99	Dimensional Width or Girth	12.75 Entered as: 01275	<p>Width in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>
388 – 392	File Type 1	Height	Numeric (5) Defined as: 999.99	Dimensional Height	2.50 Entered as: 00250	<p>Height in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>



DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
393 – 398	File Type 1	Dimensional Weight	Numeric (6) Defined as: 9999.99	Dimensional Weight	7.88 Entered as: 000788	<p>For GXG and domestic Priority Mail to Zones 5-8 only.</p> <p>For GXG: (LL*WW*HH)/166 (zero-0 filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 5 to 8: (LLL*WW*HH)/194 (zero- filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 1-4 and Parcel Select: (LLL+(LLL*2)+(WW*2) &gt; or = 84 but &lt; 108 (zero-filled from left) - space-filled if calculated value of DW rate &lt; or = value of rate of actual weight"</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Zero-filled if not applicable.</p>
399 – 401	All (see rules)	Extra Service Code 1st Service	Alphanumeric (3)	<p>Two- or three-digit extra service code.</p> <p>IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.</p> <p>Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.</p>	910	<p>Field contains one extra service code.</p> <p>Required when one extra service code is used.</p> <p>Legacy: two-digit extra service code with trailing space.</p> <p>Default is spaces.</p>
402 – 407	All (see rules)	Extra Service Fee 1st Service	Numeric (6) Defined as: 9999.99	Fee for 1st extra service code.	\$.25 Entered as: 000025	<p>Default is zeroes.</p> <p>Required when Extra Service Code 1st Service is populated.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
408 – 410	All (see rules)	Extra Service Code 2nd Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra service codes.	915	Field contains one extra service code.  Required when two extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
411 – 416	All (see rules)	Extra Service Fee 2nd Service	Numeric (6) Defined as: 9999.99	Fee for 2nd extra service code.	\$1.40 Entered as: 000140	Default is zeroes.  Required when Extra Service Code 2nd Service is populated.
417 – 419	All (see rules)	Extra Service Code 3rd Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	935	Field contains one extra service code.  Required when three extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
420 – 425	All (see rules)	Extra Service Fee 3rd Service	Numeric (6) Defined as: 9999.99	Fee for 3rd extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 3rd Service is populated.
426 – 428	All (see rules)	Extra Service Code 4th Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	921	Field contains one extra service code.  Required when four extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.

DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
429 – 434	All (see rules)	Extra Service Fee 4th Service	Numeric (6) Defined as: 9999.99	Fee for 4th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 4th Service is populated.
435 – 437	All (see rules)	Extra Service Code 5th Service	Alphanumeric (3)	Two or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	931	Field contains one extra service code.  Required when five extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
438 – 443	All (see rules)	Extra Service Fee 5th Service	Numeric (6) Defined as: 9999.99	Fee for 5th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 5th Service is populated.
444 – 450	All (see rules)	Value of Article	Numeric (7) Defined as: 99999.99	Wholesale cost of article Required if insured	\$200.00 Entered as: 0020000	Mandatory if insurance is being included as an Extra Service.  Default is zeroes.
451 – 456	All (see rules)	COD Amount Due Sender	Numeric (6) Defined as: 9999.99	Dollar amount due on delivery	\$206.00 Entered as: 020600	Required if package is COD.  Default is zeroes.
457 – 460	All (see rules)	Handling Charge	Numeric (4) Defined as: 99.99	Handling charge for Registered Mail valued at more than \$25,000.	\$20.50 Entered as: 002050	Required if First-Class Mail with Registered service valued more than \$25,000.  Default is zeroes.
461 – 462	All (see rules)	Surcharge Type	Alphanumeric (2)	Refer to Appendix J, Table 13 for the complete list of Surcharge Type codes	A1	Default is spaces.
463 – 469	File Types 1 and 3	Surcharge Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.
470 – 471	File Types 1 and 3	Discount Type	Alphanumeric (2)	Refer to Appendix J, Table 6 for the complete list of Discount Type codes.	D1	Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
472 – 478	File Types 1 and 3	Discount Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.
479 – 480	File Types 1 and 3	Non-Incidental Enclosure Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	SP	Mandatory if applicable.  Default is spaces if not applicable.
481 – 482	File Types 1 and 3	Non-Incidental Enclosure Class	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	FC	Mandatory if applicable.  Default is spaces if not applicable.
483 – 489	File Types 1 and 3	Non-Incidental Enclosure Postage	Numeric (7) Defined as: 9999.999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest tenth of cent.	\$.33 Entered as: 0000330	Mandatory if applicable.  Default is zeroes.
490 – 498	File Types 1 and 3	Non-Incidental Enclosure Weight	Numeric (9) Defined as: 99999.9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	Mandatory if applicable. In unit of lbs. and significant to 4 decimal positions.  Default is zeroes.
499 – 499	File Types 1 and 3	Non-Incidental Enclosure Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.
500 – 500	File Types 1 and 3	Postal Routing Barcode	Alphanumeric (1)	Indicator of presence and / or type of 5-digit destination ZIP Code (postal routing barcode).  Refer to Appendix J, Table 10 for the complete list of Postal Routing barcode codes.	1	Field must contain a valid code.  Default is a space.
501 – 502	File Type 1	Open and Distribute Contents Indicator	Alphanumeric (2)	Refer to Appendix J, Table 9 for the complete list of Open and Distribute Content Indicator codes.	EF	Required for Open and Distribute mailings.  Default is spaces for non-applicable products
503 - 503	All	PO Box Indicator	Alphanumeric (1)	'Y' = Express Mail Manifesting addressed to a PO Box.	N	Required for all mail classes.  Default value is 'N'.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
504 - 504	File Types 1 and 2	Waiver of Signature	Alphanumeric (1)	'Y' = Mailer requests Waiver of Signature for Express Mail.  'N' = Mailer does not request Waiver of Signature.	N	Required for Express Mail.  Default value is 'N'.
505 - 505	File Type 1	Delivery Option Indicator	Alphanumeric (1)	Refer to Appendix J, Table 4 for the complete list of Delivery Option Indicator codes.	1	Required for Express Mail.  Default value is '1'.  For EMOD, the Delivery Option Indicator of "E" is required.  For Critical Mail, the Delivery Option indicator of "P" is required.  For Parcel Select Regional Ground, the Delivery Option Indicator of "R" is required.
506 - 507	All	Destination Delivery Point	Numeric (2)	Destination Delivery Point - completes the 11-digit Delivery Point ZIP Code.	02	Numeric values (0-9) only. Default zeroes if not available.  For Critical Mail, the Destination Delivery Point should be included.  If International, all zeroes.
508 - 508	File Type 4	Removal Indicator	Alphanumeric (1)	'Y' - Customer indicates the label will not be used	Y	Field must contain a valid code.  Default is a space.
509 - 532	None (see rules)	Filler	Alphanumeric (24 )	Filler for future use.		Must be spaces.

**Exhibit 30: Detail 2 Record - Shipping Services File Record Version 1.6 Layout for Online Mailers (Special Product Information)**

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.6 Layout for Online Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All (see rules)	Electronic File Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies an electronic file detail record.	D2	'D2' is required.
003 - 036	All (see rules)	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420'</p> <p>5-digits - Routing ZIP Code</p> <p>4-digits - Routing +4</p> <p>2-digits - AI 94</p> <p>3-digits - STC</p> <p>2-digits - source identifier for your system</p> <p>6- or 9-digits - MID</p> <p>5 or 8-digits, serial number depending on construct used</p> <p>1-digit - check digit</p> <p>Legacy Tracking number use on package.</p> <p>2-digits - "91" AI</p> <p>2-digits - STC</p> <p>9-digits - MID</p> <p>8-digits - Variable-length serial number from 2 to 8-digits.</p> <p>1-digit - check digit</p>	<p>IMpb</p> <p>420220309405</p> <p>512940551291</p> <p>234567812345</p> <p>1</p> <p>or</p> <p>940551291234</p> <p>567812345</p> <p>Legacy</p> <p>910596900872</p> <p>6000000002</p> <p>International</p> <p>EC 968 955</p> <p>558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 084	File Types 1 and 2	Recipient Name	Alphanumeric (48)	Ship to name of addressee.	JOHN DOE	<p>Required for Accountable mail, international mail, and Hold for Pickup.</p> <p>Default is spaces.</p>

**DETAIL RECORD 2 - Shipping Services File Record Version 1.6 Layout for Online Mailers****SPECIAL PRODUCT INFORMATION**

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
085 - 132	File Types 1 and 2	Delivery Address	Alphanumeric (48)	Delivery Address in the destination address.	123 MAIN ST	<p>Required for Accountable mail and international mail.</p> <p>Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.</p> <p>May contain secondary unit designator, such as APT or SUITE, for Accountable mail.)</p> <p>This field is not to be used for the city or state.</p> <p>Default is spaces.</p>
133 - 160	File Types 1 and 2	City Name	Alphanumeric (28)	City name of the destination address.	Reston	Default is spaces.
161 - 162	File Types 1 and 2	State	Alphanumeric (2)	Two-character state code of the destination address.	VA	Default is spaces for international mail.
163 - 167	File Types 1 and 2	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	<p>Must be 5-digits.</p> <p>Numeric values (0-9) only.</p> <p>If International, all zeroes.</p>
168 - 171	File Types 1 and 2	Delivery ZIP+4	Alphanumeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	<p>Numeric values (0-9) only.</p> <p>Default zeroes if not available.</p> <p>If International, all zeroes.</p>
172 - 235	File Types 1 and 2	Recipient E-mail Address	Alphanumeric (64)	E-mail address of recipient.	johnsmith@usps.gov	Required for Hold for Pickup. Default is spaces.
236 - 299	File Types 1 and 2	Recipient SMS Number	Alphanumeric (64)	Phone number at which recipient will receive text messages.	5555551234@wirelesscarrier.com	Required for Hold for Pickup. Default is spaces.
300 - 347	File Types 1 and 2	Sender Name	Alphanumeric (48)	Name of sender.	Jane Doe	Required for Hold for Pickup. Default is spaces.
348 - 411	File Types 1 and 2	Sender E-mail Address	Alphanumeric (64)	E-mail address of sender.	janedoe@usps.gov	<p>Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.</p> <p>Default is spaces.</p>

**DETAIL RECORD 2 - Shipping Services File Record Version 1.6 Layout for Online Mailers**

**SPECIAL PRODUCT INFORMATION**

Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
412 - 475	File Types 1 and 2	Sender SMS Number	Alphanumeric (64)	Phone number at which sender will receive text messages.	5555551235@wirelesscarrier.com	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
476 - 498	None (see rules)	Filler	Alphanumeric (23)	For future use.		Must be spaces



## Appendix C: Shipping Partner Event File Version 2.0 (Coming August 2011)

### Exhibit 31: Shipping Partner Event File Header Record

Fixed Length Record - 50 bytes.

Shipping Partner Event Header Record					
Record Position	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001-002	Shipping Partner Event File Header Record ID	A(2)	A two-character system constant, which identifies a Shipping Partner Event File Header Record.	EH	'EH' is required.
003-011	Shipping Partner's Mailer ID	A(9)	Must fill in a valid MID.	912345678 or 212345	Must be the MID of the consolidator.  Can be a six- or nine-digit MID.  If a six-digit MID, left justified, trailing spaces.
012-025	Shipping Partner Event File Number	A(14)	Legacy Barcode Sequential number form the Electronic File Number: 8-digits – serial number 1-digit - check digit  IMpb Sequential number from the Electronic File Number: If six-digit MID – 10 or 14-digit serial number. If nine-digit MID, 7- or 11-digit serial # 1-digit – check digit		Left justified with trailing spaces if applicable.
026-034	File Record Count	N(9)	Total number of all records in this file. Count to include Header Record and all Detail Records.	000001517	Leading zeros required.
035-037	Extract Version Number	N(3) Defined as 99.9	File Version Number	020	Entered as: 020
038-050	Filler	A(13)	Filler for future use.		Must be spaces.

**Exhibit 32: Shipping Partner Event Detail Record**

Fixed Length Record - 100 bytes.

<b>Shipping Partner Event Detail Record</b>					
<b>Record Position</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001-002	Shipping Partner Event File Detail Record ID	A(2)	Shipping Partner Event Detail Record ID.	ED	'ED' is required.
003-036	Package Identification Code (PIC) <Legacy and IMpb>	A(34)	Tracking number used on package. May include routing information and Package Identification Code (PIC).  Legacy Barcode 2-digits - Application Identifier 2-digits - Service Type Code 9-digits - MID 8-digits - Fixed-length sequence number 1-digit - check digit  Intelligent Mail package barcode 3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI (92 or 93) 3-digits - Service Type Code 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit	IMpb 927501234567891 23456780 or 937501234561234 5671905  Legacy 910596900872600 0000002	The PIC must remain unique for 180 days from date of first use.  Left justified with trailing spaces if applicable.
037-038	Event Code	N(2)	Event Code.	81	Numeric only (0-9).  Valid values are '80', '81', and '82'.
039-043	Event ZIP Code	N(5)	5-digit ZIP Code of event location.	22201	
044-047	Event ZIP+4	N(4)	ZIP+4 add on of domestic ZIP Code.	2804	Default is spaces, if not available.
048-055	Event Date	A(8)	Date associated with movement of shipments by shipping partner.	20030127	Format is YYYYMMDD
056-061	Event Time	A(6)	Time associated with movement of shipments by shipping partner.	131500	Format is HHMMSS (24-hour time format.)
062-070	Client Mailer ID	A(9)	For Client to receive event information	912345678  Or  212345	For client to receive event information, must be filled with the MID of the client.  Can be a six- or nine-digit MID.  If a six-digit MID, left justified, trailing spaces.
071-100	Filler	N(30)	Filler for future use.		Must be spaces.

## Appendix D: Confirmation/Error/Warning Files

### Appendix D-1: Shipping Services File Confirmation/Error/Warning “Data” Version 1.5 File Layout Specification

#### Exhibit 33: Shipping Services File Confirmation/Error/Warning Header “Data” Record

Variable Length Record - Maximum data content is 166 bytes. Format (size) reflects the maximum length for each field.

<b>Shipping Services File Confirmation Error/Warning Header Record</b>			
<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>
<b>Mailer ID</b>	<b>N(9)</b>	Mailer ID from the electronic file number of the transmitted file. Six- or Nine-digit MID.	<b>923456789 or 612345</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Electronic File Sequence Number</b>	<b>N(14)</b>	Sequential number from the Electronic File Number: If six-digit MID – 10- or 14-digit serial number. If nine-digit MID – 7- or 11-digit serial number. 1-digit – check digit	<b>Varies see description.</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Electronic File Receipt Date</b>	<b>N(8)</b>	Date USPS PTS received the mailers Electronic File. Format: YYYYMMDD	<b>20050615</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Electronic File Receipt Time</b>	<b>N(6)</b>	Time USPS PTS received the mailers Electronic File. Format: HHMMSS	<b>143059</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Entry Facility ZIP Code</b>	<b>N(5)</b>	ZIP Code of the Postal Service facility where mail was tendered. This zip is the destination zip for parcels return services files.	<b>20260</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Mailing Date</b>	<b>N(8)</b>	Date in the header record of the Electronic File provided by mailer indicating when the mail was tendered to the USPS entry facility. Format: YYYYMMDD	<b>20050615</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Number of Records Read</b>	<b>N(9)</b>	Total number of all records in electronic file to include Header Records and all Detail Records.	<b>3</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Number of Records Rejected</b>	<b>N(9)</b>	Number of records not posted to PTS, because of error in Header Record or individual Detail Records.	<b>1</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Number of Records Accepted</b>	<b>N(9)</b>	Number of records posted to PTS.	<b>2</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Number of Electronic File D1 Record Records Accepted</b>	<b>N(9)</b>	Number of Detail 1 Records posted to PTS.	<b>1</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Number of Electronic File D2 Record Records Accepted</b>	<b>N(9)</b>	Number of Detail 2 records posted to PTS.	<b>1</b>
<b>Delimiter</b>	<b>A(1)</b>	Comma Delimiter	,
<b>Summary Message</b>	<b>A(60)</b>	Error message that applies to the entire electronic file.	<b>ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR.</b>

**Exhibit 34: Shipping Services File Confirmation Error/Warning Detail “Data” Record**

Variable Length Record - Maximum data content is 141 bytes. Format (size) reflects the maximum length for each field.

<b>Shipping Services File Confirmation Error/Warning Detail Record</b>			
<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>
Error/Warning Type Code	<b>A(1)</b>	E = Error W = Warning	<b>W</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
Electronic File Line Number	<b>N(9)</b>	Line number of the electronic file containing the Detail Record in error.	<b>2</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
Package Identification Code (PIC)	<b>N(34)</b>	Tracking number used on package. May include routing information and Package Identification Code (PIC). 3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI (92 or 93) 3-digits - Service Type Code 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit	<b>Varies see description.</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
The description of the Field in the electronic file that contains an Error or Warning	<b>A(34)</b>	The field in the error warning files containing the error or warning.	<b>PM-02</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
Error/Warning Message	<b>A(60)</b>	Reason electronic file field is in error or warning.	<b>INVALID PRODUCTS OR CLASS OF MAIL/SERVICE TYPE CODE COMBO</b>

## Appendix D-2: Shipping Partner File Confirmation/Error/Warning “Data” File Version 2.0 File Layout Specification

### Exhibit 35: Shipping Partner File Confirmation/Error/Warning Header “Data” Record

Variable Length Record - Maximum data content is 166 bytes. Format (size) reflects the maximum length for each field.

<b>Shipping Partner File Confirmation Error/Warning Header Record</b>			
Field Name	Format (Size)	Description	Example
Mailer ID	N(9)	Mailer ID from the electronic file number of the transmitted file. Six- or Nine-digit MID.	923456789 or 612345
Delimiter	A(1)	Comma Delimiter	,
Electronic File Sequence Number	N(14)	Sequential number from the Electronic File Number: If six-digit MID - 10- or 14-digit serial number. If nine-digit MID - 7- or 11-digit serial number. 1-digit – check digit	Varies see description.
Delimiter	A(1)	Comma Delimiter	,
Electronic File Receipt Date	N(8)	Date USPS PTS received the mailers Electronic File. Format: YYYYMMDD	20050615
Delimiter	A(1)	Comma Delimiter	,
Electronic File Receipt Time	N(6)	Time USPS PTS received the mailers Electronic File. Format: HHMMSS	143059
Delimiter	A(1)	Comma Delimiter	,
Entry Facility ZIP Code	N(5)	NULL	
Delimiter	A(1)	Comma Delimiter	,
Mailing Date	N(8)	NULL	
Delimiter	A(1)	Comma Delimiter	,
Number of Records Read	N(9)	Total number of all records in electronic file to include Header Records and all Detail Records.	3
Delimiter	A(1)	Comma Delimiter	,
Number of Records Rejected	N(9)	Number of records not posted to PTS, because of error in Header Record or individual Detail Records.	1
Delimiter	A(1)	Comma Delimiter	,
Number of Records Accepted	N(9)	Number of records posted to PTS.	2
Delimiter	A(1)	Comma Delimiter	,
Number of Electronic File D1 Record Records Accepted	N(9)	Number of Detail 1 Records posted to PTS.	1
Delimiter	A(1)	Comma Delimiter	,
Number of Electronic File D2 Record Records Accepted	N(9)	NULL	
Delimiter	A(1)	Comma Delimiter	,
Summary Message	A(60)	Error message that applies to the entire electronic file.	ENTIRE ELECTRONIC FILE REJECTED DUE TO HEADER RECORD ERROR.

**Exhibit 36: Shipping Partner File Confirmation Error/Warning Detail “Data” Record**

Variable Length Record - Maximum data content is 141 bytes. Format (size) reflects the maximum length for each field.

<b>Shipping Partner File Confirmation Error/Warning Detail Record</b>			
<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>
Error/Warning Type Code	<b>A(1)</b>	E = Error W = Warning	<b>W</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
Electronic File Line Number	<b>N(9)</b>	Line number of the electronic file containing the Detail Record in error.	<b>2</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
Package Identification Code (PIC)	<b>N(34)</b>	Tracking number used on package. May include routing information and Package Identification Code (PIC). 3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI (92 or 93) 3-digits - Service Type Code 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit	<b>Varies see description.</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
The description of the Field in the electronic file that contains an Error or Warning	<b>A(34)</b>	The field in the error warning files containing the error or warning.	<b>PM-02</b>
Delimiter	<b>A(1)</b>	Comma Delimiter	,
Error/Warning Message	<b>A(60)</b>	Reason electronic file field is in error or warning.	<b>INVALID PRODUCTS OR CLASS OF MAIL/SERVICE TYPE CODE COMBO</b>

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**Appendix D-3: Confirmation/Error/Warning "Report" File Version 1.5 Format**

□ USPS  
REPORT: CBD514C0

PRODUCT TRACKING SYSTEM  
CONFIRMATION/ERROR/WARNING REPORT

PAGE: 1  
DATE: 07/02/2011  
TIME: 17:23:36

MAILER: 800111 ENTRY FACILITY: 89032  
E-FILE: 111107735 MAILING DATE: 07/02/2011  
RECEIPT DATE: 07/02/2011  
RECEIPT TIME: 17.22.52

RECORDS READ: 000000003  
RECORDS REJECTED: 000000000  
TOTAL RECORDS ACCEPTED: 000000003  
#D1 RECORDS ACCEPTED: 000000001  
#D2 RECORDS ACCEPTED: 000000001

ERR/ E-FILE

WRN LINE NO.	PIC/E-FILE NUMBER	ERROR FIELD	ERROR MESSAGE
W	0000000000000002 9405510200882103376581	00000	INVALID DESTINATION ZIP CODE
W	0000000000000002 9405510200882103376581	-N03	INVALID BARCODE CONSTRUCT - DEFAULT TO N03





## Appendix E: eVS Postage Payment Extract File Version 1.0 File Layout Specification

### Exhibit 37: Header Record: eVS Postage Payment Extract File

**NOTE:** This is a comma delimited file.

<b>HEADER RECORD – eVS Postage Payment Extract File</b>		
<b>Field Name</b>	<b>Format / Max Size</b>	<b>Description/Example</b>
Record Type	Alphanumeric (2)	H1
Delimiter	Alphanumeric (1)	Comma (,)
File Version Number	Alphanumeric(3)	Version Control Number - 1.0
Delimiter	Alphanumeric (1)	Comma (,)
Transaction ID	Alphanumeric (12)	Transaction ID from the Manifest File YYYYMMDD####, 200911060001
Delimiter	Alphanumeric (1)	Comma (,)
EFN (Main Header Record)	Alphanumeric (34)	9150128212375050403731 (legacy) 92750010101010100000000121 (IMpb)
Delimiter	Alphanumeric (1)	Comma (,)
EFN (Sub Header Record)	Alphanumeric (34)	9150128212375050403731 (legacy) 92750010101010100000000121 (IMpb)
Delimiter	Alphanumeric (1)	Comma (,)
Mailing Date/Time	Alphanumeric (14)	Mailing Date/Time from the Manifest File YYYYMMDDHHMISS
Delimiter	Alphanumeric (1)	Comma (,)
Processing Date/Time	Alphanumeric (14)	Date/Time when manifest file was processed by the payment system.  YYYYMMDDHHMISS
Delimiter	Alphanumeric (1)	Comma (,)
Entry Facility ZIP	Alphanumeric (5)	Entry Facility ZIP Code from the Manifest File - 22201
Delimiter	Alphanumeric (1)	Comma (,)
Entry Facility ZIP+4	Alphanumeric (4)	Entry Facility ZIP+4 Code from the Manifest File - 9998

**Exhibit 38: Detail Record: eVS Postage Payment Extract Detail Line****NOTE:** \*Fields NOT included in the partial payment extract.

<b>DETAIL RECORD – eVS Postage Payment Extract Detail Line</b>		
<b>Field Name</b>	<b>Format / Max Size</b>	<b>Description/Example</b>
Record Type	Alphanumeric (2)	D1
Delimiter	Alphanumeric (1)	Comma (,)
PIC	Alphanumeric (34)	9156010101010131776161 (legacy) 9202302020202010000001161 (IMpb)
Delimiter	Alphanumeric (1)	Comma (,)
Mail Class	Alphanumeric (2)	PM etc.
Delimiter	Alphanumeric (1)	Comma (,)
Processing Category	Alphanumeric (1)	3 (Machinable) etc.
Delimiter	Alphanumeric (1)	Comma (,)
Weight	Numeric (9) defined as 99999.9999	14.3 lbs entered as 000143000
Delimiter	Alphanumeric (1)	Comma (,)
Dim Weight	Numeric (6) defined as 9999.99	7.88 lbs entered as 000788
Delimiter	Alphanumeric (1)	Comma (,)
Length	Numeric (5) defined as 999.99	30.25 entered as 03025
Delimiter	Alphanumeric (1)	Comma (,)
Width	Numeric (5) defined as 999.99	12.75 entered as 01275
Delimiter	Alphanumeric (1)	Comma (,)
Height	Numeric (5) defined as 999.99	2.50 entered as 00250
Delimiter	Alphanumeric (1)	Comma (,)
Package Destination ZIP	Alphanumeric (5)	22201
Delimiter	Alphanumeric (1)	Comma (,)
Destination ZIP+4	Alphanumeric (4)	1234
Delimiter	Alphanumeric (1)	Comma (,)
Destination Rate Indicator	Alphanumeric (1)	'D' – DDU etc.
Delimiter	Alphanumeric (1)	Comma (,)
Rate Indicator	Alphanumeric (2)	SP
Delimiter	Alphanumeric (1)	Comma (,)
Zone	Alphanumeric (2)	Zone 3 entered as 03
Delimiter	Alphanumeric (1)	Comma (,)
Postal Routing Barcode	Numeric (1)	0 no barcode etc.
Delimiter	Alphanumeric (1)	Comma (,)
Extra Service Code- 1 <sup>st</sup> Service	Alphanumeric (3)	01
Delimiter	Alphanumeric (1)	Comma (,)
Fee for Extra Service Code- 1 <sup>st</sup> Service	Numeric (6) defined as 9999.99	\$0.19 entered as 000019
Delimiter	Alphanumeric (1)	Comma (,)
Extra Service Code- 2nd Service	Alphanumeric (3)	915

<b>DETAIL RECORD – eVS Postage Payment Extract Detail Line</b>		
<b>Field Name</b>	<b>Format / Max Size</b>	<b>Description/Example</b>
Delimiter	Alphanumeric (1)	Comma (,)
Fee for Extra Service Code- 2nd Service	Numeric (6) defined as 9999.99	\$1.40 entered as 000140
Delimiter	Alphanumeric (1)	Comma (,)
Extra Service Code- 3rd Service	Alphanumeric (3)	935
Delimiter	Alphanumeric (1)	Comma (,)
Fee for Extra Service Code- 3rd Service	Numeric (6) defined as 9999.99	\$1.40 entered as 000140
Delimiter	Alphanumeric (1)	Comma (,)
Discount Type	Alphanumeric (2)	D1
Delimiter	Alphanumeric (1)	Comma (,)
Discount Amount	Numeric (7) defined as 9999.999	\$1.656 entered as 0001656
Delimiter	Alphanumeric (1)	Comma (,)
Surcharge Type	Alphanumeric (2)	A1
Delimiter	Alphanumeric (1)	Comma (,)
Surcharge Amount	Numeric(7) defined as 9999.999	\$1.656 entered as 0001656
Delimiter	Alphanumeric (1)	Comma (,)
Customer Reference Number	Alphanumeric (30)	Customer's Internal Reference Number
Delimiter	Alphanumeric (1)	Comma (,) <sup>1</sup>
* Price Type (Commercial, Commercial Plus etc.)	Alphanumeric(3)	'P' – Published 'CB' – Commercial Base (For PM/EX) 'CP' – Commercial Plus (For PM/EX) 'CPC' – Commercial Plus Cubic (For PM) 'C' - Contract
* Delimiter	Alphanumeric (1)	Comma (,)
* Mailer Postage	Numeric(7) defined as 9999.999	\$5.69 entered as 0005690
* Delimiter	Alphanumeric (1)	Comma (,)
* USPS Calculated Manifest Postage	Numeric(7) defined as 9999.999	\$5.69 entered as 0005690
* Delimiter	Alphanumeric (1)	Comma (,)
* Payment Status	Alphanumeric (20)	'PROCESSED' 'PENDING' 'ERROR' 'CLOSED'
* Delimiter	Alphanumeric (1)	Comma (,)
* CAPS Transaction ID	Alphanumeric (19)	'2010032217250900M2'

<sup>1</sup> Delimiter should not be include for the partial payment file.



## Appendix F: Event Files

### Appendix F-1: Scan Event File Version 1.5 File Layout Specification

#### Exhibit 39: Scan Event File Layout Specification

**NOTE:** This file is a quote and comma-delimited fixed length strings, Record Length = 403 bytes).

In addition to the scan events, this file also contains the daily-unmanifested scans and incorrectly manifested scans for eVS customers.

Record Position	Field Name	Format (Size)	Description	Example	Scan Event File Content Rules and Limitations
001-001	Delimiter	A(1)	Quote delimiter.	"	"
002-004	USPS Event Extract File Version Number	N(3)	USPS Extract Version Number	Entered as: 015	
005-007	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
008-041	Intelligent Mail Package Barcode (IMpb)	A(34)	Tracking number used on package. May include routing information and Package Identification Code (PIC).  This field can contain a legacy confirmation services barcode or IMpb barcode.	IMpb 4202218192123912345678 12345670  or 9212391234567812345670  Legacy 9105969008726000000002	
042-044	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
045-078	Electronic File Number	A(34)	Unique number assigned to identify the electronic file.	9275012345678912345678	Taken from the Electronic File Header Record, positions 004-037 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
079-081	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "

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Record Position	Field Name	Format (Size)	Description	Example	Scan Event File Content Rules and Limitations
082-090	Mailer ID	A(9)	Mailer ID number unique to this mailer as shown in the Postal Service database.  Six- or Nine-digit MID.	912345678 or 612345	Taken from the Electronic File Header Record, positions 009-014 or 009-017 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
091-093	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
094-113	Mailer Name	A(20)	Mailer name associated with MID.	ABC Company	
114-116	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
117-121	Destination ZIP Code	A(5)	Destination ZIP Code.	33511	Taken from the Electronic File Detail Record 1, positions 047-051 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
122-124	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
125-128	Destination (ZIP)+4	A(4)	Destination ZIP+4	1857	Taken from the Electronic File Detail Record 1, positions 052-055 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
129-131	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "

Record Position	Field Name	Format (Size)	Description	Example	Scan Event File Content Rules and Limitations
132-136	Scanning Facility ZIP	A(5)	Scanning Facility ZIP	21201	If scanning event, 5-digit ZIP Code of facility.  If manifest event, entry facility ZIP Code.
137-139	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
140-170	Scanning Facility Name	A(31)	Name of Postal Service facility or city/state where event happened.	Baltimore, MD	Provided by the Postal Service.  Further defined for city/state event: 28 characters for city, 1 for comma, 2 for state alpha abbreviation.  If the Scanning Facility ZIP is invalid, the description in this field will state "UNKNOWN".
171-173	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
174-175	Event Code	A(2)	Code for tracking event.	01	See Appendix F-3: Scan Event Codes
176-178	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
179-218	Event Name	A(40)	Name of tracking event corresponding to Event Code.	Manifested Event Name: Delivered  Unmanifested Event Name: UN-MANIFESTED PARCEL RECORD  Incorrectly Manifested Event Name: INCORRECTLY MANIFESTED RECORD	See Appendix F-3: Scan Event Codes
219-221	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
222-229	Event Date	N(8)	Date of tracking event.	20090515	YYYYMMDD
230-232	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "

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Record Position	Field Name	Format (Size)	Description	Example	Scan Event File Content Rules and Limitations
233-236	Event Time	N(4)	Time of tracking event.	1315	HHMM
237-239	Delimiter	A(3)	Quote, comma, quote delimiter.	“ ” “ , ”	“ ” “ , ”
240-248	Mail Owner Mailer ID	A(9)	Mail Owner Mailer ID.  Six- or Nine-digit MID.	941233312 or 612345	Taken from the Electronic File Detail Record 1, positions 84-92 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
249-251	Delimiter	A(3)	Quote, comma, quote delimiter.	“ ” “ , ”	“ ” “ , ”
252-281	Customer Reference Number	A(30)	Used for customer internal identification purposes.	1223ABC	Taken from the Electronic File Detail Record 1, positions 216-245 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
282-284	Delimiter	A(3)	Quote, comma, quote delimiter.	“ ” “ , ”	“ ” “ , ”



Record Position	Field Name	Format (Size)	Description	Example	Scan Event File Content Rules and Limitations
285-286	Destination Country Code	A(2)	Two-character standardized ISO International country code.	GB	International mail only. Taken from the Electronic File Detail Record 1, positions 057-058 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
287-289	Delimiter	A(3)	Quote, comma, quote delimiter	“ ” ,	“ ” ,
290-309	Recipient Name	A(20)	Name of recipient for Signature Confirmation and Express Mail service.	DOE J	Last name, space, first initial when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
310-312	Delimiter	A(3)	Quote, comma, quote delimiter	“ ” ,	“ ” ,
313-346	Original Label	A(34)	Label ID associated with original label created online.		Included only if an online label was re-labeled at a retail location when services were added.
347-349	Delimiter	A(3)	Quote, comma, quote delimiter	“ ” ,	“ ” ,

Record Position	Field Name	Format (Size)	Description	Example	Scan Event File Content Rules and Limitations
350-350	Unit of Measure Code	N(1)	Unit of measurement for mailpiece: '1' – LBS '2' – OZ '3' – KILOS	1  If not available 0	Included only when the Postal Service captures the weight of the mailpiece when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
351-353	Delimiter	A(3)	Quote, comma, quote delimiter	“ ” ,	“ ” ,
354-362	Weight	N(9)	Mailpiece weight. In unit of measure and significant to 4 decimal positions.	00143250  If not available 000000000	Taken from the Electronic File Detail Record 1, positions 363 – 371 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
363-365	Delimiter	A(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
366-373	Guaranteed Delivery Date	N(8)	Date of tracking event.	20090515  If not available 00000000	YYYYMMDD  Field is not populated when PTS provides the Event data before the manifest has been received.
374-376	Delimiter	A(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,

Record Position	Field Name	Format (Size)	Description	Example	Scan Event File Content Rules and Limitations
377-380	Guaranteed Delivery Time	N(4)	Time of tracking event.	1315  If not available 00000000	HHMM
381-383	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
384-392	Logistics Manager Mailer ID	A(9)	Logistics Manager Mailer ID.	912345678 or 612345	Taken from the Electronic File Detail Record 1, positions 75-83 when the manifest file has been posted.  Field is not populated when PTS provides the Event data before the manifest has been received.
393-395	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
396-402	Filler	A(7)	Filler for future use.		Space-filled
403-403	Delimiter	A(1)	Quote delimiter	"	"

## Appendix F-2: Weekly Unmanifested File Version 1.5 File Layout Specification

### Exhibit 40: Weekly Unmanifested File Layout Specification

**NOTE:** This file is a quote and comma-delimited fixed length strings, Record Length = 403 bytes)

See section 5.5 for more information regarding the weekly-unmanifested file.

Record Position	Field Name	Format (Size)	Description	Example	Unmanifested File Content Rules and Limitations
001-001	Delimiter	A(1)	Quote delimiter.	"	"
002-004	USPS Event Extract File Version Number	N(3)	USPS Extract Version Number	Entered as: 015	015
005-007	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
008-041	Intelligent Mail Package Barcode (IMpb)	A(34)	Tracking number used on package. May include routing information and Package Identification Code (PIC).	IMpb 4202218192123912345678 12345670 or 9212391234567812345670  Legacy 910596900872600000002	Intelligent Mail package barcode (IMpb)
042-044	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
045-078	Electronic File Number	A(34)	Unique number assigned to identify the electronic file.	Space-filled	No information provided.
079-081	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
082-090	Mailer ID	A(9)	Mailer ID number unique to this mailer as shown in the Postal Service database.	Space-filled	No information provided.
091-093	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
094-113	Mailer Name	A(20)	Mailer name associated with MID.	Space-filled	No information provided.
114-116	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
117-121	Destination ZIP Code	A(5)	Destination ZIP Code.	Space-filled	No information provided.
122-124	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "

Record Position	Field Name	Format (Size)	Description	Example	Unmanifested File Content Rules and Limitations
125-128	Destination (ZIP)+4	A(4)	Destination ZIP+4	Space-filled	No information provided.
129-131	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
132-136	Scanning Facility ZIP	N(5)	Scanning Facility ZIP	21201	Populated from the event record.  If scanning event, 5-digit ZIP Code of facility.  If manifest event, entry facility ZIP Code.
137-139	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
140-170	Scanning Facility Name	A(31)	Name of Postal Service facility or city/state where event happened.	Space-filled	No information provided.
171-173	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
174-175	Event Code	A(2)	Code for tracking event.	01	See Appendix F-3: Scan Event Codes
176-178	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
179-218	Event Name	A(40)	Name of tracking event corresponding to Event Code.	UN-MANIFESTED PARCEL RECORD	UN-MANIFESTED PARCEL RECORD
219-221	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
222-229	Event Date	N(8)	Date of tracking event.	20090515	YYYYMMDD
230-232	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
233-236	Event Time	N(4)	Time of tracking event.	1315	HHMM
237-239	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
240-248	Mail Owner Mailer ID	N(9)	Mail Owner Mailer ID.	Space-filled	No information provided.
249-251	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
252-281	Customer Reference Number	A(30)	Used for customer internal identification purposes.	Space-filled	No information provided.
282-284	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "

Record Position	Field Name	Format (Size)	Description	Example	Unmanifested File Content Rules and Limitations
285-286	Destination Country Code	A(2)	Two-character standardized ISO International country code.	Space-filled	No information provided.
287-289	Delimiter	A(3)	Quote, comma, quote delimiter	" , "	" , "
290-309	Recipient Name	A(20)	Name of recipient for Signature Confirmation and Express Mail service.	Space-filled	No information provided.
310-312	Delimiter	A(3)	Quote, comma, quote delimiter	" , "	" , "
313-346	Original Label	A(34)	Label ID associated with original label created online.	Space-filled	No information provided.
347-349	Delimiter	A(3)	Quote, comma, quote delimiter	" , "	" , "
350-350	Unit of Measure Code	N(1)	Unit of measurement for mailpiece: '1' – LBS '2' – OZ '3' – KILOS	1	Included only when the Postal Service captures the weight of the mailpiece.
351-353	Delimiter	A(3)	Quote, comma, quote delimiter	" , "	" , "
354-362	Weight	N(9)	Mailpiece weight. In unit of measure and significant to 4 decimal positions.	Space-filled	No information provided.
363-365	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
366-373	Guaranteed Delivery Date	A(8)	Date of tracking event.	Space-filled	No information provided.
374-376	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
377-380	Guaranteed Delivery Time	A(4)	Time of tracking event.	Space-filled	No information provided.
381-383	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
384-392	Logistics Manager Mailer ID	A(9)	Logistics Manager Mailer ID.	Space-filled	No information provided.

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Record Position	Field Name	Format (Size)	Description	Example	Unmanifested File Content Rules and Limitations
393-395	Delimiter	A(3)	Quote, comma, quote delimiter.	" , "	" , "
396-402	Filler	A(7)	Filler for future use.	Space-filled	No information provided.
403-403	Delimiter	A(1)	Quote delimiter	"	"

**Appendix F-3: Scan Event Codes**

**Exhibit 41: Scan Event Codes**

**NOTE:** \* Scan Events 53, 54, 55, 56 will be provided with Express Mail and when a non Express Mail package is delivered at the same time as an Express Mail package. \*\* Events will be available in October 2011.

Event Code	Event Name	
A1	Arrive Sort Facility	
AE	Arrived USPS Sort Facility	
BE	Processed	
DE	Depart USPS Sort Facility	
DX	Delivery Status Not Updated	
EF**	Dispatched from Sort Facility	
L1	Depart Sort Facility	
MA	Electronic Shipping Info Received	
MR	Picked Up And Processed By Agent	
OA	Origin Acceptance	
OD	Processed at Destination Facility	
OF	Out for Delivery	
PC	Sorting/Processing Complete	
SF**	Dispatched to Sort Facility	
R1	Arrive Sort Facility	
RB	Processed	
T1	Depart Sort Facility	
TM	Shipment Acceptance	
U1	Arrive Sort Facility	
01	Delivered	
02	Notice Left	→ <b>Subset of Notice Left (02)</b>
03	Accept or Pickup	53* Receptacle Blocked
04	Refused	54* Receptacle Full/Item Oversized
05	Undeliverable as Addressed	55* No Secure Location Available
06	Forwarded	56* No Authorized Recipient Available
07	Arrival at Unit	
08	Missent	
09	Return to Sender	→ <b>Subset of Return To Sender (09)</b>
10	Processed	21 No Such Number
11	Dead Letter	22 Insufficient Address
14	Arrival at Pickup Point	23 Moved, Left No Address
15	Mis-shipped	24 Forward Expired
16	Available for Pickup	25 Addressee Unknown
17	Picked Up by Agent	26 Vacant
31	Return to Sender / Not Picked Up	27 Unclaimed
32	Dead Mail / Disposed by Post Office	28 Other
33	Dead Mail / Sent to Recovery Center	29 Other
35	Processed (Registered Mail Only)	
36	Processed (Registered Mail Only)	
38	Processed (Registered Mail Only)	



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Event Code	Event Name
39	Processed (Registered Mail Only)
40	Processed (Registered Mail Only)
41	Received at Opening Unit
42	USPS Handoff to Shipping Partner
43	Picked Up
44	Customer Recall
45	Dispatched from International Service Center
46	Duplicate Label ID
51	Business Closed
52	Notice Left
80	Picked Up by Shipping Partner
81	Arrived Shipping Partner Facility
82	Departed Shipping Partner Facility



## Appendix G: Shipping Services File Version 1.5 File Layout Specification for Commercial Mailers

### Exhibit 42: Header Record - Shipping Services File Record Version 1.5 Layout for Commercial Mailers

**NOTE:** The Shipping Services File Version 1.5 for commercial mailers is the format to be used by the following types of customers: Shipping customers using Intelligent Mail package barcodes / label IDs with the three-digit service type code.

<b>HEADER RECORD - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All	Header Record ID	Alphanumeric (2)	A two-character system constant that identifies a header record.	H1	'H1' is required.
003 - 003	All	Electronic File Type	Numeric (1)	'1' - Postage & Tracking File '2' - Tracking File '3' - Returns Service '4' - Corrections	1	'1' - used for electronic Verification System (eVS).  '2' - used for Delivery / Signature Confirmation and other extra services.  '3' - used for Returns Services.  '4' - used for Corrections.
004 - 037	All	Electronic File Number	Alphanumeric (34)	Unique number assigned to identify the electronic file.  2-digits - AI (92 or 93) 3-digits - '750' 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit	92750123456 78912345678	MID must be that of the company transmitting the file. (all file types)  3-digits '750' indicate the service type code for electronic file number.  <b>NOTE:</b> AI 91 and STC 50 are not acceptable in this field.  Must be valid barcode construct: C04, C08, C09, or C10.  This number should be inserted on PS Form 3152 or PS Form 8125.  Must be unique for 180 days from first use.  Left justified trailing spaces.
038 - 045	All	Date of Mailing	Numeric (8)	Date mail is tendered to USPS.	2008-01-27 Entered as: 20080127	YYYY-MM-DD, date must be valid.  Must be within +/- one year of current date.  Numeric values (0-9) only.

<b>HEADER RECORD - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
046 - 051	All	Time of Mailing	Numeric (6)	Time mail is tendered to USPS (Estimated).	13:15:00 Entered as: 131500	HH:MM:SS, military format and time must be valid.  Numeric values (0-9) only.
052 - 052	All (see rules)	Entry Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DU 'F' - ASF	A	For origin or destination entry facilities.  Required for Drop Ship Mailers.  Required for Parcel Return Service mailers to note pick-up facility type.  Default is spaces.
053 - 057	All	Entry Facility ZIP Code	Numeric (5)	5-digit ZIP Code of postal facility where the mail is tendered.	22201	Numeric only (0-9).  Refer to Section 1.6 for information on the FAST system.
058 - 061	None (see rules)	Entry Facility ZIP+4	Numeric (4)	ZIP+4 Code of postal facility where mail is tendered.	4313	Numeric only (0-9).  Default is zeroes.
062 - 063	File types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric (2)	Two-character standardized ISO International country code where Direct Entry Mail originated.	CN	Required for Direct Entry Mailings.  Default is spaces.
064 - 066	File type 1 (see rules)	Shipment Fee Code	Alphanumeric (3)	Code for a fee that applies to the entire shipment such as Pickup on Demand fee.	PKF	Currently used for Pickup on Demand fee.  Default is spaces.
067 - 072	File type 1 (see rules)	Extra Fee for Shipment	Numeric (6)	Fee for entire shipment, such as Pickup on Demand fee.	\$13.40 Entered as: 001340	Currently used for Pickup on Demand fee.  Default is zeroes.
073 - 074	None (see rules)	Filler	Alphanumeric (2)	Filler for future use.		Must be spaces.
075 - 077	All	USPS Electronic File Version Number	Numeric (3) Defined as: 99.9	USPS Electronic File Version Number.	Entered as: 015	Must be Version 1.5.

HEADER RECORD - Shipping Services File Record Version 1.5 Layout for Commercial Mailers						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
078 - 089	File types 1 and 3 (see rules)	Transaction ID	Alphanumeric (12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period.	20080601000 1	<p>Required by eVS and Parcel Return Service mailers.</p> <p>File Type 2 - Default is spaces.</p> <p>Transaction ID is a field that is used to group files together that are submitted with the transaction ID in reports in eVS. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation.</p> <p>This field must follow the format of year, date, month and a numeric sequence number to be valid.</p> <p>Valid format: YYYYMMDD####</p>
090 - 093	Files Types 1 and 3 (see rules)	Software Vendor Code	Alphanumeric (4)	Code from vendor software to identify the developer of the shipping/manifesting system.	1234	<p>Required for vendors.</p> <p>Code provided by vendor software.</p> <p>Default is spaces.</p>
094 - 101	Files Types 1 and 3 (see rules)	Software Vendor Product Version Number	Alphanumeric (8)	Shipping/manifesting software's product version number.	5.02.3A_	<p>Required for vendors.</p> <p>Left justified, trailing spaces.</p> <p>Provided by vendor software.</p> <p>Default is spaces.</p>
102 - 110	All	File Record Count	Numeric (9)	Total number of all records in electronic file to include Header Records and all Detail Records.	000001517	Leading zeroes required.
111 - 130	All	Filler	Alphanumeric (20)	Filler for future use.		Spaces are required.

**Exhibit 43: Detail 1 Record - Shipping Services File Record Version 1.5 Layout for Commercial Mailers (Tracking Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All	Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies a detail record.	D1	<b>'D1' is required.</b>
003 - 036	All	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI (92 or 93) 3-digits - STC 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit</p> <p>Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - STC 9-digits - MID 8-digits - Variable-length serial number from 2 to 8-digits. 1-digit - check digit</p> <p>eVS Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - STC 9-digits - MID 8-digits - serial number 1-digit - check digit</p>	<p>IMpb 42022181921 23921239123 45678123456 70 or 92123912345 67812345670</p> <p>Legacy 91059690087 26000000002</p> <p>International EC 968 955 558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 038	All	Class of Mail	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	PM	A two-character code for Class of Mail.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
039 - 042	All	Service Type Code	Alphanumeric (4)	Two- or three-digit service type code from the tracking number.  Refer to Appendix I for the complete list of three-digit Service Type Codes.	IMpb: 055  Legacy: 01	For International labels, the STC field will be spaces.  IMpb: three-digit service type code, left justified, trailing spaces,  Legacy: two-digit service type, left justified, trailing spaces.
043 - 046	All	Barcode Construct Code	Alphanumeric (4)	A three-character code to identify the construct of the IMpb.  Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes.	C06	Constructs available to be used by commercial customers begin with "C".  Must use barcode construct that contain no routing information for Critical Mail.  For International labels, the barcode construct field will be spaces.  File Type 1 and 3 – Legacy Barcode Code Construct – L01 only.  File Type2 – Legacy Barcode Constructs – L01 through L04.  File Type 1 and 3 – IMpb Code Constructs – C01 through C09.  File Type 2 – IMpb Code Constructs – C01 through C10.
047 - 051	All	Destination ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5-digits.  Numeric values (0-9) only.  If International, all zeroes.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
052 - 055	File Types 1 and 2 (see rules)	Destination ZIP+4	Numeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	<p>Required for Hold For Pickup Online.</p> <p>Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.</p> <p>Numeric values (0-9) only.</p> <p>Default zeroes if not available.</p> <p>Open and Distribute - If the Destination Facility Type = "D" (DDU) then required.</p> <p>If International, all zeroes.</p>
056 - 056	Files Types 1 and 2 (see rules)	Destination Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DDU 'F' - ASF	A	<p>Required for Open and Distribute mailings.</p> <p>Default is spaces.</p>
057 - 058	File Type 2  Not available for File Type 1 and 3	Destination Country Code	Alphanumeric (2)	Two-character standardized ISO International country code.	JP	<p>Required for International.</p> <p>Default is spaces for Domestic.</p>
059 - 069	File Type 2  Not available for File Type 1 and 3.	Postal Code	Alphanumeric (11)	Foreign country postal code.	A0A9A0	<p>Required for International.</p> <p>Left justified.</p> <p>Default is spaces for Domestic.</p>
070 - 074	File Type 2  Not available for File Type 1 and 3	Carrier Route	Alphanumeric (5)	Carrier Route code.	C009	<p>Default is spaces.</p>



<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
075 - 083	All (see rules)	Logistics Manager Mailer ID	Alphanumeric (9)	MID of company that manages the mailing of this shipment.  This would be a different company other than the consolidator.  Six- or Nine-digit MID.	912345678 or 912345	Future functionality - certified customers will receive a copy of the extract file if requested.  Must fill in a valid MID for Logistics Manager.  Default is spaces.
084 - 092	All (see rules)	Mail Owner Mailer ID	Alphanumeric (9)	MID of mail owner.  Six- or Nine-digit MID.	912345678 or 612345	This field is the same field as the Client Mailer ID in Shipping Services file Version 1.3 and Version 1.4.  This field is for consolidators that mail for other customers and that customer wants to receive the event file.  The MID in this field must be a certified customers in order to receive a copy of the extract file if requested.  Default is spaces.  Six-digit MID is left justified, trailing spaces.  The mail owner MID or the Mail Owner CRID (positions 201-215) are required if there is a value in the field Logistics Manager Mailer ID.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
093 – 126	All (see rules)	Container ID 1	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	2220101271234 56789912345	Default is spaces.  The MID contained in the barcode must be a 9 digit MID that begins with a "9".  For more information on the Intelligent Mail Tray label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel">https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel</a>  For more information on the Intelligent Mail Container label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailcontainer">https://ribbs.usps.gov/index.cfm?page=intellmailcontainer</a>  Required for Open and Distribute only when the contents in the container are also manifested.
127 – 128	All (see rules)	Container Type 1	Alphanumeric (2)	Describes type of container for Container ID 1.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	SK	Default is spaces.  Must be populated if Container ID 1 field is populated.
129 – 162	All (see rules)	Container ID 2	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99N1234567890 00012345678	Default is spaces.
163 – 164	All (see rules)	Container Type 2	Alphanumeric (2)	Describes type of container for Container ID 2.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	PT	Default is spaces.  Must be populated if Container ID 2 field is populated.
165 – 198	All (see rules)	Container ID 3	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99T1234567891 23	Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
199 – 200	All (see rules)	Container Type 3	Alphanumeric (2)	Describes type of container for Container ID 3.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	BL	Default is spaces.  Must be populated if Container ID 3 field is populated.
201 – 215	All (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric (15)	CRID of Mail Owner		Used by mailing agent to identify mail owner.  The mail owner CRID or the mail owner MID (positions 84-92) are required if there is a value in the field Logistics Manager Mailer ID.  Default is spaces.
216 – 245	None (see rules)	Customer Reference Number	Alphanumeric (30)	Customer's internal reference number.	123456	Used for customer internal identification purposes.  Spaces if not applicable.
246 – 260	All (see rules)	FAST Reservation Number	Alphanumeric (15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only.  Default is spaces.  Strongly recommend inclusion in the file when FAST appointments are scheduled.
261 – 268	All (see rules)	FAST Scheduled Induction Date	Numeric (8)	Scheduled date for mail drop at a postal facility.	20080127	YYYYMMDD  Date must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
269 – 274	All (see rules)	FAST Scheduled Induction Time	Numeric (6)	Scheduled time for mail drop at a postal facility.	131500	HHMMSS  Military format and time must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.

**Exhibit 44: Detail 1 Record - Shipping Services File Record Version 1.5 Layout for Commercial Mailers  
(Rate / Payment Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
275 – 284	File Types 1 and 3 (see rules)	Payment Account Number	Numeric (10)	USPS account number from which this mailing will be paid: Permit Number Federal Agency Number	0012345678	Leading zeroes required.  Numeric values (0-9) only.  This field required if using Permit imprint, or Federal Agency Number.  If using stamps, meter, Bill Me Later, or PC Postage, then fill with zeroes.
285 – 286	File Types 1 and 3 (see rules)	Method of Payment	Numeric (2)	Payment system used for mailing: '01' Permit System '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	Must be USPS approved payment method for mail being tendered.  File Type 1 and 3 (eVS/PRS) must be '01' Permit system.  Default is zeroes.
287 – 291	File Types 1 and 3 (see rules)	Post Office of Account ZIP Code	Numeric (5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp.	22042  eVS/PRS = 20260.	Must be 5-digits.  Numeric values (0-9) only.  Type 1 and 3 file for eVS/PRS must be 20260.
292 – 311	File Types 1 and 3 (see rules)	Meter Serial Number	Alphanumeric (20)	Serial number of meter used for postage.	5678123598	Required if method of payment is '05' or '06'.  Default is spaces.
312 – 317	File Types 1 and 3	Chargeback Code	Alphanumeric (6)	Code used with Federal Agency Number.	12345	Code for customer's internal use.  Default is spaces.
318 – 324	File Types 1 and 3	Postage	Numeric (7) Defined as: 9999.999	Postage [excluding extra service(s) fee(s) and surcharge(s)] less any work share discount.	\$5.69 Entered as: 0005690	Leading zeroes required.  Numeric values (0-9) only.  In unit of dollars and rounded to the nearest tenth of cent.  Default is zeroes.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
325 – 325	File Types 1 and 3	Postage Type	Alphanumeric (1)	'P' - Published 'C' - Customized	P	Indicates whether the postage is based on published or negotiated rates.  Default is spaces.
326 – 347	File Types 1 and 3	Customized Shipping Services Contracts (CSSC) Number	Alphanumeric (22)	Contract number for a negotiated rate.	AB123	Default is spaces.
348 – 361	File Types 1 and 3	Customized Shipping Services Contracts Product ID	Alphanumeric (14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108A B001	Default is spaces.
362 – 362	File Types 1 and 3	Unit of Measure Code	Numeric (1)	Unit of measurement for mailpiece weight: '1' - LBS '2' - OZ '3' - KILOS	1	Field must contain a USPS defined valid code.  Default is '1' – LBS
363 – 371	File Types 1 and 3	Weight	Numeric (9) Defined as: 99999.9999	Mailpiece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incident enclosure Pos. 489-497)	14.3 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0-9) only.  Default is zeroes.
372 – 372	File Types 1 and 3	Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.  Required for eVS/PRS.  For Open and Distribute, the processing category "O" is required.  For Returns, the processing category "R" is required.

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
373 – 374	File Types 1 and 3	Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	FR	<p>For Parcel Post with Destination Rates, use 'Single Piece' for the Rate Indicator.</p> <p>Default is spaces for non-applicable products.</p> <p>Required for eVS/PRS.</p> <p>For EMOD the rate indicator "PA" is required.</p> <p>For PMOD the rate indicator "SP" is required.</p> <p>For Critical Mail the rate indicator of "AL" or "AF" is required.</p> <p>For Parcel Select Regional Ground the rate indicator of "RG" is required.</p> <p>For Commercial Plus Pricing the rate indicator of "UA", "U3", "U5" or "US" is required.</p>
375 – 375	File Types 1 and 3	Destination Rate Indicator	Alphanumeric (1)	Refer to Appendix J, Table 5 for the complete list of Destination Rate Indicator codes.	D	<p>Required for destination entry packages, Default is 'N' for non-applicable products</p> <p>File Type 1 - Required for Open and Distribute mailings.</p> <p>Default is 'N' for all other eVS/PRS mail class/products.</p>
376 – 377	File Types 1 and 3	Zone	Alphanumeric (2)	Refer to Appendix J, Table 14 for the complete list of ZONE codes.	<p>Zone 3 Entered as: 03</p> <p>Local Zone Entered as: LC</p>	<p>Required for products with rates based on zones.</p> <p>Leading zeroes required if numeric.</p> <p>Default is zeroes for non-applicable products.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
378 – 382	File Type 1	Length	Numeric (5) Defined as: 999.99	Dimensional Length	30.25 Entered as: 03025	<p>The length is the measurement of the longest dimension.</p> <p>Length in inches.</p> <p>Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>
383 – 387	File Type 1	Width	Numeric (5) Defined as: 999.99	Dimensional Width or Girth	12.75 Entered as: 01275	<p>Width in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>



DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
388 – 392	File Type 1	Height	Numeric (5) Defined as: 999.99	Dimensional Height	2.50 Entered as: 00250	<p>Height in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Required for rate indicator RG for Parcel Select Regional Ground.</p> <p>Zero-filled if not applicable.</p>
393 – 398	File Type 1	Dimensional Weight	Numeric (6) Defined as: 9999.99	Dimensional Weight	7.88 Entered as: 000788	<p>For GXG and domestic Priority Mail to Zones 5-8 only.</p> <p>For GXG: <math>(LL*WW*HH)/166</math> (zero-0 filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 5 to 8: <math>(LLL*WW*HH)/194</math> (zero-filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 1-4 and Parcel Select: <math>(LLL+(LLL*2)+(WW*2)) &gt; \text{or} = 84</math> but &lt; 108 (zero-filled from left) - space-filled if calculated value of DW rate &lt; or = value of rate of actual weight"</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Zero-filled if not applicable.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
399 – 401	All (see rules)	Extra Service Code 1st Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	910	Field contains one extra service code.  Required when one extra service code is used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
402 – 407	All (see rules)	Extra Service Fee 1st Service	Numeric (6) Defined as: 9999.99	Fee for 1st extra service code.	\$.25 Entered as: 000025	Default is zeroes.  Required when Extra Service Code 1st Service is populated.
408 – 410	All (see rules)	Extra Service Code 2nd Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	915	Field contains one extra service code.  Required when two extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
411 – 416	All (see rules)	Extra Service Fee 2nd Service	Numeric (6) Defined as: 9999.99	Fee for 2nd extra service code.	\$1.40 Entered as: 000140	Default is zeroes.  Required when Extra Service Code 2nd Service is populated.

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
417 – 419	All (see rules)	Extra Service Code 3rd Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	935	Field contains one extra service code.  Required when three extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
420 – 425	All (see rules)	Extra Service Fee 3rd Service	Numeric (6) Defined as: 9999.99	Fee for 3rd extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 3rd Service is populated.
426 – 428	All (see rules)	Extra Service Code 4th Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	921	Field contains one extra service code.  Required when four extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
429 – 434	All (see rules)	Extra Service Fee 4th Service	Numeric (6) Defined as: 9999.99	Fee for 4th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 4th Service is populated.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
435 – 437	All (see rules)	Extra Service Code 5th Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	931	Field contains one extra service code.  Required when five extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
438 – 443	All (see rules)	Extra Service Fee 5th Service	Numeric (6) Defined as: 9999.99	Fee for 5th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 5th Service is populated.
444 – 450	All (see rules)	Value of Article	Numeric (7) Defined as: 99999.99	Wholesale cost of article Required if insured	\$200.00 Entered as: 0020000	Mandatory if insurance is being included as an Extra Service.  Default is zeroes.
451 – 456	All (see rules)	COD Amount Due Sender	Numeric (6) Defined as: 9999.99	Dollar amount due on delivery	\$206.00 Entered as: 020600	Required if package is COD.  Default is zeroes.
457 – 460	All (see rules)	Handling Charge	Numeric (4) Defined as: 99.99	Handling charge for Registered Mail valued at more than \$25,000.	\$20.50 Entered as: 002050	Required if First-Class Mail with Registered service valued more than \$25,000.  Default is zeroes.
461 – 462	All (see rules)	Surcharge Type	Alphanumeric (2)	Refer to Appendix J, Table 13 for the complete list of Surcharge Type codes.	A1	Default is spaces.
463 – 469	File Types 1 and 3	Surcharge Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.
470 – 471	File Types 1 and 3	Discount Type	Alphanumeric (2)	Refer to Appendix J, Table 6 for the complete list of Discount Type codes.	D1	Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
472 – 478	File Types 1 and 3	Discount Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.
479 – 480	File Types 1 and 3	Non-Incidental Enclosure Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	SP	Mandatory if applicable.  Default is spaces if not applicable.
481 – 482	File Types 1 and 3	Non-Incidental Enclosure Class	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	FC	Mandatory if applicable.  Default is spaces if not applicable.
483 – 489	File Types 1 and 3	Non-Incidental Enclosure Postage	Numeric (7) Defined as: 9999.999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest tenth of cent.	\$.33 Entered as: 0000330	Mandatory if applicable. Default is zeroes.
490 – 498	File Types 1 and 3	Non-Incidental Enclosure Weight	Numeric (9) Defined as: 99999.9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	Mandatory if applicable. In unit of lbs. in addition, significant to 4 decimal positions.  Default is zeroes.
499 – 499	File Types 1 and 3	Non-Incidental Enclosure Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.
500 – 500	File Types 1 and 3	Postal Routing Barcode	Alphanumeric (1)	Indicator of presence and / or type of 5-digit destination ZIP Code (postal routing barcode).  Refer to Appendix J, Table 10 for the complete list of Postal Routing barcode codes.	1	Field must contain a valid code.  Default is a space.
501 – 502	File Type 1	Open and Distribute Contents Indicator	Alphanumeric (2)	Refer to Appendix J, Table 9 for the complete list of Open and Distribute Contents Indicator codes.	EF	Required for Open and Distribute mailings.  Default is spaces for non-applicable products
503 – 532		Filler	Alphanumeric (30)	Filler for future use.		Must be spaces.

**Exhibit 45: Detail 2 Record - Shipping Services File Record Version 1.5 Layout for Commercial Mailers (Special Product Information)**

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All (see rules)	Electronic File Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies an electronic file detail record.	D2	'D2' is required.
003 - 036	All (see rules)	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI (92 or 93) 3-digits - STC 6- or 9-digits - MID If six-digit MID, 10- or 14-digit serial # If nine-digit MID, 7- or 11-digit serial # 1-digit - check digit</p> <p>Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - STC 9-digits - MID 8-digits - Variable-length serial number from 2 to 8-digits. 1-digit - check digit</p> <p>eVS Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - STC 9-digits - MID 8-digits - serial number 1-digit - check digit</p>	<p>IMpb 420221819212 392123912345 67812345670 or 921239123456 7812345670</p> <p>Legacy 910596900872 6000000002</p> <p>International EC 968 955 558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 037	File Type 1	PO Box Indicator	Alphanumeric (1)	'Y' = Express Mail Manifesting addressed to a PO Box.	N	<p>Required for Express Mail.</p> <p>Default value is 'N'.</p>

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
038 - 038	File Type 1	Waiver of Signature	Alphanumeric (1)	'Y' = Mailer requests Waiver of signature for Express Mail.  'N' = Mailer does not request Waiver of Signature.	N	Required for Express Mail.  Default value is 'N'.
039 - 039	File Type 1	Delivery Option Indicator	Alphanumeric (1)	Refer to Appendix J, Table 4 for the complete list of Delivery Option Indicator codes.	1	Required for Express Mail.  Default value is '1'.  For EMOD, the Delivery Option Indicator of "E" is required.  For Critical Mail, the Delivery Option indicator of "P" is required.  For Parcel Select Regional Ground, the Delivery Option indicator of "R" is required.
040 - 087	File Types 1 and 2	Recipient Name	Alphanumeric (48)	Ship to name of addressee.	JOHN DOE	Required for Accountable mail, International mail, and Hold For Pickup.  Default is spaces.
088 – 135	File Types 1 and 2	Delivery Address	Alphanumeric (48)	Delivery Address in the destination address.	123 MAIN ST	Required for Accountable mail and International mail.  Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.  May contain secondary unit designator, such as APT or SUITE, for Accountable mail.)  This field is not to be used for the city or state.  Default is spaces.
136 - 163	File Types 1 and 2	City Name	Alphanumeric (28)	City name of the destination address.	Reston	Default is spaces.
164 - 165	File Types 1 and 2	State	Alphanumeric (2)	Two-character state code of the destination address.	VA	Default is spaces for International mail.

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.5 Layout for Commercial Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
166-170	File Types 1 and 2	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5-digits.  Numeric values (0-9) only.  If International, all zeroes.
171-174	File Types 1 and 2	Delivery ZIP+4	Alphanumeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	Numeric values (0-9) only.  Default zeroes if not available.  If International, all zeroes.
175-238	File Types 1 and 2	Recipient E-mail Address	Alphanumeric (64)	E-mail address of recipient.	johnsmith@usps.gov	Required for Hold For Pickup.  Default is spaces.
239-302	File Types 1 and 2	Recipient SMS Number	Alphanumeric (64)	Phone number at which recipient will receive text messages.	5555551235@wirelesscarrier.com	Required for Hold For Pickup.  Default is spaces.
303-350	File Types 1 and 2	Sender Name	Alphanumeric (48)	Name of sender.	Jane Doe	Required for Hold For Pickup.  Default is spaces.
351-414	File Types 1 and 2	Sender E-mail Address	Alphanumeric (64)	E-mail address of sender.	janedoe@usps.gov	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
415-478	File Types 1 and 2	Sender SMS Number	Alphanumeric (64)	Phone number at which sender will receive text messages.	5555551234@wirelesscarrier.com	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
479-498	None (see rules)	Filler	Alphanumeric (20)	For future use.		Must be spaces.



**Appendix H: Shipping Services File Version 1.5 File Layout Specification for Online Mailer**

**Exhibit 46: Header Record - Shipping Services File Record Version 1.5 Layout for Online Mailers**

<b>HEADER RECORD of Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All	Header Record ID	Alphanumeric (2)	A two-character system constant that identifies a header record.	H1	'H1' is required.
003 - 003	All	Electronic File Type	Numeric (1)	'1' - Postage & Tracking File '2' - Tracking File '3' - Returns Service '4' - Corrections	1	'1' - used for electronic Verification System (eVS).  '2' - used for Delivery / Signature Confirmation and other extra services.  '3' - used for Returns Services.  '4' - used for Corrections.
004 - 037	All	Electronic File Number	Alphanumeric (34)	Unique number assigned to identify the electronic file.  2-digits - AI 94 3-digits - '750', '757', or '759' 2-digits - source identifier for your system 6- or 9-digits - MID 5 or 8-digits, serial number depending on construct used 1-digit - check digit	94750129123 45678123451	MID must be that of the company transmitting the file. (all file types)  3-digits '750' indicate the service type code for electronic file number.  <b>NOTE:</b> AI 91 and STC 50 are not acceptable in this field.  Must be valid barcode construct: N01 – N06 – See Appendix J – Table 1.  Use 757 when the user has requested a PS Form 5630 (SCAN form).  Use 759 when the user has requested the integrated SCAN form / carrier pickup form. (Future)  This number should be inserted on PS Form 3650.  Must be unique for 180 days from first use.  Left justified trailing spaces.

<b>HEADER RECORD of Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
038 - 045	All	Date of Mailing	Numeric (8)	Date mail is tendered to USPS.	2008-01-27 Entered as: 20080127	YYYY-MM-DD, date must be valid.  Must be within +/- one year of current date.  Numeric values (0-9) only.
046 - 051	All	Time of Mailing	Numeric (6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	HH:MM:SS, military format and time must be valid.  Numeric values (0-9) only.
052 - 052	All (see rules)	Entry Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DU 'F' - ASF	A	For origin or destination entry facilities.  Required for Drop Ship Mailers.  Required for Parcel Return Service mailers to note pick-up facility type.  Default is spaces.
053 - 057	All	Entry Facility ZIP Code	Numeric (5)	5-digit ZIP Code of postal facility where the mail is tendered.	22201	Numeric only (0-9).  Refer to Section 1.6 for information on the FAST system.
058 - 061	None (see rules)	Entry Facility ZIP+4	Numeric (4)	ZIP+4 Code of postal facility where mail is tendered.	4313	Numeric only (0-9).  Default is zeroes.
062 - 063	File types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric (2)	Two-character standardized ISO International country code where Direct Entry Mail originated.	CN	Required for Direct Entry Mailings.  Default is spaces.
064 - 066	File type 1 (see rules)	Shipment Fee Code	Alphanumeric (3)	Code for a fee that applies to the entire shipment such as Pickup on Demand fee.	PKF	Currently used for Pickup on Demand fee.  Default is spaces.
067 - 072	File type 1 (see rules)	Extra Fee for Shipment	Numeric (6)	Fee for entire shipment, such as Pickup on Demand fee.	\$13.40 Entered as: 001340	Currently used for Pickup on Demand fee.  Default is zeroes.
073 - 074	None (see rules)	Filler	Alphanumeric (2)	Filler for future use.		Must be spaces.
075 - 077	All	USPS Electronic File Version Number	Numeric (3) Defined as: 99.9	USPS Electronic File Version Number.	Entered as: 015	Must be Version 1.5.

<b>HEADER RECORD of Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
078 - 089	File types 1 and 3 (see rules)	Transaction ID	Alphanumeric (12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period.	200806010001	<p>Required by eVS and Parcel Return Service mailers.</p> <p>File Type 2 - Default is spaces.</p> <p>Transaction ID is a field that is used to group files together that are submitted with the transaction ID in reports in eVS. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation.</p> <p>This field must follow the format of year, date, month and a numeric sequence number to be valid.</p> <p>Valid format: YYYYMMDD####</p>
090 - 093	Files Types 1 and 3 (see rules)	Software Vendor Code	Alphanumeric (4)	Code from vendor software to identify the developer of the shipping/manifesting system.	1234	<p>Required for vendors.</p> <p>Code provided by vendor software.</p> <p>Default is spaces.</p>
094 - 101	Files Types 1 and 3 (see rules)	Software Vendor Product Version Number	Alphanumeric (8)	Shipping/manifesting software's product version number.	5.02.3A_	<p>Required for vendors.</p> <p>Left justified, trailing spaces.</p> <p>Provided by vendor software.</p> <p>Default is spaces.</p>
102 - 110	All	File Record Count	Numeric (9)	Total number of all records in electronic file to include Header Records and all Detail Records.	000001517	Leading zeroes required.
111 - 130	All	Filler	Alphanumeric (20)	Filler for future use.		Spaces are required.

**Exhibit 47: Detail 1 Record - Shipping Services File Record Version 1.5 Layout for Online Mailers (Tracking Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All	Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies a detail record.	D1	'D1' is required.
003 - 036	All	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI 94 3-digits - STC 2-digits - source identifier for your system 6- or 9-digits - MID 5 or 8-digits, serial number depending on construct used 1-digit - check digit</p> <p>Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - Service Type Code 9-digits - MID 8-digits - Variable-length serial number from 2 to 8-digits. 1-digit - check digit</p>	<p>IMpb 420220309405 512940551291 234567812345 1 or 940551291234 567812345</p> <p>Legacy 910596900872 6000000002</p> <p>International EC 968 955 558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 038	All	Class of Mail	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	PM	A two-character code for Class of Mail.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
039 - 042	All	Service Type Code	Alphanumeric (4)	Two- or three-digit service type code from the tracking number.  Refer to Appendix I for the complete list of three-digit Service Type Codes.	IMpb: 055  Legacy: 02	For International labels, the STC field will be spaces.  IMpb: three-digit service type code, left justified, trailing space.  Legacy: two-digit service type code, left justified, trailing space.
043 - 046	All	Barcode Construct Code	Alphanumeric (4)	A three-character code to identify the construct of the IMpb.  Refer to Appendix J, Table 1 for the complete list of Barcode Construct codes.	N02	Constructs available to be used by online customers begin with "N".  Left justified, trailing spaces.  For International labels, the barcode construct field will be spaces.  Must use barcode construct that contain no routing information for Critical Mail.
047 - 051	All	Destination ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5-digits.  Numeric values (0-9) only.  If International, all zeroes.
052 - 055	File Types 1 and 2 (see rules)	Destination ZIP+4	Numeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	Required for Hold For Pickup Online.  Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.  Numeric values (0-9) only.  Default zeroes if not available.  Open and Distribute - If the Destination Facility Type = "D" (DDU) then required.  If International, all zeroes.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
056 - 056	Files Types 1 and 2 (see rules)	Destination Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DDU 'F' - ASF	A	Required for Open and Distribute mailings.  Default is spaces.
057 - 058	All (see rules)	Destination Country Code	Alphanumeric (2)	Two-character standardized ISO International country code.	JP	Required for International.  Default is spaces for Domestic.
059 - 069	All (see rules)	Postal Code	Alphanumeric (11)	Foreign country postal code.	A0A9A0	Required for International.  Left justified.  Default is spaces for Domestic.
070 - 074	None (see rules)	Carrier Route	Alphanumeric (5)	Carrier Route code.	C009	Default is spaces.
075 - 083	All (see rules)	Logistics Manager Mailer ID	Alphanumeric (9)	MID of company that manages the mailing of this shipment.  This would be a different company other than the consolidator.  Six- or Nine-digit MID.	912345678 or 612345	Future functionality - certified customers will receive a copy of the extract file if requested.  Must fill in a valid MID for Logistics Manager.  Default is spaces.
084 - 092	All (see rules)	Mail Owner Mailer ID	Alphanumeric (9)	MID of mail owner.  Six- or Nine-digit MID.	912345678 or 612345	This field is for consolidators that mail for other customers and that customer wants to receive the event file.  The MID in this field must be a certified customers in order to receive a copy of the extract file if requested.  Default is spaces.  Six-digit MID is left justified, trailing spaces.  The mail owner MID or the Mail Owner CRID (positions 201-215) are required if there is a value in the field Logistics Manager Mailer ID.

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers						
TRACKING INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
093 – 126	All (see rules)	Container ID 1	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	22201012712345 6789912345	Default is spaces.  The MID contained in the barcode must be a 9 digit MID that begins with a "9".  For more information on the Intelligent Mail Tray label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel">https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel</a>  For more information on the Intelligent Mail Container label and barcode click on the following link: <a href="https://ribbs.usps.gov/index.cfm?page=intellmailcontainer">https://ribbs.usps.gov/index.cfm?page=intellmailcontainer</a>  Required for Open and Distribute only when the contents in the container are also manifested.
127 – 128	All (see rules)	Container Type 1	Alphanumeric (2)	Describes type of container for Container ID 1.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	SK	Default is spaces.  Must be populated if Container ID 1 field is populated.
129 – 162	All (see rules)	Container ID 2	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99N12345678900 0012345678	Default is spaces.
163 – 164	All (see rules)	Container Type 2	Alphanumeric (2)	Describes type of container for Container ID 2.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	PT	Default is spaces.  Must be populated if Container ID 2 field is populated.
165 – 198	All (see rules)	Container ID 3	Alphanumeric (34)	Barcode on container.  This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99T12345678912 3	Default is spaces.

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
199 – 200	All (see rules)	Container Type 3	Alphanumeric (2)	Describes type of container for Container ID 3.  Refer to Appendix J, Table 3 for the complete list of Container Type IDs.	BL	Default is spaces.  Must be populated if Container ID 3 field is populated.
201 – 215	All (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric (15)	CRID of Mail Owner		Used by mailing agent to identify mail owner.  The mail owner CRID or the mail owner MID (positions 84-92) are required if there is a value in the field Logistics Manager Mailer ID.  Default is spaces.
216 – 245	None (see rules)	Customer Reference Number	Alphanumeric (30)	Customer's internal reference number.	123456	Used for customer internal identification purposes.  Spaces if not applicable.
246 – 260	All (see rules)	FAST Reservation Number	Alphanumeric (15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only.  Default is spaces.  Strongly recommend inclusion in the file when FAST appointments are scheduled.
261 – 268	All (see rules)	FAST Scheduled Induction Date	Numeric (8)	Scheduled date for mail drop at a postal facility.	20080127	YYYYMMDD  Date must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.



<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>TRACKING INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
269 - 274	All (see rules)	FAST Scheduled Induction Time	Numeric (6)	Scheduled time for mail drop at a postal facility.	131500	HHMMSS  Military format and time must be valid.  Numeric values (0-9) only.  Default is zeroes.  Strongly recommend inclusion in the file when FAST appointments are scheduled.

**Exhibit 48: Detail 1 Record - Shipping Services File Record Version 1.5 Layout for Online Mailers (Rate / Payment Information)**

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
275 – 284	File Types 1 and 3 (see rules)	Payment Account Number	Numeric (10)	USPS account number from which this mailing will be paid: Permit Number Federal Agency Number	0012345678	Leading zeroes required. Numeric values (0-9) only.  This field required if using Permit imprint, or Federal Agency Number.  If using stamps, meter, Bill Me Later, or PC Postage, then fill with zeroes.
285 – 286	File Types 1 and 3 (see rules)	Method of Payment	Numeric (2)	Payment system used for mailing: '01' Permit System '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	Must be USPS approved payment method for mail being tendered.  File Type 1 and 3 (eVS/PRS) must be '01' Permit system.  Default is zeroes.
287 – 291	File Types 1 and 3 (see rules)	Post Office of Account ZIP Code	Numeric (5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp.	22042	Must be 5-digits.  Numeric values (0-9) only.
292 – 311	File Types 1 and 3 (see rules)	Meter Serial Number	Alphanumeric (20)	Serial number of meter used for postage.	5678123598	Required if method of payment is '05' or '06'.  Default is spaces.
312 – 317	File Types 1 and 3	Chargeback Code	Alphanumeric (6)	Code used with Federal Agency Number.	12345	Code for customer's internal use.  Default is spaces.
318 – 324	File Types 1 and 3	Postage	Numeric (7) Defined as: 9999.999	Postage [excluding extra service(s) fee(s) and surcharge(s)] less any work share discount.	\$5.69 Entered as: 0005690	Leading zeroes required.  Numeric values (0-9) only.  In unit of dollars and rounded to the nearest tenth of cent.  Default is zeroes.
325 – 325	File Types 1 and 3	Postage Type	Alphanumeric (1)	'P' - Published 'C' - Customized	P	Indicates whether the postage is based on published or negotiated rates.  Default is spaces.

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
326 – 347	File Types 1 and 3	Customized Shipping Services Contracts (CSSC) Number	Alphanumeric (22)	Contract number for a negotiated rate.	AB123	Default is spaces.
348 – 361	File Types 1 and 3	Customized Shipping Services Contracts Product ID	Alphanumeric (14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108AB001	Default is spaces.
362 – 362	File Types 1 and 3	Unit of Measure Code	Numeric (1)	Unit of measurement for mailpiece weight: '1' - LBS '2' - OZ '3' - KILOS	1	Field must contain a USPS defined valid code.  Default is '1' – LBS
363 – 371	File Types 1 and 3	Weight	Numeric (9) Defined as: 99999.9999	Mailpiece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incident enclosure Pos. 489-497)	14.3 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0-9) only.  Default is zeroes.
372 – 372	File Types 1 and 3	Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.  Required for eVS/PRS.  For Open and Distribute, the processing category "O" is required.  For Returns, the processing category "R" is required.

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
373 – 374	File Types 1 and 3	Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	FR	<p>For Parcel Post with Destination Rates, use 'Single Piece' for the Rate Indicator.</p> <p>Default is spaces for non-applicable products.</p> <p>Required for eVS/PRS.</p> <p>For EMOD the rate indicator "PA" is required.</p> <p>For PMOD the rate indicator "SP" is required.</p> <p>For Critical Mail the rate indicator of "AL" or "AF" is required.</p> <p>For Parcel Select Regional Ground the rate indicator of "RG" is required.</p> <p>For Commercial Plus Pricing the rate indicator of "UA", "U3", "U5" or "US" is required.</p>
375 – 375	File Types 1 and 3	Destination Rate Indicator	Alphanumeric (1)	Refer to Appendix J, Table 5 for the complete list of Destination Rate Indicator codes.	D	<p>Required for destination entry packages</p> <p>Default is 'N' for non-applicable products</p> <p>File Type 1 - Required for Open and Distribute mailings.</p> <p>Default is 'N' for all other eVS/PRS mail class/products.</p>
376 – 377	File Types 1 and 3	Zone	Alphanumeric (2)	Refer to Appendix J, Table 14 for the complete list of ZONE codes.	<p>Zone 3 Entered as: 03</p> <p>Local Zone Entered as: LC</p>	<p>Required for products with rates based on zones.</p> <p>Leading zeroes required if numeric.</p> <p>Default is zeroes for non-applicable products.</p>

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
378 – 382	File Type 1	Length	Numeric (5) Defined as: 999.99	Dimensional Length	30.25 Entered as: 03025	The length is the measurement of the longest dimension.  Length in inches.  Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.  Required for rate indicator CP for Cubic Tier pricing.  Required for rate indicator RG for Parcel Select Regional Ground.  Zero-filled if not applicable.
383 – 387	File Type 1	Width	Numeric (5) Defined as: 999.99	Dimensional Width or Girth	12.75 Entered as: 01275	Width in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.  Required for rate indicator CP for Cubic Tier pricing.  Required for rate indicator RG for Parcel Select Regional Ground.  Zero-filled if not applicable.
388 – 392	File Type 1	Height	Numeric (5) Defined as: 999.99	Dimensional Height	2.50 Entered as: 00250	Height in inches. Required for GXG and domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.  Required for rate indicator CP for Cubic Tier pricing.  Required for rate indicator RG for Parcel Select Regional Ground.  Zero-filled if not applicable.

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
393 – 398	File Type 1	Dimensional Weight	Numeric (6) Defined as: 9999.99	Dimensional Weight	7.88 Entered as: 000788	<p>For GXG and domestic Priority Mail to Zones 5-8 only.</p> <p>For GXG: (LL*WW*HH)/166 (zero-0 filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 5 to 8: (LLL*WW*HH)/194 (zero-filled from left) – space-filled if calculated value of DW rate &lt; or = value of rate of actual weight.</p> <p>For domestic Priority Mail Zones 1-4 and Parcel Select: (LLL+(LLL*2)+(WW*2) &gt; or = 84 but &lt; 108 (zero-filled from left) - space-filled if calculated value of DW rate &lt; or = value of rate of actual weight"</p> <p>Required for rate indicator CP for Cubic Tier pricing.</p> <p>Zero-filled if not applicable.</p>
399 – 401	All (see rules)	Extra Service Code 1st Service	Alphanumeric (3)	<p>Two- or three-digit extra service code.</p> <p>IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.</p> <p>Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.</p>	910	<p>Field contains one extra service code.</p> <p>Required when one extra service code is used.</p> <p>Legacy: two-digit extra service code with trailing space.</p> <p>Default is spaces.</p>
402 – 407	All (see rules)	Extra Service Fee 1st Service	Numeric (6) Defined as: 9999.99	Fee for 1st extra service code.	\$.25 Entered as: 000025	<p>Default is zeroes.</p> <p>Required when Extra Service Code 1st Service is populated.</p>

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
408 – 410	All (see rules)	Extra Service Code 2nd Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	915	Field contains one extra service code.  Required when two extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
411 – 416	All (see rules)	Extra Service Fee 2nd Service	Numeric (6) Defined as: 9999.99	Fee for 2nd extra service code.	\$1.40 Entered as: 000140	Default is zeroes.  Required when Extra Service Code 2nd Service is populated.
417 – 419	All (see rules)	Extra Service Code 3rd Service	Alphanumeric (3)	Two- or three-digit extra Service Code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	935	Field contains one extra service code.  Required when three extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
420 – 425	All (see rules)	Extra Service Fee 3rd Service	Numeric (6) Defined as: 9999.99	Fee for 3rd extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 3rd Service is populated.
426 – 428	All (see rules)	Extra Service Code 4th Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	921	Field contains one extra service code.  Required when four extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.

DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
429 – 434	All (see rules)	Extra Service Fee 4th Service	Numeric (6) Defined as: 9999.99	Fee for 4th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 4th Service is populated.
435 – 437	All (see rules)	Extra Service Code 5th Service	Alphanumeric (3)	Two- or three-digit extra service code.  IMpb: Refer to Appendix J, Table 7-1 for the complete list of three-digit extra services codes.  Legacy: Refer to Appendix J, Table 7-2 for the complete list of two-digit extra services codes.	931	Field contains one extra service code.  Required when five extra service codes are used.  Legacy: two-digit extra service code with trailing space.  Default is spaces.
438 – 443	All (see rules)	Extra Service Fee 5th Service	Numeric (6) Defined as: 9999.99	Fee for 5th extra service code.	\$.85 Entered as: 000085	Default is zeroes.  Required when Extra Service Code 5th Service is populated.
444 – 450	All (see rules)	Value of Article	Numeric (7) Defined as: 99999.99	Wholesale cost of article Required if insured	\$200.00 Entered as: 0020000	Mandatory if insurance is being included as an Extra Service.  Default is zeroes.
451 – 456	All (see rules)	COD Amount Due Sender	Numeric (6) Defined as: 9999.99	Dollar amount due on delivery	\$206.00 Entered as: 020600	Required if package is COD.  Default is zeroes.
457 – 460	All (see rules)	Handling Charge	Numeric (4) Defined as: 99.99	Handling charge for Registered Mail valued at more than \$25,000.	\$20.50 Entered as: 002050	Required if First-Class Mail with Registered service valued more than \$25,000.  Default is zeroes.
461 – 462	All (see rules)	Surcharge Type	Alphanumeric (2)	Refer to Appendix J, Table 13 for the complete list of Surcharge Type codes.	A1	Default is spaces.
463 – 469	File Types 1 and 3	Surcharge Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.



DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
470 – 471	File Types 1 and 3	Discount Type	Alphanumeric (2)	Refer to Appendix J, Table 6 for the complete list of Discount Type codes.	D1	Default is spaces.
472 – 478	File Types 1 and 3	Discount Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	\$1.656 Entered as: 0001656	Leading zeroes required.  Default is zeroes for non-applicable products.  Numeric values (0-9) only.
479 – 480	File Types 1 and 3	Non-Incidental Enclosure Rate Indicator	Alphanumeric (2)	Refer to Appendix J, Table 11 for the complete list of Rate Indicator codes.	SP	Mandatory if applicable.  Default is spaces if not applicable.
481 – 482	File Types 1 and 3	Non-Incidental Enclosure Class	Alphanumeric (2)	Refer to Appendix J, Table 8 for the complete list of Mail Class codes.	FC	Mandatory if applicable.  Default is spaces if not applicable.
483 – 489	File Types 1 and 3	Non-Incidental Enclosure Postage	Numeric (7) Defined as: 9999.999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest tenth of cent.	\$.33 Entered as: 0000330	Mandatory if applicable.  Default is zeroes.
490 – 498	File Types 1 and 3	Non-Incidental Enclosure Weight	Numeric (9) Defined as: 99999.9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	Mandatory if applicable. In unit of lbs. and significant to 4 decimal positions.  Default is zeroes.
499 – 499	File Types 1 and 3	Non-Incidental Enclosure Processing Category	Alphanumeric (1)	Refer to Appendix J, Table 12 for the complete list of Processing Category codes.	3	Default is spaces for non-applicable products.
500 – 500	File Types 1 and 3	Postal Routing Barcode	Alphanumeric (1)	Indicator of presence and / or type of 5-digit destination ZIP Code (postal routing barcode).  Refer to Appendix J, Table 10 for the complete list of Postal Routing barcode codes.	1	Field must contain a valid code.  Default is a space.
501 – 502	File Type 1	Open and Distribute Contents Indicator	Alphanumeric (2)	Refer to Appendix J, Table 9 for the complete list Open and Distribute Contents Indicator codes.	EF	Required for Open and Distribute mailings.  Default is spaces for non-applicable products

<b>DETAIL RECORD 1 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>RATE / PAYMENT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
503 – 532	None (see rules)	Filler	Alphanumeric (30 )	Filler for future use.		Must be spaces.

**Exhibit 49: Detail 2 Record - Shipping Services File Record Version 1.5 Layout for Online Mailers (Special Product Information)**

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001 - 002	All (see rules)	Electronic File Detail Record ID	Alphanumeric (2)	A two-character system constant that identifies an electronic file detail record.	D2	<b>'D2' is required.</b>
003 - 036	All (see rules)	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	<p>IMpb Tracking number used on package. May include routing information and Package Identification Code (PIC).</p> <p>3-digits - '420' 5-digits - Routing ZIP Code 4-digits - Routing +4 2-digits - AI 94 3-digits - STC 2-digits - source identifier for your system 6- or 9-digits - MID 5 or 8-digits, serial number depending on construct used 1-digit - check digit</p> <p>Legacy Tracking number use on package. 2-digits - "91" AI 2-digits - STC 9-digits - MID 8-digits - Variable-length serial number from 2 to 8-digits. 1-digit - check digit</p>	<p>IMpb 420220309405 512940551291 234567812345 1 or 940551291234 567812345</p> <p>Legacy 910596900872 6000000002</p> <p>International EC 968 955 558 US</p>	<p>Tracking number must be unique for 180 days from first use.</p> <p>3-digits '420' are the routing application identifier. Used only when including a Routing ZIP Code.</p> <p>5-digits Routing ZIP Code and 4-digits Routing +4 are optional.</p> <p>Left justified trailing spaces.</p> <p>Must use non-concatenated barcode for Critical Mail.</p> <p>Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.</p>
037 - 037	File Type 1	PO Box Indicator	Alphanumeric (1)	'Y' = Express Mail Manifesting addressed to a PO Box.	N	<p>Required for Express Mail.</p> <p>Default value is 'N'.</p>
038 - 038	File Type 1	Waiver of Signature	Alphanumeric (1)	<p>'Y' = Mailer requests Waiver of signature for Express Mail.</p> <p>"N" = Mailer does not request Waiver of Signature.</p>	N	<p>Required for Express Mail.</p> <p>Default value is 'N'.</p>

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
039 - 039	File Type 1	Delivery Option Indicator	Alphanumeric (1)	Refer to Appendix J, Table 3 for the complete list of Delivery Option Indicator codes.	1	Required for Express Mail.  Default value is '1'.  For EMOD, the Delivery Option Indicator of "E" is required.  For Critical Mail, the Delivery Option indicator of "P" is required.  For Parcel Select Regional Ground, the Delivery Option Indicator of "R" is required.
040 - 087	File Types 1 and 2	Recipient Name	Alphanumeric (48)	Ship to name of addressee.	JOHN DOE	Required for Accountable mail, International mail, and Hold For Pickup.  Default is spaces.
088 - 135	File Types 1 and 2	Delivery Address	Alphanumeric (48)	Delivery Address in the destination address.	123 MAIN ST	Required for Accountable mail and International mail.  Required, however the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP+4 Code.  May contain secondary unit designator, such as APT or SUITE, for Accountable mail.)  This field is not to be used for the city or state.  Default is spaces.
136 - 163	File Types 1 and 2	City Name	Alphanumeric (28)	City name of the destination address.	Reston	Default is spaces.
164 - 165	File Types 1 and 2	State	Alphanumeric (2)	Two-character state code of the destination address.	VA	Default is spaces for International mail.
166-170	File Types 1 and 2	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5-digits. Numeric values (0-9) only.  If International, all zeroes.

<b>DETAIL RECORD 2 - Shipping Services File Record Version 1.5 Layout for Online Mailers</b>						
<b>SPECIAL PRODUCT INFORMATION</b>						
<b>Record Position</b>	<b>Required Field</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
171-174	File Types 1 and 2	Delivery ZIP+4	Alphanumeric (4)	Destination ZIP+4 add on of Domestic ZIP Code.	2804	Numeric values (0-9) only.  Default zeroes if not available.  If International, all zeroes.
175-238	File Types 1 and 2	Recipient E-mail Address	Alphanumeric (64)	E-mail address of recipient.	johnsmith@usps.gov	Required for Hold For Pickup.  Default is spaces.
239-302	File Types 1 and 2	Recipient SMS Number	Alphanumeric (64)	Phone number at which recipient will receive text messages.	5555551234@wirelesscarrier.com	Required for Hold For Pickup.  Default is spaces.
303-350	File Types 1 and 2	Sender Name	Alphanumeric (48)	Name of sender.	Jane Doe	Required for Hold For Pickup.  Default is spaces.
351-414	File Types 1 and 2	Sender E-mail Address	Alphanumeric (64)	E-mail address of sender.	janedoe@usps.gov	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
415-478	File Types 1 and 2	Sender SMS Number	Alphanumeric (64)	Phone number at which sender will receive text messages.	5555551235@wirelesscarrier.com	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification.  Default is spaces.
479-498	None (see rules)	Filler	Alphanumeric (20)	For future use.		Must be spaces

## Appendix I: Intelligent Mail Package Barcode Service Type Codes

### NOTES:

- Banner Text has not changed for the following Mail Classes or products: Certified Mail, Registered Mail, Priority Mail Open and Distribute, Express Mail Open and Distribute, Parcel Return Service, and Deferred Recovery Service.
- **If eVS applicable is, “Y” then the letters “eVS”, “EVS”, “e-VS” must precede or follow the banner text. (USPS TRACKING # eVS or USPS SIGNATURE TRACKING # eVS).**
- If your printer does not support printing special characters then “#” can be spelled out “USPS TRACKING NUMBER” or “USPS SIGNATURE TRACKING NUMBER”.
- Many of the Banner Texts include a trademark or registered symbol. These symbols are recommended but not required.
- Service Type Codes for Critical Mail are for future use; the date for use will be announced by the USPS. Marked by an asterisk (\*).

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
001	First-Class Mail: Delivery Confirmation	All	FC	USPS TRACKING #	920					Y	Y
021	First-Class Mail: Signature Confirmation	All	FC	USPS SIGNATURE TRACKING #	921					Y	Y
023	Parcel Return Service	Commercial	RP	USPS PARCEL RETURN SERVICE USPS PARCEL RTN SVC USPS PARCEL RETURN SVC	420					Y	Y
024	Recovery and Recycle Service	Commercial	RP	USPS RECYCLE RETURN SERVICE	420					Y	Y
025	Priority Mail	All	PM	USPS TRACKING #						Y	Y
026	Priority Mail: Certified Mail	All	PM	USPS CERTIFIED MAIL™	910					Y	N
027	Priority Mail: Certified Mail, Return Receipt	All	PM	USPS CERTIFIED MAIL™	910	955				Y	N
028	Priority Mail: Certified Mail, Return Receipt Electronic	All	PM	USPS CERTIFIED MAIL™	910	957				Y	N

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
029	Priority Mail: Certified Mail, Return Receipt, Return Receipt Electronic	All	PM	USPS CERTIFIED MAIL™	910	955	957			Y	N
030	Priority Mail: Certified Mail, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	PM	USPS CERTIFIED MAIL™	910	955	957	950		Y	N
031	Priority Mail: Certified Mail, Return Receipt, Restricted Delivery	All	PM	USPS CERTIFIED MAIL™	910	955	950			Y	N
032	Priority Mail: Certified Mail, Restricted Delivery	All	PM	USPS CERTIFIED MAIL™	910	950				Y	N
033	Priority Mail: COD	All	PM	USPS SIGNATURE TRACKING #	915					Y	Y
034	Priority Mail: COD, Delivery Confirmation	All	PM	USPS SIGNATURE TRACKING #	915	920				Y	Y
035	Priority Mail: COD, Return Receipt	All	PM	USPS SIGNATURE TRACKING #	915	955				Y	Y
039	Priority Mail: COD, Return Receipt Electronic	All	PM	USPS SIGNATURE TRACKING #	915	957				Y	Y
046	Priority Mail: COD, Return Receipt Electronic, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	915	957	950			Y	Y
047	Priority Mail: COD, Return Receipt, Return Receipt Electronic	All	PM	USPS SIGNATURE TRACKING #	915	955	957			Y	Y
048	Priority Mail: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	915	955	957	950		Y	Y
049	Priority Mail: COD, Return Receipt, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	915	955	950			Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
052	Priority Mail: COD, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	915	950				Y	Y
053	Priority Mail: COD, Signature Confirmation	All	PM	USPS SIGNATURE TRACKING #	915	921				Y	Y
055	Priority Mail: Delivery Confirmation	All	PM	USPS TRACKING #	920					Y	Y
056	Priority Mail: Delivery Confirmation, Merchandise Return	All	PM	USPS TRACKING #	920	980				Y	N
058	Priority Mail: Insurance <= \$200	All	PM	USPS TRACKING #	930					Y	Y
059	Priority Mail: Delivery Confirmation, Insurance <= \$200	All	PM	USPS TRACKING #	930	920				Y	Y
061	Priority Mail: Insurance > \$200	All	PM	USPS SIGNATURE TRACKING #	931					Y	Y
062	Priority Mail: Delivery Confirmation, Insurance > \$200	All	PM	USPS SIGNATURE TRACKING #	931	920				Y	Y
065	Priority Mail: Insurance > \$200, Return Receipt	All	PM	USPS SIGNATURE TRACKING #	931	955				Y	Y
066	Priority Mail: Insurance > \$200, Return Receipt Electronic	All	PM	USPS SIGNATURE TRACKING #	931	957				Y	Y
067	Priority Mail: Insurance > \$200, Return Receipt Electronic, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	931	957	950			Y	Y
068	Priority Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic	All	PM	USPS SIGNATURE TRACKING #	931	955	957			Y	Y



STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
069	Priority Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	931	955	957	950		Y	Y
070	Priority Mail: Insurance > \$200, Return Receipt, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	931	955	950			Y	Y
071	First-Class Mail: Certified Mail	All	FC	USPS CERTIFIED MAIL™	910					Y	N
072	Priority Mail: Insurance > \$200, Restricted Delivery	All	PM	USPS SIGNATURE TRACKING #	931	950				Y	Y
073	First-Class Mail: Insurance > \$200	All	FC	USPS SIGNATURE TRACKING #	931					Y	Y
074	Priority Mail: Signature Confirmation, Insurance > \$200	All	PM	USPS SIGNATURE TRACKING #	931	921				Y	Y
078	Priority Mail: Signature Confirmation, Insurance <= \$200	All	PM	USPS SIGNATURE TRACKING #	930	921				Y	Y
079	Priority Mail: Signature Confirmation, Insurance <= \$200, Hold For Pickup	All	PM	USPS SIGNATURE TRACKING #	930	921	985			Y	Y
088	Priority Mail: Registered	All	PM	USPS REGISTERED MAIL™	940					Y	N
089	Priority Mail: Registered, COD	All	PM	USPS REGISTERED MAIL™	940	915				Y	N
098	Priority Mail: Registered, Delivery Confirmation	All	PM	USPS REGISTERED MAIL™	940	920				Y	N
100	Priority Mail: Registered, Return Receipt	All	PM	USPS REGISTERED MAIL™	940	955				Y	N

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
101	Priority Mail: Registered, Return Receipt Electronic	All	PM	USPS REGISTERED MAIL™	940	957				Y	N
102	Priority Mail: Registered, Return Receipt Electronic, Restricted Delivery	All	PM	USPS REGISTERED MAIL™	940	957	950			Y	N
103	Priority Mail: Registered, Return Receipt, Return Receipt Electronic	All	PM	USPS REGISTERED MAIL™	940	955	957			Y	N
104	Priority Mail: Registered, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	PM	USPS REGISTERED MAIL™	940	955	957	950		Y	N
105	Priority Mail: Registered, Return Receipt, Restricted Delivery	All	PM	USPS REGISTERED MAIL™	940	955	950			Y	N
106	Priority Mail: Registered, Restricted Delivery	All	PM	USPS REGISTERED MAIL™	940	950				Y	N
107	Priority Mail: Registered, Signature Confirmation	All	PM	USPS REGISTERED MAIL™	940	921				Y	N
108	Priority Mail: Signature Confirmation	All	PM	USPS SIGNATURE TRACKING #	921					Y	Y
112	Priority Mail: Delivery Confirmation, Hold For Pickup	ALL	PM	USPS TRACKING #	920	985				Y	Y
113	Priority Mail: Delivery Confirmation, Insurance <= \$200, Hold For Pickup	ALL	PM	USPS TRACKING #	930	920	985			Y	Y
114	Priority Mail: Delivery Confirmation, Insurance > \$200, Hold For Pickup	ALL	PM	USPS SIGNATURE TRACKING #	931	920	985			Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
115	Priority Mail: Signature Confirmation, Hold For Pickup	ALL	PM	USPS SIGNATURE TRACKING #	921	985				Y	Y
116	Priority Mail: Signature Confirmation, Insurance > \$200, Hold For Pickup	ALL	PM	USPS SIGNATURE TRACKING #	931	921	985			Y	Y
117	Priority Mail: Merchandise Return	All	PM	USPS TRACKING #	980					Y	N
118	Priority Mail: Insurance <= \$200, Return Receipt for Merchandise	All	PM	USPS SIGNATURE TRACKING #	930	960				Y	Y
119	Priority Mail: Return Receipt for Merchandise	All	PM	USPS SIGNATURE TRACKING #	960					Y	Y
120	Priority Mail: Delivery Confirmation, Return Receipt for Merchandise	All	PM	USPS SIGNATURE TRACKING #	920	960				Y	Y
123	Priority Mail Open and Distribute (PMOD)	Commercial, Online	PM	USPS SCAN ON ARRIVAL	430					Y	Y
134	Free Matter For the Blind	All	DM	USPS TRACKING #						Y	N
135	Matter for the Blind: Insurance <= \$200	All	DM	USPS TRACKING #	930					Y	N
136	Matter for the Blind: Insurance > \$200	All	DM	USPS SIGNATURE TRACKING #	931					Y	N
147	First-Class Packages: Certified Mail, Return Receipt	ALL	FC	USPS CERTIFIED MAIL™	910	955				Y	N
148	First-Class Mail: Certified Mail, Return Receipt Electronic	All	FC	USPS CERTIFIED MAIL™	910	957				Y	N
149	First-Class Mail: Certified Mail, Restricted Delivery	All	FC	USPS CERTIFIED MAIL™	910	950				Y	N
152	First-Class Mail: COD	All	FC	USPS SIGNATURE TRACKING #	915					Y	Y

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
153	First-Class Mail: COD, Delivery Confirmation	All	FC	USPS SIGNATURE TRACKING #	915	920				Y	Y
154	First-Class Mail: Certified Mail, Return Receipt, Restricted Delivery	All	FC	USPS CERTIFIED MAIL™	910	955	950			Y	N
155	First-Class Mail: Certified Mail, Return Receipt, Return Receipt Electronic	All	FC	USPS CERTIFIED MAIL™	910	955	957			Y	N
156	First-Class Mail: Certified Mail, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	FC	USPS CERTIFIED MAIL™	910	955	957	950		Y	N
157	First-Class Mail: COD, Return Receipt	All	FC	USPS SIGNATURE TRACKING #	915	955				Y	Y
158	First-Class Mail: COD, Return Receipt Electronic	All	FC	USPS SIGNATURE TRACKING #	915	957				Y	Y
159	First-Class Mail: COD, Restricted Delivery	All	FC	USPS SIGNATURE TRACKING #	915	950				Y	Y
160	First-Class Mail: COD, Signature Confirmation	All	FC	USPS SIGNATURE TRACKING #	915	921				Y	Y
162	First-Class Mail: Delivery Confirmation, Merchandise Return	All	FC	USPS TRACKING #	920	980				Y	N
164	First-Class Mail: Insurance <= \$200	All	FC	USPS TRACKING #	930					Y	Y
165	First-Class Mail: Delivery Confirmation, Insurance <= \$200	All	FC	USPS TRACKING #	930	920				Y	Y
167	First-Class Mail: Delivery Confirmation, Insurance > \$200	All	FC	USPS SIGNATURE TRACKING #	931	920				Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
168	First-Class Mail: COD, Return Receipt, Restricted Delivery	All	FC	USPS SIGNATURE TRACKING #	915	955	950			Y	Y
169	First-Class Mail: COD, Return Receipt Electronic, Restricted Delivery	All	FC	USPS SIGNATURE TRACKING #	915	957	950			Y	Y
170	First-Class Mail: COD, Return Receipt, Return Receipt Electronic	All	FC	USPS SIGNATURE TRACKING #	915	955	957			Y	Y
171	First-Class Mail: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	FC	USPS SIGNATURE TRACKING #	915	955	957	950		Y	Y
172	First-Class Mail: Insurance > \$200, Return Receipt	All	FC	USPS SIGNATURE TRACKING #	931	955				Y	Y
173	First-Class Mail: Insurance > \$200, Return Receipt Electronic	All	FC	USPS SIGNATURE TRACKING #	931	957				Y	Y
174	First-Class Mail: Insurance > \$200, Restricted Delivery	All	FC	USPS SIGNATURE TRACKING #	931	950				Y	Y
175	First-Class Mail: Signature Confirmation, Insurance > \$200	All	FC	USPS SIGNATURE TRACKING #	931	921				Y	Y
177	First-Class Mail: Signature Confirmation, Insurance <= \$200	All	FC	USPS SIGNATURE TRACKING #	930	921				Y	Y
179	First-Class Mail: Registered	All	FC	USPS REGISTERED MAIL™	940					Y	N
180	First-Class Mail: Registered, COD	All	FC	USPS REGISTERED MAIL™	940	915				Y	N
181	First-Class Mail: Registered, COD, Return Receipt	All	FC	USPS REGISTERED MAIL™	940	915	955			Y	N

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
182	First-Class Mail: Registered, COD, Return Receipt, Return Receipt Electronic	All	FC	USPS REGISTERED MAIL™	940	915	955	957		Y	N
183	First-Class Mail: Registered, COD, Return Receipt Electronic	All	FC	USPS REGISTERED MAIL™	940	915	957			Y	N
184	First-Class Mail: Registered, Delivery Confirmation	All	FC	USPS REGISTERED MAIL™	940	920				Y	N
185	First-Class Mail: Registered, COD, Delivery Confirmation	All	FC	USPS REGISTERED MAIL™	940	915	920			Y	N
186	First-Class Mail: Registered, Delivery Confirmation, Return Receipt	All	FC	USPS REGISTERED MAIL™	940	920	955			Y	N
187	First-Class Mail: Registered, Delivery Confirmation, Return Receipt, Return Receipt Electronic	All	FC	USPS REGISTERED MAIL™	940	920	955	957		Y	N
189	First-Class Mail: Insurance > \$200, Return Receipt, Restricted Delivery	All	FC	USPS SIGNATURE TRACKING #	931	955	950			Y	Y
190	First-Class Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic	All	FC	USPS SIGNATURE TRACKING #	931	955	957			Y	Y
191	First-Class Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic w/ Restricted Delivery	All	FC	USPS SIGNATURE TRACKING #	931	955	957	950		Y	Y
192	First-Class Mail: Registered Return Receipt	All	FC	USPS REGISTERED MAIL™	940	955				Y	N

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
193	First-Class Mail: Registered, Return Receipt Electronic	All	FC	USPS REGISTERED MAIL™	940	957				Y	N
194	First-Class Mail: Registered, Restricted Delivery	All	FC	USPS REGISTERED MAIL™	940	950				Y	N
195	First-Class Mail: Registered, Signature Confirmation	All	FC	USPS REGISTERED MAIL™	940	921				Y	N
202	First-Class Mail: Registered, COD, Signature Confirmation	All	FC	USPS REGISTERED MAIL™	940	915	921			Y	N
203	First-Class Mail: Registered, Signature Confirmation, Return Receipt	All	FC	USPS REGISTERED MAIL™	940	921	955			Y	N
204	First-Class Mail: Registered, Signature Confirmation, Return Receipt Electronic	All	FC	USPS REGISTERED MAIL™	940	921	957			Y	N
205	First-Class Mail: Registered, Signature Confirmation, Return Receipt, Return Receipt Electronic	All	FC	USPS REGISTERED MAIL™	940	921	955	957		Y	N
206	First-Class Mail: Registered, Return Receipt, Restricted Delivery	All	FC	USPS REGISTERED MAIL™	940	955	950			Y	N
207	First-Class Mail: Registered, Return Receipt, Return Receipt Electronic	All	FC	USPS REGISTERED MAIL™	940	955	957			Y	N

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
208	First-Class Mail: Registered, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	FC	USPS REGISTERED MAIL™	940	955	957	950		Y	N
209	First-Class Mail: Delivery Confirmation, Hold For Pickup	All	FC	USPS TRACKING #	920	985				Y	Y
211	First-Class Mail: Delivery Confirmation, Insurance <= \$200, Hold For Pickup	All	FC	USPS TRACKING #	930	920	985			Y	Y
212	First-Class Mail: Delivery Confirmation, Insurance > \$200, Hold For Pickup	All	FC	USPS SIGNATURE TRACKING #	931	920	985			Y	Y
213	First-Class Mail: Signature Confirmation, Hold For Pickup	All	FC	USPS SIGNATURE TRACKING #	921	985				Y	Y
214	First-Class Mail: Signature Confirmation, Insurance <= \$200, Hold For Pickup	All	FC	USPS SIGNATURE TRACKING #	930	921	985			Y	Y
215	First-Class Mail: Signature Confirmation, Insurance > \$200, Hold For Pickup	All	FC	USPS SIGNATURE TRACKING #	931	921	985			Y	Y
216	First-Class Mail: Merchandise Return	All	FC	USPS TRACKING #	980					Y	N
217	First-Class Mail: Return Receipt for Merchandise	All	FC	USPS SIGNATURE TRACKING #	960					Y	Y
218	First-Class Mail: Insurance <= \$200, Return Receipt for Merchandise	All	FC	USPS SIGNATURE TRACKING #	930	960				Y	Y



STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
219	First-Class Mail: Delivery Confirmation, Return Receipt for Merchandise	All	FC	USPS SIGNATURE TRACKING #	920	960				Y	Y
248	Standard Mail: Insurance > \$200	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931					Y	Y
253	Standard Mail: Insurance > \$200, Delivery Confirmation	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931	920				Y	Y
255	Standard Mail: Insurance > \$200, Return Receipt	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931	955				Y	Y
256	Standard Mail: Insurance > \$200, Restricted Delivery	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931	950				Y	Y
257	Standard Mail: Insurance > \$200, Return Receipt Electronic	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931	957				Y	Y
259	Standard Mail: Delivery Confirmation, Insurance <= \$200	Commercial, Online	SA	USPS TRACKING #	930	920				Y	Y
265	Standard Mail: Insurance <= \$200	Commercial, Online	SA	USPS TRACKING #	930					Y	Y
269	Standard Mail: Delivery Confirmation	Commercial, Online	SA	USPS TRACKING #	920					Y	Y
285	Standard Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931	955	957			Y	Y
286	Standard Mail: Insurance > \$200, Return Receipt, Restricted Delivery	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931	955	950			Y	Y

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
288	Standard Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic, Restricted Delivery	Commercial, Online	SA	USPS SIGNATURE TRACKING #	931	955	957	950		Y	Y
306	Standard Mail: Insurance <= \$200, Return Receipt for Merchandise	Commercial, Online	SA	USPS SIGNATURE TRACKING #	930	960				Y	Y
307	Standard Mail: Return Receipt for Merchandise	Commercial, Online	SA	USPS SIGNATURE TRACKING #	960					Y	Y
308	Standard Mail: Delivery Confirmation, Return Receipt for Merchandise	Commercial, Online	SA	USPS SIGNATURE TRACKING #	920	960				Y	Y
346	Parcel Post: Delivery Confirmation	All	BP	USPS TRACKING #	920					Y	Y
347	Parcel Post: COD	All	BP	USPS SIGNATURE TRACKING #	915					Y	Y
348	Parcel Post: COD, Delivery Confirmation	All	BP	USPS SIGNATURE TRACKING #	915	920				Y	Y
349	Parcel Post: Signature Confirmation	All	BP	USPS SIGNATURE TRACKING #	921					Y	Y
352	Parcel Post: Insurance > \$200	All	BP	USPS SIGNATURE TRACKING #	931					Y	Y
353	Parcel Post: COD, Return Receipt	All	BP	USPS SIGNATURE TRACKING #	915	955				Y	Y
354	Parcel Post: COD, Return Receipt Electronic	All	BP	USPS SIGNATURE TRACKING #	915	957				Y	Y
355	Parcel Post: COD, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	915	950				Y	Y
356	Parcel Post: COD, Signature Confirmation	All	BP	USPS SIGNATURE TRACKING #	915	921				Y	Y
357	Parcel Post: COD, Special Handling	All	BP	USPS SIGNATURE TRACKING #	915	970				Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
359	Parcel Post: Delivery Confirmation, Special Handling	All	BP	USPS TRACKING #	920	970				Y	Y
361	Parcel Post: Insurance <= \$200	All	BP	USPS TRACKING #	930					Y	Y
362	Parcel Post: Delivery Confirmation, Insurance <= \$200	All	BP	USPS TRACKING #	930	920				Y	Y
363	Parcel Post: Insurance <= \$200 Merchandise Return	ALL	BP	USPS TRACKING #	930	980				Y	N
365	Parcel Post: Insurance > \$200, Return Receipt Electronic	All	BP	USPS SIGNATURE TRACKING #	931	957				Y	Y
366	Parcel Post: Insurance <= \$200, Special Handling	All	BP	USPS TRACKING #	930	970				Y	Y
367	Parcel Post: Delivery Confirmation, Insurance > \$200	All	BP	USPS SIGNATURE TRACKING #	931	920				Y	Y
368	Parcel Post: Insurance > \$200, Merchandise Return	All	BP	USPS SIGNATURE TRACKING #	931	980				Y	N
371	Parcel Post: COD, Return Receipt, Return Receipt Electronic	All	BP	USPS SIGNATURE TRACKING #	915	955	957			Y	Y
372	Parcel Post: COD, Return Receipt Electronic, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	915	957	950			Y	Y
373	Parcel Post: COD, Return Receipt, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	915	955	950			Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
374	Parcel Post: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	915	955	957	950		Y	Y
375	Parcel Post: Insurance > \$200, Return Receipt	All	BP	USPS SIGNATURE TRACKING #	931	955				Y	Y
376	Parcel Post: Insurance > \$200, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	931	950				Y	Y
377	Parcel Post: Signature Confirmation, Insurance > \$200	All	BP	USPS SIGNATURE TRACKING #	931	921				Y	Y
378	Parcel Post	All	BP	USPS TRACKING #						Y	Y
379	Parcel Post: Insurance > \$200, Special Handling	All	BP	USPS SIGNATURE TRACKING #	931	970				Y	Y
382	Parcel Post: Signature Confirmation, Special Handling	All	BP	USPS SIGNATURE TRACKING #	921	970				Y	Y
383	Parcel Post: Special Handling	All	BP	USPS TRACKING #	970					Y	Y
385	Parcel Post: Insurance > \$200, Return Receipt, Return Receipt Electronic	All	BP	USPS SIGNATURE TRACKING #	931	955	957			Y	Y
386	Parcel Post: Insurance > \$200, Return Receipt Electronic, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	931	957	950			Y	Y
387	Parcel Post: Insurance > \$200, Return Receipt, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	931	955	950			Y	Y
388	Parcel Post: Insurance > \$200, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BP	USPS SIGNATURE TRACKING #	931	955	957	950		Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
389	Parcel Select: Delivery Confirmation, Hold For Pickup	All	PS	USPS TRACKING #	920	985				Y	Y
390	Parcel Select: Delivery Confirmation, Insurance <= \$200, Hold For Pickup	All	PS	USPS TRACKING #	930	920	985			Y	Y
391	Parcel Select: Delivery Confirmation, Insurance > \$200, Hold For Pickup	All	PS	USPS SIGNATURE TRACKING #	931	920	985			Y	Y
392	Parcel Select: Signature Confirmation, Hold For Pickup	All	PS	USPS SIGNATURE TRACKING #	921	985				Y	Y
393	Parcel Select: Signature Confirmation, Insurance <= \$200, Hold For Pickup	All	PS	USPS SIGNATURE TRACKING #	930	921	985			Y	Y
394	Parcel Post: Signature Confirmation, Insurance <= \$200	All	BP	USPS SIGNATURE TRACKING #	930	921				Y	Y
395	Parcel Select: Signature Confirmation, Insurance > \$200, Hold For Pickup	All	PS	USPS SIGNATURE TRACKING #	931	921	985			Y	Y
396	Parcel Post: Merchandise Return	All	BP	USPS TRACKING #	980					Y	N
397	Parcel Post: Insurance <= \$200, Return Receipt for Merchandise	All	BP	USPS SIGNATURE TRACKING #	930	960				Y	Y
398	Parcel Post: Return Receipt for Merchandise	All	BP	USPS SIGNATURE TRACKING #	960					Y	Y
399	Parcel Post: Delivery Confirmation, Return Receipt for Merchandise	All	BP	USPS SIGNATURE TRACKING #	920	960				Y	Y

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
401	Parcel Post: Special Handling, Return Receipt for Merchandise	All	BP	USPS SIGNATURE TRACKING #	970	960				Y	Y
402	Parcel Post: Merchandise Return, Delivery Confirmation	All	BP	USPS TRACKING #	920	980				Y	N
406	Parcel Post: Registered, COD, Delivery Confirmation	All	BP	USPS REGISTERED MAIL™	940	915	920			Y	N
419	Bound Printed Matter: Delivery Confirmation	All	BB	USPS TRACKING #	920					Y	Y
420	Bound Printed Matter: COD	All	BB	USPS SIGNATURE TRACKING #	915					Y	Y
421	Bound Printed Matter – COD, Delivery Confirmation	All	BB	USPS SIGNATURE TRACKING #	915	920				Y	Y
422	Bound Printed Matter: Signature Confirmation	All	BB	USPS SIGNATURE TRACKING #	921					Y	Y
423	Bound Printed Matter: Insurance > \$200	All	BB	USPS SIGNATURE TRACKING #	931					Y	Y
424	Bound Printed Matter: COD, Return Receipt	All	BB	USPS SIGNATURE TRACKING #	915	955				Y	Y
425	Bound Printed Matter: COD, Return Receipt Electronic	All	BB	USPS SIGNATURE TRACKING #	915	957				Y	Y
426	Bound Printed Matter: COD, Restricted Delivery	All	BB	USPS SIGNATURE TRACKING #	915	950				Y	Y
427	Bound Printed Matter: COD, Signature Confirmation	All	BB	USPS SIGNATURE TRACKING #	915	921				Y	Y
431	Bound Printed Matter: Insurance <= \$200	All	BB	USPS TRACKING #	930					Y	Y
432	Bound Printed Matter: Delivery Confirmation, Insurance <= \$200	All	BB	USPS TRACKING #	930	920				Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
435	Bound Printed Matter: Insurance > \$200, Return Receipt Electronic	All	BB	USPS SIGNATURE TRACKING #	931	957				Y	Y
437	Bound Printed Matter: Delivery Confirmation, Insurance > \$200	All	BB	USPS SIGNATURE TRACKING #	931	920				Y	Y
446	Bound Printed Matter: COD, Return Receipt, Return Receipt Electronic	All	BB	USPS SIGNATURE TRACKING #	915	955	957			Y	Y
447	Bound Printed Matter: COD, Return Receipt, Restricted Delivery	All	BB	USPS SIGNATURE TRACKING #	915	955	950			Y	Y
448	Bound Printed Matter: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BB	USPS SIGNATURE TRACKING #	915	955	957	950		Y	Y
449	Bound Printed Matter: Insurance > \$200, Return Receipt, Return Receipt Electronic	All	BB	USPS SIGNATURE TRACKING #	931	955	957			Y	Y
452	Bound Printed Matter: Insurance > \$200, Return Receipt, Restricted Delivery	All	BB	USPS SIGNATURE TRACKING #	931	955	950			Y	Y
453	Bound Printed Matter: Insurance > \$200, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BB	USPS SIGNATURE TRACKING #	931	955	957	950		Y	Y
454	Bound Printed Matter: Insurance > \$200, Return Receipt	All	BB	USPS SIGNATURE TRACKING #	931	955				Y	Y

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
455	Bound Printed Matter: Insurance > \$200, Restricted Delivery	All	BB	USPS SIGNATURE TRACKING #	931	950				Y	Y
456	Bound Printed Matter: Signature Confirmation, Insurance > \$200	All	BB	USPS SIGNATURE TRACKING #	931	921				Y	Y
457	Bound Printed Matter: Signature Confirmation, Insurance <= \$200	All	BB	USPS SIGNATURE TRACKING #	930	921				Y	Y
458	Bound Printed Matter	All	BB	USPS TRACKING #						Y	Y
467	Bound Printed Matter: Merchandise Return	All	BB	USPS TRACKING #	980					Y	N
468	Bound Printed Matter: Insurance <= \$200, Return Receipt for Merchandise	All	BB	USPS SIGNATURE TRACKING #	930	960				Y	Y
469	Bound Printed Matter: Return Receipt for Merchandise	All	BB	USPS SIGNATURE TRACKING #	960					Y	Y
470	Bound Printed Matter: Delivery Confirmation, Return Receipt for Merchandise	All	BB	USPS SIGNATURE TRACKING #	920	960				Y	Y
473	Bound Printed Matter: Merchandise Return, Delivery Confirmation	All	BB	USPS TRACKING #	920	980				Y	N
477	Bound Printed Matter: Registered, COD, Delivery Confirmation	All	BB	USPS REGISTERED MAIL™	940	915	920			Y	N
490	Media Mail: Delivery Confirmation	All	BS	USPS TRACKING #	920					Y	Y
491	Media Mail: COD	All	BS	USPS SIGNATURE TRACKING #	915					Y	Y
492	Media Mail: COD, Delivery Confirmation	All	BS	USPS SIGNATURE TRACKING #	915	920				Y	Y



STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
493	Media Mail: Signature Confirmation	All	BS	USPS SIGNATURE TRACKING #	921					Y	Y
494	Media Mail: Insurance > \$200	All	BS	USPS SIGNATURE TRACKING #	931					Y	Y
495	Media Mail: COD, Return Receipt	All	BS	USPS SIGNATURE TRACKING #	915	955				Y	Y
496	Media Mail: COD, Return Receipt Electronic	All	BS	USPS SIGNATURE TRACKING #	915	957				Y	Y
497	Media Mail: COD, Restricted Delivery	All	BS	USPS SIGNATURE TRACKING #	915	950				Y	Y
498	Media Mail: COD, Signature Confirmation	All	BS	USPS SIGNATURE TRACKING #	915	921				Y	Y
502	Media Mail: Insurance <= \$200	All	BS	USPS TRACKING #	930					Y	Y
503	Media Mail: Delivery Confirmation, Insurance <= \$200	All	BS	USPS TRACKING #	930	920				Y	Y
506	Media Mail: Insurance > \$200, Return Receipt Electronic	All	BS	USPS SIGNATURE TRACKING #	931	957				Y	Y
508	Media Mail: Delivery Confirmation, Insurance > \$200	All	BS	USPS SIGNATURE TRACKING #	931	920				Y	Y
511	Media Mail: COD, Return Receipt, Return Receipt Electronic	All	BS	USPS SIGNATURE TRACKING #	915	955	957			Y	Y
512	Media Mail: COD, Return Receipt, Restricted Delivery	All	BS	USPS SIGNATURE TRACKING #	915	955	950			Y	Y
513	Media Mail: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BS	USPS SIGNATURE TRACKING #	915	955	957	950		Y	Y

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
514	Media Mail: Insurance > \$200, Return Receipt	All	BS	USPS SIGNATURE TRACKING #	931	955				Y	Y
515	Media Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic	All	BS	USPS SIGNATURE TRACKING #	931	955	957			Y	Y
516	Media Mail: Insurance > \$200, Return Receipt, Restricted Delivery	All	BS	USPS SIGNATURE TRACKING #	931	955	950			Y	Y
517	Media Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BS	USPS SIGNATURE TRACKING #	931	955	957	950		Y	Y
518	Media Mail: Insurance > \$200, Restricted Delivery	All	BS	USPS SIGNATURE TRACKING #	931	950				Y	Y
519	Media Mail: Signature Confirmation, Insurance > \$200	All	BS	USPS SIGNATURE TRACKING #	931	921				Y	Y
520	Media Mail: Signature Confirmation, Insurance <= \$200	All	BS	USPS SIGNATURE TRACKING #	930	921				Y	Y
521	Media Mail	All	BS	USPS TRACKING #						Y	Y
528	Media Mail: Merchandise Return	All	BS	USPS TRACKING #	980					Y	N
529	Media Mail: Insurance <= \$200, Return Receipt for Merchandise	All	BS	USPS SIGNATURE TRACKING #	930	960				Y	Y
530	Media Mail: Return Receipt for Merchandise	All	BS	USPS SIGNATURE TRACKING #	960					Y	Y
531	Media Mail: Delivery Confirmation, Return Receipt for Merchandise	All	BS	USPS SIGNATURE TRACKING #	920	960				Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
534	Media Mail: Merchandise Return, Delivery Confirmation	All	BS	USPS TRACKING #	920	980				Y	N
538	Media Mail: Registered, COD, Delivery Confirmation	All	BS	USPS REGISTERED MAIL™	940	915	920			Y	N
551	Library Mail: Delivery Confirmation	All	BL	USPS TRACKING #	920					Y	Y
552	Library Mail: COD	All	BL	USPS SIGNATURE TRACKING #	915					Y	Y
553	Library Mail: COD, Delivery Confirmation	All	BL	USPS SIGNATURE TRACKING #	915	920				Y	Y
554	Library Mail: Signature Confirmation	All	BL	USPS SIGNATURE TRACKING #	921					Y	Y
555	Library Mail: Insurance > \$200	All	BL	USPS SIGNATURE TRACKING #	931					Y	Y
556	Library Mail: COD, Return Receipt	All	BL	USPS SIGNATURE TRACKING #	915	955				Y	Y
557	Library Mail: COD, Return Receipt Electronic	All	BL	USPS SIGNATURE TRACKING #	915	957				Y	Y
558	Library Mail: COD, Restricted Delivery	All	BL	USPS SIGNATURE TRACKING #	915	950				Y	Y
559	Library Mail: COD, Signature Confirmation	All	BL	USPS SIGNATURE TRACKING #	915	921				Y	Y
563	Library Mail: Insurance <= \$200	All	BL	USPS TRACKING #	930					Y	Y
564	Library Mail: Delivery Confirmation Insurance <= \$200	All	BL	USPS TRACKING #	930	920				Y	Y
567	Library Mail: Insurance > \$200, Return Receipt Electronic	All	BL	USPS SIGNATURE TRACKING #	931	957				Y	Y

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
569	Library Mail: Delivery Confirmation, Insurance > \$200	All	BL	USPS SIGNATURE TRACKING #	931	920				Y	Y
572	Library Mail: COD, Return Receipt, Return Receipt Electronic	All	BL	USPS SIGNATURE TRACKING #	915	955	957			Y	Y
573	Library Mail: COD, Return Receipt, Restricted Delivery	All	BL	USPS SIGNATURE TRACKING #	915	955	950			Y	Y
574	Library Mail: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BL	USPS SIGNATURE TRACKING #	915	955	957	950		Y	Y
575	Library Mail: Insurance > \$200, Return Receipt	All	BL	USPS SIGNATURE TRACKING #	931	955				Y	Y
576	Library Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic	All	BL	USPS SIGNATURE TRACKING #	931	955	957			Y	Y
577	Library Mail: Insurance > \$200, Return Receipt, Restricted Delivery	All	BL	USPS SIGNATURE TRACKING #	931	955	950			Y	Y
578	Library Mail: Insurance > \$200, Return Receipt, Return Receipt Electronic, Restricted Delivery	All	BL	USPS SIGNATURE TRACKING #	931	955	957	950		Y	Y
579	Library Mail: Insurance > \$200, Restricted Delivery	All	BL	USPS SIGNATURE TRACKING #	931	950				Y	Y
580	Library Mail: Signature Confirmation, Insurance > \$200	All	BL	USPS SIGNATURE TRACKING #	931	921				Y	Y
581	Library Mail: Insurance <= \$200, Signature Confirmation	All	BL	USPS SIGNATURE TRACKING #	930	921				Y	Y
582	Library Mail	All	BL	USPS TRACKING #						Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
589	Library Mail: Merchandise Return	All	BL	USPS TRACKING #	980					Y	N
590	Library Mail: Insurance <= \$200, Return Receipt for Merchandise	All	BL	USPS SIGNATURE TRACKING #	930	960				Y	Y
591	Library Mail: Return Receipt for Merchandise	All	BL	USPS SIGNATURE TRACKING #	960					Y	Y
592	Library Mail: Delivery Confirmation, Return Receipt for Merchandise	All	BL	USPS SIGNATURE TRACKING #	920	960				Y	Y
595	Library Mail: Merchandise Return, Delivery Confirmation	All	BL	USPS TRACKING #	920	980				Y	N
612	Parcel Select: Delivery Confirmation	Commercial, Online	PS	USPS TRACKING #	920					Y	Y
613	Parcel Select: COD	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915					Y	Y
614	Parcel Select: COD, Delivery Confirmation	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	920				Y	Y
615	Parcel Select: Signature Confirmation	Commercial, Online	PS	USPS SIGNATURE TRACKING #	921					Y	Y
616	Parcel Select: Insurance > \$200	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931					Y	Y
617	Parcel Select: COD, Return Receipt	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	955				Y	Y
618	Parcel Select: COD, Return Receipt Electronic	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	957				Y	Y
619	Parcel Select: COD, Restricted Delivery	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	950				Y	Y
620	Parcel Select: COD, Signature Confirmation	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	921				Y	Y

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
624	Parcel Select: Insurance <= \$200	Commercial, Online	PS	USPS TRACKING #	930					Y	Y
625	Parcel Select: Delivery Confirmation, Insurance <= \$200	Commercial, Online	PS	USPS TRACKING #	930	920				Y	Y
628	Parcel Select: Insurance > \$200, Return Receipt Electronic	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	957				Y	Y
630	Parcel Select: Insurance > \$200, Delivery Confirmation	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	920				Y	Y
633	Parcel Select: COD, Return Receipt, Return Receipt Electronic	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	955	957			Y	Y
634	Parcel Select: COD, Return Receipt, Restricted Delivery	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	955	950			Y	Y
635	Parcel Select: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	Commercial, Online	PS	USPS SIGNATURE TRACKING #	915	955	950	957		Y	Y
636	Parcel Select: Insurance > \$200, Return Receipt, Return Receipt Electronic	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	955	957			Y	Y
637	Parcel Select: Insurance > \$200, Return Receipt, Restricted Delivery	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	955	950			Y	Y
638	Parcel Select: Insurance > \$200, Return Receipt, Return Receipt Electronic w/ Restricted Delivery	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	955	950	957		Y	Y
639	Parcel Select: Insurance > \$200, Return Receipt	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	955				Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
640	Parcel Select: Insurance > \$200, Restricted Delivery	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	950				Y	Y
641	Parcel Select: Insurance > \$200, Signature Confirmation	Commercial, Online	PS	USPS SIGNATURE TRACKING #	931	921				Y	Y
642	Parcel Select	Commercial, Online	PS	USPS TRACKING #						Y	Y
650	Parcel Select: Insurance <= \$200, Return Receipt for Merchandise	Commercial, Online	PS	USPS SIGNATURE TRACKING #	930	960				Y	Y
651	Parcel Select: Return Receipt for Merchandise	Commercial, Online	PS	USPS SIGNATURE TRACKING #	960					Y	Y
652	Parcel Select: Delivery Confirmation, Return Receipt for Merchandise	Commercial, Online	PS	USPS SIGNATURE TRACKING #	920	960				Y	Y
667	Priority Mail: Insurance <= \$200, Delivery Confirmation, Merchandise Return	All	PM	USPS TRACKING #	930	920	980			Y	N
668	Priority Mail: Insurance > \$200, Delivery Confirmation, Merchandise Return	All	PM	USPS SIGNATURE TRACKING #	931	920	980			Y	N
669	First-Class Mail: Insurance <= \$200, Delivery Confirmation, Merchandise Return	All	FC	USPS TRACKING #	930	920	980			Y	N
670	First-Class Mail: Insurance > \$200, Delivery Confirmation, Merchandise Return	All	FC	USPS SIGNATURE TRACKING #	931	920	980			Y	N

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
671	Parcel Post: Insurance <= \$200, Delivery Confirmation, Merchandise Return	All	BP	USPS TRACKING #	930	920	980			Y	N
672	Parcel Post: Insurance > \$200, Delivery Confirmation, Merchandise Return	All	BP	USPS SIGNATURE TRACKING #	931	920	980			Y	N
673	Bound Printed Matter: Insurance <= \$200, Delivery Confirmation, Merchandise Return	All	BB	USPS TRACKING #	930	920	980			Y	N
674	Bound Printed Matter: Insurance > \$200, Delivery Confirmation, Merchandise Return	All	BB	USPS SIGNATURE TRACKING #	931	920	980			Y	N
675	Media Mail: Insurance <= \$200, Delivery Confirmation, Merchandise Return	All	BS	USPS TRACKING #	930	920	980			Y	N
676	Media Mail: Insurance > \$200, Delivery Confirmation, Merchandise Return	All	BS	USPS SIGNATURE TRACKING #	931	920	980			Y	N
677	Library Mail: Insurance > \$200, Delivery Confirmation, Merchandise Return	All	BL	USPS SIGNATURE TRACKING #	931	920	980			Y	N
678	Library Mail: Insurance <= \$200, Delivery Confirmation, Merchandise Return	All	BL	USPS TRACKING #	930	920	980			Y	N
679	Priority Mail: Registered, COD, Delivery Confirmation	All	PM	USPS REGISTERED MAIL™	940	915	920			Y	N



STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
680	Priority Mail: Registered, COD, Signature Confirmation	All	PM	USPS REGISTERED MAIL™	940	915	921			Y	N
681	Priority Mail: Adult Signature	All	PM	USPS ADULT SIGNATURE	922					Y	Y
682	Priority Mail: Adult Signature Restricted Delivery	All	PM	USPS ADULT SIG/RESTR DEL	923					Y	Y
683	Priority Mail: Adult Signature, Certified Mail	All	PM	USPS ADULT SIGNATURE	922	910				Y	N
684	Priority Mail: Adult Signature Restricted Delivery, Certified Mail	All	PM	USPS ADULT SIG/RESTR DEL	923	910				Y	N
687	Priority Mail: Adult Signature, Insurance <=\$200	All	PM	USPS ADULT SIGNATURE	922	930				Y	Y
688	Priority Mail: Adult Signature Restricted Delivery, Insurance <=\$200	All	PM	USPS ADULT SIG/RESTR DEL	923	930				Y	Y
689	Priority Mail: Adult Signature, Insurance > \$200	All	PM	USPS ADULT SIGNATURE	922	931				Y	Y
690	Priority Mail: Adult Signature Restricted Delivery, Insurance > \$200	All	PM	USPS ADULT SIG/RESTR DEL	923	931				Y	Y
691	Parcel Select: Adult Signature	Commercial	PS	USPS ADULT SIGNATURE	922					Y	Y
692	Parcel Select: Adult Signature Restricted Delivery	Commercial	PS	USPS ADULT SIG/RESTR DEL	923					Y	Y
693	First-Class Mail: Certified Mail, Return Receipt Electronic, Restricted Delivery	All	FC	USPS CERTIFIED MAIL™	910	957	950			Y	N

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
696	Parcel Select: Adult Signature, Insurance <=\$200	Commercial	PS	USPS ADULT SIGNATURE	922	930				Y	Y
697	Parcel Select: Adult Signature Restricted Delivery, Insurance <=\$200	Commercial	PS	USPS ADULT SIG/RESTR DEL	923	930				Y	Y
698	Parcel Select: Adult Signature, Insurance > \$200	Commercial	PS	USPS ADULT SIGNATURE	922	931				Y	Y
699	Parcel Select: Adult Signature Restricted Delivery, Insurance > \$200	Commercial	PS	USPS ADULT SIG/RESTR DEL	923	931				Y	Y
702	Standard Mail	Commercial, Online	SA	USPS TRACKING #						Y	Y
710	Express Mail Post Office-Addressee	All	EX	USPS SIGNATURE TRACKING #						Y	Y
711	Express Mail Post Office-Addressee: Return Receipt	All	EX	USPS SIGNATURE TRACKING #	955					Y	N
712	Express Mail Post Office-Addressee: Insurance	All	EX	USPS SIGNATURE TRACKING #	925					Y	Y
713	Express Mail Post Office-Addressee: Insurance, Return Receipt	All	EX	USPS SIGNATURE TRACKING #	925	955				Y	N
714	Express Mail Post Office-Addressee: COD	All	EX	USPS SIGNATURE TRACKING #	915					Y	N
715	Express Mail Post Office-Addressee: COD, Return Receipt	All	EX	USPS SIGNATURE TRACKING #	915	955				Y	N
716	Express Mail: Hold For Pickup	All	EX	USPS SIGNATURE TRACKING #	985					Y	Y

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
717	Express Mail: Hold For Pickup, Return Receipt	All	EX	USPS SIGNATURE TRACKING #	955	985				Y	Y
718	Express Mail: Hold For Pickup, Insurance	All	EX	USPS SIGNATURE TRACKING #	925	985				Y	Y
719	Express Mail: Hold For Pickup, Insurance, Return Receipt	All	EX	USPS SIGNATURE TRACKING #	925	955	985			Y	Y
720	Express Mail: Hold For Pickup, COD	All	EX	USPS SIGNATURE TRACKING #	915	985				Y	N
721	Express Mail: Hold For Pickup, COD, Return Receipt	All	EX	USPS SIGNATURE TRACKING #	915	955	985			Y	N
723	Express Mail and Open Distribute (EMOD)	All	EX	USPS SCAN ON ARRIVAL	430					Y	Y
724	Express Mail: Adult Signature	All	EX	USPS ADULT SIGNATURE	922					Y	Y
725	Express Mail: Adult Signature Restricted Delivery	All	EX	USPS ADULT SIG/RESTR DEL	923					Y	Y
726	Express Mail: Adult Signature, Extra Insurance	All	EX	USPS ADULT SIGNATURE	922	925				Y	Y
727	Express Mail: Adult Signature Restricted Delivery, Extra Insurance	All	EX	USPS ADULT SIG/RESTR DEL	923	925				Y	Y
729	Express Mail: Adult Signature, Hold For Pickup	All	EX	USPS ADULT SIGNATURE	922	985				Y	N
730	Express Mail: Adult Signature Restricted Delivery, Hold For Pickup	All	EX	USPS ADULT SIG/RESTR DEL	923	985				Y	N

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STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
731	Express Mail: Adult Signature, Extra Insurance, Hold For PickUp	All	EX	USPS ADULT SIGNATURE	922	925	985			Y	N
732	Express Mail: Adult Signature Restricted Delivery, Extra Insurance, Hold For PickUp	All	EX	USPS ADULT SIG/RESTR DEL	923	925	985			Y	N
742	First-Class Mail	All	FC	USPS TRACKING #						Y	Y
750	Electronic File Number	Commercial, Online		USPS SCAN AT ACCEPTANCE						EFN Only	EFN Only
757	PS Form 5630 (SCAN)	Online		USPS SCAN AT ACCEPTANCE						Y	N
760*	Critical Mail: Delivery Confirmation	All	CM	USPS TRACKING #	920					N	N
761*	Critical Mail: Delivery Confirmation, Insurance <= \$200	All	CM	USPS TRACKING #	920	930				N	N
762*	Critical Mail: Delivery Confirmation, Insurance > \$200	All	CM	USPS SIGNATURE TRACKING #	920	931				N	N
763*	Critical Mail: Signature Confirmation	All	CM	USPS SIGNATURE TRACKING #	921					N	N
764*	Critical Mail: Signature Confirmation, Insurance <= \$200	All	CM	USPS SIGNATURE TRACKING #	921	930				N	N
765*	Critical Mail: Signature Confirmation, Insurance > \$200	All	CM	USPS SIGNATURE TRACKING #	921	931				N	N
766*	Critical Mail: Adult Signature	All	CM	USPS ADULT SIGNATURE	922					N	N

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
767*	Critical Mail: Adult Signature, Insurance <= \$200	All	CM	USPS ADULT SIGNATURE	922	930				N	N
768*	Critical Mail: Adult Signature, Insurance > \$200	All	CM	USPS ADULT SIGNATURE	922	931				N	N
769*	Critical Mail: Adult Signature Restricted Delivery	All	CM	USPS ADULT SIG/RESTR DEL	923					N	N
770*	Critical Mail: Adult Signature Restricted Delivery, Insurance <= \$200	All	CM	USPS ADULT SIG/RESTR DEL	923	930				N	N
771*	Critical Mail: Adult Signature Restricted Delivery, Insurance > \$200	All	CM	USPS ADULT SIG/RESTR DEL	923	931				N	N
772	Priority Mail: Adult Signature, Hold For PickUp	All	PM	USPS ADULT SIGNATURE	922	985				Y	N
773	Priority Mail: Adult Signature Restricted Delivery, Hold For PickUp	All	PM	USPS ADULT SIG/RESTR DEL	923	985				Y	N
774	Priority Mail: Adult Signature, Insurance <= \$200, Hold For PickUp	All	PM	USPS ADULT SIGNATURE	922	930	985			Y	N
775	Priority Mail: Adult Signature Restricted Delivery, Insurance <= \$200, Hold For PickUp	All	PM	USPS ADULT SIG/RESTR DEL	923	930	985			Y	N
776	Priority Mail: Adult Signature, Insurance > \$200, Hold For PickUp	All	PM	USPS ADULT SIGNATURE	922	931	985			Y	N

STC	Full Description	Channel	Class of Mail	Service Banner Text	1 <sup>st</sup> Extra Ser Code	2 <sup>nd</sup> Extra Ser Code	3 <sup>rd</sup> Extra Ser Code	4 <sup>th</sup> Extra Ser Code	5 <sup>th</sup> Extra Ser Code	CS (Y/N)	eVS (Y/N)
777	Priority Mail: Adult Signature Restricted Delivery, Insurance > \$200, Hold For PickUp	All	PM	USPS ADULT SIG/RESTR DEL	923	931	985			Y	N
778	Parcel Select: Adult Signature, Hold For PickUp	Commercial	PS	USPS ADULT SIGNATURE	922	985				Y	N
779	Parcel Select: Adult Signature Restricted Delivery, Hold For PickUp	Commercial	PS	USPS ADULT SIG/RESTR DEL	923	985				Y	N
780	Parcel Select: Adult Signature, Insurance <= \$200, Hold For PickUp	Commercial	PS	USPS ADULT SIGNATURE	922	930	985			Y	N
781	Parcel Select: Adult Signature Restricted Delivery, Insurance <= \$200, Hold For PickUp	Commercial	PS	USPS ADULT SIG/RESTR DEL	923	930	985			Y	N
782	Parcel Select: Adult Signature, Insurance > \$200, Hold For PickUp	Commercial	PS	USPS ADULT SIGNATURE	922	931	985			Y	N
783	Parcel Select: Adult Signature Restricted Delivery, Insurance > \$200, Hold For PickUp	Commercial	PS	USPS ADULT SIG/RESTR DEL	923	931	985			Y	N

## Appendix J: Reference Tables

**IMPORTANT NOTE:** For eVS and PRS Mailers – Applicable rate ingredients contained in Table 2 – 14 are only valid combinations as defined in Publication 205, name of document, Appendix G.

**Table 1: Barcode Construct Codes**

### IMpb Constructs - Commercial Mailer

**\*\*IMPORTANT NOTE: eVS/PRS Mailers** - C04, C08, C09 and C10 are the only valid barcode constructs for Electronic File Number. C10 is not a valid barcode construct for detail record.

		POSTAL ROUTING CODE		TRACKING NUMBER						
Code	Description	Postal Routing AI	Dest ZIP	Channel AI	STC	MID	Sequence Number	Check Digit	PIC Length	Total Barcode Length
C01	Commercial Mail - (Nine-digit Mailer ID, 9-digit ZIP Code)	3	9	2	3	9	7	1	22	34
C02	Commercial Mail - (Nine-digit Mailer ID, 5-digit ZIP Code)	3	5	2	3	9	11	1	26	34
C03	Commercial Mail - (Nine-digit Mailer ID, 5-digit ZIP Code)	3	5	2	3	9	7	1	22	30
C04**	Commercial Mail - (Nine-digit Mailer ID, No ZIP Code)	0	0	2	3	9	7	1	22	22
C05	Commercial Mail - (Six-digit Mailer ID, 9-digit ZIP Code)	3	9	2	3	6	10	1	22	34
C06	Commercial Mail - (Six-digit Mailer ID, 5-digit ZIP Code)	3	5	2	3	6	14	1	26	34
C07	Commercial Mail - (Six-digit Mailer ID, 5-digit ZIP Code)	3	5	2	3	6	10	1	22	30
C08**	Commercial Mail - (Six-digit Mailer ID, No ZIP Code)	0	0	2	3	6	10	1	22	22
C09**	Commercial Mail - (Six-digit Mailer ID, No ZIP Code)	0	0	2	3	6	14	1	26	26
C10**	Commercial Mail – (Nine-digit Mailer ID, No ZIP Code)	0	0	2	3	9	11	1	26	26

**IMpb Constructs - Online/PC Postage Mailer**

**\*\*IMPORTANT NOTE: eVS/PRS Mailers - None of these barcode constructs are applicable.**

		POSTAL ROUTING CODE		TRACKING NUMBER							
Code	Description	Postal Routing AI	Dest ZIP	Channel AI	STC	Source ID	MID	Sequence Number	Check Digit	PIC Length	Total Barcode Length
N01**	Online / PC Postage Label - (Six-digit Mailer ID, 5-digit ZIP Code)	3	5	2	3	2	6	8	1	22	30
N02**	Online / PC Postage Label - (Six-digit Mailer ID, 9-digit ZIP Code)	3	9	2	3	2	6	8	1	22	34
N03**	Online / PC Postage Label - (Six-digit Mailer ID, No ZIP Code)	0	0	2	3	2	6	8	1	22	22
N04**	Online / PC Postage Label - (Nine-digit Mailer ID, 5-digit ZIP Code)	3	5	2	3	2	9	5	1	22	30
N05**	Online / PC Postage Label - (Nine-digit Mailer ID, 9-digit ZIP Code)	3	9	2	3	2	9	5	1	22	34
N06**	Online / PC Postage Label - (Nine-digit Mailer ID, No ZIP Code)	0	0	2	3	2	9	5	1	22	22

**Legacy Barcode Constructs – Commercial and Online/PC Postage Mailers**

**\*\*IMPORTANT NOTE: eVS/PRS Mailers – L01 is the only valid barcode constructs for label number on the detail record.**

		POSTAL ROUTING CODE		TRACKING NUMBER							
Code	Description	Postal Routing AI	Dest ZIP	Channel AI	STC	MID	Sequence Number	Check Digit	PIC Length	Total Barcode Length	
L01**	Commerical Mailer – 22-digit Legacy Barcode	0	0	2	2	9	8	1	22	22	
L02	Commerical Mailer – 30-digit Legacy Concatenated Barcode	3	5	2	2	9	8	1	22	30	
L03	Commerical Mailer – 16-22-digit Legacy Variable Length Barcode	0	0	2	2	9	2-8	1	16-22	16-22	
L04	Commerical Mailer – 24-30 digit Legacy Variable Length Concatenated Barcode	3	5	2	2	9	2-8	1	24-30	24-30	



**Table 2: Channel Application Identifier (AI)**

**IMPORTANT NOTE:** Not applicable for the Electronic File Number (Header Record). Only applicable in the package identification number (Detail Record)

Application Identifier	Description	Confirmation Services Applicable	eVS Applicable
91**	Legacy Barcode	Y	Y
92	Commercial Mailer – Nine-digit MID	Y	Y
93	Commercial Mailer – Six-digit MID	Y	Y
94	Web Tools PC Postage Vendor	Y	N

**Table 3: Container Type Indicator Codes**

Identifier	Description
<b>Version 1.5 Shipping Detail 2 Record Positions: 127-128, 163-164, 199-200</b>	
<b>Version 1.5 Shipping Detail 2 Record Positions: 127-128, 163-164, 199-200</b>	
BX	Box
BL	Truck bedload
OF	Open and Distribute Full Tray Box
OH	Open and Distribute Half Tray Box
PT	Pallet
RP	Receptacle
SK	Sack

**Table 4: Delivery Option Indicator Codes**

<b>Code</b>	<b>Description</b>	<b>Confirmation Services Applicable</b>	<b>eVS Applicable</b>
<b>Version 1.5 Shipping Detail 2 Record Position: 039</b>			
<b>Version 1.6 Shipping Detail 1 Record Position: 505</b>			
1	Normal Delivery	Y	Y
2	No Weekend Delivery	Y	Y
3	No Holiday Delivery	Y	Y
4	No Weekend or Holiday Delivery	Y	Y
5	No Saturday Delivery	Y	Y
6	No Sunday Delivery	Y	Y
7	Sunday Delivery	Y	Y
8	Holiday Delivery	Y	Y
9	No Sunday or Holiday Delivery	Y	Y
E	Scheduled End of Day	Y	Y
F	Scheduled End of Day No Sun/Holiday Delivery	Y	Y
G	Scheduled End of Day No Weekend/Holiday Delivery	Y	Y
P	Adjusted Service Standard for Priority Mail or Critical Mail	Y	Y
R	Regional Ground	Y	Y

**Table 5: Destination Rate Indicator Codes**

Code	Description	Confirmation Services Applicable	eVS Applicable
<b>Version 1.5 Shipping Detail 1 Record Position: 375 Version 1.6 Shipping Detail 1 Record Position: 375</b>			
A	Destination Area Distribution Center (DADC)	Y	Y
B	Destination Network Distribution Center (DNDC)	Y	Y
D	Destination Delivery Unit (DDU)	Y	Y
F	Destination Auxiliary Service Facility (DASF)	Y	Y
I	International Service Office	Y	N
N	None	Y	Y
S	Destination Sectional Center Facility (DSCF)	Y	Y

**Table 6: Discount Type Codes**

Code	Description	Confirmation Services Applicable	eVS Applicable
<b>Version 1.5 - Detail 1 Record Positions: 470-471 Version 1.6 - Detail 1 Record Positions: 470-471</b>			
D1	Machinable Parcel Barcode Discount	Y	Y
D2	ONDC Presort Discount (Inter-NDC Parcel Select)	Y	Y
D3	NDC Presort Discount (Inter-NDC Parcel Select)	Y	Y
D4	Nonmachinable Discount (Intra-NDC Parcel Post) for Special Handling	Y	N
D5	Nonmachinable Discount (Inter-NDC Parcel Post) for Special Handling	Y	N
D6	Nonmachinable Discount (DNDC Parcel Select) for Special Handling	Y	Y
D7	Nonmachinable Discount (DSCF Parcel Select) for Special Handling	Y	Y
D8	ONDC Presort Discount with Machinable Parcel Barcode Discount	Y	Y
D9	NDC Presort Discount with Machinable Parcel Barcode Discount	Y	Y

Table 7: Extra Services Codes

Table 7-1: Three-Digit Extra Services Codes – IMpb

Three-digit Code	Description	Confirmation Services Applicable	eVS Applicable	PRS Applicable
<b>Version 1.5 - Detail 1 Record Positions: 399-401, 408-410, 417-419, 426-428, and 435-437</b>				
<b>Version 1.6 - Detail 1 Record Positions: 399-401, 408-410, 417-419, 426-428, and 435-437</b>				
415	Returns	N	N	N
420	Parcel Return Service	N	N	Y
430	Open and Distribute	Y	Y	N
910	Certified Mail	Y	N	N
915	Collect on Delivery (COD)	Y	Y	N
920	Delivery Confirmation	Y	Y	N
921	Signature Confirmation	Y	Y	N
922*	Adult Signature	Y	Y	N
923*	Adult Signature Restricted Delivery	Y	Y	N
925	Express Mail Merchandise Insurance	Y	Y	N
930	Insurance <=\$200	Y	Y	N
931	Insurance >\$200	Y	Y	N
940	Registered Mail	Y	N	N
950	Restricted Delivery	Y	Y	N
955	Return Receipt	Y	Y	N
957	Return Receipt Electronic	Y	Y	N
960	Return Receipt For Merchandise	Y	Y	N
970	Special Handling	Y	Y	N
980	Merchandise Return	Y	N	N
985	Hold for Pickup	Y	Y	N

**Table 7-2: Two-Digit Extra Services Codes – Legacy barcode**

Two-digit Code	Description	Confirmation Services Applicable	eVS Applicable
<b>Version 1.5 - Detail 1 Record Positions: 399-401, 408-410, 417-419, 426-428, and 435-437</b> <b>Version 1.6 - Detail 1 Record Positions: 399-401, 408-410, 417-419, 426-428, and 435-437</b>			
01	Delivery Confirmation	Y	Y
02	Signature Confirmation	Y	Y
03	Certified Mail	Y	N
04	Insured Mail	Y	Y
05	COD (Collect on Delivery)	Y	Y
06	Return Receipt (Electronic)/ Return Receipt	Y	Y
07	Return Receipt for Merchandise	Y	Y
08	Restricted Delivery	Y	Y
09	Certificate of Mailing	Y	N
10	Registered Mail	Y	N
11	Special Handling (less than or equal to 10 lbs.)	Y	Y
12	Special Handling (more than 10 lbs.)	Y	Y
13	Bulk Insurance	Y	Y
19	Express Mail Insurance	Y	Y

**Table 8: Mail Class Codes**

Code	Description	Confirmation Services Applicable	eVS Applicable	PRS Applicable
<b>Version 1.5 - Detail 1 Record Postions: 037-038</b>				
<b>Version 1.6 - Detail 1 Record Postions: 037-038</b>				
BB	Bound Printed Matter	Y	Y	N
BL	Library Mail	Y	Y	N
BP	Parcel Post	Y	Y	N
BS	Media Mail	Y	Y	N
CM	Critical Mail	N	N	N
CP	Priority Mail International Parcels	Y	N	N
DM	Domestic Matter for the Blind	Y	N	N
EX	Express Mail	Y	Y	N
FC	First-Class Mail	Y	Y	N
IE	Express Mail International	Y	N	N
LC	First-Class Mail International	Y	N	N
MR	Priority Mail Return Service	N	N	Y
PG	Global Express Guaranteed	Y	N	N
PM	Priority Mail	Y	Y	N
PS	Parcel Select	Y	Y	N
RP	Parcel Return Service	N	N	Y
S2	Standard Mail Nonprofit	Y	N	N
S3	Standard Mail Enhanced Carrier Route	Y	N	N
S4	Standard Mail Nonprofit Enhanced Carrier Route	Y	N	N
SA	Standard Mail	Y	Y	N

**Table 9: Open and Distribute Content Indicator Codes**

Code	Description	Confirmation Services Applicable	eVS Applicable
<b>Version 1.5 - Detail 1 Record Postions: 501-502</b> <b>Version 1.6 - Detail 1 Record Postions: 501 -502</b>			
EF	Flats / Electronic Payment	<b>Y</b>	<b>Y</b>
EL	Letters / Electronic Payment	<b>Y</b>	<b>Y</b>
EP	Parcels / Electronic Payment	<b>Y</b>	<b>Y</b>
PF	Flats / Non-Electronic Payment	<b>Y</b>	<b>Y</b>
PL	Letters / Manual Payment	<b>Y</b>	<b>Y</b>
PP	Parcels / Manual Payment	<b>Y</b>	<b>Y</b>

**Table 10: Postal Routing Barcode Codes**

Code	Description	Confirmation Services Applicable	eVS Applicable
<b>Version 1.5 - Detail 1 Record Postions: 500</b> <b>Version 1.6 - Detail 1 Record Postions: 500</b>			
0	NO BARCODE	<b>Y</b>	<b>Y</b>
1	GS1-128 BARCODE	<b>Y</b>	<b>Y</b>
2	POSTNET	<b>Y</b>	<b>Y</b>

**Table 11: Rate Indicator Codes**

<b>Code</b>	<b>Description</b>	<b>Confirmation Services Applicable</b>	<b>eVS Applicable</b>
<b>Version 1.5 - Detail 1 Record Postions: 373-374</b>			
<b>Version 1.6 - Detail 1 Record Postions: 373-374</b>			
3E	Inter-NDC Oversized Rate	Y	N
5D	5-Digit Price	Y	Y
5S	5-Digit Special Standard	Y	N
AD	ADC Price	Y	Y
AF	Critical Mail Flat	Y	Y
AL	Critical Mail Letter	Y	Y
B3	3-Digit Balloon Rate	Y	Y
BA	Basic Price	Y	Y
BM	NDC Price	Y	Y
BN	Balloon Rate	Y	Y
BP	Basic Bound Printed Matter Pre-Bar Coded	Y	N
BS	NDC Special Standard	Y	N
C1	Cubic Pricing Tier 1	Y	N
C2	Cubic Pricing Tier 2	Y	N
C3	Cubic Pricing Tier 3	Y	N
C4	Cubic Pricing Tier 4	Y	N
C5	Cubic Pricing Tier 5	Y	N
C6	Regional Rate Box A	Y	Y
C7	Regional Rate Box B	Y	Y
CB	Carrier Route Basic Price	Y	Y
CD	Express Mail Custom Design	Y	N
CH	Carrier Route High Density Price	Y	Y
CP	Cubic Pricing	Y	Y
CR	Carrier Route Price	Y	N
CS	Carrier Route Saturation Price	Y	Y
DN	Dimensional Nonrectangular Price	Y	Y
DR	Dimensional Rectangular Price	Y	Y
E1	Express Mail Same Day Airport Flat Rate	Y	N
E3	Express Mail Flat Rate Envelope Hold For Pickup	Y	Y
E4	Express Mail Flat Rate Envelope Post Office To Addressee	Y	Y
E5	Express Mail Legal Flat Rate Envelope – Hold for Pickup	Y	Y
E6	Express Mail Legal Flat Rate Envelope – PO to Addressee	Y	Y
E7	Express Mail Legal Flat Rate Envelope Sun Holiday Fee - PO to Addressee	Y	N
FA	Legal Flat Rate Envelope	Y	Y
FB	Medium Flat Rate Box	Y	Y



Code	Description	Confirmation Services Applicable	eVS Applicable
<b>Version 1.5 - Detail 1 Record Postions: 373-374</b>			
<b>Version 1.6 - Detail 1 Record Postions: 373-374</b>			
FE	Flat Rate Envelope	Y	Y
FP	Padded Flat Rate Envelope	Y	Y
FS	Small Flat Rate Box	Y	Y
IG	P/Ps < 15 Lbs, Combined Length/Girth > 84" and <= 108" Subject To Balloon Rate	Y	N
IM	Parcel Post/Parcel Select Between 108" and 130" Subject To Oversize Rate	Y	N
MA	Mixed ADC Price	Y	Y
MB	Mixed NDC Price	Y	Y
N5	Nonprofit 5-Digit Price	Y	Y
NB	Nonprofit Carrier Route Basic Price	Y	Y
ND	Nonprofit NDC Price	Y	Y
NH	Nonprofit Carrier Route High Density	Y	Y
NM	Nonprofit NDC Mixed Price	Y	Y
NP	Nonpresorted Price	Y	Y
NR	Nonprofit Carrier Route Saturation Price	Y	Y
NT	Nonprofit SDC Price	Y	Y
OS	Oversized	Y	Y
PA	Express Mail to Post Office Addressee	Y	Y
PG	PM < 15 Lbs Combined Length/Girth > 84" And <= 108" Subject To Balloon Rate	Y	N
PL	Large Flat Rate Box	Y	Y
PM	Large Flat Rate Box APO/FPO/DPO	Y	Y
PP	Express Mail Hold For Pickup	Y	Y
PR	Presorted Price	Y	Y
RG	Regional Ground Price	Y	Y
S2	Single Piece – Parcel	Y	N
SP	Single-Piece Price	Y	Y
U3	3-digit under 1 pound	Y	Y
U5	5-digit under 1 pound	Y	Y
UA	ADC under 1 pound	Y	Y
US	Single-Piece under 1 pound	Y	Y

**Table 12: Processing Category Codes**

<b>Code</b>	<b>Description</b>	<b>Confirmation Services Applicable</b>	<b>eVS Applicable</b>
<b>Version 1.5 - Detail 1 Record Postions: 372</b>			
<b>Version 1.6 - Detail 1 Record Postions: 372</b>			
0	CARDS	Y	N
1	LETTERS	Y	Y
2	FLATS	Y	Y
3	MACHINABLE PARCEL	Y	Y
4	IRREGULAR PARCEL	Y	Y
5	NONMACHINABLE PARCEL	Y	Y
6	NOT FLAT-MACHINABLE (LESS THAN 6 OUNCES)	Y	Y
7	NOT FLAT-MACHINABLE (6 OUNCES OR MORE)	Y	Y
C	CATALOGS	Y	N
O	OPEN AND DISTRIBUTE	Y	Y
R	RETURNS	Y	N

**Table 13: Surcharge Type Codes**

<b>Code</b>	<b>Description</b>	<b>Confirmation Services Applicable</b>	<b>eVS Applicable</b>
<b>Version 1.5 - Detail 1 Record Postions: 461-462 Version 1.6 - Detail 1 Record Postions: 461-462</b>			
N1	Nonmachinable Parcel Surcharge	Y	Y
N2	Nonbarcoded Parcel Surcharge	Y	Y
N3	Detached Address Label	Y	N
S1	Non-Standard Surcharge	Y	N
S2	Balloon Surcharge - Priority Mail	Y	N
S3	Balloon Surcharge - Parcel Post	Y	N
S4	Nonmachinable Surcharge	Y	N
S5	Oversized Surcharge	Y	N
S7	Balloon Surcharge - Nonmachinable Parcel Post	Y	N
S9	Nonmachinable First-Class International	Y	N

**Table 14: ZONE Codes**

<b>Code</b>	<b>Zone Name</b>	<b>Confirmation Services Applicable</b>	<b>eVS Applicable</b>
<b>Version 1.5 - Detail 1 Record Postions: 376-377 Version 1.6 - Detail 1 Record Postions: 376-377</b>			
00	UNZONE	Y	Y
01	ZONE 1	Y	Y
02	ZONE 2	Y	Y
03	ZONE 3	Y	Y
04	ZONE 4	Y	Y
05	ZONE 5	Y	Y
06	ZONE 6	Y	Y
07	ZONE 7	Y	Y
08	ZONE 8	Y	Y
LC	Local ZONE	Y	Y



**Appendix K: Two-Digit Service Type Code Mapping to Three-Digit Service Type Code**

**Exhibit 50: BOUND PRINTED MATTER = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>BB - BOUND PRINTED MATTER</b>							
Bound Printed Matter: Delivery Confirmation	02	419	920				
Bound Printed Matter: Insurance > \$200, Delivery Confirmation	06	437	931	920			
Bound Printed Matter: Insured (Value <= \$200), Delivery Confirmation	08	432	930	920			
Bound Printed Matter: COD, Delivery Confirmation	10	421	915	920			
Bound Printed Material: Insurance <= \$200	13	431	930				
Bound Printed Matter, Signature Confirmation	22	422	921				
Bound Printed Matter: Insurance <= \$200, Signature Confirmation	26	457	930	921			
Bound Printed Matter: Insurance > \$200, Signature Confirmation	26	456	931	921			
Bound Printed Matter: COD, Signature Confirmation	30	427	915	921			
Bound Printed Material: Insurance > \$200	73	423	931				
Bound Printed Matter: Return Receipt for Merchandise	81	469	960				
Bound Printed Matter: Merchandise Return, Delivery Confirmation	82	473	920	980			
Bound Printed Matter: Insurance <= \$200, Merchandise Return, Delivery Confirmation	83	673	930	920	980		
Bound Printed Material : Merchandise Return	84	467	980				
Bound Printed Matter: Insurance > \$200, Merchandise Return, Delivery Confirmation	85	674	931	920	980		

**Exhibit 51: LIBRARY MAIL = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>BL - LIBRARY MAIL</b>							
Library Mail: Delivery Confirmation	02	551	920				
Library Mail: Insurance > \$200, Delivery Confirmation	06	569	931	920			
Library Mail: Insured (Value <= \$200), Delivery Confirmation	08	564	930	920			
Library Mail: COD, Delivery Confirmation	10	553	915	920			
Library Rate: Insurance <= \$200	13	563	930				
Library Mail: Signature Confirmation	22	554	921				
Library Mail: Insurance > \$200), Signature Confirmation	26	580	931	921			
Library Mail: Insurance <= \$200, Signature Confirmation	26	581	930	921			
Library Mail: COD, Signature Confirmation	30	559	915	921			
Library Mail: Insurance > \$200	73	555	931				
Library Rate: Return Receipt for Merchandise	81	591	960				
Library Mail: Merchandise Return, Delivery Confirmation	82	595	920	980			
Library Mail: Insurance <= \$200, Merchandise Return, Delivery Confirmation	83	678	930	920	980		
Library Rate: Merchandise Return	84	589	980				
Library Mail: Insurance > \$200, Merchandise Return, Delivery Confirmation	85	677	931	920	980		

**Exhibit 52: PARCEL POST = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>BP – PARCEL POST</b>							
Parcel Post: Delivery Confirmation	02	346	920				
Parcel Post: Insurance > \$200, Delivery Confirmation	06	367	931	920			
Parcel Post: Insured (Value <= \$200), Delivery Confirmation	08	362	930	920			
Parcel Post: COD, Delivery Confirmation	10	348	915	920			
Parcel Post: Insurance <= \$200	13	361	930				
Parcel Post, Signature Confirmation	22	349	921				
Parcel Post: Insurance > \$200, Signature Confirmation	26	377	931	921			
Parcel Post: Insurance <= \$200, Signature Confirmation	26	394	930	921			
Parcel Post: COD, Signature Confirmation	30	356	915	921			
Parcel Post: Insurance > \$200	73	352	931				
Parcel Post: Return Receipt for Merchandise	81	398	960				
Parcel Post: Merchandise Return, Delivery Confirmation	82	402	920	980			
Parcel Post: Insurance <= \$200, Merchandise Return, Delivery Confirmation	83	671	930	920	980		
Parcel Post: Merchandise Return	84	396	980				
Parcel Post: Insurance > \$200, Merchandise Return, Delivery Confirmation	85	672	931	920	980		

**Exhibit 53: MEDIA MAIL = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>BS – MEDIA MAIL</b>							
Media Mail: Delivery Confirmation	02	490	920				
Media Mail: Insurance > \$200, Delivery Confirmation	06	508	931	920			
Media Mail: Insured (Value <= \$200), Delivery Confirmation	08	503	930	920			
Media Mail: COD, Delivery Confirmation	10	492	915	920			
Media Mail: Insurance <= \$200	13	502	930				
Media Mail, Signature Confirmation	22	493	921				
Media Mail: Insurance > \$200, Signature Confirmation	26	519	931	921			
Media Mail: Insurance <= \$200, Signature Confirmation	26	520	930	921			
Media Mail: COD, Signature Confirmation	30	498	915	921			
Media Mail: Insurance > \$200	73	494	931				
Media Mail: Return Receipt for Merchandise	81	530	960				
Media Mail: Merchandise Return, Delivery Confirmation Service	82	534	920	980			
Media Mail: Insurance <= \$200, Merchandise Return, Delivery Confirmation	83	675	930	920	980		
Media Mail: Merchandise Return	84	528	980				
Media Mail: Insurance > \$200, Merchandise Return, Delivery Confirmation	85	676	931	920	980		



**Exhibit 54: FIRST-CLASS MAIL = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>FC – FIRST-CLASS MAIL</b>							
First-Class Mail: Delivery Confirmation	01	001	920				
First-Class Mail: Insurance > \$200, Delivery Confirmation	05	167	931	920			
First-Class Mail: Insurance <= \$200, Delivery Confirmation	07	165	930	920			
First-Class Mail: COD, Delivery Confirmation	09	153	915	920			
First-Class Mail: Registered Mail, Delivery Confirmation	11	184	940	920			
First-Class Mail: Registered Mail, COD, Delivery Confirmation	12	185	940	915	920		
First-Class Mail: Insurance <= \$200	13	164	930				
First-Class Mail - Signature Confirmation	21	021	921				
First-Class Mail: Insurance > \$200, Signature Confirmation	25	175	931	921			
First-Class Mail: Insurance <= \$200, Signature Confirmation	25	177	930	921			
First-Class Mail: COD, Signature Confirmation	29	160	915	921			
First-Class Mail: Registered Mail, Signature Confirmation	31	195	940	921			
First-Class Mail: Registered Mail, COD, Signature Confirmation	32	202	940	915	921		
First-Class Mail: Certified Mail	71	071	910				
First-Class Mail: Insurance > \$200	73	073	931				
First-Class Mail: Registered Mail	77	179	940				
First-Class Mail: Return Receipt for Merchandise	81	217	960				
First-Class Mail: Merchandise Return, Delivery Confirmation	82	162	920	980			
First-Class Mail: Insurance <= \$200, Merchandise Return, Delivery Confirmation	83	669	930	920	980		
First-Class Mail: Merchandise Return	84	216	980				
First-Class Mail: Insurance > \$200, Merchandise Return, Delivery Confirmation	85	670	931	920	980		

**Exhibit 55: PRIORITY MAIL RETURN SERVICE = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>MR – PRIORITY MAIL RETURN SERVICES</b>							
Merchandise Return – Deferred Recovery Service	57	024	420				
Merchandise Return – Parcel Return Service	58	023	420				

**Exhibit 56: PRIORITY MAIL = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>PM – PRIORITY MAIL</b>							
Priority Mail: Delivery Confirmation	01	055	920				
Priority Mail: Delivery Confirmation, Insurance > \$200	05	062	931	920			
Priority Mail: Delivery Confirmation, Insurance <= \$200	07	059	930	920			
Priority Mail: COD, Delivery Confirmation	09	034	915	920			
Priority Mail: Registered Mail, Delivery Confirmation	11	098	940	920			
Priority Mail: Registered Mail: COD, Delivery Confirmation	12	679	940	915	920		
Priority Mail: Insurance <= \$200	13	058	930				
Priority Mail: Signature Confirmation	21	108	921				
Priority Mail: Insurance > \$200, Signature Confirmation	25	074	931	921			
Priority Mail: Insurance <= \$200, Signature Confirmation	25	078	930	921			
Priority Mail: COD, Signature Confirmation	29	053	915	921			
Priority Mail: Registered Mail, Signature Confirmation	31	107	940	921			
Priority Mail: Registered Mail, COD, Signature Confirmation	32	680	940	915	921		
Priority Mail Open and Distribute (PMOD)	55	123	430				
Priority Mail: Certified Mail	71	026	910				

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>PM – PRIORITY MAIL</b>							
Priority Mail: Insurance > \$200	73	061	931				
Priority Mail - Registered Mail	77	088	940				
Priority Mail: Return Receipt for Merchandise	81	119	960				
Priority Mail: Merchandise Return, Delivery Confirmation Service	82	056	920	980			
Priority Mail: Insurance <= \$200, Merchandise Return, Delivery Confirmation	83	667	930	920	980		
Priority Mail: Merchandise Return	84	117	980				
Priority Mail: Insurance > \$200, Merchandise Return, Delivery Confirmation	85	668	931	920	980		

**Exhibit 57: PARCEL SELECT = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>PS – PARECEL SELECT</b>							
Parcel Select: Delivery Confirmation	02	612	920				
Parcel Select: Insurance > \$200, Delivery Confirmation	06	630	931	920			
Parcel Select: Insurance <= \$200, Delivery Confirmation	08	625	930	920			
Parcel Select: COD, Delivery Confirmation	10	614	915	920			
Parcel Select: Insurance <= \$200	13	624	930				
Parcel Select: Signature Confirmation	22	615	921				
Parcel Select: Insurance > \$200, Signature Confirmation	26	641	931	921			
Parcel Select: COD, Signature Confirmation	30	620	915	921			
Parcel Select: Insurance > \$200	73	616	931				
Parcel Select: Return Receipt for Merchandise	81	651	960				

**Exhibit 58: PARCEL RETURN SERVICE = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>RP – PARCEL RETURN SERVICE</b>							
Parcel Post – Deferred Recovery Service	57	024	420				
Parcel Post – Parcel Return Service	58	023	420				

**Exhibit 59: STANDARD MAIL = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

Description	Two-Digit Service Type Code	Three-Digit Service Type Code	1 <sup>st</sup> Extra Service Code	2 <sup>nd</sup> Extra Service Code	3 <sup>rd</sup> Extra Service Code	4 <sup>th</sup> Extra Service Code	5 <sup>th</sup> Extra Service Code
<b>SA – STANDARD MAIL</b>							
Standard Mail Fulfillment: Delivery Confirmation	02	269	920				
Standard Mail Fulfillment: Insurance > \$200, Delivery Confirmation	06	253	931	920			
Standard Mail Fulfillment: Insurance <= \$200, Delivery Confirmation	08	259	930	920			
Standard Mail Fulfillment: Insurance <= \$200	13	265	930				
Standard Mail Fulfillment: Insurance > \$200	73	248	931				
Standard Mail Fulfillment: Return Receipt for Merchandise	81	307	960				

**Exhibit 60: ELECTRONIC FILE NUMBER = TWO-DIGIT TO THREE-DIGIT SERVICE TYPE CODES**

<b>Description</b>	<b>Two-Digit Service Type Code</b>	<b>Three-Digit Service Type Code</b>	<b>1<sup>st</sup> Extra Service Code</b>	<b>2<sup>nd</sup> Extra Service Code</b>	<b>3<sup>rd</sup> Extra Service Code</b>	<b>4<sup>th</sup> Extra Service Code</b>	<b>5<sup>th</sup> Extra Service Code</b>
Header Record - Electronic File Number Field Only (PS Form 3152 or PS Form 8125)	50	750					
Header Record – Electronic File Number Filed Only (PS Form 5630)	50	757					



## Appendix L: Transitioning from Shipping Services File Version 1.3 to Shipping Services File Version 1.6

This appendix is intended to be used as a starting point for customers transitioning from Shipping Services File Version 1.3 to Shipping Services File Version 1.6.

HEADER RECORD				
File Format 1.3 Fields	Version 1.6 Field Name (if Different)	Version 1.6 Record Type	Version 1.6 Field Position	Not in File Format 1.6
Electronic File Header Record ID	Header Record ID	Header	001-002	--
Electronic File Type		Header	003-003	--
Electronic File Number		Header	004-037	--
Date of Mailing		Header	038-045	--
Time of Mailing		Header	046-051	--
Entry Facility	Entry Facility ZIP Code	Header	052-052	--
Payment Account Number		Detail Record 1	275-284	--
Method of Payment		Detail Record 1	285-286	--
Post Office of Account ZIP Code		Detail Record 1	287-291	--
DSAS Confirmation Number	Fast Reservation Number	Detail Record 1	246-260	--
Pickup Requested Indicator				✓
Postal Service Electronic File Version Number	USPS Electronic File Version Number	Header	075-077	--
Unique Developer ID Code	Software Vendor Code	Header	090-093	--
Shipping/Manifesting Software's Product Version Number	Software Vendor Product Version Number	Header	094-101	--
File Record Count		Header	102-110	--

Detail Record 1				
File Format 1.3 Fields	Version 1.6 Field Name (if Different)	Version 1.6 Record Type	Version 1.6 Field Position	Not in File Format 1.6
Electronic File Detail Record ID	Detail Record ID	Detail Record 1	001-002	--
Products or Class of Mail	Class of Mail	Detail Record 1	037-038	--
Package Identification Code (PIC)	Intelligent Mail Package Barcode (IMpb)	Detail Record 1	003-036	--
Destination ZIP Code		Detail Record 1	047-051	--
Destination ZIP+4		Detail Record 1	052-055	--
Country Code	Destination Country Code	Detail Record 1	057-058	--
Postage		Detail Record 1	318-324	--
Unit of Measure Code		Detail Record 1	362-362	--
Weight		Detail Record 1	363-371	--
Processing Category		Detail Record 1	372-372	--
Destination Rate Indicator		Detail Record 1	375-375	--
Rate Indicator		Detail Record 1	373-374	--

<b>Detail Record 1</b>				
<b>File Format 1.3 Fields</b>	<b>Version 1.6 Field Name (if Different)</b>	<b>Version 1.6 Record Type</b>	<b>Version 1.6 Field Position</b>	<b>Not in File Format 1.6</b>
<b>Zone</b>		Detail Record 1	376-377	--
<b>PO Box Indicator</b>		Detail Record 1	503-503	--
<b>Waiver of Signature</b>		Detail Record 1	504-*504	--
<b>No Weekend/Holiday Delivery</b>	Delivery Option Indicator	Detail Record 1	505-505	--
<b>Value of Article</b>		Detail Record 1	444-450	--
<b>COD Amount Due Sender</b>		Detail Record 1	451-456	--
<b>Handling Charge</b>		Detail Record 1	457-460	--
<b>Special Service Code 1<sup>st</sup> Service</b>	Extra Service Code 1 <sup>st</sup> Service	Detail Record 1	399-401	--
<b>Fee for Special Service 1<sup>st</sup> Fee</b>	Extra Service Fee 1 <sup>st</sup> Service	Detail Record 1	402-407	--
<b>Special Service Code 2<sup>nd</sup> Service</b>	Extra Service Code 2 <sup>nd</sup> Service	Detail Record 1	408-410	--
<b>Fee for Special Service 2<sup>nd</sup> Fee</b>	Extra Service Fee 2 <sup>nd</sup> Service	Detail Record 1	411-416	--
<b>Special Service Code 3<sup>rd</sup> Service</b>	Extra Service Code 3 <sup>rd</sup> Service	Detail Record 1	417-419	--
<b>Fee for Special Service 3<sup>rd</sup> Fee</b>	Extra Service Fee 3 <sup>rd</sup> Service	Detail Record 1	420-425	--
<b>Special Service Code 4<sup>th</sup> Service</b>	Extra Service Code 4 <sup>th</sup> Service	Detail Record 1	426-428	--
<b>Fee for Special Service 4<sup>th</sup> Fee</b>	Extra Service Fee 4 <sup>th</sup> Service	Detail Record 1	429-434	--
<b>Special Service Code 5<sup>th</sup> Service</b>	Extra Service Code 5 <sup>th</sup> Service	Detail Record 1	435-437	--
<b>Fee for Special Service 5<sup>th</sup> Fee</b>	Extra Service Fee 5 <sup>th</sup> Service	Detail Record 1	438-443	--
<b>Special Service Code 6<sup>th</sup> Service</b>				✓
<b>Fee for Special Service 6<sup>th</sup> Fee</b>				✓
<b>Client Mailer ID</b>	Mail Owner Mailer ID	Detail Record 1	084-092	--
<b>Customer Reference Number</b>		Detail Record 1	216-245	--
<b>Surcharge Type</b>		Detail Record 1	461-462	--
<b>Surcharge Amount</b>		Detail Record 1	463-469	--
<b>Non-Incidental Enclosure Rate Indicator</b>		Detail Record 1	479-480	--
<b>Non-Incidental Enclosure Class</b>		Detail Record 1	481-482	--
<b>Non-Incidental Enclosure Postage</b>		Detail Record 1	483-489	--
<b>Non-Incidental Enclosure Weight</b>		Detail Record 1	490-498	--
<b>Custom Designated Agreement Number</b>				✓



<b>Detail Record 2</b>				
<b>File Format 1.3 Fields</b>	<b>Version 1.6 Field Name (if Different)</b>	<b>Version 1.6 Record Type</b>	<b>Version 1.6 Field Position</b>	<b>Not in File Format 1.6</b>
<b>Electronic File Detail Record ID</b>		Detail Record 2	001-002	--
<b>Package Identification Code (PIC)</b>	Intelligent Mail Package Barcode (IMpb)	Detail Record 2	003-036	--
<b>Name of Addressee</b>	Recipient Name	Detail Record 2	037-084	--
<b>Miscellaneous Address Information</b>				✓
<b>Additional Address Information</b>				✓
<b>Delivery Address</b>			085-132	--
<b>City Name</b>			133-160	--
<b>State</b>			161-163	--
<b>Postal Code</b>				✓
<b>International Province Name</b>				✓
<b>Customs Category Article 1</b>				✓
<b>Customs Count Article 1</b>				✓
<b>Customs Value Article 1</b>				✓
<b>Customs Category Article 2</b>				✓
<b>Customs Count Article 2</b>				✓
<b>Customs Value Article 2</b>				✓
<b>Customs Category Article 3</b>				✓
<b>Customs Count Article 3</b>				✓
<b>Customs Value Article 3</b>				✓



## Appendix M: Transitioning from Shipping Services File Version 1.4 to Shipping Services File Version 1.6

This appendix is intended to be used as a starting point for customers transitioning from Shipping Services File Version 1.4 to Shipping Services File Version 1.6.

<b>HEADER RECORD</b>				
<b>File Format 1.4 Fields</b>	<b>Version 1.6 Field Name (if Different)</b>	<b>Version 1.6 Record Type</b>	<b>Version 1.6 Field Position</b>	<b>Not in File Format 1.6</b>
<b>Electronic File Header Record ID</b>	Header Record ID	Header	001-002	--
<b>Electronic File Type</b>		Header	003-003	--
<b>Electronic File Number (EFN)</b>		Header	004-037	--
<b>Date of Mailing</b>		Header	038-045	--
<b>Time of Mailing</b>		Header	046-051	--
<b>Entry Facility</b>	Entry Facility Type	Header	052-052	--
<b>Payment Account Number</b>		Detail Record 1	275-284	--
<b>Method of Payment</b>		Detail Record 1	285-286	--
<b>Post Office of Account Zip Code</b>		Detail Record 1	287-291	--
<b>FAST Confirmation Number</b>	FAST Reservation Number	Detail Record 1	246-260	--
<b>Pickup Requested Indicator</b>				✓
<b>USPS Electronic File Version Number</b>		Header	075-077	--
<b>Unique Developer ID Code</b>	Software Vendor Code	Header	090-093	--
<b>Shipping/Manifesting Software's Product Version Number</b>	Software Vendor Product Version Number	Header	094-101	--
<b>File Record Count</b>		Header		--
<b>Transaction ID</b>		Header	078-089	--
<b>Chargeback Code</b>		Detail Record 1	312-317	--

<b>Detail Record 1</b>				
<b>File Format 1.4 Fields</b>	<b>Version 1.6 Field Name (if Different)</b>	<b>Version 1.6 Record Type</b>	<b>Version 1.6 Field Position</b>	<b>Not in File Format 1.6</b>
<b>Electronic File Detail Record ID</b>	Detail Record ID	Detail Record 1	001-002	--
<b>Class of Mail</b>		Detail Record 1	037-038	--
<b>Package Identification Code (PIC)</b>	Intelligent Mail Package Barcode (IMpb)	Detail Record 1	003-036	--
<b>Destination ZIP Code</b>		Detail Record 1	047-051	--
<b>Destination ZIP+4</b>		Detail Record 1	052-055	--
<b>Country Code</b>	Destination Country Code	Detail Record 1	057-058	--
<b>Postage</b>		Detail Record 1	318-324	--
<b>Unit of Measure</b>		Detail Record 1	362-362	--
<b>Weight</b>		Detail Record 1	363-371	--
<b>Processing Category</b>		Detail Record 1	372-372	--
<b>Destination Rate Indicator</b>		Detail Record 1	375-375	--
<b>Rate Indicator</b>		Detail Record 1	373-374	--
<b>Zone</b>		Detail Record 1	376-377	--
<b>PO Box Indicator</b>		Detail Record 1	503-503	--
<b>Waiver of Signature</b>		Detail Record 1	504-504	--
<b>No Weekend/Holiday Delivery</b>	Delivery Indicator Option	Detail Record 1	505-505	--
<b>Value of Article if Insured</b>	Value of Article	Detail Record 1	444-450	--
<b>COD Amount for Fee Calculation</b>	COD Amount Due Sender	Detail Record 1	451-456	--
<b>Handling Charge</b>		Detail Record 1	457-460	--
<b>Extra Service Code – 1<sup>st</sup> Service</b>		Detail Record 1	399-401	--
<b>Fee for 1<sup>st</sup> Extra Service</b>		Detail Record 1	402-407	--
<b>Extra Service Code – 2<sup>nd</sup> Service</b>		Detail Record 1	408-410	--
<b>Fee for 2<sup>nd</sup> Extra Service</b>		Detail Record 1	411-416	--
<b>Extra Service Code – 3<sup>rd</sup> Service</b>		Detail Record 1	417-419	--
<b>Fee for 3<sup>rd</sup> Extra Service</b>		Detail Record 1	420-425	--
<b>Length</b>		Detail Record 1	378-382	--
<b>Width (or Girth)</b>		Detail Record 1	383-387	--
<b>Height</b>		Detail Record 1	388-392	--
<b>Dimensional Weight</b>		Detail Record 1	393-398	--
<b>Client Mailer ID</b>	Mail Owner Mailer ID	Detail Record 1	084-092	--
<b>Customer Reference Number</b>		Detail Record 1	216-245	--
<b>Discount or Surcharge Type</b>		Detail Record 1	Discount: 470-471 Surcharge: 461-462	--

<b>Detail Record 1</b>				
<b>File Format 1.4 Fields</b>	<b>Version 1.6 Field Name (if Different)</b>	<b>Version 1.6 Record Type</b>	<b>Version 1.6 Field Position</b>	<b>Not in File Format 1.6</b>
<b>Discount or Surcharge Amount</b>		Detail Record 1	Discount: 472-478 Surcharge: 463-469	--
<b>Nonincidental Enclosure Rate Indicator</b>	Non-Incidental Enclosure Rate Indicator	Detail Record 1	479-480	--
<b>Nonincidental Enclosure Class of Mail</b>	Non-Incidental Enclosure Class	Detail Record 1	481-482	--
<b>Nonincidental Enclosure Postage</b>	Non-Incidental Enclosure Postage	Detail Record 1	483-489	--
<b>Nonincidental Enclosure Weight</b>	Non-Incidental Enclosure Weight	Detail Record 1	490-498	--
<b>Customer Design Agreement</b>				✓
<b>Postal Routing Barcode</b>		Detail Record 1	500-500	--



## Appendix N: Legacy Barcode Business Rules for Shipping Service File Versions 1.5 and 1.6

This appendix will document the specific field rules (the impacted fields are highlighted) when a label number that begins with application identifier of "91" are included in Shipping Services File Version 1.5 or 1.6.

Header Record								
File Format 1.6 Field Name	Version 1.6 Field Position	File Format 1.3 Field Name	Version 1.3 Field Position	Not in File Format 1.3	File Format 1.4 Field Name	Version 1.4 Field Position	Not in File Format 1.4	Legacy Barcode Content and Rules
Header Record ID	001-002	Electronic File Header Record ID	001-002	---	Electronic File Header Record ID	001-002	---	
Electronic File Type	003-003		003-003	---		003-003	---	
Electronic File Number	004-037		004-025	---		004-025	---	Must use 750 STC.
Date of Mailing	038-045		026-033	---		026-033	---	
Time of Mailing	046-051		034-039	---		034-039	---	
Entry Facility Type	052-052			✓			✓	
Entry Facility ZIP Code	053-057	Entry Facility	040-044	---	Entry Facility	040-044	---	
Entry Facility ZIP+4	058-061		---	✓		---	✓	
Direct Entry Origin Country Code	062-063		---	✓		---	✓	
Shipment Fee Code	064-065		---	✓		---	✓	
Extra Fee for Shipment	067-072		---	✓		---	✓	
Filler	073-074		---	✓		---	✓	
USPS Electronic File Version Number	075-077		075-077			075-077	---	
Transaction ID	078-089		---	✓		098-109	---	
Software Vendor Code	090-093	Developer ID Code	078-080	---	Unique Developer ID Code	078-080	---	
Software Vendor Product Version Number	094-101	Product Version Number	081-088	---	Shipping/Manifesting Software's Product Version Number	081-088	---	
File Record Count	102-110		089-097	---		089-097	---	

Detail 1 Record								
File Format 1.6 Field Name	Version 1.6 Field Position	File Format 1.3 Field Name	Version 1.3 Field Position	Not in File Format 1.3	File Format 1.4 Field Name	Version 1.4 Field Position	Not in File Format 1.4	Legacy Barcode Content and Rules
<b>Detail Record ID</b>	001-002	Electronic File Detail Record ID	001-002	---	Electronic File Detail Record ID	001-002	---	
<b>Intelligent Mail Package Barcode (IMpb)</b>	003-036	Package Identification Code (PIC)	005-026	---	Package Identification Code (PIC)	005-026	---	Legacy PIC – example: 9101026837331000001016  Express Mail PIC – example: EA123456782US  International PIC – example:
<b>Class of Mail</b>	037-038		003-004	---		003-004	---	
<b>Service Type Code</b>	039-042			✓		---	✓	Use existing two-digit service type codes. Left justified, space filled.
<b>Barcode Construct Code</b>	043-046			✓		---	✓	See Appendix J, Table 1 for the complete list of barcode constructs.  Legacy barcode constructs are: L01, L02, L03 and L04.  For eVS – only L01 is applicable.  Express Mail barcode construct – default to spaces  Express Mail, International barcode construct – default to spaces.
<b>Destination ZIP Code</b>	047-051		027-031	---		027-031	---	
<b>Destination ZIP+4</b>	052-055		032-035	---		032-035	---	



Detail 1 Record								
File Format 1.6 Field Name	Version 1.6 Field Position	File Format 1.3 Field Name	Version 1.3 Field Position	Not in File Format 1.3	File Format 1.4 Field Name	Version 1.4 Field Position	Not in File Format 1.4	Legacy Barcode Content and Rules
Destination Facility Type	056-056			✓		---	✓	
Destination Country Code	057-058	Country Code	036-037	---	Country Code	036-037		
Postal Code	059-069		Detail Record 2 247-257	?		---	?	
Carrier Route	070-074		---	✓		---	✓	
Logistics Manager Mailer ID	075-083		---	✓		---	✓	
Mail Owner Mailer ID	084-092	Client Mailer ID	122-130	---	Client Mailer ID	122-130		
Container ID 1	093-126		---	✓		---	✓	
Container Type 1	127-128		---	✓		---	✓	
Container ID 2	129-162		---	✓		---	✓	
Container Type 2	163-164		---	✓		---	✓	
Container ID 3	165-198		---	✓		---	✓	
Container Type 3	199-200		---	✓		---	✓	
Mail Owner Customer Registration ID (CRID)	201-215		---	✓		---	✓	
Customer Reference Number	216-245		131-160	---		131-160	---	
FAST Reservation Number	246-260		---	✓		Header 062-073	---	
FAST Scheduled Induction Date	261-268		---	✓		---	✓	
FAST Scheduled Induction Time	269-274		---	✓		---	✓	
Payment Account Number	275-284		Header 045-054	---		Header 045-054	---	
Method of Payment	285-286		Header 055-056	---		Header 055-056	---	
Post Office of Account ZIP Code	287-291		Header 057-061	---		Header 057-061	---	

Detail 1 Record								
File Format 1.6 Field Name	Version 1.6 Field Position	File Format 1.3 Field Name	Version 1.3 Field Position	Not in File Format 1.3	File Format 1.4 Field Name	Version 1.4 Field Position	Not in File Format 1.4	Legacy Barcode Content and Rules
Meter Serial Number	292-311		---	✓			---	
Chargeback Code	312-317		---	✓		Header 110-115	---	
Postage	318-324		038-044	---		038-044	---	
Postage Type	352-352		---	✓		---	✓	
Customized Shipping Services Contracts (CSSC) Number	326-347		---	✓		---	✓	
Customized Shipping Services Contracts Product ID	348-361		---	✓		---	✓	
Unit of Measure Code	362-362		045-045	---		045-045	---	
Weight	363-374		046-054	---		046-054	---	
Processing Category	372-372		055-055	---		055-055	---	
Rate Indicator	373-374		057-058	---		057-058	---	
Destination Rate Indicator	375-375		056-056	---		056-056	---	
Zone	376-377		059-060	---		059-060	---	
Length	378-382		---	✓		101-105	---	
Width	383-387		---	✓		106-110	---	
Height	388-392		---	✓		111-115	---	
Dimensional Weight	393-398		---	✓		116-121	---	
Extra Service Code 1 <sup>st</sup> Service	399-401		080-081	---		080-081	---	Use existing two-digit extra services codes.  Left justified, space filled.
Extra Service Fee 1 <sup>st</sup> Service	402-407		082-086	---		082-086	---	
Extra Service Code 2 <sup>nd</sup> Service	408-410		087-088	---		087-088	---	Use existing two-digit extra services codes.  Left justified, space filled.

Detail 1 Record								
File Format 1.6 Field Name	Version 1.6 Field Position	File Format 1.3 Field Name	Version 1.3 Field Position	Not in File Format 1.3	File Format 1.4 Field Name	Version 1.4 Field Position	Not in File Format 1.4	Legacy Barcode Content and Rules
Extra Service Fee 2 <sup>nd</sup> Service	411-416		089-093	---		089-093	---	
Extra Service Code 3 <sup>rd</sup> Service	417-419		094-095	---		094-095	---	Use existing two-extra services codes. Left justified, space filled.
Extra Service Fee 3 <sup>rd</sup> Service	420-425		096-100	---		096-100	---	
Extra Service Code 4 <sup>th</sup> Service	426-428		101-102	---		---	✓	Use existing two-extra services codes. Left justified, space filled.
Extra Service Fee 4 <sup>th</sup> Service	429-4334		103-107	---		---	✓	
Extra Service Code 5 <sup>th</sup> Service	435-437		108-109	---		---	✓	Use existing two-extra services codes. Left justified, space filled.
Extra Service Fee 5 <sup>th</sup> Service	438-443		110-114	---		---	✓	
Value of Article	444-450		064-070	---		---		
COD Amount Due Sender	451-456		071-075	---	COD Amount for Fee Calculation	071-075	---	
Handling Charge	457-460		076-079	---		076-079	---	
Surcharge Type	461-462		161-162	---		161-162	---	
Surcharge Amount	463-469		163-169	---		163-169	---	
Discount Type	470-471		---	✓		161-162	---	
Discount Amount	472-478		---	✓		163-169	---	
Non-Incidental Enclosure Rate Indicator	479-480		170-171	---		170-171	---	
Non-Incidental Enclosure Class	481-482		172-173	---		172-173	---	
Non-Incidental Enclosure Postage	483-489		174-180	---		174-180	---	
Non-Incidental Enclosure Weight	490-498		181-182	---		181-182	---	
Non-Incidental Enclosure Processing Category	499-499		---	✓		---	✓	

Detail 1 Record								
File Format 1.6 Field Name	Version 1.6 Field Position	File Format 1.3 Field Name	Version 1.3 Field Position	Not in File Format 1.3	File Format 1.4 Field Name	Version 1.4 Field Position	Not in File Format 1.4	Legacy Barcode Content and Rules
Postal Routing Barcode	500-500		---	✓		199-199	---	
Open and Distribute Contents Indicator	501-502		---	✓		---	✓	
PO Box Indicator	503-503		061-061	---		061-061	---	
Waiver of Signature	504-504		062-062	---		062-062	---	
Delivery Option Indicator	505-505	No Weekend / Holiday Delivery	063-063	---	No Weekend / Holiday Delivery	063-063	---	

Detail 2 Record								
File Format 1.6 Field Name	Version 1.6 Field Position	File Format 1.3 Field Name	Version 1.3 Field Position	Not in File Format 1.3	File Format 1.4 Field Name	Version 1.4 Field Position	Not in File Format 1.4	Legacy Barcode Content and Rules
Electronic File Detail Record ID	001-002		001-002	---			✓	
Intelligent Mail Package Barcode (IMpb) or Legacy barcode	003-036	Package Identification Code (PIC)	003-024	---			✓	Legacy Barcode format acceptable
Recipient Name	037-084	Name of Addressee	025-072	---			✓	
Delivery Address	085-132		169-216	---			✓	
City Name	133-160		217-244	---			✓	
State	161-163		245-246	---			✓	
Delivery ZIP Code	164-167			✓			✓	
Deliver ZIP+4	168-171			✓			✓	
Recipient E-mail Address	172-235			✓			✓	
Recipient SMS Number	236-299			✓			✓	
Sender Name	300-347			✓			✓	
Sender E-mail Address	348-411			✓			✓	
Sender SMS Number	412-425			✓			✓	

## Appendix O: Terms and Definitions

Term	Definition
<b>Detail Record</b>	<ul style="list-style-type: none"> <li>This is a record within in the Shipping Services File that provides the details for each package for payment.</li> <li>There must be a detail record for every package in the mailing.</li> </ul>
<b>Duplicate packages</b>	<ul style="list-style-type: none"> <li>Multiple package(s) with the same PIC used within the 180-day window.</li> </ul>
<b>Electronic File Number</b>	<ul style="list-style-type: none"> <li>Electronic File Number must be unique for a period of 180-days and is located in the header record of the Shipping Services File.</li> </ul>
<b>eVS landing page</b>	<ul style="list-style-type: none"> <li>This is the monthly account summary page; the first page launched when a customer logs onto their eVS account.</li> </ul>
<b>File</b>	<ul style="list-style-type: none"> <li>An electronic file, at a minimum, must contain at least one manifest.</li> <li>Most files generally consist of many manifests identified by unique Header Records.</li> </ul>
<b>Function 1 character (FNC1)</b>	<ul style="list-style-type: none"> <li>A symbology character used in some GS1 data carriers for specific purposes. FNC1 characters typically follow the start character at the beginning of the barcode and are part of the symbology overhead. Additionally, the FNC1 character can be used to concatenate successive data strings where it would precede the Application Identifier of the subsequent data string.</li> </ul>
<b>GS1</b>	<ul style="list-style-type: none"> <li>GS1 is a global organization dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across multiple sectors.</li> </ul>
<b>GS1 Application Identifier</b>	<ul style="list-style-type: none"> <li>GS1 Application Identifiers are a specific set of defined identifiers used to connect physical and logical things to information or business messages related to them. This field of two or more characters at the beginning of an Element String uniquely defines format and meaning of the string.</li> </ul>
<b>GS1 General Specifications</b>	<ul style="list-style-type: none"> <li>The GS1 System data and application standards related to the marking and automatic identification of trade items, locations, logistic units, assets, and more using barcode, RFID, and GS1 Identification Keys.</li> </ul>
<b>GS1-128 Barcode Symbology</b>	<ul style="list-style-type: none"> <li>A subset of the more general Code 128 that is utilized exclusively for GS1 System data structures.</li> </ul>
<b>Header Record</b>	<ul style="list-style-type: none"> <li>This is the first record in the Shipping Services File that identifies the mailer information and Electronic File Number (EFN).</li> </ul>
<b>Human-Readable Interpretation</b>	<ul style="list-style-type: none"> <li>Characters that can be read by persons – letters and numbers – as opposed to symbol characters within barcode symbols, which are read by machines.</li> </ul>
<b>Mailer ID Tool</b>	<ul style="list-style-type: none"> <li>The Mailer ID tool is the application on the Business Customer Gateway used by customers to obtain MIDs for use in either Confirmation Services or eVS programs.</li> </ul>
<b>Mailer ID (MID)</b>	<ul style="list-style-type: none"> <li>MID is a unique number that identifies the mailer or the mailer's client.</li> <li><b>eVS requirement</b> - Each eVS mailer must have a single master MID and may have multiple package MIDs.</li> <li><b>eVS requirement</b> - The MID is assigned for exclusive use on eVS packages and when used on packages requires payment of postage through eVS</li> </ul>
<b>Manifest</b>	<ul style="list-style-type: none"> <li>A manifest consists of one Header Record and one or more Detail Records 1.</li> <li>A manifest may never contain more than one Header Record.</li> </ul>
<b>Manifest Errors</b>	<ul style="list-style-type: none"> <li>A manifest error occurs when a file is received with detail or header records that have incorrect rate ingredients and cannot be processed. Mailers have the ability to correct these errors for proper postage payment.</li> </ul>
<b>Master Identification (MID) Number</b>	<ul style="list-style-type: none"> <li>The master MID is used for file transmissions from the eVS mailer and must be the MID used in the EFN submitted for all eVS files.</li> </ul>

Term	Definition
<b>Master Permit Imprint Account</b>	<ul style="list-style-type: none"> <li>The master permit account number is selected and identified during the application process.</li> <li>This account is used to collect postage for any adjustments due to postage adjustment factors, unmanifested packages, mis-shipped packages, manifest errors or duplicate packages.</li> </ul>
<b>Missing Manifest</b>	<ul style="list-style-type: none"> <li>Pieces that have been sampled for which there has not been an associated manifest file received appear on the missing manifest report and will be charged as unmanifested if no manifest files are received for these packages.</li> </ul>
<b>Permit Imprint Account</b>	<ul style="list-style-type: none"> <li>The eVS applicant must establish a unique permit imprint account number used exclusively for eVS.</li> <li>This account is used for postage payment in eVS.</li> </ul>
<b>Package Identification Code (PIC)</b>	<ul style="list-style-type: none"> <li>A Package Identification Code or PIC is a unique data string that serves as a unique tracking number for a mailpiece. Each PIC will consist of an Application Identifier, service type code, data string that will vary based upon the specific data construct, and a MOD 10 check digit.</li> </ul>
<b>Postage Adjustment Factor (PAF)</b>	<ul style="list-style-type: none"> <li>This factor is calculated by dividing the actual postage of pieces sampled by the recalculated manifest postage of the pieces sampled.</li> <li>If this results in underpayment of more than 1.5%, a PAF will be due for the mail class that is underpaid.</li> </ul>
<b>Postage Payment Extract File</b>	<ul style="list-style-type: none"> <li>The payment extract files will contain all rate ingredients reflecting any updates or changes made by eVS along with the postage rate calculated and charged by eVS.</li> <li>The payment life cycle in eVS typically processes the payment for all manifest data received as a one-step process. Hence, a single payment extract reflecting the payment status of 'PROCESSED' will be generated by eVS. However, in exceptional scenarios, the payment process may involve multiple or interim steps (i.e. ERROR, PENDING, CLOSED). In these exceptional scenarios, multiple payment extracts may be generated by eVS any time a change in status occurs for payment of specific detail records.</li> <li>eVS customer will receive this file on a weekly basis on Tuesdays.</li> </ul>
<b>Quiet Zone</b>	<ul style="list-style-type: none"> <li>A clear space with no encoded information that precedes the Start Character of a barcode and follows the Stop Character. Formerly referred to as "Clear Area" or "Light Margin."</li> </ul>
<b>Rmax</b>	<ul style="list-style-type: none"> <li>Highest reflectance value, normally the reflectance value of the lightest space within the barcode symbol, including the quiet zones.</li> </ul>
<b>Rmin</b>	<ul style="list-style-type: none"> <li>Lowest reflectance value, normally the reflectance value of the darkest bar within the barcode symbol, including the quiet zones.</li> </ul>
<b>Rate Ingredients</b>	<ul style="list-style-type: none"> <li>The details in the manifest file used determine the price of the package; these ingredients include mail class/product, weight, processing category, dimensions and zones as needed by mail class/product.</li> </ul>
<b>Record</b>	<ul style="list-style-type: none"> <li>A record consists of a specific number of bytes representing data either about a specific entry facility (Header Record or a specific parcel (Detail Record 1).</li> </ul>

Term	Definition
<b>Scan Event Extract File</b>	<ul style="list-style-type: none"> <li>• When mailers communicate electronically with USPS by transmitting a Shipping Services File, they receive—up to 16 times daily—a scan event extract file.</li> <li>• This file contains (with few exceptions) every scan event that occurs on every item that the mailer included in the electronic file.</li> <li>• A mailer must successfully transmit the Shipping Services File—and the Detail Records must be processed—in order for USPS to send the mailer scan event extracts. The exception to this rule is for eVS customers.</li> <li>• <b>eVS Requirement</b> – As of January 16, 2011, eVS customers will now receive scan events regardless if the Shipping Services File was successfully transmitted.</li> </ul>
<b>Symbol Contrast (SC)</b>	<ul style="list-style-type: none"> <li>• <b>Difference between the highest reflectance value and the lowest reflectance value anywhere in the scan reflectance profile, including the quiet zones.</b></li> </ul>
<b>Service Type Code</b>	<ul style="list-style-type: none"> <li>• <b>Service Type Codes are designators used to represent USPS classes of mail in conjunction with the type of Extra Service(s) being requested.</b></li> </ul>
<b>Unmanifested packages</b>	<ul style="list-style-type: none"> <li>• Packages for which the USPS has scan events and no associated manifest are considered unmanifested.</li> <li>• These packages are displayed in the unmanifested report and eVS mailers have the opportunity to manifest these packages.</li> <li>• eVS customer will receive this file on a weekly basis on Tuesdays.</li> </ul>
<b>X-dimension</b>	<ul style="list-style-type: none"> <li>• The nominal width of the narrowest bar or space element within the barcode symbol is defined as the X-dimension. X-dimension is normally expressed in “mils,” corresponding to one thousand of an inch (i.e., 0.001 inch).</li> </ul>

## Appendix P: Abbreviations

Abbreviation	Description
ADC	Area Destination Center
AI	Application Identifier
AIM	Automatic Identification Manufacturers
AMDC	Account Management Delivery Confirmation System
ANSI	American National Standards Institute
ASCII	American Standard Code for Information Interchange
ASF	Auxiliary Service Facility
AS2	Applicability Statement 2
BB	Bound Printed Matter
BCG	Business Customer Gateway
BL	Library Rate
BP	Parcel Post
BS	Media Mail
BSA	Business Services Administrator
CAPS	Centralized Account Processing System
CAT	Customer Acceptance Test
CM	Critical Mail
CP	Priority Mail International Parcels
CRID	Customer Registration ID
CSSC	Customized Shipping Services Contracts Number
DASF	Destination Auxiliary Service Facility
DDU	Destination Delivery Unit
DM	Domestic Free Matter for the Blind
DMM	Domestic Mail Manual
DNDC	Destination Network Distribution Center
DSCF	Destination Sectional Center Facility
DTS	Data Transfer Services
EDI	Electronic Data Interchange
EFN	Electronic File Number
EMCA	Express Mail Corporate Account
EMM	Express Mail Manifest
EMOD	Express Mail Open and Distribute
eVS	Electronic Verification System
EX	Express Mail
FAST	Facility Access & Shipment Tracking
FC	First-Class Mail
FTP	File Transfer Protocol
GXG	Global Express Guaranteed
IE	Express Mail International
IL	Priority Mail International Letters
IMb	Intelligent Mail barcode
IMpb	Intelligent Mail package barcode
IP	Internet Protocol
ISO/IEC	The International Organization for Standardization and the International Electrotechnical Commission
LC	First-Class Mail International
MID	Mailer Identifier
MMC#	Customer Login ID
MR	Priority Mail Return Service
NCSC	National Customer Support Center
NDC	Network Distribution Center
PAF	Postage Adjustment Factor
PG	Global Express Guaranteed
PIC	Package Identification Code
PM	Priority Mail



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Abbreviation	Description
PMOD	Priority Mail Open and Distribute
PRS	Parcel Return Service
PS	Parcel Select
PTS	Product Tracking System
QA	Quality Assurance
R <sub>max</sub>	Reflectance Maximum
R <sub>min</sub>	Reflectance Minimum
RDU	Return Delivery Unit
RNDC	Return Network Distribution Center
RP	Parcel Select Return Service
S2	Standard Mail Nonprofit
S3	Standard Mail Enhanced Carrier Route
S4	Standard Mail Nonprofit Enhanced Carrier Route
SA	Standard Mail
SC	Symbol Contrast
SFTP	Secure File Transfer Protocol
SN	Serial Number
STC	Service Type Code
TEM	Test Environment for Mailers
URL	Uniform Resource Locator
USPS	United States Postal Service

## Appendix Q: Confirmation Services Customer Checklist

Confirmation Services Customer Checklist					
Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
1	Register for participation via the Business Customer Gateway	<ul style="list-style-type: none"> <li>To register for participation in confirmation services, create a user account, company profile, a list of business locations, and establish a Business Service Administrator (BSA) in the Business Customer Gateway.</li> </ul>	<input type="checkbox"/>	✓	N/A
1a	Create User Account and Company Profile	<ul style="list-style-type: none"> <li>Customers must sign-up on the Business Customer Gateway at <a href="https://gateway.usps.com/bcg/login.htm">https://gateway.usps.com/bcg/login.htm</a> <ul style="list-style-type: none"> <li>To create a user account.</li> <li>To create company profile.</li> </ul> </li> </ul>	<input type="checkbox"/>	✓	N/A
1b	Create Business Locations	<ul style="list-style-type: none"> <li>Ensure the corporate business location for the mailing is accurately identified in the Business Customer Gateway or establish a new location as needed.</li> </ul>	<input type="checkbox"/>	✓	N/A
1d	Establish Business Service Administrator (BSA)	<ul style="list-style-type: none"> <li>The first user requesting a business location will be prompted to assume the Business Service Administrator (BSA) role.</li> <li>The BSA approves access for multiple representatives that need access.</li> </ul>	<input type="checkbox"/>	✓	N/A
2	Obtain Mailer ID (MID)	<ul style="list-style-type: none"> <li>Obtain the MID for the corporate business location via the Business Customer Gateway.</li> <li>Once the mailer has access to the Mailer ID System, they will select the "Mailer ID" link to obtain a MID. Select "Confirmation Services for Package Service Products and Extra Services" as the Program Type.</li> <li>Package Services MIDs <b>cannot</b> be used for letters/flats mailings, Electronic Verification System (eVS), or Parcel Return Services (PRS).</li> </ul>	<input type="checkbox"/>	✓	N/A

### Confirmation Services Customer Checklist

Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
3	<b>Complete and Submit the PS Form 5051, Confirmation Services Electronic Option Application</b>	<ul style="list-style-type: none"> <li>Complete PS Form 5051, <i>Confirmation Services Electronic Option Application</i>. Submit by mail, email or fax.</li> <li>Please include your MID on PS Form 5051.</li> <li>PS Form 5051 can be mailed to the following address:            ATTN: CONFIRMATION SERVICES SUPPORT             NATIONAL CUSTOMER SUPPORT CENTER             UNITED STATES POSTAL SERVICE            6060 PRIMACY PWY STE 101            MEMPHIS TN 38188-0001</li> <li>PS Form 5051 can be emailed to <a href="mailto:dconfirm@usps.gov">dconfirm@usps.gov</a></li> <li>PS Form 5051 can be faxed to 901-821-6244</li> </ul> <p><b>IMPORTANT NOTE: Step 3 is required for existing customers so that the current profile in PTS is updated to reflect the new IMpb certification.</b></p>	<input type="checkbox"/>	✓	✓ <b>See Note</b>
4	<b>Complete and Submit the PS Form 1357-S, Request for Computer Access</b>	<ul style="list-style-type: none"> <li>Complete PS Form 1357-S, <i>Request for Computer Access</i> to receive logon for Product Tracking System. Submit the completed form by mail, email or fax.</li> <li>This logon will allow you to transmit electronic manifest files, retrieve your confirmation/error/warning confirmation report, and scan event extract files utilizing the FTP transmission protocol.</li> <li>PS Form 1357-S can be mailed to the following address:            ATTN: CONFIRMATION SERVICES SUPPORT             NATIONAL CUSTOMER SUPPORT CENTER             UNITED STATES POSTAL SERVICE            6060 PRIMACY PWY STE 101            MEMPHIS TN 38188-0001</li> <li>PS Form 1357-S can be emailed to the following address: <a href="mailto:dconfirm@usps.gov">dconfirm@usps.gov</a> or can be faxed to the following fax number: 901-821-6244</li> </ul>	<input type="checkbox"/>	✓	N/A

### Confirmation Services Customer Checklist

Step	Description	Action	☑	New	Existing
5	<b>Create Shipping Services Test File</b>	<ul style="list-style-type: none"> <li>• New Customers must use Shipping Services File Format Version 1.6. (See Section 3 for more information on the Shipping Services File layout).</li> <li>• Create an electronic test file with a minimum of 100 D1 records and include in those 100 records the package identification codes (PICs), which match those from your printed labels.</li> <li>• If you will be using your own proprietary software, please use the following information within the header record of the Shipping Services file:               <ul style="list-style-type: none"> <li>• Developer ID Code: 850</li> <li>• Product Version Number: 1.0.</li> </ul> </li> <li>• If you will be using commercial software for your shipping system, the vendor will provide you the Developer ID Code and Product Version Number.</li> </ul>	<input type="checkbox"/>	✓	✓
5a	<b>Transmit Shipping Services Test File</b>	<ul style="list-style-type: none"> <li>• Transmit test files to Product Tracking System Testing Environment for Mailers (TEM) for posting in the mailer's PTS TEM account.</li> <li>• For specific information on how to transmit the Shipping Services Test File to the TEM environment, see Section 6.3, Test Environment for Mailers (TEM) Sending/Retrieving File Instructions.</li> </ul>	<input type="checkbox"/>	✓	✓
5b	<b>Review and Certification of Shipping Services Test File</b>	<ul style="list-style-type: none"> <li>• PTS will process this file and provide a copy of a confirmation/error/warning report that you will be able to access via your PTS TEM logon account.</li> <li>• For specific information on how to retrieve the Confirmation/Error/Warning file, see Section 6.3, Test Environment for Mailers (TEM) Sending/Retrieving File Instructions.</li> <li>• If you have any questions concerning any error or warnings that are on the confirmation/error/warning report, please contact the Confirmation Services Support Team at 877-264-9693.</li> <li>• The Confirmation Services Support Team will communicate to the customer via email when the file has passed certification.</li> </ul>	<input type="checkbox"/>	✓	✓

Confirmation Services Customer Checklist					
Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
6	<b>Create Shipping Services Test Labels</b>	<ul style="list-style-type: none"> <li>Section 4 provides more information on the label requirements.</li> <li>Customers must print 10 test labels for each printer. Vendor must print 100 test labels for each printer.</li> <li>The PICs must contain your MID.</li> <li>The PICs for the test label must be unique.</li> <li>The printed barcoded labels must match the PICs in the file.</li> </ul>	<input type="checkbox"/>	✓	✓
6a	<b>Complete the PS Form 5052, Confirmation Services Printer Verification</b>	<ul style="list-style-type: none"> <li>Complete PS Form 5052, <i>Confirmation Services Printer Verification</i>.</li> </ul>	<input type="checkbox"/>	✓	✓
6b	<b>Send Shipping Services Test Labels</b>	<ul style="list-style-type: none"> <li>Include PS Form 5052 with the label submission.</li> <li>Hard copy labels must be mailed to the following address:            ATTN: CONFIRMATION SERVICES SUPPORT            NATIONAL CUSTOMER SUPPORT CENTER            UNITED STATES POSTAL SERVICE            6060 PRIMACY PWY STE 101            MEMPHIS TN 38188-0001</li> </ul>	<input type="checkbox"/>	✓	✓
6c	<b>Review and Certification of Test Shipping Services Labels</b>	<ul style="list-style-type: none"> <li>The Confirmation Services Support Team will review the labels to determine if the labels are in compliance.</li> <li>The Confirmation Services Support Team will provide feedback on the label certification to the customer via email. The email will communicate any issues or concerns with the labels.</li> <li>The email will be sent to the Primary Point of Contact and the Technical Point of Contact.</li> <li>If you have any questions concerning the issues with your labels, please contact the Confirmation Services Support Team at 877-264-9693.</li> <li>The Confirmation Services Support Team will communicate to the customer via email when the labels have passed certification.</li> </ul>	<input type="checkbox"/>	✓	✓

**Confirmation Services Customer Checklist**

Step	Description	Action	☑	New	Existing
6d	Receive authorization to mail	<ul style="list-style-type: none"> <li>• After successfully completing certification, the Confirmation Services Support Team will notify you of authorization to mail for the mail classes that were requested and tested.</li> <li>• You will also receive PS Form 3152, <i>Confirmation Services Certification</i>, and an acceptance letter from U.S. Postal Service.</li> <li>• If requested, you will need to present a copy of this form to your local Postal Service facility as proof that you are eligible for mailing at the electronic price.</li> </ul>	☐	✓	✓

## Appendix R: Electronic Verification System (eVS) Customer Checklist

Electronic Verification System (eVS) Customer Checklist					
Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
1	Register for participation via the Business Customer Gateway	<ul style="list-style-type: none"> <li>To register for participation in eVS, the applicant must create a user account, company profile, a list of business locations, add eVS profile and establish a Business Service Administrator (BSA).</li> </ul>	<input type="checkbox"/>	✓	N/A
1a	Create User Account and Company Profile	<ul style="list-style-type: none"> <li>Customers must sign-up on the Business Customer Gateway at <a href="https://gateway.usps.com/bcg/login.htm">https://gateway.usps.com/bcg/login.htm</a> <ul style="list-style-type: none"> <li>To create a user account.</li> <li>To create company profile.</li> </ul> </li> </ul>	<input type="checkbox"/>	✓	N/A
1b	Create Business locations	<ul style="list-style-type: none"> <li>Ensure the corporate business location for the eVS mailing is accurate in the Business Customer Gateway or establish a new location as needed.</li> </ul>	<input type="checkbox"/>	✓	N/A
1c	Add <i>PostalOne!</i> Access	<ul style="list-style-type: none"> <li>Add <i>PostalOne!</i> access to current profile by selecting "Manage Mailing Activity" from the Request Access" link.</li> </ul>	<input type="checkbox"/>	✓	N/A
1d	Add eVS profile	<ul style="list-style-type: none"> <li>Add eVS to current profile by selecting "Manage Electronic Verification Activity (eVS)" under the "Track &amp; Report" heading.</li> </ul>	<input type="checkbox"/>	✓	N/A
1e	Add TEM access	<ul style="list-style-type: none"> <li>Add TEM access to current profile by selecting "Manage Electronic Data Exchange (<i>PostalOne!</i>)" under the "Mail &amp; Transport" heading.</li> </ul>	<input type="checkbox"/>	✓	✓
1f	Establish Business Service Administrator (BSA)	<ul style="list-style-type: none"> <li>The first user requesting eVS for a business location will be prompted to assume the Business Service Administrator (BSA) role for eVS.</li> <li>The BSA approves access for multiple representatives that need access to eVS.</li> </ul>	<input type="checkbox"/>	✓	N/A
2	Obtain Mailer Account Numbers	<ul style="list-style-type: none"> <li>To participate in eVS, an applicant must first establish a new permit imprint account or use an existing permit imprint account, and obtain a master MID.</li> </ul>	<input type="checkbox"/>	✓	N/A
2a	Obtain Permit Account	<ul style="list-style-type: none"> <li>The eVS applicant must establish a unique permit imprint account number used exclusively for eVS.</li> <li>If there is a permit number already being used and all mailings will convert to eVS, the permit may be able to migrate to eVS.</li> <li>To apply for the new permit account number, Use PS Form 3615, <i>Mailing Permit Application and Customer Profile</i> submitted with application.</li> <li>No two eVS mailers may use the same permit imprint number.</li> </ul>	<input type="checkbox"/>	✓	N/A
2a-1	Link Permit Account	<ul style="list-style-type: none"> <li>Link the permit to the eVS company profile in the Business Customer Gateway.</li> </ul>	<input type="checkbox"/>	✓	N/A

Electronic Verification System (eVS) Customer Checklist					
Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
2a-2	Application Fee	<ul style="list-style-type: none"> <li>Application fee applicable if new permit is opened.</li> <li>The mailer will be charged the application fee as an adjustment after new permit(s) for eVS are established.</li> </ul>	<input type="checkbox"/>	✓	N/A
2a-3	Annual mailing fees	<ul style="list-style-type: none"> <li>Pay annual mailing fees (separate fees for Presorted First-Class Mail, Standard Mail, Parcel Select [destination entry], Presorted Media Mail, Presorted Library Mail, Bound Printed Matter [destination entry]).</li> <li>Existing Customer may have additional fees depending on what mail class is being added to the certification.</li> </ul>	<input type="checkbox"/>	✓	✓
2b	Establish Postage Payment Account – Centralized Account Processing System (CAPS) Account	<ul style="list-style-type: none"> <li>The mailer must have or establish a <i>PostalOne!</i> postage payment debit account.</li> <li>This account is for automatic funds withdrawal each time a postage statement is generated by eVS from the eVS mailer's transmitted manifest files.</li> <li>The permit account number registered in eVS is linked to the postage payment account in <i>PostalOne!</i> to enable the withdrawal of funds.</li> <li>A current CAPS debit account may be used. The following forms must be used to open account as needed:                             <ul style="list-style-type: none"> <li>PS Form 6001, <i>CAPS Account Application</i> — Application for establishing a new national CAPS account.</li> <li>PS Form 6002, <i>Accounts and Services to be Paid Through CAPS</i> — Form for listing the local account numbers the customer wants to link to the CAPS account.</li> <li>PS Form 6003, <i>CAPS Electronic Funds Transfer Authorization Agreement</i> — Form for authorizing the Postal Service to debit the customer's bank account.</li> </ul> </li> <li>Link accounts to eVS Washington DC 20260.</li> </ul>	<input type="checkbox"/>	✓	N/A



## Electronic Verification System (eVS) Customer Checklist

Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
2c	Obtain Mailer ID (MID)	<ul style="list-style-type: none"> <li>The eVS applicant must have or obtain a unique master MID from the Postal Service for all manifest file transmissions and, if desired, obtain additional MIDs for parcel records in the manifest files.</li> <li>Obtain the MID for the corporate business location via the Business Customer Gateway.</li> <li>Once the mailer has access to the Mailer ID System, they will select the "Mailer ID" link to obtain a MID. Select "Electronic Verification System (eVS) for Package Products" as the Program Type.</li> <li>If multiple MIDs are requested, the eVS application must indicate all MIDs and designate the master MID.</li> <li>An eVS MID may not be used for non-eVS mail.</li> </ul>	<input type="checkbox"/>	✓	N/A
3	Complete and Submit the PS Form 1357-S, Request for Computer Access	<ul style="list-style-type: none"> <li>Complete PS Form 1357-S, <i>Request for Computer Access</i> to receive logon for Product Tracking System. Submit the completed form by mail, email or fax.</li> <li>This logon will allow you to transmit electronic manifest files, retrieve your confirmation/error/warning report, and scan event extract files utilizing the FTP transmission protocol.</li> <li>PS Form 1357-S can be mailed to the following address:            ATTN: EVS HELP DESK             NATIONAL CUSTOMER SUPPORT CENTER             UNITED STATES POSTAL SERVICE             6060 PRIMACY PWY STE 101             MEMPHIS TN 38188-0001</li> <li>PS Form 1357-S can be emailed to the following address: <a href="mailto:dconfirm@usps.gov">dconfirm@usps.gov</a> or can be fax to the following fax number: 901-821-6244.</li> <li>PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI).</li> </ul>	<input type="checkbox"/>	✓	N/A

Electronic Verification System (eVS) Customer Checklist					
Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
4	<b>Complete and Submit the PS Form 5051, Confirmation Services Electronic Option Application</b>	<ul style="list-style-type: none"> <li>Complete PS Form 5051, <i>Confirmation Services Electronic Option Application</i>. Submit by mail, email or fax.</li> <li>Please include your MID on PS Form 5051 and indicate if this MID is the Master MID.</li> <li>PS Form 5051 can be mailed to the following address:                      ATTN: EVS HELP DESK                       NATIONAL CUSTOMER SUPPORT CENTER                       UNITED STATES POSTAL SERVICE                       6060 PRIMACY PWY STE 101                       MEMPHIS TN 38188-0001</li> <li>PS Form 5051 can be emailed to the following address: <a href="mailto:dconfirm@usps.gov">dconfirm@usps.gov</a></li> <li>PS Form 5051 can be faxed to the following fax number: 901-821-6244</li> </ul> <p><b>IMPORTANT NOTE: Step 4 is required for existing customers so that the current profile in PTS is updated to reflect the new IMpb certification.</b></p>	<input type="checkbox"/>	✓	✓ <b>See Note</b>
5	<b>Complete and Submit the eVS manifest mailing system application</b>	<ul style="list-style-type: none"> <li>Complete and submit the comprehensive Electronic Verification System Application.</li> <li>Electronic Verification System Application can be mailed to the following address:                      ATTN: EVS HELP DESK                       NATIONAL CUSTOMER SUPPORT CENTER                       UNITED STATES POSTAL SERVICE                       6060 PRIMACY PWY STE 101                       MEMPHIS TN 38188-0001</li> <li>Electronic Verification System Application can be emailed to the following address: <a href="mailto:dconfirm@usps.gov">dconfirm@usps.gov</a></li> <li>Electronic Verification System Application can be faxed to the following fax number: 901-821-6244</li> </ul>	<input type="checkbox"/>	✓	✓

Electronic Verification System (eVS) Customer Checklist					
Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
6	Create Shipping Services Test File	<ul style="list-style-type: none"> <li>New Customers must use Shipping Services File Format Version 1.6. (See Section 3 for more information on the Shipping Services File layout).</li> <li>Based on your application, the eVS Helpdesk will notify you of the requirements for the test file.</li> <li>Create an electronic test file based on test file requirements provided by the eVS Helpdesk.</li> <li>The test file must contain the PICs, which match those from your printed labels. (See Step 7).</li> </ul>	<input type="checkbox"/>	✓	✓
6a	Transmit Shipping Services Test File	<ul style="list-style-type: none"> <li><b>IMPORTANT:</b> Mailers may not submit test files for certification if they have not completed registration in the Business Customer Gateway and successfully linked their eVS permit to their eVS profile.</li> <li>Transmit test files to the Confirmation Services Support Team at the National Customer Support Center (NCSC) for review.</li> <li>Transmit test files to Product Tracking System Testing Environment for Mailers (TEM), which will then transmit the file to the <b>PostalOne!</b> Testing Environment for Mailers (TEM) server for posting in the mailer's eVS TEM account.</li> <li>For specific information on how to transmit the Shipping Services Test File to the TEM environment, see Section 6.3, Test Environment for Mailers (TEM) Sending/Retrieving File Instructions.</li> </ul>	<input type="checkbox"/>	✓	✓
6b	Review and Certification of Shipping Services Test File	<ul style="list-style-type: none"> <li>This process will test your file content for compliance with PTS and eVS <b>PostalOne!</b></li> <li>PTS TEM will process this file and provide a copy of a confirmation/error/warning report that you will be able to access via your PTS TEM logon account see Section 6.3, Test Environment for Mailers (TEM) Sending/Retrieving File Instructions.</li> <li>eVS TEM will process this file and provide a copy of a error/warning report that you will be able to access via your PTS TEM logon account, see Section 6.3.2, Accessing eVS TEM.</li> <li>If you have any questions concerning any error or warnings that are on the error/warning report, please contact the Confirmation Services Support Team at 877-264-9693.</li> <li>The Confirmation Services Support Team will communicate to the customer via email when the file has passed certification.</li> </ul>	<input type="checkbox"/>	✓	✓

Electronic Verification System (eVS) Customer Checklist					
Step	Description	Action	<input checked="" type="checkbox"/>	New	Existing
7	<b>Create Shipping Services Test Labels</b>	<ul style="list-style-type: none"> <li>Based on your application, the eVS Helpdesk will notify you of the requirements for your test labels. This document will indicate the number of labels and type of labels. As a rule, you need to generate at least one label for each mail class and extra services combination you plan to use. (See Section 4, for more information on the label requirements.)</li> <li>The label PICs created in this step must be contained in your shipping test file. (See Step 6)</li> <li>The PICs must contain your MID.</li> <li>The PICs for the test label must be unique.</li> <li>The printed barcoded labels must match the PICs in the file.</li> </ul>	<input type="checkbox"/>	✓	✓
7a	<b>Complete the PS Form 5052, Confirmation Services Printer Verification</b>	<ul style="list-style-type: none"> <li>Complete PS Form 5052, <i>Confirmation Services Printer Verification</i>.</li> </ul>	<input type="checkbox"/>	✓	✓
7b	<b>Send Shipping Services Test Labels</b>	<ul style="list-style-type: none"> <li>Include PS Form 5052 with the label submission.</li> <li>Hard copy labels must be mailed to the following address: ATTN: EVS HELP DESK  NATIONAL CUSTOMER SUPPORT CENTER  UNITED STATES POSTAL SERVICE 6060 PRIMACY PWY STE 101 MEMPHIS TN 38188-0001</li> </ul>	<input type="checkbox"/>	✓	✓
7c	<b>Review and Certification of Shipping Labels (if applicable)</b>	<ul style="list-style-type: none"> <li>The Confirmation Services Support Team will review the labels to determine if the labels are in compliance.</li> <li>The Confirmation Services Support Team will provide feedback on the label certification to the customer via email. The email will communicate any issues or concerns with the labels.</li> <li>The email will be sent to the Primary Point of Contact and the Technical Point of Contact.</li> <li>If you have any questions concerning the issues with your labels, please contact the Confirmation Services Support Team at 877-264-9693.</li> <li>The Confirmation Services Support Team will communicate to the customer via email when the labels have passed certification.</li> </ul>	<input type="checkbox"/>	✓	✓

<b>Electronic Verification System (eVS) Customer Checklist</b>					
<b>Step</b>	<b>Description</b>	<b>Action</b>	<input checked="" type="checkbox"/>	<b>New</b>	<b>Existing</b>
<b>7d</b>	<b>Receive authorization to mail</b>	<ul style="list-style-type: none"> <li>After successfully completing certification, the Confirmation Services Support Team will notify you of authorization to mail eVS for the mail classes that were requested and tested.</li> </ul>	<input type="checkbox"/>	✓	✓
<b>8</b>	<b>Parallel Test - Optional</b>	<ul style="list-style-type: none"> <li>USPS recommends that a mailer converting to eVS from an existing USPS manifest mailing system complete a parallel testing process. This allows the mailer an opportunity to pilot their eVS implementation, measure the impact of potential adjustments and work through start up issues without being billed through eVS for payment or adjustments. A parallel testing mailer will create eVS mailings and submit eVS files while continuing to present hard copy postage statements and manifests for payment through the local permits at existing manifest mailing locations.</li> <li>Mailers who choose not to complete a parallel test are subject to all eVS postage adjustments due after start up.</li> </ul>	<input type="checkbox"/>	✓	<b>N/A</b>

## Appendix S: Parcel Return Service (PRS) Customer Checklist

Parcel Return Service (PRS) Customer Checklist			
Step	Description	Action	<input checked="" type="checkbox"/>
1	<b>Register for participation via the Business Customer Gateway</b>	<ul style="list-style-type: none"> <li>To register for participation in PRS, the applicant must create a user account, company profile, a list of business locations, add eVS profile and establish a Business Service Administrator (BSA).</li> </ul>	<input type="checkbox"/>
1a	<b>Create User Account and Company Profile</b>	<ul style="list-style-type: none"> <li>Customers must sign-up on the Business Customer Gateway at <a href="https://gateway.usps.com/bcg/login.htm">https://gateway.usps.com/bcg/login.htm</a> <ul style="list-style-type: none"> <li>To create a user account.</li> <li>To create company profile.</li> </ul> </li> </ul>	<input type="checkbox"/>
1b	<b>Create Business locations</b>	<ul style="list-style-type: none"> <li>Ensure the corporate business location for the PRS mailing is accurately identified in the Business Customer Gateway or establish a new location as needed.</li> </ul>	<input type="checkbox"/>
1c	<b>Add PRS profile</b>	<ul style="list-style-type: none"> <li>Add PRS to current profile by selecting "Manage Electronic Return Activity (PRS)" under the "Track &amp; Report" heading.</li> </ul>	<input type="checkbox"/>
1d	<b>Add TEM access</b>	<ul style="list-style-type: none"> <li>Add TEM access to current profile by selecting "Manage Electronic Data Exchange (<i>PostalOne!</i>)" under the "Mail &amp; Transport" heading.</li> </ul>	<input type="checkbox"/>
1e	<b>Establish Business Service Administrator (BSA)</b>	<ul style="list-style-type: none"> <li>The first user requesting PRS for a business location will be prompted to assume the Business Service Administrator (BSA) role for PRS.</li> <li>The BSA approves access for multiple representatives that need access to PRS.</li> </ul>	<input type="checkbox"/>
2	<b>Obtain Mailer Account Numbers</b>	<ul style="list-style-type: none"> <li>To participate in PRS, an approved applicant must first establish a new PRS permit imprint account and obtain a master MID.</li> </ul>	<input type="checkbox"/>
2a	<b>Obtain Permit Account</b>	<ul style="list-style-type: none"> <li>The PRS applicant must establish a unique PRS permit account number used exclusively for PRS.</li> <li>To apply for the new PRS permit account number, Use PS Form 3615, <i>Mailing Permit Application and Customer Profile</i> submitted with application.</li> <li>No two PRS mailers may use the same PRS permit account number.</li> </ul>	<input type="checkbox"/>
2a-1	<b>Link Permit Account</b>	<ul style="list-style-type: none"> <li>Link the permit to the PRS company profile in the Business Customer Gateway.</li> </ul>	<input type="checkbox"/>
2a-2	<b>Application Fee</b>	<ul style="list-style-type: none"> <li>Application fee applicable if new permit is opened.</li> <li>The mailer will be charged the application fee as an adjustment after new permit(s) for PRS are established.</li> </ul>	<input type="checkbox"/>
2a-3	<b>Annual mailing fees</b>	<ul style="list-style-type: none"> <li>Pay all applicable permit and account maintenance fees.</li> </ul>	<input type="checkbox"/>

### Parcel Return Service (PRS) Customer Checklist

Step	Description	Action	<input checked="" type="checkbox"/>
2b	<b>Establish Postage Payment Account – Centralized Account Processing System (CAPS) Account</b>	<ul style="list-style-type: none"> <li>• The mailer must have or establish a <i>PostalOne!</i> Postage payment debit account.</li> <li>• This account is used for automatic funds withdrawal each time a postage statement is generated by PRS from the PRS mailer's transmitted manifest files.</li> <li>• The permit account number registered in PRS is linked to the postage payment account in <i>PostalOne!</i> to handle the funds withdrawal.</li> <li>• A current CAPS debit account may be used. The following forms must be used to open account as needed:               <ul style="list-style-type: none"> <li>○ PS Form 6001, <i>CAPS Account Application</i> — Application for establishing a new national CAPS account.</li> <li>○ PS Form 6002, <i>Accounts and Services to be Paid Through CAPS</i> — Form for listing the local account numbers the customer wants to link to the CAPS account.</li> <li>○ PS Form 6003, <i>CAPS Electronic Funds Transfer Authorization Agreement</i> — Form for authorizing the Postal Service to debit the customer's bank account.</li> </ul> </li> <li>• Link accounts to eVS Washington DC 20260.</li> </ul>	<input type="checkbox"/>
2c	<b>Obtain Mailer ID (MID)</b>	<ul style="list-style-type: none"> <li>• The PRS applicant must have or obtain a unique master MID from the Postal Service for all manifest file transmissions and, if desired, obtain additional MIDs for parcel records in the manifest files.</li> <li>• Obtain the MID for the corporate business location via the Business Customer Gateway.</li> <li>• Once the mailer has access to the Mailer ID System, they will select the "Mailer ID" link to obtain a MID. Select "Electronic Verification System (eVS) for Package Products" as the Program Type.</li> <li>• If multiple MIDs are requested, the PRS application must indicate all MIDs and designate the master MID.</li> <li>• A PRS MID may not be used for non-PRS mail.</li> </ul>	<input type="checkbox"/>
3	<b>Submit PRS Letter</b>	<ul style="list-style-type: none"> <li>• Submit PRS letter which needs to contain all required information as stated in Domestic Mail Manual (DMM) Section 507.13, Parcel Return Services, to the following email address: <a href="mailto:eVS@usps.gov">eVS@usps.gov</a></li> </ul>	<input type="checkbox"/>

### Parcel Return Service (PRS) Customer Checklist

Step	Description	Action	<input checked="" type="checkbox"/>
4	<b>Complete and Submit the PS Form 1357-S, Request for Computer Access</b>	<ul style="list-style-type: none"> <li>• Complete PS Form 1357-S, <i>Request for Computer Access</i> to receive logon for Product Tracking System. Submit by mail, email or fax.</li> <li>• This logon will allow you to transmit electronic manifest files, retrieve your error / warning confirmation report, and scan event extract files utilizing the FTP transmission protocol.</li> <li>• PS Form 1357-S can be mailed to the following address:            ATTN: EVS HELP DESK             NATIONAL CUSTOMER SUPPORT CENTER             UNITED STATES POSTAL SERVICE             6060 PRIMACY PWY STE 101             MEMPHIS TN 38188-0001</li> <li>• PS Form 1357-S can be emailed to the following address: <a href="mailto:dconfirm@usps.gov">dconfirm@usps.gov</a> or faxed to the following fax number: 901-821-6244.</li> <li>• PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI).</li> </ul>	<input type="checkbox"/>
5	<b>Complete and Submit the PS Form 5051, Confirmation Services Electronic Option Application</b>	<ul style="list-style-type: none"> <li>• Complete PS Form 5051, <i>Confirmation Services Electronic Option Application</i>. Submit by mail, email or fax.</li> <li>• Please include your MID on PS Form 5051 and indicate if this MID is the Master MID.</li> <li>• PS Form 5051 can be mailed to the following address:            ATTN: EVS HELP DESK             NATIONAL CUSTOMER SUPPORT CENTER             UNITED STATES POSTAL SERVICE             6060 PRIMACY PWY STE 101             MEMPHIS TN 38188-0001</li> <li>• PS Form 5051 can be emailed to the following address: <a href="mailto:dconfirm@usps.gov">dconfirm@usps.gov</a></li> <li>• PS Form 5051 can be faxed to the following fax number: 901-821-6244</li> </ul>	<input type="checkbox"/>
6	<b>Create Shipping Services Test File</b>	<ul style="list-style-type: none"> <li>• New Customers must use Shipping Services File Format Version 1.6. (See Section 3 for more information on the Shipping Services File layout).</li> <li>• Based on your application, the eVS Helpdesk will notify you of the requirements for the test file.</li> <li>• Create an electronic test file based on test file requirements provided by the eVS Helpdesk.</li> <li>• The electronic test file must contain the PICs, which match those from your printed labels. (See Step 7)</li> </ul>	<input type="checkbox"/>



### Parcel Return Service (PRS) Customer Checklist

Step	Description	Action	<input checked="" type="checkbox"/>
6a	<b>Transmit Shipping Services Test File</b>	<ul style="list-style-type: none"> <li>• <b>IMPORTANT:</b> Mailers may not submit test files for certification if they have not completed registration in the Business Customer Gateway and successfully linked their PRS permit to their PRS profile.</li> <li>• Transmit test files to the Confirmation Services Support Team at the National Customer Support Center (NCSC) for review.</li> <li>• Transmit test files to Product Tracking System Testing Environment for Mailers (TEM), which will then transmit the file to the <b>PostalOne!</b> Testing Environment for Mailers (TEM) server for posting in the mailer's eVS TEM account.</li> <li>• For specific information on how to transmit the Shipping Services Test File to the TEM environment, see Section 6.3, Test Environment for Mailers (TEM) Sending/Retrieving File Instructions.</li> </ul>	<input type="checkbox"/>
6b	<b>Review and Certification of Shipping Services Test File</b>	<ul style="list-style-type: none"> <li>• This process will test your file content for compliance with PTS and eVS <i>PostalOne!</i></li> <li>• PTS TEM will process this file and provide a copy of a confirmation/error/warning report that you will be able to access via your PTS TEM logon account see Section 6.3, Test Environment for Mailers (TEM) Sending/Retrieving File Instructions.</li> <li>• eVS TEM will process this file and provide a copy of a error/warning report that you will be able to access via your PTS TEM logon account, see Section 6.3.2, Accessing eVS TEM. In addition, the Confirmation Services Support Team may provide additional feedback to the customer via email.</li> <li>• The email will be sent to the Primary Point of Contact and the Technical Point of Contact.</li> <li>• If you have any questions concerning any error or warnings that are on the error/warning report, please contact the Confirmation Services Support Team at 877-264-9693.</li> <li>• The Confirmation Services Support Team will communicate to the customer via email when the file has passed certification.</li> </ul>	<input type="checkbox"/>
7	<b>Create Shipping Services Test Labels</b>	<ul style="list-style-type: none"> <li>• Based on your application, the eVS Helpdesk will notify you of the requirements for your test labels. (See Section 4 for more information on the label requirements.)</li> <li>• The label PICs created in this step must be contained in your shipping test file. (See Step 6)</li> <li>• The PICs must contain your MID.</li> <li>• The PICs for the test label must be unique.</li> <li>• The printed barcoded labels must match the PICs in the file.</li> </ul>	<input type="checkbox"/>
7a	<b>Complete the PS Form 5052, Confirmation Services Printer Verification</b>	<ul style="list-style-type: none"> <li>• Complete PS Form 5052, <i>Confirmation Services Printer Verification</i>.</li> </ul>	<input type="checkbox"/>

<b>Parcel Return Service (PRS) Customer Checklist</b>			
<b>Step</b>	<b>Description</b>	<b>Action</b>	<input checked="" type="checkbox"/>
<b>7b</b>	<b>Send Shipping Services Test Labels</b>	<ul style="list-style-type: none"> <li>• Include PS Form 5052 with the label submission.</li> <li>• Hard copy labels must be mailed to the following address: ATTN: EVS HELP DESK  NATIONAL CUSTOMER SUPPORT CENTER  UNITED STATES POSTAL SERVICE  6060 PRIMACY PWY STE 101  MEMPHIS TN 38188-0001</li> </ul>	<input type="checkbox"/>
<b>7c</b>	<b>Review and Certification of Shipping Labels (if applicable)</b>	<ul style="list-style-type: none"> <li>• The Confirmation Services Support Team will review the labels to determine if the labels are in compliance.</li> <li>• The Confirmation Services Support Team will provide feedback on the label certification to the customer via email. The email will communicate any issues or concerns with the labels.</li> <li>• The email will be sent to the Primary Point of Contact and the Technical Point of Contact.</li> <li>• If you have any questions concerning the issues with your labels, please contact the Confirmation Services Support Team at 877-264-9693.</li> <li>• The Confirmation Services Support Team will communicate to the customer via email when the labels have passed certification.</li> </ul>	<input type="checkbox"/>
<b>7d</b>	<b>Receive authorization to mail</b>	<ul style="list-style-type: none"> <li>• After successfully completing certification, the Confirmation Services Support Team will notify you of authorization to mail PRS.</li> </ul>	<input type="checkbox"/>
<b>8</b>	<b>Review, Sign and Submit Service Agreement</b>	<ul style="list-style-type: none"> <li>• After meeting all requirements to participate in PRS, the PRS mailer will be provided an agreement to mail through PRS.</li> <li>• The agreement contains the terms and conditions for picking-up mail and manifesting PRS parcels to the Postal Service.</li> <li>• Review, sign and mail the Service Agreement to the following Address: MANAGER, BUSINESS MAILER SUPPORT  UNITED STATES POSTAL SERVICE  475 L'ENFANT PLAZA SW RM 3676  WASHINGTON DC 20260-3676</li> </ul>	<input type="checkbox"/>