IMb™ Services:

Service Type Identifiers (STIDs)

January 2010

Agenda

Intelligent Mail® Barcode

- Service Type ID and Services Available
- Resources

What does the Intelligent Mail barcode consist of?

- 65 bars, 5 fields, and a maximum of 31 digits

- Service Type ID (STID) is the second field of the IMb

Barcode ID	SERVICE TYPE ID	Mailer ID	Serial Number	Routing Code
Ex: 50	***Ex: 260 for***	*Ex: 123456*	Ex: 200800001	*Ex: 6449 Amberview Ct., Memphis, TN 38141-8346*
for Mixed AADC	***First-Class Mail®***	*USPS assigned*	*Mailer Assigned*	*38141834649*

The data elements of the barcode may come from several different sources.

FIELD	SOURCE
Barcode ID	Software
Service Type ID	Mailer, modified by software
Mailer ID	Mailer or mail preparer
Serial Number	Mailer or mail preparer
Routing Code	CASS™ / DPV® / LACS$^{Link®}$, determined by software

Service Type ID (STID) represents the Intelligent Mail® option, the class of mail, and services requested

Determine uniqueness within the class of mail indicated by the STID

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- **Service Type ID and Services Available**
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The STID identifies three characteristics:

- Intelligent Mail® option
    - Full-Service, Basic, or non-auto
- Class of Mail
    - First-Class Mail®, Periodicals, Standard Mail®, Bound Printed Matter
- Additional services requested
    - For example, OneCode Confirm®, OneCode ACS®, Full-Service ACS™

**Each service or combination of services has a separate STID.
Some services have fees.**

- No services
- Manual address correction
- Traditional ACS®
- OneCode ACS®
- Full-Service ACS™
- OneCode Confirm®
- Manual address correction with OneCode Confirm
- Traditional ACS with OneCode Confirm
- OneCode ACS with OneCode Confirm
- Full-Service ACS with OneCode Confirm

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With IMb™ services, the mailer can subscribe to no services or a combination of address correction services listed.

ACS® CHOICE	METHOD OF RECORDS DELIVERY	BARCODE REQUIREMENT	ASE* REQUIREMENT	FEE	INTELLIGENT MAIL BARCODE		
					BASIC	FULL-SERVICE	NON-AUTO
None	None	None (POSTNET™ or IMb® optional	No	None	√	√	√
Manual address correction	Hard copy	None (POSTNET or IMb optional	Yes (optional for Periodicals)	Per notice	√	√	√
Traditional ACS	Electronic via RIBBS® or CD	None (POSTNET or IMb optional	Yes (optional for Periodicals)	Per notice	√	√	√
OneCode ACS®	Automated via RIBBS	Basic IMb	Yes (optional for Periodicals & First-Class Mail® letters)	Per notice	√	X	√
Full-Service ACS™	Download from Business Customer Gateway (CSV or XLS) or via Mail.XML® messaging	Full-Service IMb	Yes (optional for Periodicals & First-Class Mail letters)	*Free* for First-Class Mail letters & flats / *Free* for first 60 days for Periodicals letters & flats / *Free* for first 30 days for Standard Mail® letters & flats / *Free* for first 30 days for Bound Printed Matter flats	X	√	X
			*Ancillary Service Endorsement				

Mailers have options with OneCode Confirm service, too.

Confirm CHOICE	BARCODE REQUIREMENT	IMb OPTION		
		BASIC	**FULL-SERVICE**	**NON-AUTO**
None	None (POSTNET™ or IMb® optional)	√	√	√
OneCode Confirm	Basic or Full-Service IMb	√	√	√
OneCode Confirm & manual address corrections	Basic or Full-Service IMb	√	√	√
OneCode Confirm & Traditional ACS®	IMb	√	√	√
OneCode Confirm & OneCode ACS®	Basic IMb	√	X	√
OneCode Confirm & Full-Service ACS™	Full-Service IMb	X	√	X

There may be times when the barcode is unavailable, unreadable, or invalid.

- If, for any reason, the Intelligent Mail barcode is not read, the services requested in the IMb will not be available.
  - This includes
    - OneCode Confirm®
    - OneCode ACS®
    - Full-Service ACS™
- Services that are indicated on the mailpiece would be applicable at their regular costs
  - Manual address corrections
  - Traditional ACS®

IMb Basic and Full-Service Options

- Applies to those pieces that require a barcode
  - Automation prices
  - Must have full 11-digit delivery point information in the Routing Code field of the Intelligent Mail® barcode
- NOT applicable to the portion of a mailing that
  - has only a 5-digit ZIP Code® or no ZIP Code in the Routing Code field
  - is considered the non-automation portion of the mailing

UNITED STATES
POSTAL SERVICE ®

This example shows that a First-Class Mail® mailing may have Basic and/or Full-Service STIDs and/or non-auto STIDs.

- One mailing may have a combination of Full-Service, Basic, and non-auto Service Type IDs

First-Class™ Letters						
Weight Not Over Ounces	Automation				Nonautomation	
	5-Digit Barcoded	**3-Digit Barcoded**	**AADC**	**Mixed AADC**	**Presort**	**Single Piece**
1 2 3 3.5	**Basic option STIDs Full-Service option STIDs**				**Non-auto STIDs**	

This example shows that a Standard Mail® mailing may have Basic and/or Full-Service STIDs and/or non-auto STIDs.

- One mailing may have a combination of Full-Service, Basic, and non-auto Service Type IDs

Standard Mail Regular
COMMERCIAL LETTERS—ENHANCED CARRIER ROUTE & AUTOMATION

	Entry Discount	Enhanced Carrier Route (ECR)[1,2]			Automation[2]			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece price	None DBMC DSCF DDU	$0.182 0.148	$0.193 0.159	$0.262 0.228	$0.233 0.199	$0.251 0.217	$0.253 0.219	$0.270 0.236
more than 3.3 oz.[3] per pound price	None DBMC DSCF DDU							
+ per piece price								

Basic option STIDs
Full-Service option STIDs

Standard Mail Regular
COMMERCIAL LETTERS—NONAUTOMATION

	Entry Discount	Machinable		Nonmachinable[1]			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece price	None DBMC DSCF DDU				$0.417	$0.484	

Non-auto STIDs

No Barcodes

1. For pieces over 3.3 ounces, see S... prices.

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Only legitimate STIDs may be used in Intelligent Mail® barcodes.

- May never be all zeros or all nines or blank
- Must match the STIDs in the specs
- Some presort software will change the Service Type Identifiers for the non-auto portion if desired
- When extra services are requested other steps may be needed to use specific Service Type IDs

**This exception is specific to the handling of
Full-Service STIDs on the non-auto portion of the mailing.**

- Mailers may need to predetermine or print the Intelligent Mail® barcode prior to presorting for mail preparation.

- Exceptions to the use of different STIDs for the automation and non-automation portions of the mailing are:

  - Full-Service conditions

  - All pieces, both Full-Service and non-automation must be identified in the electronic documentation

  - For letter mail, the non-automation pieces must be trayed separately (as they currently are under mail preparation rules)

  - No free Full-Service ACS™ data for the Basic and non-automation portions will be provided. The Postal Service® cannot commit to a specific time when ACS data, and the appropriate charges, might be available.

  - Intelligent Mail barcode must be unique for the original mail class and final mail class.

The table shows the STIDs available for each option.

Class of Mail	Address Correction Option	Basic Option w/o Confirm®	Basic Option w/Confirm	Full-Service w/o Confirm	Full-Service w/ Confirm	Non-Auto w/o Confirm	Non-Auto w/ Confirm
First-Class Mail®	No Address Corrections	300	310	260	270	300	310
	Manual Corrections	700	40	36		700	40
	Traditional ACS®	080, 082	140, 240	081, 083		080, 082	140, 240
	OneCode ACS® - ASR	80	140			80	140
	OneCode ACS - ASR Option 2	80	140			80	140
	OneCode ACS - CSR	82	240			82	240
	OneCode ACS - CSR Option 2		240			82	240
	Full-Service ACS™ - ASR			81	141		
	Full-Service ACS - ASR Opt 2			81	141		
	Full-Service ACS - CSR			83	241		
	Full-Service ACS - CSR Opt 2			83	241		
Standard Mail®	No Address Corrections	301	311	261	271	301	311
	Manual Corrections	702	42	37	43	702	42
	Traditional ACS	090, 092	142, 242	091, 093	143, 243	090, 092	142, 242
	OneCode ACS - ASR	90	142			90	142
	OneCode ACS - CSR	92	242			92	242
	Full-Service ACS - ASR			91	143		
	Full-Service ACS - CSR			93	243		

Basic   **Full-Service**   **Non-auto**

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**Decisions mailers must make when choosing the
Service Type ID for IMb™ service could have ramifications for:**

- Data Feedback
    - Address corrections
    - OneCode Confirm®
- Mailpiece disposition
- Costs
- Use *A Guide to Intelligent Mail for Letters and Flats* ("The GUIDE"), Appendix A, for making these decisions and assessing business risk.

**Appendix A provides a detailed description of
the various address correction options available**

- **<u>Step 1:</u>**   Determine the **Class of Mail** that is appropriate.

- **<u>Step 2:</u>**   Determine whether the Mailing Type will be either **Basic, Full-Service, or non-auto.**

- **<u>Step 3:</u>**   Determine whether or not to receive **ACS® detail records**

- **<u>Step 4:</u>**   Determine whether or not to receive **Confirm® service**

- **<u>Step 5:</u>**   Select the **mailpiece disposition** desired for any UAA pieces. Note that mailpiece dispositions are often similar with minor differences. Select the mailpiece disposition that best meets your needs.

Using "The GUIDE", Appendix A, continued

- **Step 6:**   Determine whether the associated mailpiece disposition requires the use of an **ancillary service endorsement.** If not, skip to Step 8.

- **Step 7:**   Determine whether to use a "Recommended Ancillary Service Endorsement" or an "Allowable Service Endorsement" on your mailpiece.

- **Step 8:**   **Understand the fees**, **or lost services if any,** that will be associated with the Service Type ID and/or the ancillary service endorsement.

- **Step 9:**   Check the **Constraints, the Notes and Action taken** if barcode is unavailable, invalid, or unreadable columns for possible consequences.

- **Step 10**:   When you are certain that you have correctly identified all options and understand the constraints and notes, use the Service Type ID specific to that line item during the creation of the IMb®.

"The GUIDE", Appendix A Example

Guide to Intelligent Mail for Letters and Flats

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
081	First-Class Mail	Full Service	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.
083	First-Class Mail	Full Service	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	All undeliverable-as-address mail disposed of and OneCode ACS notice provided for all transactions.	(A) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hard copy notice provided. (B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.

STID and ACS® Example

Service Type ID	081
Class of Mail	First-Class Mail®
ID IMb® Service Option	Full-Service
ACS® Detail Record Provided to Mailer	Y
Confirm® Service	None
Mailpiece Disposition	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.
Requires an On-Piece, Text Printed ASE	N
Recommended ASE Printed on Piece	Electronic Service Requested(A)
Allowable Ancillary Service Endorsement Printed on Piece	Address Service Requested (B)
Type Address Change Service (ACS) Option	Option 1 (see Constraints)
Fees	OneCode ACS® pricing unless disqualified for Full-Service
Provides data that can be used to meet the Move Update Requirement	Y
Constraints	Once Mailer ID established as Address Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option 2
Notes	Separate address correction provided for forwarded pieces only.
Action taken if barcode is unavailable	(A) If ESR, no separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.

In Mail.dat, the STID is in the .pdr in the Intelligent Mail® barcode.

- In the Piece Detail Record (.pdr) as part of the total IMb™ field

- Service Type IDs will be picked up from the mailpiece scans

Barcode ID *Ex: 50* *for Mixed AADC*	**SERVICE TYPE ID** *Ex: 260 for* ***First-Class Mail®***	Mailer ID *Ex: 123456* *USPS assigned*	Serial Number Ex: 200800001 *Mailer Assigned*	Routing Code *Ex: 6449 Amberview Ct., Memphis, TN 38141-8346* *38141834649*

In <u>Mail.XML</u>, a STID is called "ServiceTypeCode".

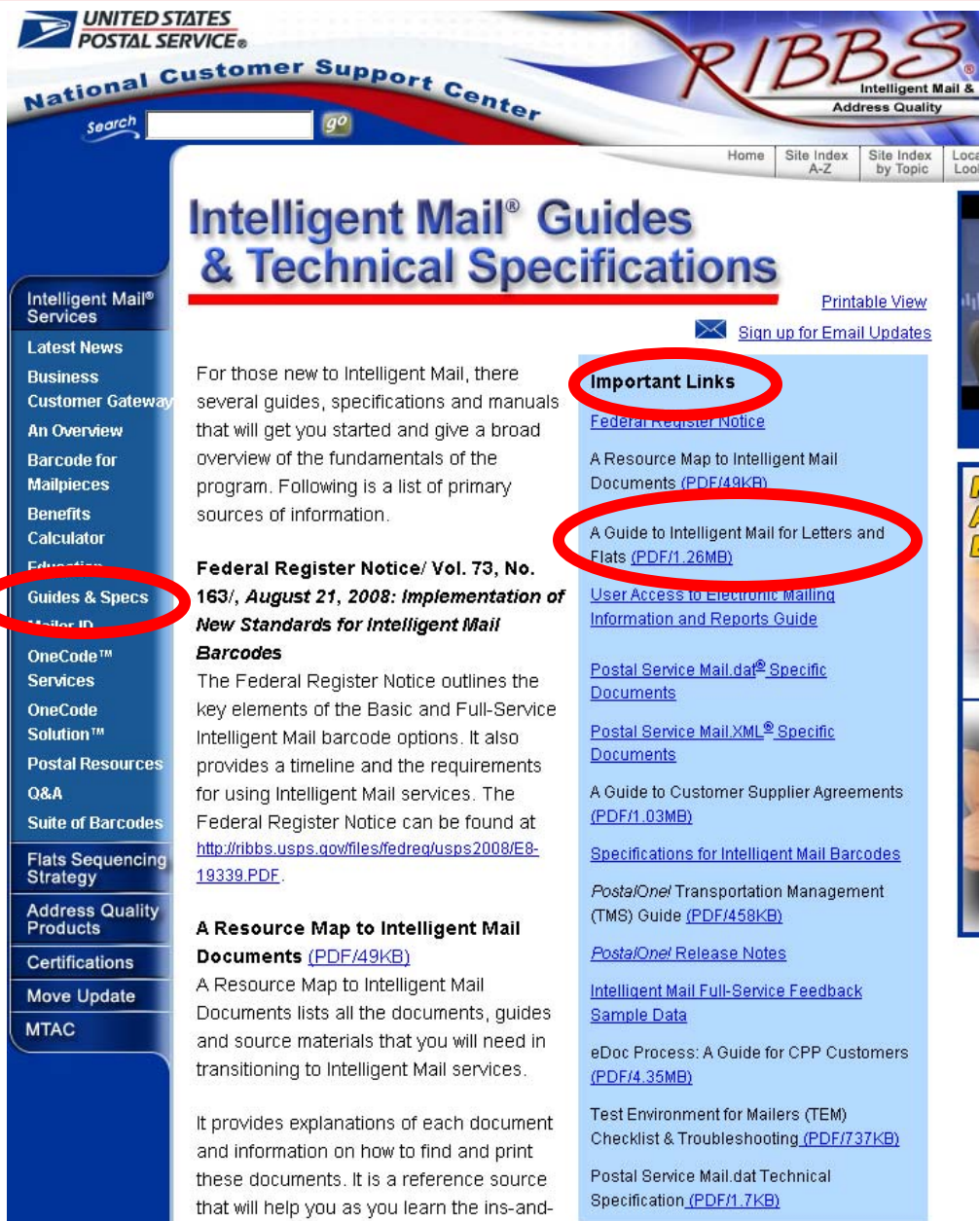- ServiceTypeCode is part of the IntelligentMailBarcodeType record
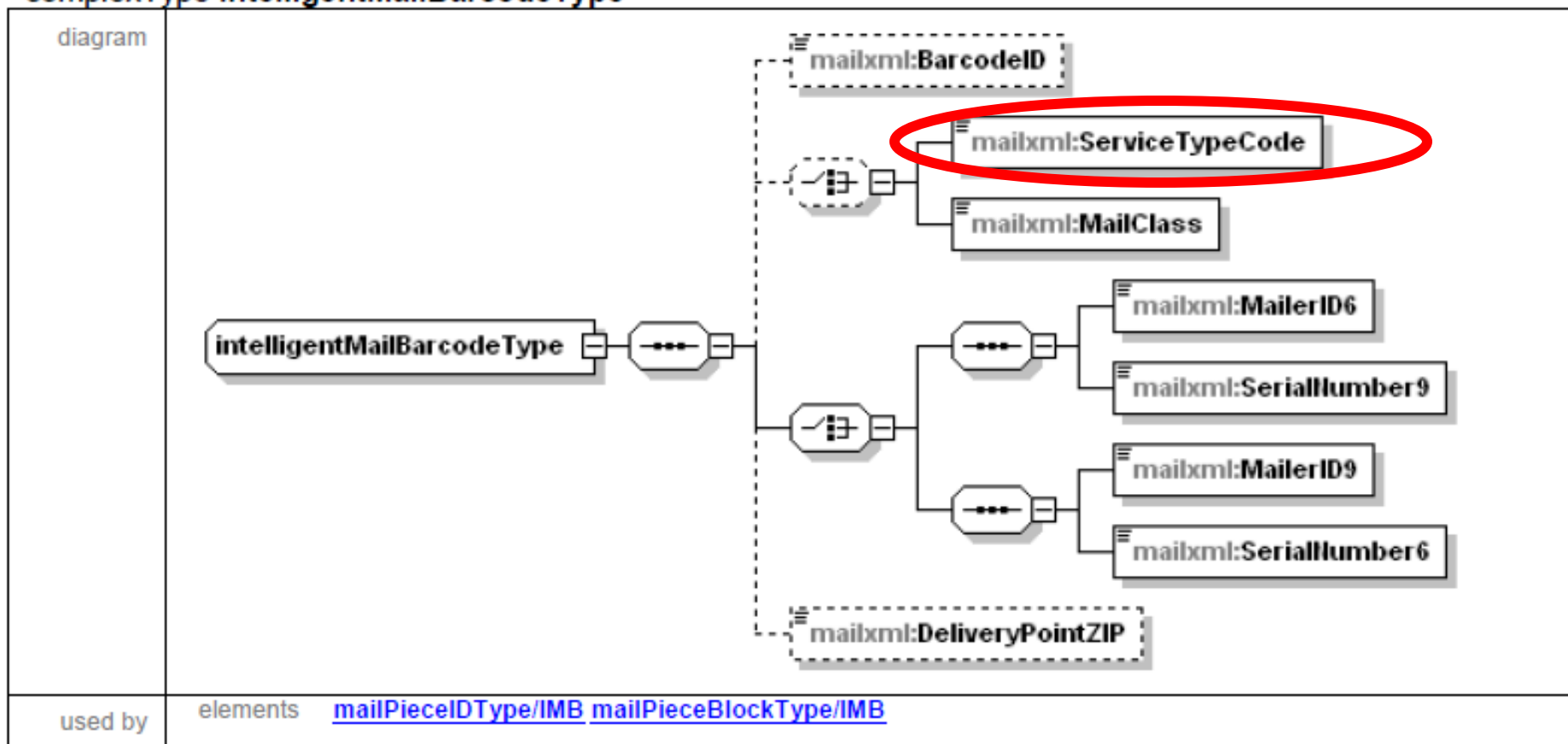
Agenda

- Intelligent Mail Barcode
- Service Type ID and Services Available
- **Resources**

- You can stay abreast of any and all changes relative to IMb® services by subscribing to our on-line newsletter *DMM® Advisory*.
  - Subscribe via dmmadvisory@usps.com and indicate "subscribe" in the subject line.
- Each IMb guide and technical specification includes a change history to enumerate updates.
- Sign up for RIBBS® advisories – subscribe at ribbs.usps.gov, under the various Intelligent Mail links
- Check websites
  - www.ribbs.usps.gov
  - Industry sites
- Attend webinars, forums, sessions, and presentations
  - Postal Customer Council
- Subscribe to newsletters, magazines
- NETWORK!

Intelligent Mail®
Guides & Specifications

- http://ribbs.usps.gov

- Additional information about all of the topics covered in this presentation can be found on RIBBS®

- Click on Intelligent Mail Services and then click on "Guides & Specs".

- All of the supporting documentation references are shown under "Important Links".

UNITED STATES POSTAL SERVICE®

National Customer Support Center

RIBBS

Intelligent Mail & Address Quality

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Intelligent Mail® Guides & Technical Specifications

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MTAC

For those new to Intelligent Mail, there several guides, specifications and manuals that will get you started and give a broad overview of the fundamentals of the program. Following is a list of primary sources of information.

Federal Register Notice/ Vol. 73, No. 163/, *August 21, 2008: Implementation of New Standards for Intelligent Mail Barcodes*

The Federal Register Notice outlines the key elements of the Basic and Full-Service Intelligent Mail barcode options. It also provides a timeline and the requirements for using Intelligent Mail services. The Federal Register Notice can be found at http://ribbs.usps.gov/files/fedreg/usps2008/E8-19339.PDF.

A Resource Map to Intelligent Mail Documents (PDF/49KB)

A Resource Map to Intelligent Mail Documents lists all the documents, guides and source materials that you will need in transitioning to Intelligent Mail services.

It provides explanations of each document and information on how to find and print these documents. It is a reference source that will help you as you learn the ins-and-

Important Links

Federal Register Notice

A Resource Map to Intelligent Mail Documents (PDF/49KB)

A Guide to Intelligent Mail for Letters and Flats (PDF/1.26MB)

User Access to Electronic Mailing Information and Reports Guide

Postal Service Mail.dat® Specific Documents

Postal Service Mail.XML® Specific Documents

A Guide to Customer Supplier Agreements (PDF/1.03MB)

Specifications for Intelligent Mail Barcodes

PostalOne! Transportation Management (TMS) Guide (PDF/458KB)

PostalOne! Release Notes

Intelligent Mail Full-Service Feedback Sample Data

eDoc Process: A Guide for CPP Customers (PDF/4.35MB)

Test Environment for Mailers (TEM) Checklist & Troubleshooting (PDF/737KB)

Postal Service Mail.dat Technical Specification (PDF/1.7KB)

A Guide to Intelligent Mail® for Letters and Flats

- Intelligent Mail Requirements
  - Mailer ID
  - Unique Intelligent Mail® barcode for Full-Service
    - Service Type Identifier (STID)
- Section 2.5
- Appendix A – All the STIDs
- Electronic mailing documentation (eDoc)
- Mailer feedback
  - Start-the-Clock
  - Address correction

There are several sessions from the Intelligent Mail® Symposium available on the RIBBS® Website.

- Go to RIBBS>Intelligent Mail Services>Education
- Intelligent Mail Symposium Sessions
  - Overview
  - Basic & Full-Service Options
  - Barcodes
  - Electronic Documentation
  - Full-Service Benefits
  - Getting Started
  - Preparing for Intelligent Mail
  - Available on http://ribbs.usps.gov/

In addition to the Intelligent Mail® Symposium sessions, further education has been presented at :

- National Postal Forum sessions
- Additional presentations
  - MIDs/CRIDs
  - Working with Your Mail Preparer
  - IMb™ Service and ACS®
  - Mail.dat® and *PostalOne!*®
  - Start-the-Clock

- Contact your local Business Mail Entry Unit or Mailpiece Design Analyst:

    – District Business Mail Entry Locator
      http://www.usps.com/ncsc/locators/find-bme.html

    – Mailpiece Design Analyst Locator
      http://pe.usps.gov/mpdesign/mpdfr_mda_lookup.asp

- Contact the *PostalOne!* Help Desk: 800-522-9085

- *PostalOne!*® information http://usps.com/postalone/

- Submit questions to imb@usps.gov