ONECODE ACS®

TECHNICAL GUIDE

UNITED STATES POSTAL SERVICE®

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Change History

Section #	Title	Description of Change

ACS™: An Intelligent Solution

Introduction

Delivery information is only as good as the quality of the address data. Here at the United States Postal Service®, our goal is to help customers send their mail to the correct address every time. To help meet this objective, ACS (ACS) is designed to substantially reduce the number of manual address correction notices sent to mailers and replace them with electronic notices.

ACS has three distinct implementation methods Full Service ACS, Traditional ACS and OneCode ACS which offer several different options. There is also a special subset of Traditional ACS called Shipper Paid Forwarding. Technical information on all of these options can be found at http://ribbs.usps.gov/acs/documents/tech_guides.

Participation in OneCode ACS requires using the Intelligent Mail® barcode (see Exhibit 2) described below.

NOTE: This document may provide technical support for Full Service mailers who are interested in learning how to prepare mailpieces to create Full Service ACS notices. Full Service ACS notices are created in the same environment as described for OneCode ACS. Full Service ACS is distributed to *PostalOne!*® based on the Full Service Service Type ID in the Intelligent Mail® barcode. They are processed and fulfilled to mailers daily via *PostalOne!* and the Business Customer Gateway.

For mailing requirements and technical assistance regarding Full Service ACS, refer to the Guide to Intelligent Mail for Letters and Flats at this link: https://ribbs.usps.gov/intelligentmail

For information regarding access and format of Full Service ACS Reports, refer to the User Access to Electronic Mailing Information & Reports Guide, Volumes I and II at this link: https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/user_access.htm

If you are looking for a quick overview of the ACS products please review Publication 8, ACS Product Information Guide, which can be found at http://about.usps.com/publications/pub8.pdf.

What is OneCode ACS?

OneCode ACS allows customers mailing First-Class Mail[®], Standard Mail[®], and Periodical flats or letters to receive electronic or automated address corrections using the Intelligent Mail[®] barcode. OneCode ACS is the basis for the creation of Full Service ACS notices that are provided to qualifed Full Service mailers.

Exhibit 1 (below) contains the following lines of data in addition to the delivery address:
1. The *Return Address* identifies where undeliverable mail is to be returned and where hardcopy address corrections are sent. A domestic return address is required when ancillary services are requested.
2. *Ancillary Service Endorsement* provides the Postal Service™ with the sender's instructions on how to handle the mail if it is Undeliverable As Addressed (UAA).
3. The *Optional Endorsement Line (OEL)* contains the sortation level of the mailpiece.
4. The mailer *Keyline* identifies the recipient in the sender's mailing list and may also represent a specific mailpiece.
5. The POSTNET™ *barcode* in the lower right corner contains the ZIP Code[®] used to sort the mail to the recipient's address.

Exhibit 1: Mailpiece before ACS
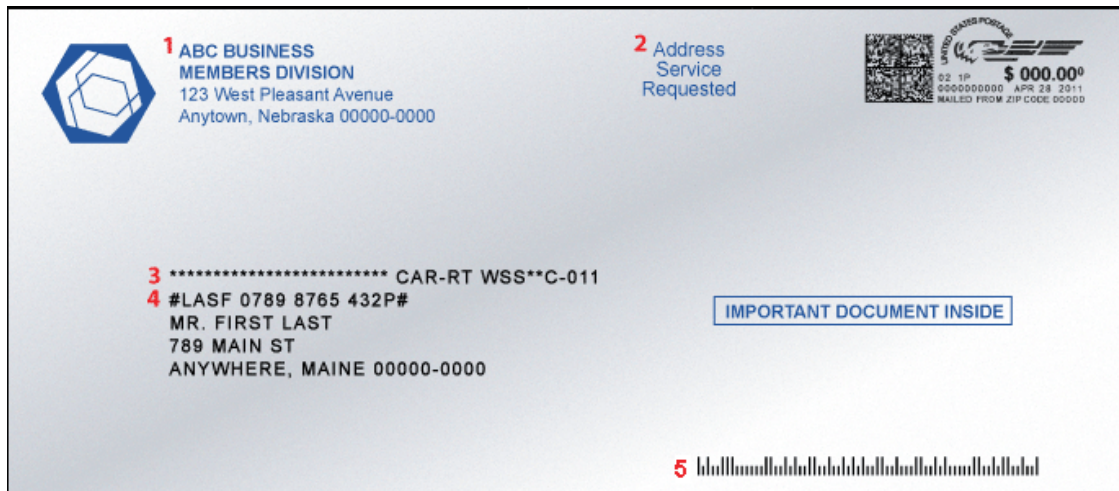
Exhibit 2 (below) contains the following lines of data in addtion to the delivery address:
1. The *Return Address* identifies where undeliverable mail is to be returned and where hardcopy address corrections are sent. A domestic return address is required when ancillary services are requested.
2. The *Intelligent Mail barcode* represents the Ancillary Service Endorsement, OEL, and ZIP Code (Exhibit 2). The Serial Number in this barcode is assigned by the mailer and can be used to identify the addressee or the mailpiece and takes the place of the Keyline.

Exhibit 2: One Code ACS Mailpiece
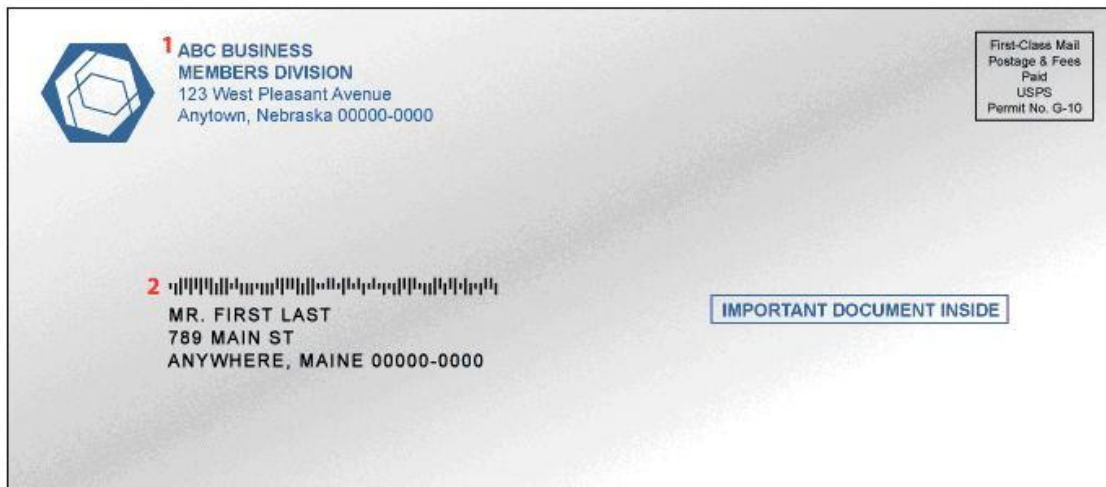
Note: **Standard Mail letters and flats still require a printed endorsement in addition to the Intelligent Mail barcode**.

What is the Intelligent Mail® barcode?

The Intelligent Mail barcode is the next generation of USPS® barcode technology used to sort and track letters and flats. Intelligent Mail barcode technology combines the capabilities of the POSTNET™ barcode and the PLANET Code® barcode into one unique barcode, while providing a greater range of tracking data. Customers can use the Intelligent Mail barcode to qualify for automation discounts and also to combine USPS services like IMb Tracing, OneCode ACS and Full Service ACS.

Technical information required to produce Intelligent Mail barcodes and other services can be found at https://ribbs.usps.gov/index.cfm?page=intellmailmailpieces.

Administration

The United States Postal Service® (USPS®) provides support for ACS through the National Customer Support Center (NCSC) in Memphis TN. Information regarding this service can be found at https://ribbs.usps.gov/index.cfm?page=intellmailmailpieces and *https://ribbs.usps.gov/index.cfm?page=acs*.
If you have questions after reviewing the documentation contact the NCSC ACS Department via email at acs@usps.gov or by phone at (877) 640-0724. Due to expected high call volume we recommend submitting questions via email.

Disclaimer

ACS is designed to substantially reduce the number of manual address correction notices provided to mailers and replace them with electronic notices. ACS is not a guaranteed service. Manual notices may still be received, although reduced in volume.

The USPS makes no warranty or representation, either expressed or implied, with respect to the technology, data and/or the computer system in which it is contained, including its correctness, quality, performance, merchantability, or fitness for any particular purpose.

The USPS will not be liable for direct, indirect, special, incidental, consequential, or other similar damages arising out of use of, or inability to use, ACS™, OneCode ACS, IMb Tracing, *PostalOne!* and Intelligent Mail barcode technology and/or computer system, even if advised of the possibility of such damages. If any discrepancy exists between this document (OneCode Technical Guide) and the *DMM*® *Mailing Standards of the United States Postal Service*, the *DMM* always takes precedence. For the most current *DMM*, go to the Postal Explorer Web site, (*http://pe.usps.gov*) and click on *Domestic Mail Manual.* Any procedure in this publication can be amended or rescinded by notices in the *Postal Bulletin, Federal Register,* or the *DMM.* If more information is required, refer to the *DMM.* After reviewing the documentation, please feel free to contact our ACS Department.

The fact that the mailpiece is mailed at an automated letter rate does not guarantee that the ACS fee will reflect the automated address correction fee as well. The address correction fees charged reflect the work required to process the address correction notice. The piece must maintain its integrity as it is processed on the equipment. If there is any chance that mail will be torn or jam on automated equipment, or if it is rejected because critical information falls outside of the read area, the piece is redirected to the non-automated process. When an ACS notice is created in this environment, the Electronic address correction fee will be charged.

Delivery conditions may affect the timeliness of ACS records:
- If mail is addressed to a P.O. Box™, the customer may not retrieve their mail for several weeks or even months. The USPS must continue to deliver the mail to the P.O. Box for as long as the P.O. Box rent has been paid. The mail can only be declared undeliverable if the customer submits a change-of-address request or if the P.O. Box rent is due and the rental renewal fee has not been paid.

- If an address is vacant and if the addressee moves without first notifying the U.S. Postal Service®, the mail may continue to be delivered via a door slot or another irretrievable delivery method. The mail may accumulate at the residence or business until accessed or a new occupant moves in and returns the mail to the Post Office. If mail accumulates in an accessible mailbox the delivery employee places the mail in a "Hold for COA" status for a limited period of time and will initiate an Employee Generated change of address as "Moved, Left No Address.".

The Postal Automated Redirection System (PARS) *is not available in Puerto Rico, Guam or the Virgin Islands, where the opportunity to receive OneCode ACS on automated letters is limited.* Because the service is not available there, any literal endorsement printed on the piece is likely to produce a hardcopy address correction notice or return of the mailpiece. OneCode ACS is still available to First-Class Mail, Periodicals, and Standard Mail flats through CFS in San Juan.
The Intelligent Mail Barcode data will be returned in the fulfillment record when available.
ALL NIXIE Records will contain zeroes in the field named "FIVE DIGIT ZIP CODE OLD."

The U.S. Postal Service makes a concerted effort to provide standardized and delivery point validated address information whenever possible, however we cannot guarantee the availability of this information at the time ACS records are created. It is recommended that these addresses be processed with Address Management products to enhance address standardization.

Note: It is strongly suggested that y not rely solely on the IMb data or serial number when performing updates from ACS. There are situations that occur in which the ACS transaction name will not match your original mailpiece name. There are also situations that occur where the old address on an ACS transaction will not match the address on your original mailpiece.

Note: If you also use the Traditional version of ACS and plan to leave the Traditional ACS Participant Code and optional keyline data on the mailpiece please contact the ACS Department at acs@usps.gov or by phone at (877) 640-0724 for additional information.

Mailpiece Considerations

Window Envelopes

Position the contents of a window envelope so they do not slip and obscure the Intelligent Mail® barcode. The barcode must always be visible within the window, regardless of how the contents shift (see *DMM*® 507.4.2). When using a window envelope, maintain a clearance between the top line of the address block and the top edge of the address window of at least 1/25 inch. This clearance must be maintained during the contents range of movement in the envelope.

We strongly recommend a tap test be performed on the mailpiece, and that the piece is tapped on all sides (including the top) to test for shift. The Intelligent Mail barcode must be readable. Testing for top shift is not normal Postal Service™ procedure, but is solely for the benefit of ACS participants. If the tap test results in any portion of the IMb shifting out of the window, unexpected results may occur depending on the printed ancillary endorsement and other transaction attributes.

Address Labels and Preprinted Envelopes

When using address labels, maintain a clearance between the top line of the address block and the top edge of the address label of at least 1/25 inch as defined in *DMM* 507.4.2)

When a printed ancillary service endorsement is required, follow placement and physical standards as defined in *DMM* 102.4

Exceptional Address Format Prohibited

The exceptional address format (Or Current Occupant and Or Current Resident), is not valid on an ACS-modified mailpiece.

Characters, Font and Text Size for Printed Endorsement

Use a non-narrow variant of Helvetica or Arial sans serif font whose alpha characters can be distinguished from its numeric characters. For example, in some fonts, the letters "O," "S," and "B" can be mistaken for the numbers "0," "5," and "8." It is also recommended that the numeric "0" be presented with a slash. Print all information in a non-narrow variant of Helvetica or Arial sans serif font with minimum of 8 point font size. **We strongly suggest that you print a font size range of 10 to 12 points.**

Return Address

A domestic return address is required when ancillary services are requested. First-Class Mail®, Standard Mail® letters and flats, and Bound Printed Matter require the return address to be on the address side of the mailpiece in the upper left corner of the envelope or in the upper left corner of the addressing area. Specific references regarding the return address can be found in the *DMM* 602.1.

How Does OneCode ACS Work?

The USPS® can forward mail or notify mailers of a Change of Address (COA) <u>only if the customer submits a change of address request with the Postal Service™</u>. There are cases where the Postal Service knows the customer has moved and a COA for Move, Left No Address (MLNA - DNF Code: K) or Box Closed No Order (BCNO - DNF Code G) is created. Hereafter, this process will be referred to as *USPS-Filed Actions.* These records are included in the COA database and therefore are fulfilled as COA Notices with a DNF Code (Do Not Forward).

When a mailpiece is intercepted by the Postal Automated Redirection System (PARS) or identified by delivery personnel as Undeliverable as Addressed (UAA) due to customer relocation, the following occurs:

a. The mailpiece (depending on its class, size, and endorsement) is either processed by the PARS equipment or sent to the Computerized Forwarding System (CFS) responsible for processing mail destined to that delivery address.

b. An attempt is made to match the name and address to a COA.

c. If there is a match and the mailpiece bears a readable, valid Intelligent Mail barcode with the required fields properly completed, an electronic or automated OneCode ACS notice is generated by PARS or CFS.

d. The mail class (First-Class Mail®, Periodical, Standard Mail®, Bound Printed Matter), the mailer's requested ancillary service, and the age or existence of a COA determines whether the mailpiece is forwarded, discarded, or returned to sender.

e. OneCode ACS notices are transmitted from the Postal mail processing facilities to the NCSC, where they are categorized by the participating Intelligent Mail® barcode Mailer Identifier (Mailer ID) and then distributed to the mailers daily via the Electronic Product Fulfillment (EPF) secure web-based fulfillment resource.

NOTE: Full Service ACS notices are created in the same environment as described for OneCode ACS. The NCSC distributes Full Service ACS notices to *PostalOne!*® based on the Full Service Service Type ID in the Intelligent Mail barcode. *PostalOne!* processes and fulfills the notices to the mailers daily via the Business Customer Gateway. For support and technical guidance regarding Full Service ACS reports, refer to the <u>User Access to Electronic Information and Reports Guide, Volumes I and II</u>.

Move-Related and Non-Move-Related Notices

The primary objective of OneCode ACS is to provide COA information electronically. However, it may also provide non-move-related electronic or automated notices. If a mailpiece qualifies as UAA for a reason other than a move, the mailer can also be notified electronically.

COA Coverage

The USPS can only provide ACS notices for the US and its territories when the USPS provides those types of services.

The Postal Automated Redirection System (PARS) *is not available in Puerto Rico, Guam or the Virgin Islands and the opportunity to receive OneCode ACS on automated letters is limited*. Because the service is not available there, any literal endorsement printed on the piece is likely to produce a hardcopy address correction notice or return of the mailpiece. OneCode ACS is still available to First-Class Mail, Periodicals, and Standard Mail flats through CFS in San Juan.

ACS™ provides change-of-address notices or undeliverable information for mail addressed to a domestic (United States) address Change of address information for moves from a domestic address to a foreign new address will be provided if the addressee moves out of the U.S. or its territories. Once the party has left the U.S., we are no longer able to track or report address information.

COA records from colleges and universities, military bases, individuals within a business, or other single-point deliveries including, but not limited to, commercial mail receiving agencies (CMRA), prisons, hospitals, nursing homes, fraternity houses, and APO/FPO are not accepted or processed by the USPS. The responsibility for forwarding or returning mail that is no longer deliverable at these locations lie with the institution. Pieces returned as undeliverable by these institutions are not eligible to produce ACS or OneCode ACS records.

Features of OneCode ACS

Participation in ACS allows the mailer additional combinations of ACS notification and undeliverable mailpiece disposition than what is available with manual address corrections. Detailed information regarding these additional options is provided in the Ancillary Service Endorsement section of this document.

Fees

ACS mailers are charged the automated or electronic address correction fee for OneCode ACS notices fulfilled. The amount charged is based on the method used to provide the electronic notice. Undeliverable letter mail that requests OneCode ACS that can be processed on letter automation equipment will be charged the automated fee.

At the time of this document, the USPS does not have flats mail automated equipment that is capable of creating ACS notices automatically. Therefore, flats and nonmachineable letters, and automated letters that may lose their integrity or be damaged on letter automation will be charged the electronic fee.

Please refer to the *DMM* Notice 123 Domestic Other Service, Address Correction Service for all related fees at: http://pe.usps.com/text/*DMM*/300/Notice123.htm

Billing

The San Mateo Accounting Service Center sends each ACS participant an invoice and statement monthly *only* if the balance is more than $50. ACS customers whose balance remains less than $50 will be sent an annual invoice on September 24 of each year.

Payment must be submitted with a copy of the invoice within 30 days of the invoice date. Unpaid balances more than 30 days old will be charged an annual interest rate of 10 percent. Delinquent accounts may cause the interruption of ACS fulfillment and may result in manual address correction notices or returned mail.

Refunds

Refund requests for incorrectly charged ACS records should be submitted via email to acs@usps.gov along with the ACS records you believe were incorrectly charged. Requests must be received within 45 days of receipt of the invoice. The USPS will investigate and provide a response.

Refund requests for other services such as hardcopy (Forms 3547 or 3579) or unexpected returned mailpieces must be addressed at the local level. *PS Form 3533* must be completed and submitted to the Post Office™ where your postage due or CAPS account was charged. Provide the returned mail or hardcopy notices as documentation to be refunded. Refunds are not provided when mailpieces are prepared incorrectly or a service was requested and provided. The escalation process for this type of refund is to the District Manager of Business Mail Entry.

In addition, please email example images to your local Business Service Network (BSN) representative if you receive unexpected returned mailpieces or PS Forms 3547. For BSN representatives in your area, visit the BSN lookup tool at: https://ribbs.usps.gov/locators/find-bsn.cfm.

Participation Requirements

Addressing

OneCode ACS mailpieces must meet all of the addressing requirements found in *DMM* 202 and *DMM* 602. See also *DMM* Quick Service Guide 201B for Commercial Letters and Postcards Using Tabs, Wafer Seals, and Glue Strips.

All OneCode ACS mailpieces must have the domestic return address properly appearing on the address side of the mailpiece.

Internet Access

Customers must have the ability to retrieve ACS™ Fulfillments electronically from the USPS® EPF website.

Email and Contact Information

ACS customers are required to provide a dedicated email address to receive communications regarding ACS. If your company or organization does not currently have a dedicated email for this purpose, we request that you establish one, preferably using the following format: *ncscinfo@<yourcompany.com>*. All appropriate parties should be designated as users of this email account. It is the responsibility of your company to monitor and control dissemination of this information to your internal ACS decision makers.

Intelligent Mail® Barcode

OneCode ACS requires using the Intelligent Mail barcode. Technical information required to produce the Intelligent Mail barcode can be found at *http://ribbs.usps.gov/onecodesolution.* The barcode must be properly constructed and include the fields in the following table to be properly processed as OneCode ACS:

Intelligent Mail Barcode Composition

The barcode consists of 65 bars made up of 4 possible bars types, Full, Ascending, Descending, and Tracker. The data fields of the barcode consist of two types of codes, Tracking and Routing, broken down into separate field identifiers totaling up to 31 numeric positions.

Table 1: Intelligent Mail Barcode Field Information

Type Code	Field Identifier	Field Length
Tracking Code	Barcode Identifier	2
	Service Type Identifier	3

	Mailer Identifier	6 or 9
	Serial Number	9 with a 6-digit Mailer ID
		6 with a 9-digit Mailer ID
Routing Code	Delivery Point ZIP®	0, 5, 9, or 11

Note: **There are specific rules regarding the allowed content of certain fields. Some fields are prohibited from being all zeroes.** Technical information required to produce the Intelligent Mail barcode can be found at: *http://ribbs.usps.gov/onecodesolution*

NOTE: Intelligent Mail® barcode composition requirements must be followed to be eligible to receive Full Service ACS. For mailing requirements and technical assistance regarding Full Service and Full Service ACS, refer to the Guide to Intelligent Mail for Letters and Flats at this link: https://ribbs.usps.gov/intelligentmail

Barcode Identifier

The barcode identifier is a 2-digit field in the IMb that is reserved for presort identification normally printed on the optional endorsement line (OEL). This must be "00" (zero-zero) with one exception: automation-price eligible mail bearing a printed OEL. When mailers prepare flat-size pieces using IMbs to meet automation-price eligibility requirements, the IMb on flats bearing printed OELs must contain the barcode identifier that corresponds to the OEL used. The following table provides the OEL codes for use within the Intelligent Mail barcode on flats:

Table 2: Barcode Identifier for Flats:

Barcode ID	Description	Example of Currently Applied OEL
10	Carrier Route (CR), Enhanced Carrier Route (ECR), and FIRM	******************************** FIRM 12345 ********************** CAR-RT LOT**C-001 ********************** CAR-RT WSH**C-001 ********************** CAR-RT WSS**C-001 ********************* CAR-RT SORT**C-001
20	5-Digit/Scheme	**************************** 5-DIGIT 12345 ********************** SCH 5-DIGIT 12345
30	3-Digit/Scheme	******************************** 3-DIGIT 771 ************************* SCH 3-DIGIT 006
40	Area Distribution Center (ADC)	*********************** ALL FOR ADC 105 ********************* ALL FOR ADC 90197
50	Mixed Area Distribution Center (MADC), Origin Mixed ADC (OMX)	***************** ORIGIN MIXED ADC 117 ************************** MIXED ADC 640 *********************** MIXED ADC 60821

Service Type Identifier

The 3-digit Service Type Identifier (STID) corresponds with the type of service or combination of services requested. For mail requesting ACS, the STID represents the Ancillary Service Endorsement, which provides the Postal Service with the sender's instructions on how to handle the mail if it is undeliverable as addressed.

A complete and current list of Service Type Identifiers and the services they represent is published in the Guide to Intelligent Mail for Letters and Flats in the Service Type Identifier section. This document can be found on RIBBS at https://ribbs.usps.gov/index.cfm?page=intellmailguides.

When a **printed** Ancillary Service Endorsement is required, it must correspond to the appropriate Service Type Identifier. The literal printed endorsement on the mail will take precedence over the OneCode ACS Service Type ID contained in the Intelligent Mail barcode, so it is important that they match. The generic "Electronic Service Requested" endorsement can be printed to request reliance on the Service Type ID in

the IMb. "Electronic Service Requested" must not be printed on mail unless the IMb contains a Service Type ID that requests electronic ACS.

For a full description of the ancillary services available by mail class, see *DMM* 507.1.5.

Note: Mailers should review the published Service Type Identifier list periodically to identify any changes or additions to the endorsements and services available.

Mailer Identifier

The Mailer ID (MID) consists of either six or nine numeric characters and will be placed in the *Mailer Identifier* field of the Intelligent Mail barcode. The Mailer ID also identifies the mailer or mail service provider and is used to determine the fulfillment of the ACS™ notices.

Mailers may use an existing MID assigned by IMb Tracing (formerly known as "Confirm" or "OneCode Confirm") or *PostalOne!®* or may apply for a new MID from Business Customer Gateway. More information on how to request a MID and for information regarding other services available with the Intelligent Mail barcode can be found at *http://ribbs.usps.gov/onecodesolution*.

Serial Number

The Serial Number is a unique mailpiece identifier assigned by the mailer and is used to identify and track the mailpiece and/or the addressee. Depending on the length of the MID, the serial number is either a six- or nine-digit number. Including the serial number in the address list database allows mailers to electronically match to and apply the address corrections to their mailing lists or account files.

Please be advised that <u>a serial number containing all zeroes for OneCode ACS is not allowed</u>.

Note: If you currently use Traditional ACS with a Keyline and your keyline length exceeds the available length in the Serial Number, or the keyline contains alphabetic characters, there are still viable alternatives available that will allow you to utilize the Serial Number field. If you are having difficulties transitioning or need assistance, contact the NCSC ACS Department.

Routing Code

A routing code is the 5, 9, or 11-digit ZIP Code™ for the address on the mailpiece.

A delivery point validated 11-digit ZIP Code is not required to receive OneCode ACS, however anything less than 11 digits is an indication that the address on the mail may not be accurate for the addressee or may be new construction that has not yet been reported to the Postal Service. It is recommended that these addresses be processed with Address Management products to enhance address standardization.

Note: If you are creating the IMb with a request for Full Service ACS on a Full Service qualified mailpiece, the IMb Serial Number field, in combination with the mail class and the MID, is used to make the IMb unique. Full-service IMbs should not be reused for a minimum of 45 days.

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

For more information on Full Service mailing requirements, refer to The Guide to Intelligent Mail for Letters and Flats at https://ribbs.usps.gov/index.cfm?page=intellmailguides.

Exhibit 3: Intelligent Mail Barcode Break-down

Six-digit Mailer Identifier

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Barcode ID [2N]		Service Type ID [3N]			Mailer ID [6N]						Serial Number [9N]									Routing Code (ZIP) [none,5,9, or 11N]										

Nine-digit Mailer Identifier

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Barcode ID [2N]		Service Type ID [3N]			Mailer ID [9N]									Serial Number [6N]						Routing Code (ZIP) [none, 5, 9 or 11N]										

ACS™ Ancillary Service Endorsement Options

Mailers must choose which ancillary service provides the move update information and disposition that best meets their needs. The mailpiece's proper handling will vary depending on which ancillary service is chosen, the mail class, and for mailpieces that are undeliverable because of a move, whether the pieces can be forwarded. Under certain circumstances, manual notices or returned mail may be provided instead of electronic ACS notices.

Any *PS Form 3547* (manual notices) or returned mail will be sent to the return address provided on the front of the mailpiece. OneCode ACS for First-Class Mail®, Standard Mail®, and Bound Printed Matter mail requires that the return address be present on the front of the mailpiece, in the required position, font style and size.

If there is a conflict, the printed endorsement on the mail will take precedence over the OneCode ACS Service Type ID contained in the Intelligent Mail barcode. It is important to match them, or print the generic "Electronic Service Requested" endorsement to request reliance on the Service Type ID.

Table 3: One Code ACS Mail Class and Printed Endorsement Options

Class	Processing Category	Ancillary Service Endorsement
First-Class	Letters	No printed endorsement required
First-Class	Letters and Flats	Address Service Requested or Electronic Service Requested
First-Class	Letters and Flats	Change Service Requested or Electronic Service Requested
First-Class	Letters and Flats	Electronic Service Requested
Standard	Letters and Flats	Address Service Requested or Electronic Service Requested
Standard Mail	Letters and Flats	Change Service Requested or Electronic Service Requested
Standard Mail	Letters and Flats	Electronic Service Requested
Periodicals	Letters and Flats	No endorsement required ("Address Service Requested" is optional but should be used if return of undeliverable Periodicals is desired. ACS notices are limited when this printed endorsement is used.)
Periodicals		No endorsement required ("Electronic Service Requested" may be printed only when "Address Service Requested" is represented by the Service Type ID in the IMb.)

The endorsement Electronic Service Requested has no specific service request, other than to serve as a "proxy" for either Address Service Requested or Change Service Requested endorsements. Printing the generic "Electronic Service Requested" is encouraged where a printed on-piece endorsement is required or desired. It allows the flexibility to use the same envelope stock across classes and products but vary the ancillary service by changing the Service Type ID in the IMb. The printed endorsement Electronic Service Requested may be used only on mail that requests ACS.

Using a specific endorsement ("Address Service Requested", "Change Service Requested") could result in hardcopy notices or returned mail if the barcode cannot be read.
Although not required, OneCode ACS Mailers should register their ancillary service choice in the mailer profile maintained by the NCSC ACS Department. For certain ACS options, a change in the STID without updating the profile may provide unexpected results. Notify the ACS Department a minimum of seven days prior to mailing to verify that no adverse action will occur when the new STID is used. .

First-Class Mail® Ancillary Services

For each of the First-Class Mail ancillary services, there are two ancillary service endorsement options. The service is encoded in the Intelligent Mail barcode. The term "Option 1 or 2" is not to be printed on the mailpiece. The option is recorded in the mailer profile kept in the ACS™ Department.

Change Service Requested

Option 1 (CSR1)

Forwardable Mailpieces:

During the entire 18-month life of the COA order, the mailpiece is discarded, and an ACS notice is generated.

Undeliverable Mailpieces Matched to USPS®-Filed Actions:

The mailpiece is discarded and an ACS notice with Deliverability Code "K" or "G" is generated. See the ACS Fulfillment Record Fields "Deliverability Code" for a complete description.

Nixies (undeliverable for reasons other than a move):

Mailpiece is discarded and an ACS notice is generated containing the reason for non-delivery.

Option 2 (CSR2)

Forwardable Mailpieces:

During months 1 through 12 of a customer's move, the mailpiece is forwarded; a separate ACS notice containing the new address is provided.

During months 13 through 18, the Postal Service disposes of the mailpiece and a separate ACS notice containing the new address is provided.

After month 18, the Postal Service™ disposes of the mailpiece and provides a separate ACS notice containing the reason for non-delivery.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is discarded, and an ACS notice with Deliverability Code "K" or "G" is generated. See the ACS Fulfillment Record Fields "Deliverability Code" for a complete description.

Nixies (undeliverable for reasons other than a move):

Mailpiece is discarded and an ACS notice is generated containing the reason for non-delivery.
***Note*:** Please be advised that if you utilize an Intelligent Mail barcode for discounts only and continue to utilize Traditional ACS, a traditional keyline is required to receive NIXIE notices.

Address Service Requested

Option 1 (ASR1)

Forwardable Mailpieces:

During months 1 through 12 of the customer's move, the mailpiece is forwarded and an ACS™ notice is generated.

During months 13 through 18 of the customer's move, the mailpiece is returned with manual address correction information attached, and no ACS notice is generated.

After month 18, the mailpiece is returned with reason for non-delivery attached (no charge) and no ACS notice is provided.

Undeliverable Mailpieces Matched to USPS®-Filed Actions:

The mailpiece is returned with manual non-delivery information attached. No ACS notice is generated.

Nixies (undeliverable for reasons other than a move):

Mailpiece is returned with manual non-delivery information attached. No ACS notice is generated.

Option 2 (ASR2)

Forwardable Mailpieces:

During months 1 through 12 of the customer's move, the mailpiece is forwarded, and an ACS notice of new address is provided.

During months 13 through 18, the mailpiece is returned with new address attached (no charge) and a separate ACS notice is provided.

After month 18, the mailpiece is returned with reason for non-delivery attached (no charge) and a separate ACS notice containing the reason for non-delivery is provided.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is returned with manual non-delivery information attached. An ACS notice is generated.

Nixies (undeliverable for reasons other than a move):

Mailpiece returned with reason for non-delivery attached; a separate ACS notice containing the reason for non-delivery is provided.

Periodicals ACS™ and Follow-up Notice Options

Periodical Change-of-Address Notices

Periodicals that are matched to COA orders are forwarded for 60 days following the move effective date. The following options are available for forwardable mailpieces and undeliverable mailpieces matched to USPS-filed actions. These ACS options govern the frequency and types of COA follow-up notices provided:

Table 4: One Code ACS Periodical Options

Option 1	This Periodical option is under revision and will be published in a later version of this document.
Option 2	No address correction information is provided during the 60-day forwarding period. The first appearance of a mailpiece sent to the old address after the 60-day forwarding period generates an ACS notice. There are no hardcopy or ACS follow-ups.
Option 3	This Periodical option is under revision and will be published in a later version of this document.
Option 4	An immediate ACS notice is provided on the mailpieces first appearance. There are no hardcopy or ACS follow-ups.
Option 5	An immediate ACS notice is provided on the mailpieces first appearance during the 60-day forwarding period. A mailpiece sent to the old address after expiration of the 60-day forwarding period causes an electronic ACS follow-up notice to be generated.
Option 6	Immediate ACS notice is provided on the mailpieces first appearance during the 60-day forwarding period. A mailpiece sent to the old address 60 or more days after expiration of the forwarding period (120 days after the customer's move-effective date) causes an ACS follow-up notice to be generated.

Note: The appropriate fee will be charged for all notices.

Mailers must take note that multiple corrections for the same customer but different periodical mailpieces may produce two identical ACS transactions on the same day. For example, if PARS or CFS processes an undeliverable periodical for the first time and it is AFTER the 60 day forwarding period, an ACS transaction will be generated. If another periodical is processed on the same day and it is addressed to the same customer an ACS transaction will be generated. This applies to mailers using Periodical Options 5 and 6.

Periodicals Nixie Notices

If the mailpiece is sent to CFS for processing, an ACS nixie notice stating the reason for non-delivery will be generated and the mailpiece is discarded. An ACS nixie notice is generated each time the Periodical is mailed to that undeliverable address.

A manual nixie notice may be provided when the Intelligent Mail® barcode cannot be scanned or when the reason for nondelivery is identified by the business or representative at the address on the mailpiece.

Note: If the optional Address Service Requested endorsement is used or encoded in the Intelligent Mail barcode, the mailpiece itself is returned with reason for non-delivery attached, and the sender guarantees to pay return postage at the First-Class Mail® single-piece rate. An ACS notice is generated only during the 60 day forwarding period if the publisher has chosen an option that provides an immediate ACS notice and the mailpiece is processed within that forwarding period.

Standard Mail Ancillary Services

Change Service Requested

Forwardable Mailpieces:

During the entire 18-month life of the COA, the mailpiece is discarded, and an ACS™ notice is generated.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is discarded, and an electronic ACS notice with Deliverability Code "K" or "G" is generated. See the ACS Fulfillment Record Fields "Deliverability Code" for a complete description.

Nixies (undeliverable for reasons other than a move):

Mailpiece is discarded and an ACS notice providing the reason for non-delivery is generated.

Address Service Requested

Forwardable Mailpieces:

During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an ACS notice is generated.

After 12 months the mailpiece is returned at the weighted fee with manual address correction information attached. No ACS notice is generated.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is returned at the *weighted fee* with manual non-delivery information attached. No ACS notice is generated.

Nixies (undeliverable for reasons other than a move):

Mailpiece is returned at a **weighted fee** with manual non-delivery information attached. No electronic ACS notice is generated.

Note: Refer to *DMM* 507.1.5.3 for a description of the weighted fees.

ACS™ Fulfillment Files

ACS Fulfillment files are created as fixed length ASCII text files which are Zipped (compressed) and password protected with an 18 character password which is comprised of alpha, numeric and special characters.using PKWARE® software and posted to our secure Electronic Product Fulfillment (EPF) web site on a daily bases. You will need to obtain the appropriate software to retrieve the fulfillment files from our EPF web site (most current internet browsers are supported). You will need to obtain the appropriate software package that will decompress the data back into a normal ASCII text file. Additional software will be required if you intend to automate the updating of your database utilizing the ACS Notification File. Additional software will be required if you intend to print out the ACS Notification File for manual updating

Each ACS fulfillment process produces an ACS Notification file and a shipping notice file. The Notification file contains the ACS notices and the shipping notice file contains record counts and other information regarding the specific ACS Notification file. Customers are encouraged to maintain records of the Shipping notice files to help in reconciling their ACS Invoices which are organized by Shipping Notice.

Note: The following content does not apply to Full Service ACS reports provided for undeliverable Full Service qualified mailpieces. For information regarding access to and format of Full Service ACS reports, refer to the User Access to Electronic Mailing Information & Reports Guide, Volumes I and II at this link: https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/user_access/user_access.htm

Data Integrity

While the USPS® strives to provide OneCode ACS data in the manner described in this document there will be occasions when the data field may not contain the expected data. When customers submit a COA it is possible that some of the data provided may not be accurate or may be incomplete. In rare instances when our systems are unable to make corrections to the COA data submitted by the customer the USPS has no choice but to utilize the data exactly how it was provided by the customer. Additionally, in other rare instances it is possible that other data fields, not directly related to the data fields provided by the customer, may be missing. We strongly suggest that all automated systems utilizing ACS data perform validity checks on all fields.

In any data processing environment sometimes it is possible to receive data or partial data that may not be anticipated by the software which in turn could lead to unexpected results. For this reason the software developed to process ACS transactions must interrogate each record and field according to the specifications contained in the file layouts/formats and descriptions. If any abnormal issue is found it is suggested that the information be written to an error file for manual review instead of terminating the program.

ACS™ Notification File

The ACS Fulfillment files are created as fixed length ASCII text files and do not contain a specific delimiter between data fields.

The ACS Fulfillment file contains three different and distinct record formats.

<div align="center">

Header Record format
Nixie Record format
COA Record Format

</div>

Each record has a Record Type field. This field contains only two values:

Value	Description
H	Header Record
2	COA/Nixie Record

This field defines the type of record that was read. If it was a header record, then you need to put the data into the format of the header record so you can access the specific fields defined by the header record format. The header record is always the first record of an ACS Fulfillment file.

If the record type is defined as a COA/Nixie then the software will need to interrogate an additional field in order to determine the appropriate format for the data. The Deliverability Code field contains the deliverability status of the mailpiece that generated this notice and indicates which data format is required to interpret the data correctly. If the Deliverability Code field contains one of the NIXIE indicator flags then the Nixie Record format should be used, otherwise (including a blank) use the COA record format would be used.

Nixie records (if present) normally follow immediately after the header record, and then COA records. Customers can download and examine an example of the OneCode ACS fulfillment file. This file can be found at https://ribbs.usps.gov/acs/documents/tech_guides/ONECTST4.ZIP.

Note: **If you combine existing Traditional ACS participant codes and OneCode ACS MIDs under the same ACS account (MEM number), all records will be fulfilled in the expanded OneCode ACS format.**

The ACS notification files include three types of ACS notices:

Notices generated from a forwardable COA:

ACS notices with a space in the Deliverability Code field provide the mailer with a customer's name, old address, and new address as reflected on the COA. If a temporary move has been filed, a "W" will be in the Deliverability Code field and no new address information will be provided.

Notices generated from non-forwardable USPS-filed actions:

"Moved Left No Address" or "P.O. Box Closed". These ACS notices contain either a "K" or "G" in the Deliverability Code field do not have new address information.

Nixie (undeliverable for reasons other than a move) notices:

These ACS notices contain one of 12 nixie codes in the Deliverability Code field, which identify the reason for non-delivery, and do not contain old or new address information.

ACS™ Shipping Notice File

This is a separate file that is fulfilled in conjunction with the ACS Fulfillment file. This file reflects the contents of the ACS Fulfillment file. The following reflects an example of the ACS Shipping Notice File:

Exhibit 4: ACS Shipping Notice

```
ACS747P1                    UNITED STATES POSTAL SERVICE
                            ADDRESS CHANGE SERVICE              EPF  TRANSMISSION
SHIPMENT NO:   11095143                                  PAGE:           1
                                                         CUST:       190016
                                                         DATE:  05/08/2012

BILL TO:                              SHIP TO:
ACS CUSTOMER                          ACS CUSTOMER
USPS                                  USPS
6060 PRIMACY PKWY STE 101             6060 PRIMACY PKWY STE 101
MEMPHIS TN  38188-0001                MEMPHIS TN  38188-0001

                           1ST       2ND       3RD +     AUTO      ELECTR     ELECTR
                           NOTICE    NOTICE    NOTICE    FEE       NOTICE     FEE        TOTAL
                           ------    ------    ------    ---       ------     ---        -----
*************************************************************************************************
000098    CREATIVE MAIL COA(S)    12        0         1     $0.94         0     $0.00      $0.94
                          NIXIES(S)    10        0         0     $0.60         2     $0.44      $1.04
*************************************************************************************************
                          TOTAL    22        0         1     $1.54         2     $0.44      $1.98
*************************************************************************************************
600026    NEWSPAPER     COA(S)       0        0         0     $0.00        21     $5.88      $5.88
                        2ND(S)       0        0         0     $0.00         7     $1.96      $1.96
                        NIXIES(S)    0        0         0     $0.00        24     $6.72      $6.72
*************************************************************************************************
                        TOTAL        0        0         0     $0.00        52    $14.56     $14.56
*************************************************************************************************
000099    EVERYDAY MAIL COA(S)    18        0         0     $0.54         1     $0.10      $0.64
                          NIXIES(S)    17        0         0     $0.51         3     $0.30      $0.81
*************************************************************************************************
                          TOTAL    35        0         0     $1.05         4     $0.40      $1.45
*************************************************************************************************
*************************************************************************************************
              GRAND TOTAL    57        0         2     $2.59        58    $15.40     $17.99
*************************************************************************************************
 TOTAL COAS:       60        $9.42
 TOTAL NIXIES:     56        $8.57
         ****************************************************************
         *       >>>>>>>>  THIS IS NOT AN INVOICE  <<<<<<<<       *
         * PLEASE DO NOT REMIT PAYMENT UNTIL INVOICE IS RECEIVED  *
         ****************************************************************
```

The Shipping Notice may be used to identify the counts and amounts that are charged for the corresponding Shipment Number identified on the ACS Invoice.

For current information on the electronic and automated fees charged for OneCode ACS, refer to *DMM Notice 123 Price List* at this link: http://pe.usps.gov/text/*DMM*300/Notice123.htm

Address correction fees are listed under Domestic Other Services.

ACS Fulfillment File Header Record

		ACS Fulfillment file HEADER RECORD FORMAT			
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL	DATA TYPE
1	1	RECORD TYPE (VALUE = H to denote Header record)	1	X(01)	ALPHA
2	7	CUSTOMER IDENTIFICATION	6	9(06)	NUMERIC
8	15	CREATE DATE	8	9(08)	NUMERIC
16	24	TOTAL ACS RECORD COUNT	9	9(09)	NUMERIC
25	33	TOTAL COA COUNT	9	9(09)	NUMERIC
34	42	TOTAL NIXIE COUNT	9	9(09)	NUMERIC
43	50	SHIPMENT NUMBER	8	9(08)	NUMERIC
51	51	CLASS	1	9(01)	NUMERIC
52	52	MEDIA TYPE	1	X(01)	ALPHA
53	559	FILLER	507	X(507)	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	X(02)	CRLF

Record Type: Contains the literal value of "H" to denote a header record.

Customer Identification: Contains the USPS® account number unique to each ACS customer.

Create Date: Contains the file creation date in CCYYMMDD format.

Total ACS Record Count: Contains the total number of ACS COA and Nixie transactions.

Total COA Count: Contains the total number of ACS COA transactions.

Total Nixie Count: Contains the total number of ACS Nixie transactions.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Class: Contains the mail class of the participant code. Possible values are:

Value	Description
1	First-Class Mail®
2	Periodicals
3	Standard Mail®
4	Package Services*

* Currently not available in OneCode ACS.

Media Type: The field indicates the type of fulfillment media. The field is one alpha character. For OneCode ACS the field will contain the literal value of "E" for Electronic Product Fulfillment (EPF).

Filler: Contains spaces.

ACS™ Notice COA Record

ACS Notice File COA RECORD FORMAT					
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL	DATA TYPE
1	1	RECORD TYPE	1	9(01)	NUMERIC
2	9	SEQUENCE NUMBER	8	9(08)	NUMERIC
10	15	SIX DIGIT MAILER ID	6	9(06)	NUMERIC
16	16	FILLER	1	X(01)	SPACE
17	25	MAILPIECE IDENTIFIER	9	X(09)	A/N
26	32	FILLER	7	X(07)	SPACES
33	38	MOVE EFFECTIVE DATE	6	9(06)	NUMERIC
39	39	MOVE TYPE	1	X(01)	ALPHA
40	40	DELIVERABILITY CODE	1	X(01)	ALPHA
41	43	POSTAL SERVICE SITE ID	3	9(03)	NUMERIC
		PARSED COA NAME FIELDS			
44	63	SURNAME/LAST NAME	20	X(20)	A/N
64	78	FIRST NAME-MIDDLE NAME-INITIALS	15	X(15)	A/N
79	84	PREFIX	6	X(06)	A/N
85	90	SUFFIX	6	X(06)	A/N
91	91	ADDRESS TYPE OLD	1	X(01)	A/N
92	119	URBANIZATION NAME OLD	28	X(28)	A/N
		PARSED OLD ADDRESS			
120	129	PRIMAY NUMBER OLD	10	X(10)	A/N
130	131	PRE-DIRECTIONAL OLD	2	X(02)	A/N
132	159	STREET NAME OLD	28	X(28)	A/N
160	163	STREET SUFFIX OLD	4	X(04)	A/N
164	165	POST-DIRECTIONAL OLD	2	X(02)	A/N
166	169	UNIT DESIGNATOR OLD	4	X(04)	A/N
170	179	SECONDARY NUMBER OLD	10	X(10)	A/N
180	207	CITY OLD	28	X(28)	ALPHA
208	209	STATE OLD	2	X(02)	ALPHA
210	214	FIVE DIGIT ZIP CODE OLD	5	X(05)	NUMERIC
215	215	ADDRESS TYPE NEW	1	X(01)	ALPHA
216	243	UBANIZATION NAME NEW	28	X(28)	A/N
		PARSED NEW ADDRESS			
244	253	PRIMAY NUMBER NEW	10	X(10)	A/N
254	255	PRE-DIRECTIONAL NEW	2	X(02)	A/N
256	283	STREET NAME NEW	28	X(28)	A/N
284	287	STREET SUFFIX NEW	4	X(04)	A/N
288	289	POST-DIRECTIONAL NEW	2	X(02)	A/N
290	293	UNIT DESIGNATOR NEW	4	X(04)	A/N
294	303	SECONDARY NUMBER NEW	10	X(10)	A/N
304	331	CITY NEW	28	X(28)	ALPHA
332	333	STATE NEW	2	X(02)	ALPHA
334	338	FIVE DIGIT ZIP CODE NEW	5	X(05)	NUMERIC
339	339	HYPHEN	1	X(01)	HYPHEN
340	343	PLUS 4 CODE NEW	4	X(04)	NUMERIC
344	346	DPBC NEW	3	X(03)	NUMERIC
347	412	LABEL FORMAT NEW ADDRESS	66	X(66)	A/N
413	413	FEE NOTIFICATION	1	X(01)	A/N
414	414	FILLER	1	X(01)	SPACES
415	418	POSTAGE DUE	4	9(04)	NUMERIC
419	426	PMB	8	X(08)	A/N
427	427	NOTIFICATION TYPE	1	X(01)	ALPHA
428	458	INTELLIGENT MAIL BARCODE	31	X(31)	NUMERIC
459	459	FILLER	1	X(01)	FILLER
460	468	NINE DIGIT MAILER ID	9	X(09)	NUMERIC

| 469 | 559 | FILLER | 91 | X(91) | SPACES |
| 560 | 561 | CARRIAGE RETURN LINE FEED | 2 | X(02) | CRLF |

Note: **If you have Traditional ACS participant codes and OneCode ACS MIDs under the same ACS account (MEM number) all records will be fulfilled in the new OneCode ACS format.**

ACS Notice File Nixie Record

ACS Notice File NIXIE RECORD FORMAT					
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL	DATA TYPE
1	1	RECORD TYPE	1	9(01)	NUMERIC
2	9	SEQUENCE NUMBER	8	9(08)	NUMERIC
10	15	SIX DIGIT MAILER ID	6	9(06)	NUMERIC
16	16	FILLER	1	X(01)	SPACE
17	25	MAILPIECE IDENTIFIER	9	X(09)	A/N
26	39	FILLER	14	X(14)	SPACES
40	40	DELIVERABILITY CODE	1	X(01)	ALPHA
41	43	POSTAL SERVICE SITE ID	3	9(03)	NUMERIC
44	209	FILLER	166	X(166)	SPACES
210	214	FIVE DIGIT ZIP CODE OLD (all zeroes)	5	X(05)	NUMERIC
215	412	FILLER	198	X(198)	SPACES
413	413	FEE NOTIFICATION	1	X(01)	A/N
414	414	FILLER	1	X(01)	SPACES
415	418	POSTAGE DUE	4	9(04)	NUMERIC
419	426	FILLER	8	X(08)	SPACES
427	427	NOTIFICATION TYPE	1	X(01)	ALPHA
428	458	INTELLIGENT MAIL BARCODE	31	X(31)	NUMERIC
459	459	FILLER	1	X(01)	FILLER
460	468	NINE DIGIT MAILER ID	9	X(09)	NUMERIC
469	559	FILLER	91	X(91)	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	X(02)	CRLF

Note: **For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.**

COMBINED FULFILLMENTS

If you participate in Traditional ACS and OneCode ACS and utilize the same ACS account (MEM number) for both, then all ACS records will be fulfilled in the expanded OneCode ACS format. The Traditional ACS format is identical to the first 427 characters of the OneCode ACS format.

If Traditional and OneCode ACS are combined under the same ACS account (MEM number), then your ACS fulfillment will be changed to a daily fulfillment that will be posted to our secure EPF web site.

ACS™ Fulfillment Record Fields (alphabetized by field names)

Address Type: There are two fields that carry this name. One for the old address and one for the new address reflected by the field names Address Type Old and Address Type New. The field identifies the type of address that will be present in either the old or new address. Possible values are:

Value	Description	Street Name contents
F	New address is Foreign	See foreign address examples
G	Moved from or to a General Delivery	Literal "General Delivery"
H	Moved from or to a Highway Contract Route	Literal "HC"
P	Moved from or to a P.O. BOX	Literal "P.O. BOX"
R	Moved from or to a Rural Route	Literal "RR"
S	Moved from or to a Street Address	Data entry of street names
V	Moved from or to a Highway Contract Route with a Box	Literal "HC"
X	Moved from or to a Rural Route with Box	Literal "RR"

Depending on the *Address Type,* the *Street Name* will always contain the LITERAL information as indicated between the quotations above.

When the *Address Type* contains the value of "P", the *Primary Number* will contain the associated box. When representing the address for mailing it must be formatted in the following manner: PO BOX 1.

When the *Address Type* contains the value of "R", "X", "H", or "V", the *Primary Number* will contain the associated route. When representing the address for mailing it must be formatted in the following manner depending on the appropriate literal: RR 1 or HC 1

When the *Address Type* contains the value of "X" or "V", the *Secondary Number* will contain the associated BOX designation. When representing the address for mailing it must be formatted in the following manner: HC 1 BOX 10 or RR 1 BOX 10

Please refer to the **Parsed Old and New Address** description to see examples of the address types.

Carriage Return Line Feed: Contains the control values for a Carriage Return Line Feed.

City: *City Old* and *City New* contains the city of the old or new address depending on which field is being referenced.

Class: Contains the mail class of the participant code. Possible values are:

Value	Description
1	First-Class Mail®
2	Periodicals
3	Standard Mail®
4	Package Services*

* Currently not available in OneCode ACS.

Deliverability Code: Indicates the deliverability status of the mailpiece that generated this notice. Possible values include:

Value	Description
Space or blank	New address information is present
G	Post Office Box™ has been closed – created from a USPS-Filed COA – no new address present
K	Customer has moved and left no forwarding address - created from a USPS-Filed COA – no new address present
W	Temporary COA – no new address present – Temporarily Away is provided in the Parsed New Address field
Nixie Codes	Nixie notices do not contain customer name, old address, or new address information. *Note*: **For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.**
A	Attempted, not known
E	In dispute
I	Insufficient address
L	Illegible
M	No mail receptacle
N	No such number
P	Deceased
Q	Not deliverable as addressed/unable to forward/forwarding order expired
R	Refused
S	No such street
U	Unclaimed
V	Vacant

For more detailed information regarding these codes please reference the *DMM*:
http://pe.usps.gov/text/*DMM*300/507.htm

DPBC: Contains the Delivery Point value associated with a new address.

FEE Notification: Identifies the type of fee associated with each ACS transaction.

Literal	Description
E	Electronic Fee
1	Automated First Notice Fee
2	Automated Second Notice Fee
3	Automated Third or More Notice Fee

FILLER: Contains spaces for the length of the field.

First Name – Middle Name – Initials: The contents of this field could possibly contain the first name, middle name or initials. The names in this field may not match the names on the mailpiece.

Five-Digit ZIP Code: Five-Digit ZIP OLD or Five-Digit ZIP NEW contains the five-digit ZIP code for the old or new address depending on which field is being referenced.
Note: For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.

Hyphen: Contains the hyphen "-"

Intelligent Mail® Barcode: Contains the numeric value of the Intelligent Mail Barcode **when available**.

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL	DATA TYPE
428	458	INTELLIGENT MAIL BARCODE	31	X(31)	NUMERIC
428	429	Barcode Identifier	2	X(02)	NUMERIC
430	432	Service Type Identifier	3	X(03)	NUMERIC
433	438	MAILER ID 6	6	X(06)	NUMERIC
439	447	SERIAL NUMBER 9	9	X(09)	NUMERIC
433	441	MAILER ID 9	6	X(09)	NUMERIC
442	447	SERIAL NUMBER 6	9	X(06)	NUMERIC
448	458	Delivery Point ZIP	11	X(11)	NUMERIC

Label Format New Address: A single 66 character field that contains the new address components concatenated into a label format with extra spaces removed.

Mailpiece Identifier: Contains the unique mailpiece identifier present in the Intelligent Mail barcode. This field will also contain the traditional ACS code if you have Traditional ACS and OneCode ACS under one account.

Media Type: Indicates the delivery fulfillment method

Move Effective Date: Indicates the month and year that the COA became effective – format CCYYMM.

Move Type: Contains the type of move. Possible values are:

Value	Description
F	Family move (includes everyone with the same last name)
I	Individual move (includes only the individual)
B	Business move

Nine-Digit Mailer ID: This field is being identified to allow for growth. Currently the USPS is assigning a Six-Digit Mailer ID and will eventually expand to a Nine-Digit ID. When this field is activated it will contain the Six or Nine-Digit Mailer ID.

Notification Type: Identifies the mail class that generated the notice. Possible values are:

Value	Mail Class
A	(Reserved for future use)
B	First-Class Mail
C	Periodicals, Initial Notice
D	Standard Mail
E	Package Services*
F	Periodicals, Follow-Up Notice

* Not available in OneCode ACS.

Parsed COA Name: Contains the name of the customer. If the move type is "B" (Business), then the entire Name field is treated as a single 47-character Business Name field.
Note: This name may not match the customer's name as it appears on the mailing list.

Parsed Old and New Address: Contains the old address or new address. The fields related to the parsed address may or may not contain data depending on the value contained in the *Old or New Address Type*. The following reflects how addresses will be represented or formatted in the parsed old and new address fields.

Street address format example

ADDRESS TYPE NEW	S
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	3043
PRE-DIRECTIONAL NEW	N
STREET NAME NEW	CHISCA
STREET SUFFIX NEW	AVE
POST-DIRECTIONAL NEW	E
UNIT DESIGNATOR NEW	APT
SECONDARY NUMBER NEW	10
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

P.O. BOX address format example

ADDRESS TYPE NEW	P
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	P.O. BOX
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

General Delivery address format example

ADDRESS TYPE NEW	G
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	
PRE-DIRECTIONAL NEW	
STREET NAME NEW	GENERAL DELIVERY
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN

FIVE DIGIT ZIP CODE NEW	38101
HYPHEN	-
PLUS 4 CODE NEW	9999
DPBC NEW	99

Rural Route address format example

ADDRESS TYPE NEW	R
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	RR
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

Rural Route with Box address format example

ADDRESS TYPE NEW	X
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	RR
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	20
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

Highway Contract Route address format example

ADDRESS TYPE NEW	H
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	HC
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

Highway Contract Route with Box address format example

ADDRESS TYPE NEW	V
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	HC
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	20
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

Foreign New address format example

The *Address Type Old* will not contain an "F" for Foreign. The *Address Type New* can contain "F" to convey that the new address contains a foreign address. The file format below represents the existing file layout and field names.

215	215	ADDRESS TYPE NEW	1	X(01)	ALPHA
216	243	URBANIZATION NAME NEW	28	X(28)	A/N
		PARSED NEW ADDRESS			
244	253	PRIMARY NUMBER NEW	10	X(10)	A/N
254	255	PRE-DIRECTIONAL NEW	2	X(02)	A/N
256	283	STREET NAME NEW	28	X(28)	A/N
284	287	STREET SUFFIX NEW	4	X(04)	A/N
288	289	POST-DIRECTIONAL NEW	2	X(02)	A/N
290	293	UNIT DESIGNATOR NEW	4	X(04)	A/N
294	303	SECONDARY NUMBER NEW	10	X(10)	A/N
304	331	CITY NEW	28	X(28)	ALPHA
332	333	STATE NEW	2	X(02)	ALPHA
334	338	FIVE DIGIT ZIP CODE NEW	5	X(05)	NUMERIC
339	339	HYPHEN	1	X(01)	HYPHEN
340	343	PLUS 4 CODE NEW	4	X(04)	NUMERIC

If the new address type is "F" (foreign), special processing must be used to retrieve the address information. Beginning in the new urbanization field and going to the end of the PLUS 4 CODE NEW, the information must be redefined into the following format

215	215	ADDRESS TYPE NEW	1	X(01)	ALPHA
216	252	FOREIGN ADDRESS LINE 1	37	X(37)	A/N
253	255	FILLER	3	X(3)	SPACES
256	292	FOREIGN ADDRESS LINE 2	37	X(37)	A/N
293	293	FILLER	1	X(01)	SPACES
294	330	FOREIGN ADDRESS LINE 3	37	X(37)	A/N
331	335	FILLER	5	X(05)	SPACES
336	338	FILLER	3	X(03)	A/N
339	339	FILLER	1	X(01)	A/N
340	343	FILLER	4	X(04)	A/N

The fields related to the parsed address may or may not contain data depending on the value contained in the **Deliverability Code**. The following reflects how addresses will be represented in the new address fields when the *Deliverability Code* contains a "W", which indicates "TEMPORARILY AWAY".

Temporarily Away address format example

ADDRESS TYPE NEW	
URBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMARY NUMBER NEW	
PRE-DIRECTIONAL NEW	
STREET NAME NEW	TEMPORARILY AWAY
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	
STATE NEW	
FIVE DIGIT ZIP CODE NEW	
HYPHEN	
PLUS 4 CODE NEW	
DPBC NEW	

Postage Due: The field identifies the forwarding postage charge for the individual mailpiece and applies only to the Standard Mail Shipper-Paid Forwarding option. This feature is currently not available in OneCode ACS.

Post-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

PMB (Private Mail Box): May contain delivery information for a Commercial Mail Receiving Agent (CMRA).

Pre-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

Prefix: May contain information pertaining to the customer name. This may contain a title such as "DR".

Primary Number: Contains the relevant value for each of the address types.

Postal Service Site ID: Contains the Postal Service Site ID that generated the notice.

Record Type: Possible values are:

Value	Description
H	Header Record
2	COA/Nixie Record

Secondary Number: Contains the value associated with a Unit Designator.

Sequence Number: Contains a value within each Mailer ID group. It is reset to 00000001 at the beginning of each group.

Six-Digit Mailer ID: Contains the assigned Six-Digit Mailer ID.

State: Contains the state abbreviation

Street Name: Contains the name of a street.

Street Suffix: May contain suffix information associated with the street name.

Suffix: May contain suffix information associated with the COA Name Field.

Surname Last Name: Contains the last name. The name in this field may not match the name on the mailpiece.

Unit Designator: Contains the abbreviated secondary descriptor of APT, STE, LOT etc.

Urbanization Name: Contains an area, sector, or development within Puerto Rico. When the *Address Type New* contains "S" for a street-type address and the *State* contains "PR", it is possible this field will contain data.

Developing Methods to Utilize ACS™ Data

In order to develop a manual updating process or an automated updating process, it is imperative that you understand:

- how your database is formatted
- how different types of address are stored or represented in the database
- how the OneCode ACS fulfillment file is formatted
- what the different flags mean
- how the different types of addresses are stored or represented

This document provides an in depth explanation of each field, flag, and address representation in the OneCode ACS Fulfillment file.

Once you have a good understanding of your existing database and the OneCode ACS file then you begin developing a method to update your file. The following questions were created to focus on certain aspects of the OneCode ACS Fulfillment file to aid in the understanding of the record and implementation decisions. Whether you print the data for manual entry or perform automated processing, it is important that you consider the following questions.

1. What types of reports, statistics, history, archives and accounting do you need to implement in this process?

2. What are you going to do with the OneCode ACS header record?

3. *How are you going to handle the following notices contained in the OneCode ACS file?*

    Notices generated from a forwardable COA: ACS notices with a space in the Deliverability Code field and provide the mailer with a customer's name, old address, and new address as reflected on the COA. If a temporary move has been filed, a "W" will be in the Deliverability Code field and no new address information will be provided.

    Notices generated from non-forwardable USPS-filed actions: ("Moved Left No Address" or "P.O. Box Closed") ACS notices that contain either a "K" or "G" in the Deliverability Code field.

    Nixie (undeliverable for reasons other than a move) notices: ACS notices that contain one of 15 nixie codes in the Deliverability Code field, which identify the reason for non-delivery.

4. *How are you going to handle the following move types contained in the OneCode ACS?*

    Move Type: Contains the type of move. Possible values are:

Value	Description
F	Family move (includes everyone with the same last name)
I	Individual move (includes only the individual)
B	Business move

5. *How will you interpret the following OneCode ACS transactions and incorporate them in to your existing database?*

    Address Type: There are two fields that carry this name: one for the old address and one for the new address reflected by the field names Address Type Old and Address Type New. The field identifies the type of address that will be present in either the old or new address. Possible values are:

Value	Description	Street Name contents
F	New address is Foreign	See foreign address examples
G	Moved from or to a General Delivery	Literal "General Delivery"
H	Moved from or to a Highway Contract Route	Literal "HC"
P	Moved from or to a P.O. BOX	Literal "PO BOX"
R	Moved from or to a Rural Route	Literal "RR"
S	Moved from or to a Street Address	Data entry of street names
V	Moved from or to a Highway Contract Route with a Box	Literal "HC"
X	Moved from or to a Rural Route with Box	Literal "RR"

6. *How will you interpret the following OneCode ACS transactions and incorporate them in to your existing database?*

   Deliverability Code: Indicates the deliverability status of the mailpiece that generated this notice. Possible values include:

Value	Description
Space or blank	New address information is present
G	Post Office Box™ has been closed – created from a USPS-Filed COA – no new address present
K	Customer has moved and left no forwarding address - created from a USPS-Filed COA – no new address present
W	Temporary COA – no new address present – Temporarily Away is provided in the Parsed New Address field
Nixie Codes	Nixie notices do not contain customer name, old address, or new address information. *Note*: **For NIXIE Records the field Five Digit ZIP Code Old will contain all zeroes.**
A	Attempted, not known
B	Returned for better address
D	Outside delivery limits
E	In dispute
I	Insufficient address
L	Illegible
M	No mail receptacle
N	No such number
P	Deceased
Q	Not deliverable as addressed/unable to forward
R	Refused
S	No such street
U	Unclaimed
V	Vacant
X	No such office

7. *Should I create a report with this information?*

   FEE Notification: Identifies the type of fee associated with each ACS transaction.

Literal	Description
E	Electronic Fee
1	Automated First Notice Fee

2	Automated Second Notice Fee
3	Automated Third or More Notice Fee

8. *What should I do if the names do not match the names on the database record?*

   First Name – Middle Name – Initials: The contents of this field could possibly contain the first name, middle name or initials. The names in this field may not match the names on the mailpiece.

   Surname Last Name: Contains the last name. The name in this field may not match the name on the mailpiece.

   Parsed COA Name: Contains the name of the customer. If the move type is "B" (Business), then the entire Name field is treated as a single 47-character Business Name field.
   Note: This name may not match the customer's name as it appears on the mailing list.

9. *What should I do if the OLD Five Digit ZIP does not match my database record?*

   Five-Digit ZIP Code: Five-Digit ZIP OLD or Five-Digit ZIP NEW contains the five digit ZIP code for the old or new address depending on which field is being referenced.
   Note: For NIXIE Records, the field Five Digit ZIP OLD will contain all zeroes.

10. *What should I do if this field is empty or partially filled or does not match my database record?*

    Intelligent Mail Barcode: Contains the numeric value of the Intelligent Mail Barcode, when available.

11. *What should I do if this field does not agree with how I think the address should be formatted?*

    Label Format New Address: A single 66 character field contains that contains the new address components concatenated into a label format with extra spaces removed.

12. *What should I do if* this field is empty or partially filled or does not match my database record?

    Mailpiece Identifier: Contains the unique mailpiece identifier present in the Intelligent Mail barcode.

13. *How should I interpret this field?*

    Parsed Old and New Address: Contains the old address or new address. The fields related to the parsed address may or may not contain data depending on the value contained in the *Old or New Address Type*.

14. *What should I do if this field does not match my mailer ID?*

    Six-Digit Mailer ID: Contains the assigned Six-Digit Mailer ID.

Other Considerations

1. Mailing lists may contain multiple named individuals, especially in the financial and insurance environment, and may be printed on the actual mailpiece. The multiple named individuals within a base record may or may not contain the same last name. It is the responsibility of the mail list owner to identify the primary target name for submission to the mail stream and develop processes to handle the required files returned from this process to update their files.

2. As referenced in Item 1 above, the mailpiece may have multiple individual names which could result in a change of address for only one of the individuals while the other individual remains at the address or moves to a different address. ACS™ transactions may not contain the same name information as on the mailpiece due to spelling issues or maiden names.

3. Determine the impact, if any, this system may have with existing COA processes such as direct customer contact, NCOA$^{Link®}$, and mailpiece endorsements.

4. Utilizing the Serial Number to uniquely identify the specific customer will greatly enhance the ability to update your files electronically. The Serial Number can contain an account number or other identifier for that specific customer. If you are currently utilizing Traditional ACS with a Keyline and the current Keyline exceeds the length in the Serial Number or the Keyline contains alphabetic characters, there are still viable alternatives available that will allow you to utilize the Serial Number field. If you are having difficulties transitioning or need assistance, contact the ACS Department at acs@usps.gov or by phone at (877) 640-0724.

5. It is recommended that electronic processes that utilize change of address systems use additional flags. These additional flags can help in the systemic decision making when processing electronic updates. Some of the flags may already be defined in the system such as, COA updated by which COA system (ACS, NCOA^{Link}, customer notice, manual correction) and the date of the update. Another flag that is strongly recommended is "prohibit electronic update". If a customer complains about an address issue, this flag could be set to prevent electronic updates from any of your automated change of address processing sources. Flags could also be created to identify specific change of address sources. For instance, if a father and a son have the same name and the son files an individual move, then it is possible that an ACS transaction would be created and fulfilled to the company. The customer complains and research indicates the change came from ACS. The company could set the "prohibit electronic update" for that customer and correct the address as the customer requests.

6. Understand all of the components of the COA data, including the different styles of addresses, to ensure the base file is being properly updated. To learn more, reference the following:

    Pub 28 - *Postal Addressing Standards* http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf

    Address Information System Products Technical Guide
    https://ribbs.usps.gov/addressing/documents/tech_guides/pubs/AIS.pdf

7. Utilize all of the tools that are available through CASS Certified™ systems. These systems can now identify if an address is a known deliverable address as well as vacant information. Contact the vendor of the CASS Certified system for additional information.

8. Download and examine an example of the OneCode ACS fulfillment file. This file can be found at: https://ribbs.usps.gov/acs/documents/tech_guides/ONECTST4.ZIP

9. If you are new to OneCode ACS or if you are transitioning from Traditional ACS, as part of your implementation plan, you may want to consider limiting your initial usage/deployment to a certain segment of your address list. This will provide valuable experience and make sure all of your processes are working correctly before exposing your entire list.

10. In any data processing environment, sometimes it is possible to receive data or partial data that may not be anticipated by the software, which in turn could lead to unexpected results. For this reason, the software must interrogate each record and field according to the specifications contained in the file layouts/formats and descriptions. If any abnormal issue is found, the data should be written to an error file for manual review instead of terminating the program.

Fulfillment File Access

Fulfillment files are posted to our secure Electronic Product Fulfillment (EPF) web site. The files are provided to participating mailers daily. ACS fulfillment files are provided in a ZIP file format, created by PKWARE®. The files are compressed to save space and download time. The files are password protected with an 18 character password which is comprised of alpha, numeric and special characters. You will need to obtain the appropriate software package to decompress the data back into a normal ASCII text file.

Each ACS fulfillment process produces an ACS notice file and a shipping notice file. The notice file contains the ACS notices and the shipping notice file contains record counts and other information regarding the specific ACS notice file. Both files will be compressed/zipped into a single password protected file.

During the OneCode ACS Enrollment process you are required to complete and submit a PS Form 5116, Electronic Product Fulfillment Web Access Request Form which can be obtained from https://epf.usps.gov.

Once this form is processed you will receive EPF email confirmation containing additional information on setting up the EPF password and accessing the data.

All files over 95 days old will be deleted.

EPF FILENAMING CONVENTIONS
A single zipped notice file with the naming convention below will contain the notice data file and the shipping notice file.

Customers who receive only individual fulfillment accounts:
The file name format will be: P??????_??????_YYMDD.ZIP   Example   :
P100300_100300_11509.ZIP

?????? = six digit ACS account ID	Account ID: 100300
YY = the two digit year	YY : 11 (2011)
M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec)	M : 5 (May)
DD = day	DD : 09 (Day)

Customers that have multiple primary accounts going to a single fulfillment account:
The file name format will be: P??????_XXXXXX_YYMDD.ZIP   Example   :
P100300_200700_11509.ZIP

?????? = Primary six digit ACS account ID	Account ID: 100300
XXXXXX = Secondary/Alternate Fulfillment account	Secondary : 200700
YY = the two digit year	YY : 11 (2011)
M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec)	M : 5 (May)
DD = day	DD : 09 (Day)

The filenames contained within the zipped file will have the following naming convention:
| Notice data file: P??????YY.MDD	Example : P10030011.509
Shipping Notice file : P??????SN.MDD	Example : P100300SN.509
?????? = Primary six digit ACS account ID	Account ID: 100300
YY = the two digit year	YY : 11 (2011)
M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec)	M : 5 (May)
DD = day	DD : 09 (Day)

Manual Downloading

Open up the web browser and enter the following URL: https://epf.usps.gov

Note: If this is the fist time accessing the EPF system you must follow the Reset Password process in order to assign a PASSWORD to your EPF account. Go to the Reset password,field enter the email address provided on PS5116 Form and select Reset Password. You will receive an email.via the email address provided on PS5116 Form. The email will contain additional steps to finalize the changing of the password.

The following Logon Screen should be displayed:

Enter your Login Email address that was provided on the Electronic Product Fulfillment Web Access Request Form, PS FORM 5116. Enter your password. The password is the one that you or your company setup upon the first visit to this site. The USPS does not know your password. If you forgot the password then complete the Reset Password block and follow the instructions.

After a successful logon, the following Screen should be displayed. If the account has records, they should also be displayed. If files are not displayed, then find the Fulfillment Date drop down box (center heading of screen) and select ALL. If you are accessing the EPF system for the first time, please allow 24 hours or your next scheduled fulfillment to see data posted.

The screen above reflects the files that are available for downloading. The column with the title "File Name" identifies the ACS™ notice files available for download.

You may now download the files. With your mouse pointer positioned over *one of the file names* in the column with the title "File Name", double click the left mouse button and the following screen should appear:
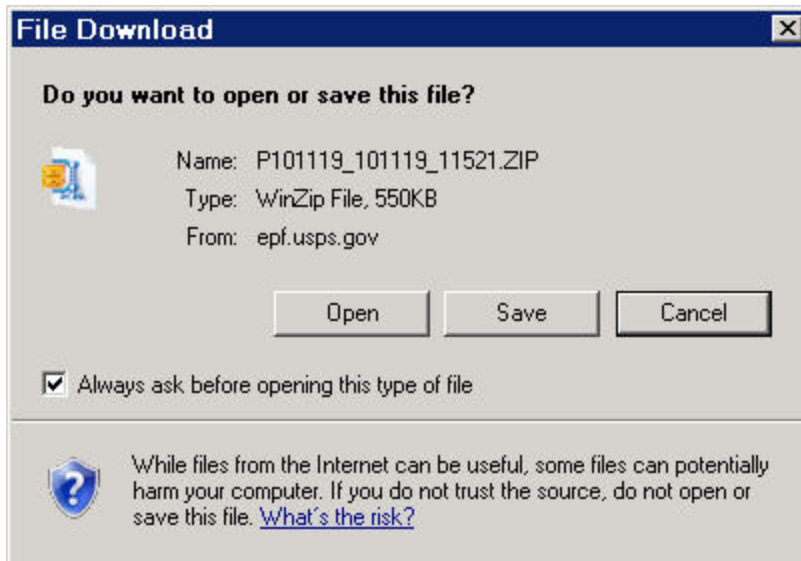
Select the Save button.

A screen similar to the following should be displayed.
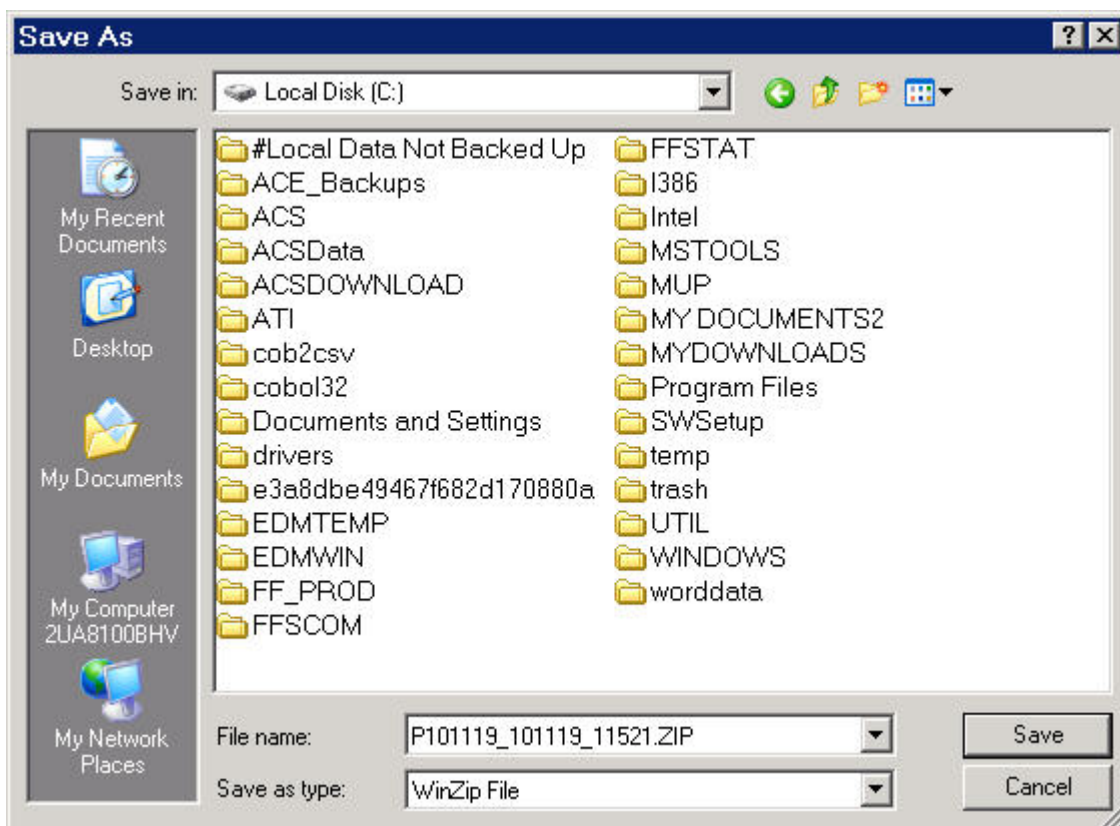
Select the download/save location utilizing the field 'Save in:' and select the Save button
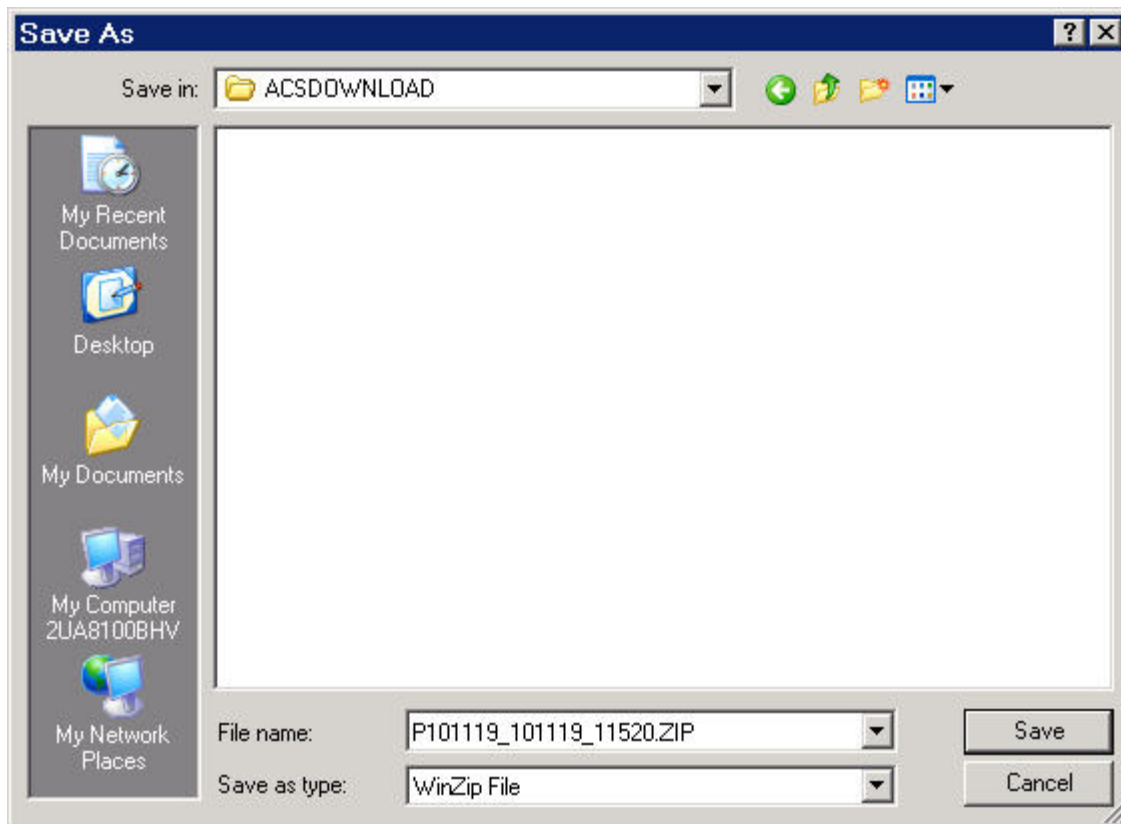
Review the field 'File name' to make sure it is the file you want to download/save.
Notice that the file name extension is .ZIP and the system recognizes it as a WinZip file in the 'Save as type' field.

Select Save to save the file to your local storage device.
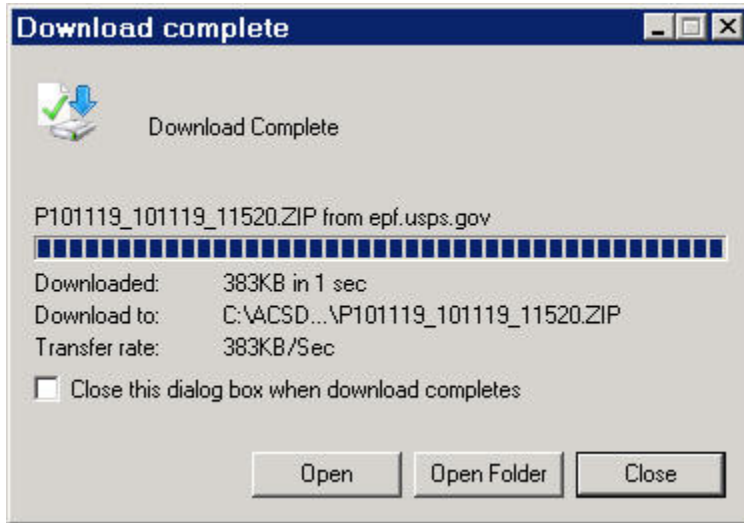
Continue to follow the download instructions for each file you want downloaded.
After the files are downloaded, go to the folder/directory where the files are saved.
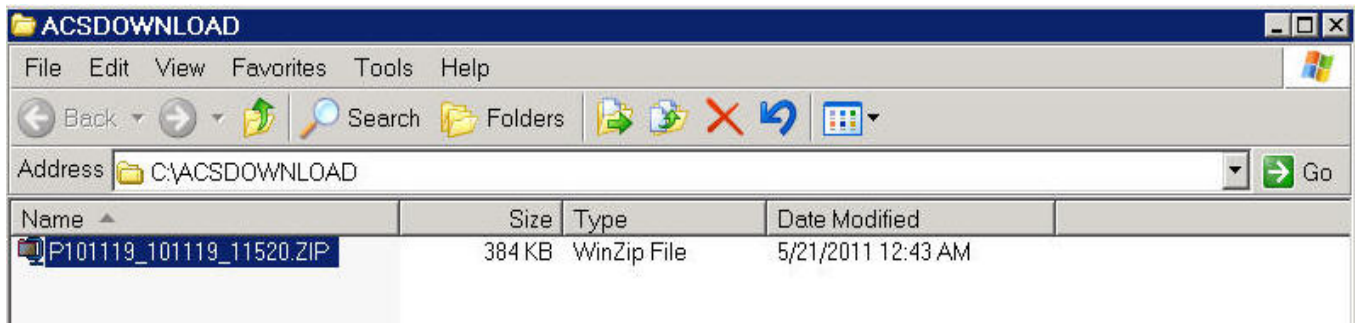
Select the file you want to unzip and double click. The following screen will appear. Select the location where you want the unzip files to be saved and select the EXTRACT ICON.
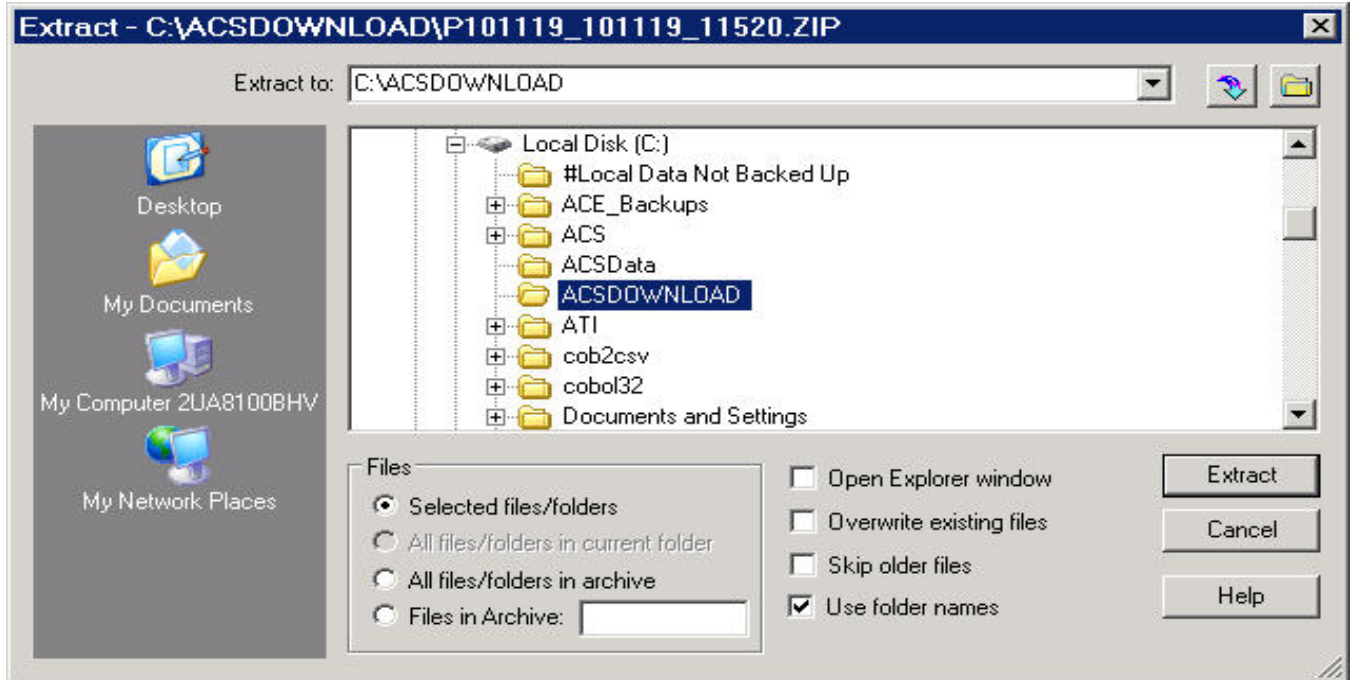
Enter the 18 character unzip password.
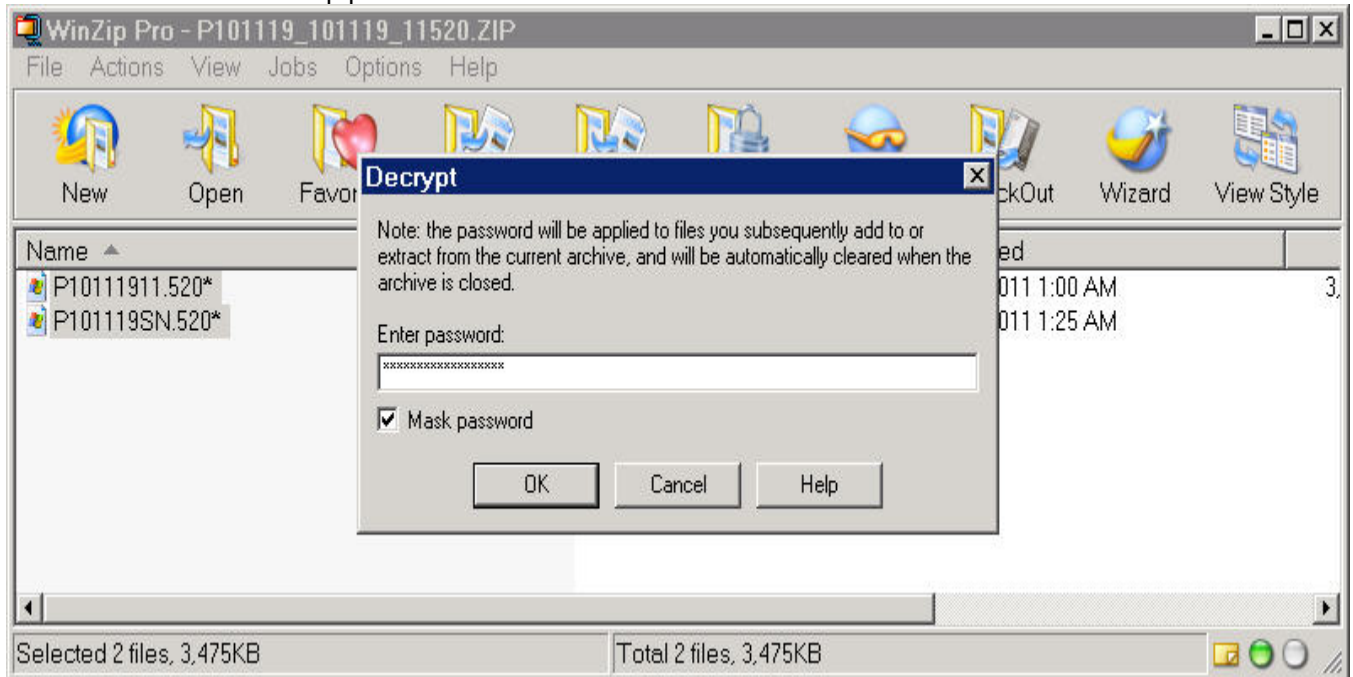
The files are now extracted. The files extracted are normal ASCII text files and do not require additional unzipping.
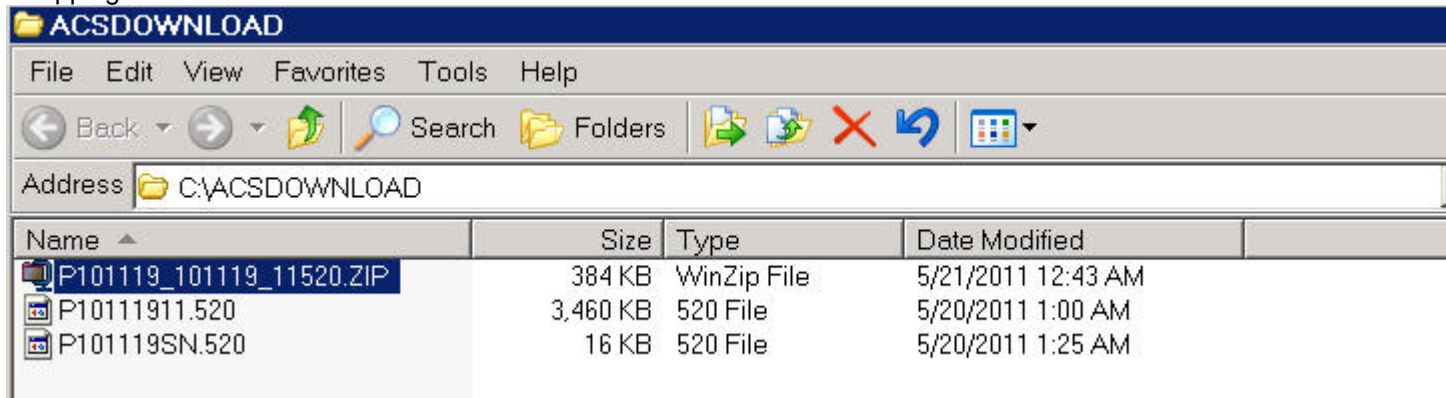

Now that the files have been decompressed you are ready to utilize the data. Most large companies have created software systems that will read the notice file and make comparisons or updates to their existing database. Depending on the volume of records received, some companies may just print the data and manually update their file. Regardless of which method you select, it will normally require some type of software or programming knowledge to complete the task. Even though the files have been decompressed and are now in an ACSII file format, we do not recommend opening the ACS Notice File (P10111911.520) with any word processor because the data is not formatted like a report or a file created with Microsoft® Excel®. The example below demonstrates that you would not be able to discern what the information is, because it will not be in columns with predefined headers.
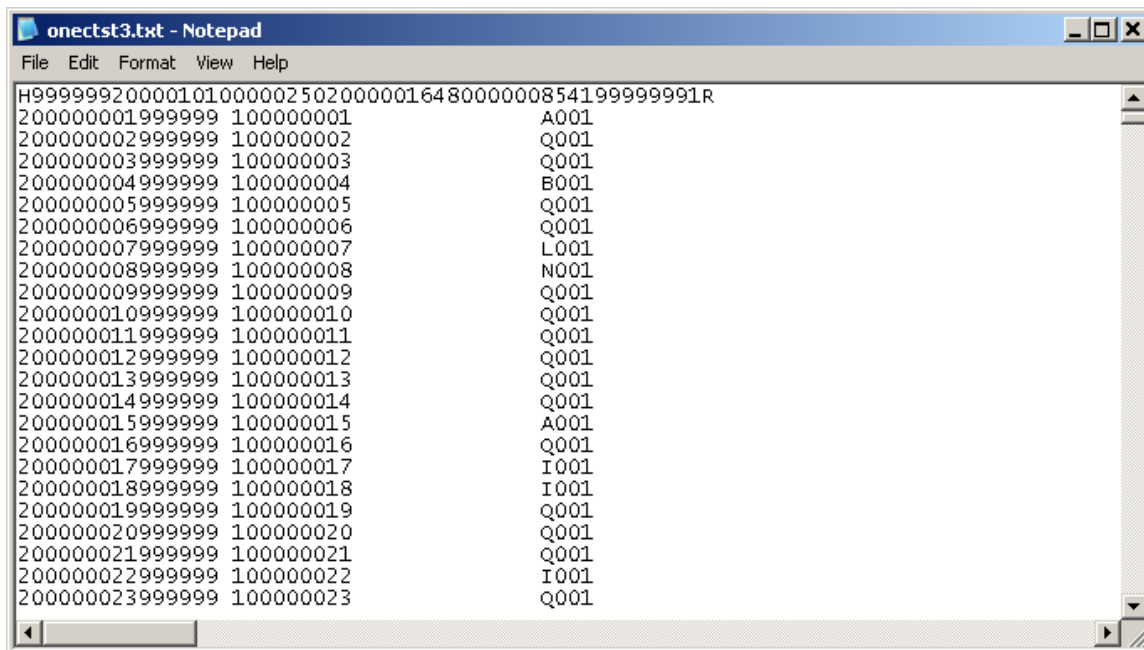
The ACS Notice File (P10111911.520) can be converted to Excel or any other file format as long as the company has the expertise to perform that task. Some companies have hired third parties to process the data for them.

The shipping notice file (P101119SN.520) can be opened and viewed by any word processor. This file is a formatted report informing the customer about what is contained in the corresponding ACS Notice File.

*NOTE*: After you double click on the file it disappears from the screen
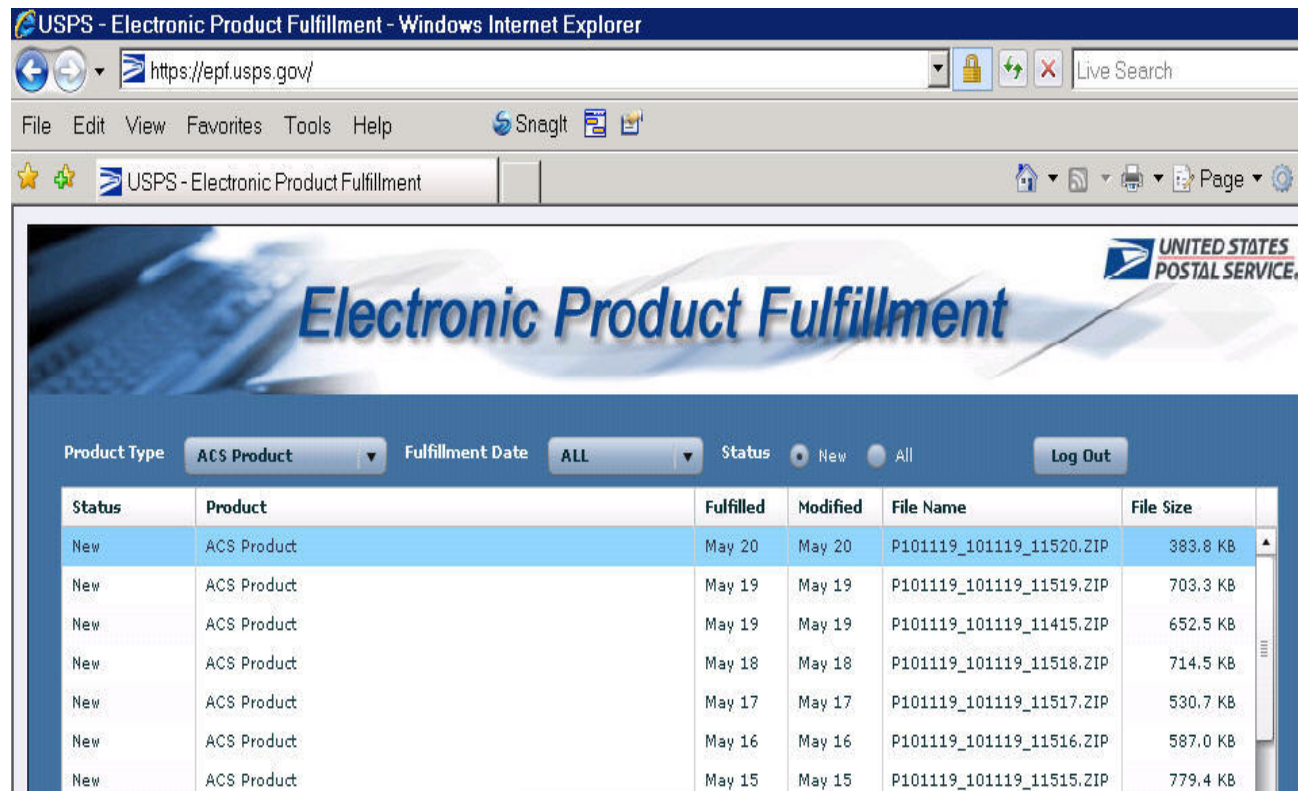
Anytime a file has been doubled clicked to open or save, the status of that file changes from New to Downloaded. At the top of the EPF webpage, you will find the Status option with radio buttons of "New" and "All". The EPF webpage defaults to the "New" status, which displays only the files that have the status of "New". If you click on the "All" radio button, this changes the view to display both "New" and "Downloaded" files.

Using Internet Explorer

If you double click on the file and it does not display the prompt for file download options, check the settings as shown below to resolves the problem.

From the top of the Internet Explorer page, select TOOLS > INTERNET OPTIONS
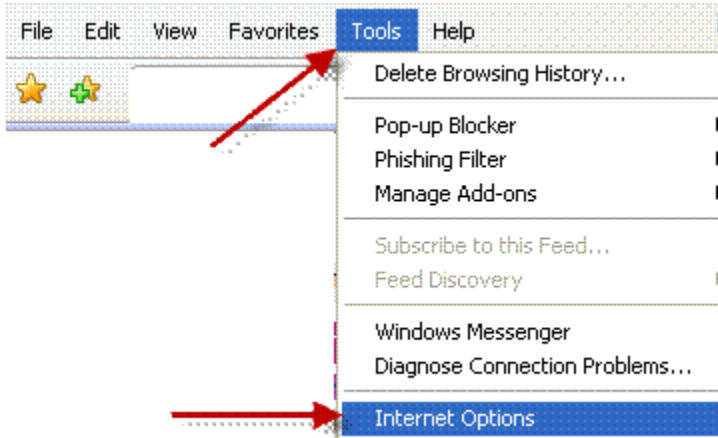
On the Internet Options pop-up, click on the Security tab then click on Custom Level

Scroll to the "Downloads" heading and make sure that the "Automatic prompting for file downloads" is marked "Enable". Click OK. If prompted with the message "Are you sure...", click Yes then click OK to close.
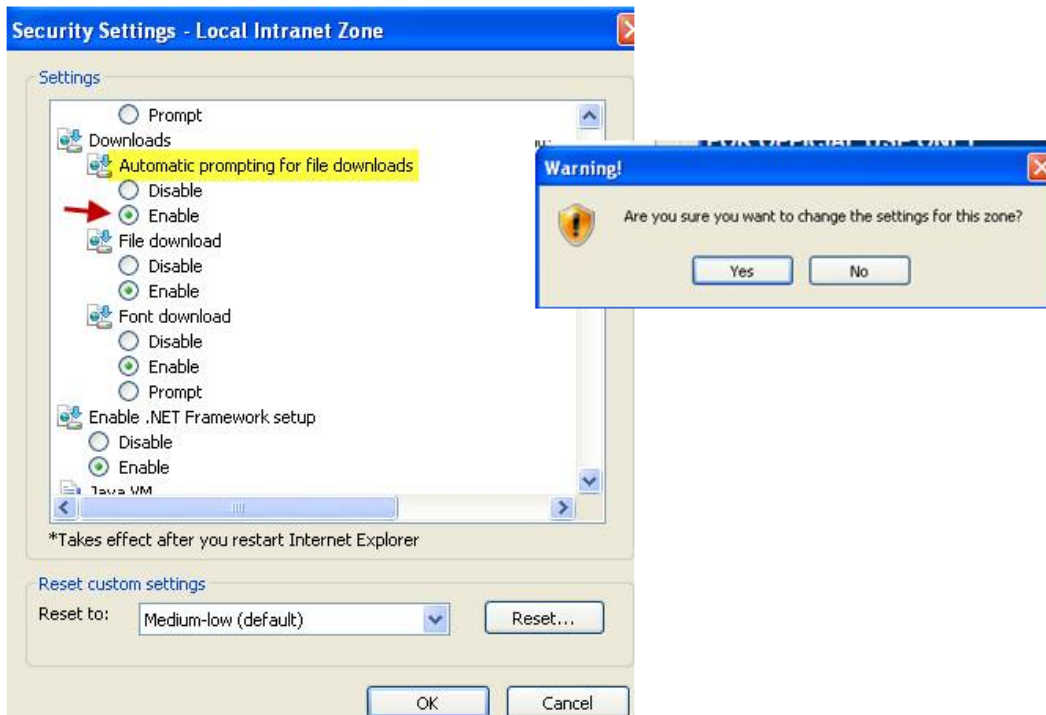
Using Firefox

If you double click on the file and it does not display the prompt for file download options. Check the settings as shown below to resolves the problem.

Go to Tools > Options

Automated Downloading

The USPS has developed a Client Side ACS EPF download manager. The ACS EPF Download Manager software is installed on a personal computer and provides a more customized local graphical interface into the EPF system than the standard EPF interface. It also includes an automated component that allows the scheduling of downloads. Information can be found at:

[ACS™ Electronic Product Fulfillment (EPF) Download Manager documentation (Client Side)](#)

[ACS™ Electronic Product Fulfillment (EPF) Download Manager Software (Client Side)](#)

The following information is for customers who prefer to build custom automation processes to download fulfillment files from EPF.

The following information is intended for use by developers familiar with Java EE, web services, and XML

1. Setup
   a. Create web service client using http://epf.usps.gov/com/usps/epf/filedownload.cfc?wsdl as your WSDL source.
   b. In your connection class, instantiate the serviceLocator:

      Filedownload_ServiceLocator sl = new Filedownload_ServiceLocator();

   c. Use service locator to invoke port service:

      Filedownload_PortType dl = sl.getFiledownloadCfc();

   d. Retrieve authentication token. Use authToken as first parameter in each function call.

      String authToken = dl.login(*username*, *password*);

2. Sample calls
   a. Retrieve EPF Version

      println("EPF Version: " + dl.getEpfVersion());

   b. Get XML set of all files available for download, 'ALL' returns all files available, 'NEW' returns only new files.:

      String fileList = dl.getList("ALL");
      NodeList nodes = doc.getElementsByTagName("product");
      println("There are " + nodes.getLength() + " products.");

      Example Return:
      ```
      <products>
              <product>
                      <key>21255</key>
                      <fileid>3454</fileid>
                      <filename>delstatnatl.tar</filename>
                      <status>New</status>
                      <size>6430720</size>
                      <code>AIS</code>
                      <name>ZIPMOVE</name>
                      <fulfilled>2010-06-15</fulfilled>
      ```

          `<modified>2010-06-10</modified>`
       `</product>`
    `</products>`

c. Retrieve URL of a selected file to download.
```
Element product = (Element) nodes.item(i);
NodeList key = product.getElementsByTagName("key").item(0).getChildNodes();
String product_key = ((Node) key.item(0)).getNodeValue();
String FileURL = dl.getFile(authToken, product_key, file_id);
```

d. Set the status of one of your files. By default when a file URL is retrieved from the webservice by calling **getFile()**, the status is set to 'S'. Acceptable values are N=New, S=Started, C=Completed, or X=Canceled. Any other values passed are defaulted to C.
```
String status = "S";
String rtn = dl.setStatus(authToken, product_key, status, file_id);
System.out.println("setStatus result: " + rtn);
```

com.usps.epf.filedownload
Component filedownload (filedownload)

hierarchy:	WEB-INF.cftags.component com.usps.epf.filedownload
path:	/proj/dAQP/epf/htdocs/com/usps/epf/filedownload.cfc
serializable:	Yes EPF Web Service to download subscription products as they become available.
properties:	
methods:	getEpfVersion, getFile, getList, login, setStatus

* - private method

getEpfVersion (Current EPF Version)
remote string getEpfVersion ( )
Returns version of EPF
Output: enabled

getFile (Download single file)
remote string getFile (required string authToken, required string product_key, required string file_id)
Returns a URL to download the specified file
Output: enabled Parameters: authToken: string, required, Authentication Token - Token returned from login() product_key: string, required, Product Key - Element key obtained from getList file_id: string, required, File ID - Element id obtained from getList

getList (Get file list)
remote string getList (required string authToken, string view_all="ALL")
Returns list of all available files
Output: enabled Parameters: authToken: string, required, Authentication Token - Token returned from login() view_all: string, optional, View new or all - NEW or ALL, default:'ALL'

login (Log In)

remote string login (required string username, required string password)

authentication

Output:
Parameters:
 username: string, required, Authentication username - User's email address
 password: string, required, Authentication password - password

setStatus (Sets the downloaded status of a file)

remote String setStatus (required string authToken, required string product_key, string status="C", required string file_id)

Set Status

Output: enabled
Parameters:
 authToken: string, required, Authentication Token - Token returned from login()
 product_key: string, required, Product Key - Element key obtained from getList
 status: string, optional, Set Status - N=new, S=Started, C=Completed, X=Canceled
 file_id: string, required, File ID - Element id obtained from getList

Java doc

```
<html>
<head>
<title>Component filedownload</title>
<style>
body {
        font-family: verdana, arial, helvetica, sans-serif;
        background-color: #FFFFFF;
        font-size: 12px;
        margin-top: 10px;
        margin-left: 10px;
}

table    {
        font-size: 11px;
        font-family: Verdana, arial, helvetica, sans-serif;
        width: 90%;
}

th {
        padding: 6px;
        font-size: 12px;
        background-color: #cccccc;
}

td {
        padding: 6px;
        background-color: #eeeeee;
        vertical-align : top;
}

code {
        color: #000099 ;
```

```
}
</style>

</head>
<body style="padding-bottom : 800px;">

<font size="-2">com.usps.epf.filedownload</font><br>
<font size="+1"><b>Component filedownload (filedownload)
</b></font>

<br><br><br>
<table>

<tr><td>hierarchy:</td><td>
        <a href="/CFIDE/componentutils/cfcexplorer.cfc?method=getcfcinhtml&name=WEB-
INF.cftags.component">WEB-INF.cftags.component</a><br>
      com.usps.epf.filedownload<br>
</td></tr>

<tr><td>path:</td>
        <td>/proj/dAQP/epf/htdocs/com/usps/epf/filedownload.cfc</td>
</tr>

<tr><td>serializable:</td>
        <td>Yes
                                </td>
</tr>
<p>EPF Web Service to download subscription products as they become available.</p>

<tr><td>properties:</td>

        <br>
        <td></td>
</tr>

<tr><td>methods:</td>

        <td> <a href="#method_getEpfVersion">getEpfVersion</a>, <a
href="#method_getFile">getFile</a>, <a href="#method_getList">getList</a>, <a
href="#method_login">login</a>, <a href="#method_setStatus">setStatus</a></td>
</tr>

</table>
<font size="-2">* - private method</font>

<br><br><table>

        <tr><th align="left" colspan="1">
                <a name="method_getEpfVersion">getEpfVersion</a> (Current EPF Version)
                </th></tr>
        <tr><td>

        <code>

                <i>remote</i>
```

```
        <i>string</i>

<b>getEpfVersion</b>

(

)
</i>
</code>
<br><br>

Returns version of EPF <br><br>

Output: enabled<br>

<br>
</td></tr>

<tr><th align="left" colspan="1">
        <a name="method_getFile">getFile</a> (Download single file)
        </th></tr>
<tr><td>

<code>

        <i>remote</i>

        <i>string</i>

<b>getFile</b>

(

        <i>
        required string
        </i>
        authToken,
        <i>
        required string
        </i>
        product_key,
        <i>
        required string
        </i>
        file_id
)
</i>
</code>
<br><br>


Returns a URL to download the specified file<br><br>

Output: enabled<br>

        Parameters:<br>
```

   authToken:
string, required, Authentication Token - Token returned from login()

   product_key:
string, required, Product Key - Element key obtained from getList

   file_id:
string, required, File ID - Element id obtained from getList

</td></tr>

<tr><th align="left" colspan="1">
        getList (Get file list)
        </th></tr>
<tr><td>

<code>

        <i>remote</i>

        <i>string</i>

getList

(

        <i>
        required string
        </i>
        authToken,
        <i>
        string
        </i>
        view_all="ALL"
)
</i>
</code>

Returns list of all available files

Output: enabled

        Parameters:

                   authToken:
                string, required, Authentication Token - Token returned from login()

                   view_all:
                string, optional, View new or all - NEW or ALL, default:'ALL'

```
                    <br>

        <br>
        </td></tr>

        <tr><th align="left" colspan="1">
                <a name="method_login">login</a> (Log In)
                </th></tr>
        <tr><td>

        <code>

                <i>remote</i>

                <i>string</i>

        <b>login</b>

        (

                <i>
                required string
                </i>
                username,
                <i>
                required string
                </i>
                password
        )
        </i>
        </code>
        <br><br>

        authentication<br><br>

        Output: <br>

                Parameters:<br>

                           <b>username:</b>
                        string, required, Authentication username - User's email address
                        <br>

                           <b>password:</b>
                        string, required, Authentication password - password
                        <br>

        <br>
        </td></tr>

        <tr><th align="left" colspan="1">
                <a name="method_setStatus">setStatus</a> (Sets the downloaded status of a file)
                </th></tr>
        <tr><td>

        <code>
```

```
        <i>remote</i>

        <i>String</i>

    <b>setStatus</b>

    (

        <i>
        required string
        </i>
        authToken,
        <i>
        required string
        </i>
        product_key,
        <i>
        string
        </i>
        status="C",
        <i>
        required string
        </i>
        file_id
    )
</i>
</code>
<br><br>

Set Status<br><br>

Output: enabled<br>

    Parameters:<br>

           <b>authToken:</b>
        string, required, Authentication Token - Token returned from login()
        <br>

           <b>product_key:</b>
        string, required, Product Key - Element key obtained from getList
        <br>

           <b>status:</b>
        string, optional, Set Status - N=new, S=Started, C=Completed, X=Canceled
        <br>

           <b>file_id:</b>
        string, required, File ID - Element id obtained from getList
        <br>

    <br>
    </td></tr>

</table>
</body></html>
```

ColdFusion Example Code Calling EPF Webservice

```
ï»¿<cfparam name="form.username" default="kyle.m.dixon@usps.gov">
<cfparam name="form.password" default="MAR@asdf">
<cfscript>
   WriteOutput("<h2>**Testing fileDownload Web Service**</h2>");

   //Create Object
   try {
      filedownload = createobject('webservice','http://epf.usps.gov/com/usps/epf/filedownload.cfc?wsdl');
   }
   catch(Any e) {
     WriteOutput("Error: " & e.message);
   }
   // Get Version
   WriteOutput("<h3>getEpfVersion()</h3>");
   try {
      getEpfVersion = filedownload.getEpfVersion();
      WriteOutput("Version: " & getEpfVersion);
   }
   catch(Any e) {
     WriteOutput("Error: " & e.message);
   }
   // Log In
   WriteOutput("<h3>login()</h3>");
   try {
      if( not isDefined("session.authToken")){
         session.authToken = filedownload.login(form.username,form.password);
      }
     WriteOutput("authToken: " & session.authToken);
   }
   catch(Any e) {
     WriteOutput("Error: " & e.message);
   }

   // Get list of products
   WriteOutput("<h3>getList()</h3>");
   try {
      getList = filedownload.getList(session.authToken, 'ALL');
      listDoc = xmlParse(getList);
   }
   catch(Any e) {
     WriteOutput("Error: " & e.message);
   }

</cfscript>
<!--- *************************** --->
<!--- Display list of products --->
<!--- *************************** --->
<cftry>
   <cfoutput><br />
   <table width="1000" border="1" cellpadding="2" cellspacing="0">
    <tr>
     <td>#StructCount(listDoc.products[1])#</td>
     <td>name</td>
```

```
      <td>filename</td>
      <td>code</td>
      <td>status</td>
      <td>fulfilled</td>
      <td>modified</td>
      <td>size</td>
      <td>key</td>
      <td>fileid</td>
    </tr>
      <cfloop index="x" from="1" to="#StructCount(listDoc.products[1])#">
      <tr>
      <td>#x#</td>
      <td nowrap="nowrap">#listDoc.products[1].product[x].name[1].XmlText# </td>
      <td>#listDoc.products[1].product[x].filename[1].XmlText# </td>
      <td>#listDoc.products[1].product[x].code[1].XmlText# </td>
      <td>#listDoc.products[1].product[x].status[1].XmlText# </td>
      <td>#listDoc.products[1].product[x].fulfilled[1].XmlText# </td>
      <td>#listDoc.products[1].product[x].modified[1].XmlText# </td>
      <td>#listDoc.products[1].product[x].size[1].XmlText# Bytes </td>
      <td>#listDoc.products[1].product[x].key[1].XmlText# </td>
      <td>#listDoc.products[1].product[x].fileid[1].XmlText# </td>
     </tr>
      </cfloop>
    </table>
    </cfoutput>

    <cfcatch >
      <cfdump var="#cfcatch#" expand="false">
    </cfcatch>
</cftry>

<cfscript>
    // Get a file URL
  WriteOutput("<h3>getFile()</h3>");
    try{
      key = listDoc.products[1].product[1].key[1].XmlText;
      fileid = listDoc.products[1].product[1].fileid[1].XmlText;
      getFile = filedownload.getFile(session.authToken ,key, fileid);
    }

    catch(Any e) {
      WriteOutput("Error: " & e.message);
    }
  WriteOutput("File URL: " & getFile);
</cfscript>
```

ONECODE ACS TECHNICAL GUIDE

Enrollment Procedures

1. Review all the documentation regarding OneCode ACS® and the Intelligent Mailv barcode. Additional information can be found at: *http://ribbs.usps.gov/onecodesolution*

2. Select the appropriate OneCode ACS options, ancillary service endorsement (if one will be used) and Service Type Identifier.

3. Provide the necessary technical requirements to the appropriate departments or third parties to confirm that the technical requirements can be accomplished to support the participation in OneCode ACS. This includes but is not limited to printing the Intelligent Mail barcode with the Serial Number (Unique Mailpiece Identifier) and downloading a test file from https://ribbs.usps.gov/acs/documents/tech_guides/ONECTST4.ZIP to determine how to utilize ACS fulfillment records.

4. Complete ACS Enrollment Form to request *OneCode ACS.* The most current form can be found at: http://about.usps.com/forms/ps3573.pdf

NOTE: The Mailer ID that will be used in the Intelligent Mail barcode that requests ACS must be assigned through the USPS Business Customer Gateway. Traditional ACS customers that wish to convert to OneCode ACS must obtain a Mailer ID prior to completing the enrollment procedures.

5. Complete PS Form 5116, Electronic Product Fulfillment Web Access Request Form. The most current form can be found at https://epf.usps.gov.

Use the following Check List to be sure to avoid delays in the OneCode ACS enrollment process:

- ☐ Identify the Mail Class
- ☐ Provided information for each field:
    - ☐ Contact
    - ☐ Shipping
    - ☐ Billing
- ☐ The Federal Taxpayer ID is REQUIRED for the billing contact
- ☐ Identify the ancillary service endorsement desired (this can be changed later if needed)
- ☐ Provide a Mailpiece Title(s)
- ☐ Sign and Date the Authorization Statement
- ☐ Complete and submit the EPF Web Access Request PS Form 5116
- ☐ A Centralized E-mail Address is REQUIRED

6. Make copies of the forms and retain a copy.

7. Submit a copy of the forms via email, fax or mail to:

> ACS DEPT
> NATIONAL CUSTOMER SUPPORT CENTER
> UNITED STATES POSTAL SERVICE
> 6060 PRIMACY PKWY STE 101
> MEMPHIS TN 38188-0001
> FAX: 901-821-6204
> EMAIL: acs@usps.gov
> PHONE: (877) 640-0724

8. Within 4 days of receiving the completed ACS Enrollment Form and EPF Web Access Request PS Form 5116 the ACS Department will send customers a notice of receipt confirmation via email or by phone.

9. Within 10 days of receiving the completed ACS Enrollment Form and EPF Web Access Request PS Form 5116, the ACS Department will respond with an email containing your ACS Account information and related information.

10. Review all of the information provided for accuracy and notify the ACS Department immediately if any information is incorrect.

11. Please be advised that the receipt of the information above **does not mean that the authorization or approval process is complete**. Please proceed to the recommended Sample Process.

Sample Process

The following procedures are voluntary and are not required for activation; however the Postal Service highly recommends that your Intelligent Mail barcode is tested prior to mailing. Before continuing with the Sample Process, please review the Disclaimer section found in this document. ***Be advised that it is possible to obtain hardcopy address notices, and could include monetary obligations***. The Intelligent Mail® barcode must be readable and its contents must be correct, and the literal on-piece endorsement (if required) must be correct for that type of mailing.

Create sample mailpieces that contain the Intelligent Mail barcode. The barcodes must include, but is not limited to the Service Type Identifier requesting the desired ACS ancillary service, your USPS assigned Mailer ID, and a Serial Number serves as a Unique Mailpiece Identifier. All ACS™ mail must contain a valid domestic return address on the address side of the mailpiece. Contact a Postal Service Mailpiece Design Analyst (MDA) for assistance with mailpiece design, readability, analysis and Intelligent Mail Barcode testing.

1. Customers may contact the MDA Support Center by dialing 855-593-6093, or by sending a request via email to mda@usps.gov. The MDA Support Center hours of operation are Monday through Friday, 8 am – 5 pm, CST.
2. The following are the most common mistakes made when creating a OneCode ACS mailpiece:
    A. There is not a return address as required on the addressing side of the mailpiece.
    B. Missing or invalid endorsements, or the size, read direction and clearance of the endorsements do not meet specifications when applicable.
    C. If the mailpiece is Standard Mail®, there must be a human-readable endorsement present.
    D. Required components of the IM® barcode are not correct:
        1. The Mailer ID embedded in the barcode is either not present or incorrect.
        2. Service Type code is either not present or does not request ACS.
        3. The serial number is all zeroes or not unique for each mailpiece.
        4. The Routing Code does not contain valid ZIP or delivery point information.
        5. If OneCode ACS, the IM barcode is not in a valid location.
        6. The IM barcode does not have 65 bars.
        7. If a window envelope is used, the Traditional ACS information or the OneCode ACS information (IM barcode) is not visible or does not provide enough clearance to be processed correctly. A "Top" Tap Test is also recommended to verify content shift does not interfere with barcode readability.
        8. There is an exceptional address format used such as "Or Current Resident" on the ACS mailpiece.

3. Once a mailpiece has been finalized, create a minimum of 20 sample mailpieces that contain the Intelligent Mail Barcode. The barcode must include the appropriate Service Type Identifier, ACS-assigned Mailer ID, and mailer-determined Serial Number (Unique Mailpiece Identifier). ACS mail must contain a valid domestic return address on the address side of the mailpiece and a printed on-piece endorsement if required or desired.

4. Send the sample pieces to the Postal Service Mailpiece Design Analyst for a readability and barcode analysis. If discrepancies are found, the MDA will notify the customer and work with them to improve readability.

5. The MDA will notify the customer and ACS department when approval has been obtained.

6. Once approval is obtained from the Postal Service Mailpiece Design Analyst, a final internal verification by your company of all of the information used to create the Intelligent Mail® barcode and the printed ancillary endorsement (when required) should be performed. This information should be compared to documentation received from the ACS™ Department for accuracy, such as the Service Type Identifier, Mailer ID, ancillary endorsement (if used) and OneCode ACS options. Confirm that the Serial Number (Unique Mailpiece Identifier) is being populated correctly. You may contact the ACS Department to confirm the information as well.

7. Do not change the format or placement of the printed ancillary service endorsement (when required or desired) or change the Service Type Identifier or Mailer ID before notifying the ACS Department a minimum of seven days prior to making the change on the mail. The information collected by the ACS Department is used by USPS processing facilities to determine correct handling of the mail. Failure to coordinate changes with the ACS Department may produce unintended results.

8. Once a satisfactory internal review by your company has been performed, production of OneCode ACS mailpieces may begin.

Tips on How to Improve OneCode ACS Service

- There are specific rules regarding the allowed content of certain fields. Some fields are prohibited from being all zeroes. Technical information required to produce the Intelligent Mai®l barcode can be found at *http://ribbs.usps.gov/onecodesolution*

- A **Serial Number containing all zeroes for OneCode ACS is not allowed**.

- Samples of the mailpiece must be sent to the local Postal Service Mailpiece Design Analyst for readability approval. Failure to obtain readability approval may cause unintended results.

- The 20 mailpiece examples sent to the MDA must be actual "production-ready" hardcopy mailpieces. No labels or facsimiles allowed.

- Do not change the format or placement of your ancillary service endorsement (if one is used) or change your Service Type Identifier before notifying the ACS Department a minimum of seven days prior to mailing and receiving written approval.

- Verify that the Intelligent Mail barcode is correct before mailing.

- If you have any questions, please contact the ACS Department via email at acs@usps.gov or by phone at (877) 640-0724 with any questions before mailing.

Appendix A - Glossary of Terms and Acronyms

Postal Acronym	Definition
ACS	ACS
ASR	Address Service Requested
CFS	Computerized Forwarding System
COA	Change of Address
CS	Change Service Requested
DNF	Do Not Forward
HC or HCR	Highway Contract (Route)
IMb	Intelligent Mail barcode
MID	Mailer Identifier
NCSC	National Customer Support Center
PARS	Postal Automated Redirection System
PMB	Private Mail Box
RR	Rural Route
RTS	Return to Sender
STID	Service Type Identifier
UAA	Undeliverable as Addressed
USPS	United States Postal Service
ZIP	Zone Improvement Plan

Postal Term	Definition
ancillary service	Forwarding, change, return, or address correction service included within a mail class. Depending on the mail class, these services are performed at a charge or at no additional charge, if and when the service is actually provided. Also see *forward*.
ancillary service endorsement	A marking used by a mailer to request the new address of an addressee and to provide the USPS with instructions on how to handle mail that is undeliverable as addressed. Also see *address correction service.*
commercial mail receiving agency (CMRA)	A private business that acts as the mail receiving agent for specific clients by providing a delivery address and other services.
Computerized Forwarding System (CFS)	A centralized, computerized address label-generating operation that performs address correction and forwards or returns undeliverable-as-addressed mail to customers.
dead mail	Mail that is undeliverable as addressed and cannot be returned to the sender (usually because there is no return address on the piece).
endorsement	An authorized marking on a mailpiece that shows handling instructions, a service, or a request for an ancillary service. Also see *marking*.
face	The side of a mailpiece with the delivery address. Also, to arrange mail in a uniform orientation; that is, with the delivery address facing forward and the postage area positioned in the upper right corner.

First-Class Mail® (FCM)	A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Priority Mail is a subclass of First-Class Mail. Any mailable matter may be sent as First-Class Mail.
flat	The general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.
flat-size mail	A flexible rectangular mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for Periodicals automation flat-size mail. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.
Fleet Post Office (FPO)	A branch of a designated USPS civilian Post Office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves Coast Guard, Navy, or Marine Corps personnel. Also see *military Post Office.*
forward—	To redirect mail to the intended recipient's new delivery address in cases where PS Form 3575, Change of Address Order, or other written or personal notice has been filed with the local Post Office. Also see *ACS (ACS), address correction service,* and *ancillary service.*
keyline	Optional mailer information printed in or above the address or in the lower left corner of the envelope. The information in a keyline identifies the mailpiece and its presort level. Under some postage payment systems, the keyline is a required line that contains specific information about the mailpiece.
letter	According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.
letter-size mail	A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (i.e., 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).
Library Mail	A subclass of Package Services for items sent to or from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail price if properly marked.
machinable	The ability of a mailpiece to be sorted by mail processing equipment. Compare with *nonmachinable.*
mail	Any mailable matter that is accepted for mail processing and delivery by the USPS. Also, the sum total of the mail at any time that is in USPS custody. To deposit a mailable item in a collection box or present the item (or a mailing for large quantities of mailpieces) at a Post Office or business mail entry unit.
mail clas	The classification of domestic mail according to content (e.g., personal correspondence versus printed advertising). It is codified in the Mail Classification Schedule.
mailing—	A group of mailpieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a Post Office.
mailing agent	A private third party that mails on behalf of someone else.
Mailing Standards of the United States Postal Service, Domestic Mail Manual (*DMM*)—	The USPS manual that contains the standards governing domestic mail services, descriptions of the mail classes and services and conditions governing their uses, standards for price eligibility and mail preparation, and all postage prices and fees. Domestic mail is classified by size, weight, shape, content, service, and other factors.
marking	Words or abbreviations printed on a mailpiece that show the class of mail, presort level, or ancillary service endorsement. See also *endorsement.*
Media Mail	A subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CD-ROMs. Advertising restrictions apply.
Merlin	MERLIN is an acronym for Mail Evaluation Readability Lookup Instrument, is a tool that is used by the U.S. Postal Service to assist with the acceptance of business mail.
Military Post Office (MPO)	A branch of a U.S. civil Post Office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see *Army Post Office (APO)* and *Fleet Post Office (FPO).*

NCOA^Link®	An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information for the entire country from all Computerized Forwarding System units. If a match is made, NCOA^Link can correct the address before it is printed on a mailpiece. Additional information and a list of Vendors and Licensees that have been certified through CASS™ and MASS™ address matching software is available online.
nixie	(mail that is undeliverable for reasons other than a move)
nonmachinable	The inability of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually.
Nonprofit Standard Mail	A subclass of Standard Mail® that is available only to qualified organizations specified by U.S. statute.
Package Services	A class of mail that comprises four subclasses: Bound Printed Matter, Library Mail, Parcel Post, and Media Mail. There is no minimum weight limit for Package Services.
parcel	Mail that does not meet the mail processing category of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as a box.
Parcel Post	A subclass of Package Services with prices based generally on weight and zone.
Periodicals	A class of mail consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.
piece	An individually addressed mailpiece. This definition also applies when the term "piece" is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
postage	Payment for delivery service that is affixed or imprinted to a mailpiece, usually in the form of a postage stamp, permit imprint, or meter stamp.
postcard	A privately printed mailing card. Compare to *stamped card.*
Presorted Standard	The postage price for Standard Mailpieces that are part of a mailing and that meet minimum volume and preparation requirements.
Price List (Notice 123)	The Price List is a 44-page publication that contains domestic and international prices and fees in a concise and accessible manner.
pricing and classification service center (PCSC)	A USPS field office that provides guidance to employees and customers on mail classification, postage prices, and mail preparation.
Priority Mail	First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail prices. Priority Mail provides expedited delivery. Any mailable matter may be sent as Priority Mail.
Quick Service Guide	Publication 95, *Quick Service Guide*, a concise overview of mail preparation and deposit for specific mail classes.
rural route (RR)	A delivery route served by a rural carrier.
shipper paid forwarding (SPF)	An ACS (ACS) fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services pieces to pay forwarding charges via approved ACS participant code(s).
Standard Mail	A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Carrier Route Standard Mail, and Nonprofit Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at Carrier Route, automation, nonautomation, and Not Flat-Machinable prices.
subclass	A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.
tap test	When a insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mailpiece.
undeliverable-as-addressed (UAA)	Mail that the USPS cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a mail recovery center.

unique ZIP Code	A ZIP Code™ assigned to a company, government agency, or entity with sufficient mail volume, based on average daily volume of letter-size mail received, availability of ZIP Code numbers in the postal area, and USPS cost-benefit analyses.
ZIP+4® code	A nine-digit numeric code composed of two parts: (a) the initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector (a geographic area) and the last two digits designate the segment (a building, floor, etc.).
ZIP+4 barcode	A nine-digit POSTNET™ barcode consisting of 52 vertical bars. Also see *Postal Numeric Encoding Technique (POSTNET).*
zone chart	The USPS® Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local Post Offices or online at pe.usps.com.
zoned price	A price structure for Express Mail, Priority Mail, Periodicals, Parcel Post, and Bound Printed Matter that is based on weight and distance traveled (or number of zones crossed).

Appendix B - ACS Frequently Asked Questions

1. Q: Why should I participate in OneCode ACS?
    A: To take advantage of the cost savings over Traditional ACS and manual corrections, potentially lower your overall costs for maintaining your address list with change of address corrections and qualify for the Move Update Requirements. Utilizing OneCode ACS can also improve the esthetic appearance of the mailpiece and allows you to participate in other USPS® services.

2. Q: Is OneCode ACS available now?
    A: Yes

3. Q: Where can I find information on the Intelligent Mail® barcode?
    A: *http://ribbs.usps.gov/onecodesolution*

4. Q: How do I get started with the Intelligent Mail barcode?
    A: *http://ribbs.usps.gov/onecodesolution/getstrtd/USPSIMB_Getting_Started.pdf*

5. Q: Is there a list of service providers or licensed software providers that can perform this service?
    A: The USPS does not license the Intelligent Mail barcode or OneCode ACS. There may be service providers that may be able to perform this function, however the USPS cannot recommend any particular company.

6. Q: Can I participate in OneCode ACS if I already participate in the Traditional ACS service?
    A: Yes

7. Q: Does the use of OneCode ACS meet the Move Update Requirements?
    A: Yes

8. Q: Under what conditions should I expect to receive manual notices instead of electronic ACS notices?
    A: The following circumstances will result in a manual address correction notice:
    -   When the addressee is Deceased (though occasionally they are provided electronically)
    -   Mail that is undeliverable for a reason that is not available through ACS™ (see "Deliverability Codes" in the OneCode ACS Technical Guide).
    -   Mail from a single point delivery that distributes their own mail internally and therefore identifies and processes their undeliverable as addressed mail. Some examples are: a hospital; a college or university; military address; or other business or institution.
    -   Mail with an improperly created IM™b, or and IMb that has been damaged during printing or processing.
    -   Multiple moves by an addressee may sometimes create manual notices on the 2nd processing. For example, the addressee moves from address "A" to address "B", then from B to address "C". The notice regarding move B to C may be provided manually.

9. Q: Can I use the Intelligent Mail barcode for discounts and Traditional ACS?
    A: Yes you can, however if you plan to leave the Traditional ACS data on the mail and utilize the Intelligent Mail barcode **to obtain discount prices only**, you must be sure to include a **Traditional ACS Service Type ID** in the Intelligent Mail barcode. For a current list of the Traditional ACS Service Type IDs see refer to the Guide to Intelligent Mail for Letters and Flats at this link: https://ribbs.usps.gov/intelligentmail
    .

10. Q: Can I participate in OneCode ACS or Full Service ACS and leave my Traditional ACS information on the mailpiece?
A: Yes, this is possible, however be advised that if the Intelligent Mail barcode cannot be read on undeliverable mail that is prepared with BOTH the IM barcode and the Traditional ACS Participant Code, you will receive a Traditional ACS notice and will be charged the electronic address correction fee via your Traditional ACS account. Please contact the ACS Department at acs@usps.gov or by phone at (877) 640-0724 for additional information.

11. Q: What results can I expect when I participate in OneCode or Full Service ACS and leave my Traditional ACS information on the mailpiece.
A: Providing the mailpiece is configured correctly, you should expect a mixture of OneCode ACS transactions and Traditional ACS transactions. This will occur when the Intelligent Mail barcode cannot be read and is subsequently processed manually. Depending on the frequency of mailing and your database update procedures, it is possible to receive a OneCode or Full Service ACS notice from one mail peice and a Traditional ACS notice from the next mail piece, or vise versa.

12. Q: Do I need to provide 20 different names and addresses on the samples I submit?
A: If you have elected to submit samples to your MDA, the samples should reflect different names and addresses. Printing the same piece over and over does not reflect a real world scenario.

13. Q: What is the best way to incorporate OneCode ACS?
A: That decision is ultimately made by the mailer. We strongly suggest reading the OneCode ACS Technical Guide and all of the documents it suggests for reading. Some of those documents are:

"Address Quality Methodologies"
"Total Address Quality"
"Postal Addressing Standards" (Publication 28)
"Address Information System Products Technical Guide"
"Guide to Move Update"

14. Q: Can a customer consolidate Mailer ID's and have just one class of mail?
A: OneCode ACS provides for crossing classes of mail that share the same disposition. However, mailers planning to cross service type requests within the same class with the same Mailer ID should consult with the ACS™ department for additional information before mailing different service requests under the same Mailer ID. Please contact the ACS Department at acs@usps.gov or by phone at (877) 640-0724 for additional information.

15. Q: Can I use the same OneCode ACS Mailer Identifier across mail classes?
A: Yes you can, however, Mailer IDs obtained from PostalOne! and the Business Customer Gateway have a "Default" ancillary service profile setting. This setting is the most flexible for use with all mail classes and endorsement options, with some limitations. The following table provides information for mailers that intend to cross classes with the same Mailer ID.

It is recommended that you consult with the ACS department for additional information before mailing different classes under the same Mailer ID. Please contact the ACS Department at acs@usps.gov or by phone at (877) 640-0724 for additional information.

Using a Single Mailer ID across Classes and Ancillary Services

Because a Mailer ID is registered in the ACS™ mailer profile as a particular class with a particular handling, the following is the list of uses that will provide the mailer with the most flexibility.

		Mail class and ancillary service request					
		First-Class Mail ASR Opt 1	First-Class Mail ASR Opt 2	First-Class Mail CSR Opt 1	First-Class Mail CSR Opt 2	STD Mail ASR	STD Mail CSR
Mailer ID / ACS Mailer Profile Configuration	First-Class Mail ASR Opt 1	Yes	Not Available	Yes	Not Available	Yes	Yes
	* First-Class Mail ASR Opt 2	Not Available	Yes	Yes	Not Available	Yes	Yes
	First-Class Mail CSR Opt 1	Yes	Not Available	Yes	Not Available	Yes	Yes
	First-Class Mail CSR Opt 2	Yes	Not Available	Not Available	Yes	Yes	Yes
	STD ASR	Yes	Not Available	Yes	Not Available	Yes	Yes
	STD CSR	Yes	Not Available	Yes	Not Availabl Not Available e	Yes	Yes

* The "Default" profile for MIDs obtained from PostalOne! and the Business Customer Gateway is for First Class Mail – Address Service Requested Option 2. Contact the ACS department to request the ACS mailer profile setting for your Mailer ID if it was NOT obtained from PostalOne! or the Business Customer Gateway.

16. Q: What is the Mailer Identifier?
A: The Mailer Identifier (MID) is a field within the Intelligent Mail barcode that is used to identify mailers. MIDs are assigned by the USPS® to a Mail Owner, Mailing Agent or other service providers who request them.
MIDs are either a 9-digit or a 6-digit numeric code and are assigned based on annual mail volume criteria. One 9-digit MID is assigned to a business location without a volume requirement. The Mailer Identifier is used to consolidate and provide OneCode ACS transactions.

17. Q: How do we obtain a Mailer identifier if I am going to use the Intelligent Mail® barcode for discounts only?
A: To request a Mailer ID (MID) go to http://www.usps.com/ and select the Business Customer Gateway located on the bottom right hand corner of the web page footer. You must either be an existing or a registered user, or can sign-up as a new user for a business account to gain access to the Business Customer Gateway. Once you have access, request the "Mailer ID" tool and proceed with the "Request a MID" button to obtain a MID.

18. Q: What is the Serial Number?
    A: The Serial Number is a unique mailpiece identifier within the Intelligent Mail barcode. It can be used to quivalent to identify a specific customer from a mailing list, and/or a specific mail piece within a mailing. If the mailpiece generates a OneCode ACS transaction the Serial Number can be used as a key to update that specific customer record on your base file.

19. Q: What can I do with a six-digit or a nine-digit numeric Serial Number when I currently utilize a longer alphanumeric Keyline with Traditional ACS?
    A: A six-digit numeric Serial Number provides for 999,999 unique codes and a nine-digit numeric Serial Number provides for 999,999,999 unique codes excluding a Serial Number of zero. The Routing Code, which is a component of the Intelligent Mail barcode, contains the addressee's delivery point. Combining the two fields provide an extreme degree of uniqueness.
    If your keyline contains the ZIP Code, you would not *need* to include it in the serial number because it is contained in the routing code. If your keyline is essential to matching the addressee to your mailing list, you could create a table with the IMb and/or sequence number that corresponds to your keyline.
    Full Service mailers can include their keyline in the electronic documentation that is required to mail Full Service. If included, Full Service will feed the matching keyline back to you in the Full Service ACS report provided.
    If you need assistance, contact the ACS Department at acs@usps.gov or by phone at (877) 640-0724.

20. Q: Is it correct that a unique 9-byte serial number will have to be created for a given name and address for a 45-day window?
    A: Full-service mailings require a unique IMb on each mailpiece. The full-service IMb Serial Number field, in combination with the mail class and the MID, is used to make the IMb unique. Full-service IMbs should not be reused for a minimum of 45 days. For more information about Full Service ACS and Full Service mailing requirements, refer to the Guide to Intelligent Mail for Letters and Flats at this link: https://ribbs.usps.gov/intelligentmail
    The 45 day rule is not required for OneCode ACS participation.

21. Q: When does the 45-day window start?
    A: The 45-day window starts on the day the piece was mailed in a Full Service mailing. Refer to the Guide to Intelligent Mail for Letters and Flats at this link: https://ribbs.usps.gov/intelligentmail

22. Q: Is it correct that if I mail using the same list again within 45-days, then that exact name and address would get a different serial number?
    A: Yes, if you plan to participate in IMb Tracing or Full Service. Refer to the Guide to Intelligent Mail for Letters and Flats at this link: https://ribbs.usps.gov/intelligentmail

23. Q: Can the same serial number be used in later mailing?
    A: Yes the same serial number can be reused after the initial 45-day window. Refer to the Guide to Intelligent Mail for Letters and Flats at this link: https://ribbs.usps.gov/intelligentmail

24. Q: Can all zeroes be used as the serial number?
    A: A serial number containing all zeroes for OneCode ACS is not allowed.

25. Q: How many Mailer IDs can I obtain?
    A: The number of available Mailer IDs is determined by the annual volume of your mail.

26. Q: How can I verify that my Intelligent Mail® barcodes are being generated correctly?
    A: For Intelligent Mail barcode testing, contact a USPS® Mailpiece Design Analyst.

27. Q: Can the intelligent Mail barcode have less than 65 bars?
    A: No. The Intelligent Mail Barcode is always 65 bars regardless of Zip Code™ length.

28. Q: Can the ZIP CODE field be padded with all zeroes?
    A: No. Please consult *http://ribbs.usps.gov/onecodesolution* for information on creating the Intelligent Mail barcode.

29. Q: Will the standard window size on envelopes have to change to accommodate the IMb?
    A: No. The IMb is only 3 bars longer. Standard window envelopes will easily accommodate it

30. Q: I mail through two Post Offices. Can I use the same mailer ID # at both Post Offices?
    A: Yes

31. Q: Can the same Mailer ID be used for different mailings?
    A: Yes