

LICENSING ANNOUNCEMENT

JUNE 25, 2010

Suite^{Link}® Reporting Requirement and Other Reporting Changes

Primary Audience: NCOA^{Link}® Software Developers, Full and Limited Service Providers and End Users

What: Beginning October 1, 2011, Suite^{Link} reporting will be required for all levels of production NCOA^{Link} processing. This reporting requirement includes all ZIP + 4[®], DPV[®] and LACS^{Link}® counts.

Additionally, below are the new reporting requirements for the Customer Service Log (CSL) and Processing Acknowledgement Form (PAF) Log.

- In the CSL Detail Record, Full Service Providers will be required to populate the literal 'I' in field 2782 when processing internal databases.
- In the PAF Detail Record, Full and Limited Service Providers will be required to populate the literal 'C' when the list owner is part of a cooperative database.

These changes were announced during the 2010 Partnership in Tomorrow (PIT) meeting held March 2010. The reporting file layouts have been updated in the following documents: Software Developer Software Performance Requirements (SPR) for Service Providers and End Users; Full Service, Limited Service and End User Licensee Performance Requirements.

The required information to include in the NCOA^{Link} Processing Summary Report was also updated in the Full Service (9.9); Limited Service (8.9); and End User (8.4) Licensee Performance Requirements; and the SPR for Service Providers (10.8) and End Users (10.5).

Attached is a summary of the required changes.

When: These reporting changes are required and must be implemented no later than October 1, 2011.

Impact: Regarding the Suite^{Link} reporting requirement, if a mailer does not append the secondary (suite) number to their original address when one is available from Suite^{Link} processing, they cannot use the ZIP + 4 code associated with the new address. The mailer may continue to use the input address with only the 5-digit ZIP Code[™] associated with the input address; however they cannot claim automation discounts on the mailpieces.

What you need to do: Make sure these changes are implemented no later than October 1, 2011. Please share this information with all pertinent contacts at your company.

If you have any questions regarding this announcement, please submit them via email to ncoalink@usps.gov.