

BMA Certification Universal Name/Address Record						
Field Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	
1	Sequence Number	7	1	7	000451	P,M,B
2	Firm or Resident	30	8	37	STAR FLEET ACADEMY	P,M,B
3	Delivery Address	30	38	67	PO BOX 2197	P,M,B
4	City Name	28	68	95	WORCESTER	P,M,B
5	State Code	2	96	97	MA	P,M,B
6	ZIP Code	5	98	102	01601	P,M,B
7	ZIP+4 Add On	4	103	106	1263	P,M,B
8	Delivery Point	2	107	108	97	P,M,B
9	Carrier Route	4	109	112	B001	P,B
10	eLOT Sequence Number	4	113	116	4376	P,B
11	eLOT Ascending/Descending	1	117	117	D	P,B
12	Walk Sequence Number	5	118	122	42885	P,B
13	Business/Residential Flag	1	123	123	B	P,B
14	Piece Entry State/County Number	5	124	128	MA022	P
15	Mail Classification	1	129	129	Class of Mailing	
16	Customer Code	1	130	130	A	M
17	Postage Payment Method	1	131	131	P	M
18	Amount of Affixed Postage (9999v999)	7	132	138	0001230	M
19	Mailpiece Characteristic Code	1	139	139	B	M,B
20	Piece Weight (lbs) (99v9999)	6	140	145	006250	M,B
21	Piece Thickness (99v9999)	6	146	151	007500	M,B
22	Piece Length (999v9999)	7	152	158	0110000	M,B
23	Piece Height (99v9999)	6	159	164	084999	M,B
24	Barcode Verifier	1	165	165	A = On; B = Off	M
25	Filler	48	166	213		M,B
26	Piece Entry Point ZIP Code	5	214	218	01601	P,M,B
27	Pallet ID Answer	6	219	224	000001	P
28	Pallet Line 1 Label Answer	43	225	267	WORCESTER MA 016	P
29	Pallet Sortation Level	4	268	271	3DG	P
30	Pallet Destination Facility ZIP Code	5	272	276	05500	P
31	Container/Tray Group ID Answer	6	277	282	000001	P,M,B
32	Container/Tray Line 1 Label Answer	43	283	325	WORCESTER MA 01601	P,M,B
33	Container Type Answer	2	326	327	S	P,B
34	Container/Tray Sortation Level Answer	4	328	331	CR5	P,M,B
35	Container/Tray Destination Facility ZIP Code	5	332	336	01601	P,M,B
36	CIN Code	3	337	339	551	P,M,B
37	Tray Processing Code	2	340	341	07	P,M,B
38	Line 2 Label Answer	23	342	364	STD LTRS 5DG NON OCR	P,M,B
39	Group/Bundle Indicator	1	365	365	G	P,M,B
40	Group/Bundle ID Answer	6	366	371	000001	P,M,B
41	Group/Bundle Sortation Level Answer	4	372	375	5DG	P,M,B
42	Group/Bundle Destination Answer	9	376	384	01601C001	P,M,B
43	Rate Code Answer	7	385	391	PRESORT	P,M,B
44	Zone Answer	3	392	394	3	P
45	Destination Entry Answer	1	395	395	B	P

PAVE TECH GUIDE

46	Mail Stream Split Indicator	2	396	397	AB	P,M,B
47	Optional Endorsement Line	30	398	427	5-DIGIT 01601	P,B
48	Keyline	30	428	457	02334 1 RA/DS 0.292	B
49	First Manifest Piece ID# of Batch	9	458	466	000345	B
50	Last Manifest Piece ID# of Batch	9	467	475	000380	B
51	Postage Payment Method	1	476	476	P	M
52	Qualifying Piece Postage (999v9999)	7	477	483	003400	M,B
53	Parcel Barcoded Discount	1	484	484	Y=Yes; N=No	P,B
54	Manifest Batch Postage (9999v999)	7	485	491	0023019	B
55	Presorted Sequence Number	7	492	498	0000255	P,M,B
56	Carriage Return/Line Feed	2	499	500		

**Data Element Definitions: Name/Address Record – Provided by BMA Certification****Test Name/Address Record**

The address records in BMA Certification test files contain elements applicable to one of two groups: 1) input elements comprising the actual test address records and 2) product-supplied answer elements (if attempting Gold certification). Each test address record may or may not include all the address elements necessary to qualify for the particular presort category for which the product is being tested. The test file must not be processed through any address-matching process prior to presort processing because doing so will skew the final results. For address records that do not contain all the necessary address elements to qualify for a particular presort category, either fill the answer fields as indicated in the field descriptions shown below or process the pieces for another presort category for which they do qualify.

Fields 1–24 contain input elements. If the developer is attempting Gold certification for a product, the developer-supplied fields are populated before the test file is returned to the NCSC. No hard copy is returned until requested by the BMA Certification Department.

**Note: This file should be returned to the NCSC in the order in which the software presorted it, with the header record as the first record.**

If the developer is attempting Standard certification for a product, the developer processes the test file and sends all applicable hard copy facsimiles, reports, and documentation to the NCSC (see “Required Hard Copy Output,” page 22).

**FIELD 1 - SEQUENCE NUMBER** - Each address record has a 7-digit sequence number assigned by the testing system and used for identifying specific test records.

**COBOL Picture:** 9(07)

**Possible Values:** Numeric, right-justified, zero-filled

**Example:** 0026897 1364787 0000954

**Comments:**

**FIELD 2 - FIRM OR RESIDENT** - The Firm or Resident field contains fictitious names of individuals, companies, shopping centers, etc.

**COBOL Picture:** X(30)

**Possible Values:** Alphanumeric, left-justified

**Example:** ABC Firm John Doe

**Comments:**

**FIELD 3 - DELIVERY ADDRESS** - The Delivery Address field contains fictitious street names, post office numbers, etc.

**COBOL Picture:** X(30)

**Possible Values:** Alphanumeric, left-justified

**Example:** ABC Firm John Doe

**Comments:**

**FIELD 4 - CITY NAME** - The City Name field provides the name of the city, town, place, or other name by which the 5-digit ZIP Code associated with the test address is officially known.

**COBOL Picture:** X(28)

**Possible Values:** Alphanumeric, left-justified

**Examples:** TUSCUMBIA                      ROSWELL                      LEAVENWORTH

**Comments:**

**FIELD 5 - STATE CODE** - The State Code field is the standard state or US territory abbreviation found in the following publications: *ZIP+4 Technical Guide*; Publication 28, *Postal Addressing Standards*; and the appendix of Publication 65, *National ZIP+4 Code and Post Office Directory*.

**COBOL Picture:** X(02)

**Possible Values:** Alphabetic

**Examples:** AL      NM      KS

**Comments:**

**FIELD 6 - ZIP CODE** - Each record has a 5-digit ZIP Code that represents an area within a state, an area that crosses state boundaries (unusual condition), a single building, or a company that has a very high mail volume. The 5-digit ZIP Code is assigned by City State Product. ZIP is an acronym for Zone Improvement Plan.

**COBOL Picture:** 9(05)

**Possible Values:** Numeric, right-justified

**Examples:** 38188                      20268                      92045

**Comments:**

**FIELD 7 - ZIP+4 ADD-ON** - Most, but not all, test records will be supplied a fictitious 4-digit add-on code assigned to the address.

**COBOL Picture:** X(04)

**Possible Values:** Numeric or spaces

**Examples:** 38188-0001    20268-9998    92045-6217

**Comments:** This field is provided by the testing system. However, under certain presort scenarios this field may be left blank for certain address records. This allows various records to have only a 5-digit ZIP Code, while others have a 5-digit ZIP Code with a ZIP+4 add-on. As a result, those address records having complete 5-digit ZIP Codes with an add-on are considered capable of producing delivery point barcodes; however, records containing only numeric 5-digit ZIP Codes cannot produce barcodes.

**FIELD 8 - DELIVERY POINT** -The Delivery Point field contains the delivery point from the fictitious street address.

**COBOL Picture:** 9(02)

**Possible Values:** Numeric

**Examples:** 66      21      78

**Comments:**

**FIELD 9 - CARRIER ROUTE** - Various records may have an actual 4-digit carrier route identification number associated with the input ZIP Code and assigned by the testing system from Delivery Statistics Product. Do not perform address matching on any test.

**COBOL Picture:** X(04)

**Possible Values:** Alphanumeric or spaces

**Examples:** B001 H002 C003 R004

**Comments:**

**FIELD 10 - eLOT SEQUENCE NUMBER** - The enhanced line of travel (eLOT) number indicates the order in which each add-on code is delivered within a carrier route.

**COBOL Picture:** X(04)

**Possible Values:** Numeric or spaces

**Examples:** 0001 0002 0003

**Comments:** This field is provided by the testing system and under most presort scenarios is left blank. However, in many of the Carrier Route test scenarios, the eLOT sequence number and the eLOT ascending/descending code will be given.

**FIELD 11 - eLOT ASCENDING/DESCENDING** - The enhanced line of travel (eLOT) ascending/descending code for an add-on code indicates whether delivery is made to each delivery point in ascending or descending order. The eLOT number indicates the order of delivery for each add-on code within a carrier route.

**COBOL Picture:** X(01)

**Possible Values:** Alphabetic or spaces

**Examples:** A D

**Comments:** This field is provided by the testing system and under most presort scenarios is left blank. However, under Carrier Route test scenarios, the eLOT sequence number along with the eLOT ascending/descending code will be given.

**FIELD 12 - WALK SEQUENCE NUMBER** - The walk sequence number indicates the sequential order in which each delivery is made within a carrier route.

**COBOL Picture:** X(05)

**Possible Values:** Alphanumeric

**Examples:** 00001 00125 00568

**Comments:** This field is provided by the testing system and under most presort scenarios is left blank. However, in many of the Carrier Route test scenarios, the walk sequence number will be given. For these tests, sufficient address records will be given to various carrier routes that will qualify for either the ECR Basic, ECR High-Density, or the Walk Saturation rate. It is up to your presort software to determine which addresses qualify for these rates based on the address elements given.

**FIELD 13 - BUSINESS/RESIDENTIAL FLAG CODE** - This field contains a business or residential flag code for Standard Mail Enhanced Carrier Route mailings. Use of this code will enable you to accrue residential and business piece totals within a carrier route.

**COBOL Picture:** X(01)

**Possible Values:** B, R, or spaces

**Comments:** This information shown in this field is provided by the testing system and under most presort scenarios is left blank. However, under the Standard Mail Enhanced Carrier Route test scenarios, this flag will be set.

**FIELD 14 - PIECE ENTRY STATE/COUNTY NUMBER** – This field contains the state abbreviation and county number in which the entry post office is located.

**COBOL Picture:** X(05)

**Sample Values:** TN015 TX022 FL018

**Comments:** This field is provided by the testing system and should be populated for each name/address entry in the mailing. For test files requiring the use of multiple entry points, this field will reflect the single state code and county number of the facility where the mailing was initially presented for verification and acceptance.

**FIELD 15 - MAIL CLASSIFICATION – Class of Mailing**

**COBOL Picture:** X(01)

**Possible Values:** F, P, S

**Comments:** This field reflects class of mail covered by the test.

**FIELD 16 - CUSTOMER CODE** – For a multi-mailer environment, this field provides an identifying code that is distinct for each individual mailer reflected in the test file parameter box.

**COBOL Picture:** X(01)

**Sample Values:** A B C (etc)

**Comments:** This field is populated by the testing system and is provided specifically for use by the **MLOCR developers only**.

**FIELD 17 - POSTAGE PAYMENT METHOD** – This field contains the single byte code identifying the postage payment method utilized for the mail piece.

**COBOL Picture:** X(01)

**Possible Values:**

Method	Code
Meter Strips	M
Permit Imprint	P
Precanceled Stamps	S

**Comments:** This field is populated by the testing system and is provided specifically for use by the **MLOCR developers only**.

**FIELD 18 - AMOUNT OF AFFIXED POSTAGE** – When applicable, this field will reflect the total amount of postage affixed to each individual mailpiece.

**COBOL Picture:** (9999v999)

**Sample Values:** 0008455 0016240

**Comments:** This field is for use by the **MLOCR developers only**. This amount is populated by the testing system based on guidelines reflected in DMM 234.3.0 for letters and 334.3.0 for flats. For presorted First-Class Mail, other than single piece mailings the amount affixed may be either the full postage amount for each mail piece or the lowest rate claimed in the mailing.

**FIELD 19 - MAILPIECE CHARACTERISTIC CODE** – For mailings consisting of various size mail pieces that differ only in piece weight and/or thickness, this code is utilized to identify the various pieces that make up the test file scenario.

**COBOL Picture:** X(01)

**Possible Values:** A        B        C

**Comments:** This code is not utilized if the test file is for identical-size pieces only. For non-identical pieces, the characteristics of each individual mail piece type are reflected in the table shown:

#### MAC BATCH – MAILER ID/MAILPIECE CHARACTERISTIC CODES

MAILID	PROCESSING CATEGORY	THICKNESS	WEIGHT	LENGTH	HEIGHT
A	L	0.0750	0.0325	9.5000	4.5000
B	L	0.0810	0.0750	9.5000	4.5000
C	L	0.0952	0.1550	9.5000	4.5000
D	L	0.0440	0.2000	9.5000	4.5000
E	L	0.1200	0.1395	9.5000	4.5000
F	L	0.0130	0.0732	9.5000	4.5000
G	F	0.0780	0.3999	10.6500	7.9500
H	F	0.0750	0.4825	10.6500	8.5000
I	F	0.0650	0.5250	10.6500	5.5000
J	F	0.0810	0.5925	10.6500	5.0000
K	F	0.0810	0.6425	10.6500	5.7500
L	F	0.0930	0.1564	10.6500	6.2500

#### MLOCR – MAILER'S ID/MAILPIECE CHARACTERISTIC CODES

Mailers ID	MPC	PPM	Pc Length	Pc Height	Pc Thickness	Pc Wt - lb	Pc Wt - oz	Postage	Remarks
A	A	M	8.123	5.609	0.0722	0.1422	2.2752	0.278	5B Metered Letter
A	G	P	6.545	3.595	0.2124	0.1184	1.8944	0	Permit Imp-2 oz Letter
B	B	M	6.245	4.187	0.0846	0.1026	1.6416	0.292	3B Metered Letter
C	C	M	6.867	4.165	0.0448	0.1178	1.8848	0.301	AB Metered Letter
D	D	M	9.289	5.432	0.1371	0.0921	1.4736	0.309	MB Metered Letter
E	E	M	8.301	4.419	0.1033	0.1683	2.6928	0.352	Presort Metered Letter
F	F	P	11.23	4.787	0.1215	0.0615	0.984	0	Permit Imp-1 oz Letter
G	H	P	8.367	4.143	0.1787	0.1827	2.9232	0	Permit Imp-3 oz Letter
H	I	S	7.489	5.219	0.1449	0.0569	0.9104	0.25	Precanceled Letter
I	J	S	5.101	3.687	0.0121	0.0311	0.4976	0.15	Precanceled Card
J	Z	M	14.125	5.166	0.1123	0.1063	1.7008	0.302	5B Metered Flat
K	Y	P	9.755	10.878	0.3725	0.0612	0.9792	0	Permit Imp-1 oz Flat
L	X	P	8.875	11.361	0.0847	0.0647	1.024	0	Permit Imp-2 oz Flat
M	W	P	7.625	10.425	0.0969	0.1749	2.7984	0	Permit Imp-3 oz Flat
N	V	P	6.375	9.875	0.2082	0.2012	3.2192	0	Permit Imp-4 oz Flat

**FIELD 20 - PIECE WEIGHT** – *(MLOCR and MAC Batch Developers Only)* The Piece Weight field contains the weight of each piece in pounds.

**COBOL Picture:** 99v9999

**Possible Values:** Numeric, right-justified, with leading zeroes

**Examples:** 000420 001520

**Comments:** The first two numbers in this field represent whole pounds; the last four represent decimals of a pound. This field will contain the applicable value for the particular presort test scenario you are processing.

**FIELD 21 - PIECE THICKNESS** - *(MLOCR and MAC Batch Developers Only)* The Piece Thickness field contains the thickness of each piece in inches.

**COBOL Picture:** 99v9999

**Possible Values:** Numeric, right-justified

**Examples:** 00062 00012

**Comments:** The first two numbers represent whole inches, while the last four represent decimals of an inch. This field will contain the applicable value for the particular presort test scenario you are processing.

**FIELD 22 - PIECE LENGTH** - *(MLOCR and MAC Batch Developers Only)* The Piece Length field contains the length of each piece in inches.

**COBOL Picture:** 999v9999

**Value:** Numeric, right justified

**Examples:** 0044062 0105123 0068254

**Comments:** The first three numbers in this field represent whole inches; the last four represent decimals of an inch. This field will contain the applicable value for the specific presort scenario you are processing.

**FIELD 23 - PIECE HEIGHT** - *(MLOCR and MAC Batch Developers Only)* The Piece Height field contains the height of each piece in inches.

**COBOL Picture:** (99v9999)

**Value:** Numeric, right-justified

**Examples:** 061250 110218

**Comments:** The first two numbers in this field represent whole inches and the last four represent decimals of an inch. This field will contain the applicable value for the specific presort test scenario being processed.

**FIELD 24 – BARCODE VERIFIER STATUS** – The code provided will indicated whether the standard barcode verifier was turned on or off for each individual mail piece in accordance with the definitions shown in the table provided:

**COBOL Picture:** X(01)

**Values:** A or B

**Comments:**

Verifier Code	Definition
A	Standard Verifier is On
B	Standard Verifier is Off

**FIELD 26 – PIECE ENTRY ZIP CODE** – The Piece Entry Point ZIP Code field must contain the destination entry ZIP Code for multiple-entry mailings. It will be filled with spaces for single-entry mailings, but must contain the ZIP Code of the destination entry for this piece in multiple mailings.

**COBOL Picture:** X(05)

**Values:** Numbers or spaces

**Examples:** 44104            94116

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements required to qualify, then this field should be left blank.

**FIELD 27 – PALLET ID ANSWER** – The Pallet ID Answer field must contain the ID number of the pallet assigned to the address record.

**COBOL Picture:** 9(06)

**Values:** Numeric, right-justified, zero-filled

**Examples:** 000332            000054

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, or is not part of the palletized portion of a mailing, then this field should be filled with zeroes. Otherwise, this field must contain a pallet ID number if the record is part of a palletized mailing. In addition, each pallet number must be unique, e.g., there cannot be more than one pallet number 12 in the mailing.

**FIELD 28 – PALLET LINE 1 LABEL ANSWER** – The first line of a pallet label must contain several elements, including a destination facility code prefix (if applicable), city, state, ZIP Code from the appropriate DMM Module L Labeling List.

**COBOL Picture:** X(43)

**Possible Values:** Alphanumeric, left-justified

**Examples:** TRENTON NJ 085            SCF PORTLAND OR 970  
BMC PHILA PA 19205

**Comments:** This is a test of content rather than form. The spacing between the elements in this field will be ignored and only the contents of the various elements that comprise the field will be checked. If the address record is excluded from the presort scenario due to incomplete address elements required to qualify, or is not part of the palletized portion of a mailing, then this field should be left blank.

**FIELD 29 – PALLET SORTATION LEVEL** – The Pallet Sortation Level Answer field must contain the designation of the actual sortation level of the container assigned to the address record.

**COBOL Picture:** X(04)

**Possible Values:** Alphanumeric or spaces, left-justified

**Examples:**            3DGS            MADC            SCF

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, or is not part of the palletized portion of a mailing, then this field should be left blank. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

**FIELD 30 – PALLET DESTINATION FACILITY ZIP CODE** – This field must contain the 3- or 5-digit ZIP Code destination for the pallet from the appropriate DMM Module L Labeling List or mailpiece address depending upon the sortation level assigned.

**COBOL Picture:** X(05)

**Possible Values:** Alphanumeric, left-justified

**Examples:** 94117 381 442

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

**FIELD 31 - CONTAINER/TRAY GROUP ID** - The Container ID answer must contain the ID number of the container assigned to the address record.

**COBOL Picture:** 9(06)

**Possible Values:** Numeric, right-justified w/leading zeroes

**Examples:** 000333 000001 223154

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, this field should be left blank. Otherwise, this field must contain a container ID number if the record is part of a palletized mailing. In addition, each container number must be unique, e.g., there cannot be more than one container number 12 in the mailing.

**FIELD 32- CONTAINER LINE 1 LABEL ANSWER** - The first line of a container label is comprised of several elements, including a destination facility code prefix (if applicable), city, state, ZIP Code, and descender from the appropriate DMM Module L Labeling List.

**COBOL Picture:** X(43)

**Possible Values:** Alphanumeric, left-justified

**Examples:** AADC SACRAMENTO CA 956  
TRENTON NJ 085  
SCF PORTLAND OR 970

**Comments:** This is a test of content rather than form. The spacing between the elements in this field will be ignored, and only the contents of the various elements that comprise the field will be checked. If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

**FIELD 33 - CONTAINER TYPE** - The Container Type answer field must contain the designation of the type of container assigned to the address record.

**COBOL Picture:** X(02)

**Possible Values:** Alphanumeric or spaces

**Examples:** 1 2 S T P E R M

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, this field should be left blank. Otherwise, it must contain the appropriate code from the table below.

Container Type	Code
One Foot MM Tray	1
Two Foot MM Tray	2
EMM Tray	E
Flat Tray	T
MLOCR Tray Group	M
Pallets	P
Sacks (10 lb minimum)	R
Sacks (15 lb / 125-piece minimum)	S

**FIELD 34 - CONTAINER SORTATION LEVEL ANSWER** - This field must contain the designation of the actual sortation level of the container assigned to the address record.

**COBOL Picture:** X(04)

**Possible Values:** Alphanumeric or spaces, left-justified

**Examples:** CRD            3DGS            MADC            SCF

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, this field should be left blank. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

Sortation Level	Code	Sortation Level	Code
Carrier Route Direct	CRD	ADC	ADC
5-digit Carrier Routes	CR5	PADC (Protected ADC Pallet)	PADC
5-digit scheme Carrier Routes	CR5S	AADC	AADC
5-digit scheme	5DGS	Mixed ADC	MADC
Merged 5-digit	M5D	Origin Mixed ADC	OMX
Merged 5-digit scheme	M5DS	Mixed AADC	MAAD
5-digit	5DG	SCF	SCF
5-digit Metro (pallets only, PER/STD flats)	MET	PSCF (Protected SCF Pallet)	PSCF
3-digit Carrier Routes	CR3	BMC	BMC
3-digit	3DG	ASF	ASF
3-digit schemes (barcoded letters)	3DGS	PBMC (Protected BMC Pallet)	PBMC

**FIELD 35 - CONTAINER DESTINATION FACILITY ZIP CODE** - This field must contain the 3- or 5-digit ZIP Code destination for this container from the appropriate DMM Module L Labeling List or mailpiece address depending upon the sortation level assigned.

**COBOL Picture:** X(05)

**Possible Values:** Alphanumeric, left-justified

**Examples:** 94117            381            441

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

**FIELD 36 - 3-DIGIT CONTENT IDENTIFIER NUMBER (CIN CODE)** – This field must contain the appropriate CIN code derived from Exhibit 6.1.4 in DMM 708.6.1.4.

**COBOL Picture:** 9(03)

**Possible Values:** Numeric

**Examples:** 487 252 489

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

**FIELD 37 - TRAY PROCESSING CODE** – This field must contain the tray processing code for all trayed mail including letters in MM or EMM trays and First-Class flats in flat trays. See DMM 708.6.2.3 for information on the processing code.

**COBOL Picture:** 9(02)

**Possible Values:** Numeric

**Examples:** 01 07

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements or is not a trayed mailing, then this field should be left blank.

**FIELD 38 – Line 2 Label Answer** - This field must contain the appropriate verbiage from the Content Identifier Numbers Table in DMM 708.6.1.4, Exhibit 6.1.4, plus any required suffixes for the CIN used. Also use this field for the Pallet Line 2 answers.

**COBOL Picture:** X(20)

**Possible Values:** Alphanumeric

**Examples:** STD LTRS 5D UPGR PER IRREG WSS FCM LTRS BC SCHEME A

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

**FIELD 39 - GROUP/BUNDLE INDICATOR** – This field will show a single byte indicator that will reflect the basic unit used in mail preparation.

**COBOL Picture:** X(01)

**Possible Values:** G – Group based; B – Bundle based

**Example:** G B

**Comments:** MAC-BATCH and PAVE developers should reflect whether the mailing has been prepared as a “grouped” or “bundled” mailing. Normally, this determination will be based on whether the mailing was prepared under bundle-based (B) or tray-based (G) sortation rules.

In the case of Carrier Route trays within an Automation Letter sortation, pieces full, direct Carrier Route trays would be identified as “grouped” while pieces in less-than-full 5-digit and all 3-digit Carrier Route trays would be reported as being “bundled”. (DMM 235.6.7)

MLOCR developers should use “G” for each reported tray-group.

**FIELD 40 – GROUP/BUNDLE ID ANSWER** - This field must contain the group or bundle ID number assigned to the address record.

**COBOL Picture:** 9(06)

**Possible Values:** Numeric, right justified

**Examples:** 00006                      00033                      00953

**Comments:** An ID should always be included in this field. If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

**FIELD 41 – GROUP/BUNDLE SORTATION LEVEL** - This field must contain the appropriate sortation level designator assigned to the address record.

**COBOL Picture:** X(04)

**Possible Values:** Alphanumeric or spaces, left-justified

**Examples:** CRD 5DG FIRM

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank. Otherwise, the appropriate sortation level from the following table must be assigned to this field.

Bundle Sortation Level	Code
Firm	FIRM
Carrier Route	CRD
5-digit scheme	5DGS
5-digit	5DG
3-digit	3DG
3-digit scheme	3DGS
ADC	ADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX

**FIELD 42 – GROUP/BUNDLE DESTINATION ANSWER** - This field must contain the 3- or 5-digit ZIP Code or carrier route destination from the appropriate DMM Module L Labeling List or mail piece address, depending upon the sortation level assigned.

**COBOL Picture:** X(09)

**Possible Values:** Alphanumeric or spaces, left-justified

**Examples:** 94116 381 44110C002

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank. For carrier route bundles, the destination must reflect 5-digit ZIP Code, followed by the 4-digit carrier route designator (i.e. C001). For all 5DG, 3DG, ADC, AADC, MADC, or MAAD bundles, report numeric only (i.e. ADC246 destination would be reported as 246 not A246).

**FIELD 43 - RATE CODE ANSWER** - The Rate Code answer field must contain the postage rate code assigned to the address record.

**COBOL Picture:** X(07)

**Possible Values:** Alphanumeric or spaces, left-justified

**Examples:** 5B 3B 3/5

**Comments:** Use the following table, which is based on DMM 708.1.3 to assign the correct rate code to the address record.

### Rate Level Abbreviations

Rate Association	Code
5-digit (First-Class Letters/Cards and Flats, Periodicals Letters and Flats and Standard Mail Letters and Flats) Automation	5B
3-digit (First-Class Letters/Cards and Flats, Periodicals Letters and Flats and Standard Mail Letters and Flats) Automation	3B
AADC / ADC (Letters and Flats) Automation	AB
Mixed AADC / Mixed ADC Automation	MB
Basic (Periodical Letters and Flats) Automation – In County Only	BB
Presorted (First-Class Letters/Cards, and Flats)	Presort
5-digit Standard Mail and Periodicals (Letters, Flats, and Parcels) Presorted	5D
3-digit Standard Mail and Periodicals (Letters, Flats, and Parcels) Presorted	3D
ADC Presorted	AD
Mixed ADC Presorted	MD
Basic (Periodical Letters and Flats) Presorted – In County Only	BS
Saturation Carrier Route	WS
High Density Carrier Route	HD
Basic Carrier Route	CR
FIRM Bundles	FB
Single Piece (First-Class Mail Parcels)	SP

**FIELD 44 - ZONE ANSWER** - The Zone answer field, which is based on DMM 708.1.7.3, must contain the zone assigned to the address records for all periodicals mailings.

**COBOL Picture:** X(03)

**Possible Values:** Alphanumeric or space, left justified

**Examples:** 1 2 DDU 8

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements, then this field should be left blank. Use the following table to assign the correct rate code to the address record.

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	Zones 1 and 2
3, 4, 5, 6, 7, or 8 (as applicable)	Zones 3–8 (as applicable)
M	Mixed Zones

**FIELD 45 - DESTINATION ENTRY ANSWER** - The Destination Entry answer field must contain the correct designator of the destination entry discount assigned to the address record (Standard Mail and Periodicals only).

**COBOL Picture:** X(01)

**Possible Values:** Alpha or space

**Examples:** D S B A Space

**Comments:** If the address record qualifies for one of the destination entry discounts, this field should contain one of the designators in the following table. Otherwise, if the address falls outside of the destination entry area or is excluded from the presort scenario due to incomplete address elements, then this field should be left blank.

Destination Entry	Code
Destination Entry Unit	D
Destination SCF	S
Destination BMC	B
Destination ADC	A
None	Blank

**FIELD 46 - MAIL STREAM SPLIT INDICATOR** - This field must contain a designator assigned to the address record that represents the mailstream/presort category in which the mailpiece is placed. If multiple mail streams are used for the mailings, use a different alpha designator for each of the mail streams.

**COBOL Picture:** X(02)

**Possible Values:** Alpha

**Examples:** AA AB AC

**Comments:** Some of the test scenarios are designed so that various address records will only qualify for a particular presort, while other records within the file may qualify and be sorted to another, "finer" presort. If your presort product has the ability to optimize an address file by splitting it into several presorts to qualify for the overall lowest possible postage, use this field to designate the mailstream/presort category in which the address record is included. Use 'XX' if the record will not be included in the presorted portion of the test file. Do not use "SP" as a mail split indicator.

**MAILSTREAM SPLIT INDICATOR CODES**

<b>Code</b>	<b>DMM REF</b>	<b>Class/Category Sortations</b>
AA	235.6.6	First-Class Automation Letters
AB	235.5.3	First-Class Nonmachinable Letters
AC	235.5.2	First-Class Machinable Letters
AD	335.6.5	First-Class Automation Flats-Bundle Based
AE	335.5.5	First-Class Nonautomation Flats
AF	435.4.4	First-Class Presorted Parcels
AG	245.7.5	Standard Mail Automation Letters
AH	245.5.4	Standard Mail Nonmachinable Letters
AI	245.5.3	Standard Mail Machinable Letters
AJ	345.7.4	Standard Mail Automation Flats
AK	345.5.7	Standard Mail Nonautomation Flats
AL	245.6.7	Standard Mail Presorted ECR Letters (> 3oz)
AM	345.6.7	Standard Mail Presorted ECR Flats
AN	445.5.4	Standard Mail Irregular Parcels
AO	705.8.10.2	Standard Mail Flat Bundles on Pallets
AP	707.24.2	Periodicals Automation Letters
AQ	707.22.5	Periodicals Nonautomation Letters
AR	707.25.3	Periodicals Automation Flats
AS	707.22.6	Periodicals Nonautomation Flats
AT	705.8.10	Periodicals Multi-Presort File for Bundles on Pallets
AU	705.8.11	Standard Mail SCF Bundle Reallocation
AV	705.8.11	Periodicals SCF Bundle Reallocation
AW	705.9.1	First-Class Cotrayed Flats
AX	705.10.2	Standard Mail Merged Flats in Sacks
AY	245.6.7	Standard Mail Presorted ECR Letters (3oz or Less)
AZ	705.8.13	Standard Mail Bundle Reallocation ASF/BMC Pallets
BA	705.10.2	Standard Mail Merged Pallets
BB	705.12.2	Standard Mail Merged Pallets - 5% Threshold
BC	705.10.1	Periodicals Merged Bundles on Pallets
BD	705.12.1	Periodicals Merged Pallets - 5% Threshold
BE	705.9.3	Standard Mail Cosacked Flats
BF	705.10.1	Periodicals Merged Flats in Sacks
BG	705.9.2	Periodicals Cosacked Flats
BH	335.6.6	First-Class Automation Flats-Tray Based Option
BI	235.6.0	First-Class Automation Letters-MLOCR
BJ	335.6.6	First-Class Automation Flats Tray Based-MLOCR
BK	707.22.7	Periodicals Nonautomation Flats in ADC/OMX/MADC Trays
BL	707.25.5	Periodicals Automation Flats in ADC/OMX/MADC Trays
BM	705.9.2	Periodicals Cotrayed Flats for ADC/OMX/MADC Trays
BN	707.23.3	Periodicals Carrier Route Letters
BO	707.23.4	Periodicals Carrier Route Flats
BP	705.13.2	Standard Mail Merged Pallets – 5% Threshold w/City-State File
BQ	705.13.1	Periodicals Merged Pallets - 5% Threshold w/City-State File
XX		Pieces Not Processed

**FIELD 47 – OPTIONAL ENDORSEMENT LINE** -This field will reflect the Optional Endorsement Line (OEL), if produced.

**COBOL Picture:** X(30)

**Possible Values:** Alphanumeric or spaces, left-justified.

**Example:** CAR-RT SORT\*\*C-001

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements or if you are not producing Optional Endorsement Lines (OELs), this field should be left blank. If you are producing OELs, you must adhere to the appropriate standards contained in DMM 708.7.0. *Ignore leading asterisks and left-justify the text for this field.*

**FIELD 48 – KEYLINE** - This field will reflect the mail piece keyline information if a keyline is produced (**MAC Batch Developers only**).

**COBOL Picture:** X(30)

**Possible Values:** Alphanumeric or spaces, left-justified.

**Example:** 02334 1 RA/DS 0.222

**Comments:** If the address record is excluded from the presort scenario due to incomplete address elements or if you are not producing keylines, this field should be left blank. If you are producing a batch manifest mailing, keylines are required and you must adhere to the appropriate standards contained in Publication 401, Chapter 6 – 6.2. The four elements of a keyline are:

- Consecutive ID Number
- Weight (in ounces)
- Rate Category
- Postage Paid

Mailpieces that qualify for more than one discount must show each rate category abbreviation separated by a slash in the keyline as shown in the example above.

### Manifest Rate Category Codes – First-Class Mail

Rate Category	Code
Automation 5-digit	AV
Automation 3-digit	AT
Automation AADC Letters and Automation ADC Flats	AB
Automation Mixed AADC Letters and Automation Mixed ADC Flats	MB
Presorted	FP
Single-Piece Rate	SP

**FIELD 49 – FIRST MANIFEST PIECE ID# OF BATCH (MAC Batch Developers only)**

**COBOL Picture:** 9(09)

**Format:** Numeric, right-justified, zero-filled

**Example:** 228 1882

**Comments:** Identifies the first piece number of the batch containing this specific name/address record. This number can be less or equal in value to the number entered in Field 47 but should not be greater than the value in Field 47.

**FIELD 50 - LAST MANIFEST PIECE ID# OF BATCH (MAC Batch Developers only)****COBOL Picture:** 9(09)**Format:** Numeric, right-justified, zero-filled**Example:** 654 8912**Comments:** Identifies the last piece number of the batch containing this specific name/address record. This number can be equal to or greater than the value reflected in Field 47 but should not be less than the value in Field 47.**FIELD 51 – POSTAGE PAYMENT METHOD** - This field contains the single byte code identifying the postage payment method utilized for the mail piece.**COBOL Picture:** X(01)**Possible Values:**

Method	Code
Meter Strips	M
Permit Imprint	P
Precanceled Stamps	S

**FIELD 52 – QUALIFYING PIECE POSTAGE (999v9999)****COBOL Picture:** 9(07)**Format:** Numeric**Example:** 0002750 0007100**Comments:** This reflects the net postage paid for each individual piece. If a keyline is used, this amount should be equal to the amount reflected in the keyline shown in field 45.**FIELD 53 - PARCEL BARCODED DISCOUNT****COBOL Picture:** X(01)**Possible Values:** Y – Yes; N - No**Example:****Comments:** This is a single byte field that will state whether or not the barcoded discount was applied to each specific name/address record.**FIELD 54 – MANIFEST BATCH POSTAGE (MAC Batch Developers only)****COBOL Picture:** 9999v999**Possible Values:****Example:** 2318018 0126827**Comments:** For batch manifest mailings, this field shows the total postage for all pieces within each separate batch. The first four numbers in this field represent whole dollars and the last three represent decimals of a dollar. The entry should be the same for each record that reflects the same batch number in Field 38.

**FIELD 55 - PRESORTED SEQUENCE NUMBER** - This field contains a sequential number that must be applied after the file has been presorted.

**COBOL Picture:** 9(07)

**Possible Values:** Numeric, right-justified, padded with zeroes.

**Example:** 0002234 0012378

**Comments:** This number should begin with 0000000 in the header record and continue increasing by one until the end of the file is reached.