



January 4, 2008

Dear MASS™ Customer:

The Intelligent Mail® barcode is now available for use in preparing automation mailings. The IM™ barcode is a data rich barcode that enhances the ability of the USPS® to provide efficient delivery and other value-added services. Additional information regarding the Intelligent Mail barcode can be found at <http://ribbs.usps.gov/onecodesolution>.

Prior to use of the IM barcode on mailings seeking postage discounts, the USPS requires individual MLOCR systems to demonstrate their ability to accurately produce the IM barcode. All MASS™ manufacturers and end users are required to process a test deck containing 350 mailpieces to demonstrate proper creation and printing of Intelligent Mail barcodes before use is authorized on discount mailings. Passing the IM barcode test does not validate that other mailing requirements as applicable for postage discounts have been met, only that the MLOCR is capable of spraying a properly formatted and readable IM barcode.

You may order your Intelligent Mail barcode test deck immediately if you are interested in offering the IM barcode as an option to your customers. The USPS will provide up to two IM barcode test decks per MLOCR system without charge through October 1, 2008. After October 1, 2008, a fee will be assessed for testing MLOCR systems. It is anticipated that the IM barcode will become mandatory in January 2009, so it is to your advantage to implement the IM barcode as soon as possible.

The IM barcode test is the only MASS testing being offered in 2008 for existing MASS Certified systems. The regular CASS™/MASS Cycle M schedule has been postponed for the August 1, 2008 – July 31, 2009 time period. MASS certification for products or systems that have met current MASS requirements for 2007-2008 Cycle L will remain valid through July 31, 2009. CASS/MASS Cycle M will be resumed in 2009 on the normal schedule.

Please see the provided attachment for additional information on performing the IM barcode test deck processing. If you have any questions or need additional information, please contact the MASS Support Department at 800-642-2914.

Sincerely,

A handwritten signature in cursive script that reads "Alice VanGorder".

Alice VanGorder
Manager, Address Management

Attachment

All MLOCs and Encoders must be individually tested. Therefore, you must submit order forms for each machine. Encoders will still be allowed to be networked and will be tested in groups of four.

To obtain your test deck, please follow the steps below:

1. Complete the attached order form for each certification. The "Intelligent Mail[®] barcode" box has been pre-selected as the type of MASS[™] test requested. All other information should be populated based on your Cycle L certified software and hardware. Please provide contact info and the email address for the person who will receive the test results.
2. A test deck containing 350 mailpieces will be shipped to the location specified on the order. You will not be required to have a postal representative onsite to witness the test.
3. For testing, the **Barcode ID** should be set to "00" (as instructed in Spec and Resource Guide when OEL is not used). The **Service Code** should be set to "700" for First-Class Mail[®] service (as instructed in Spec and Resource Guide when no services are requested). **Mailer ID** can be either a 6 or 9 digit number, but may not be all zeros (MID required per *DMM*[®] guidelines). The Mailer ID can be a predefined Mailer ID or either 66666 or 999999999 as long as only one Mailer ID is used for all IM[™] barcodes sprayed on the test mailpieces. The **Serial Number** value can either be 6 or 9 digits as long as they are not all zeroes. Either a single Serial Number can be used on all mailpieces or a different one for every mailpiece. If any two of the test deck mailpieces have the same Serial Number, then every mailpiece in the test deck must have the same Serial Number.
4. Fees for Intelligent Mail barcode test decks are subject to the following:
 - a. If ordered by October 1, 2008 and received for grading by October 15, 2008, fees will be waived for the first two attempts.
 - b. If the results from a machine or group of networked machines fail in the first two attempts (regardless of the date ordered and returned) a standard fee of \$300 will be charged for each additional test required to achieve certification.
 - c. All test decks ordered after October 1, 2008 will be billed a standard fee of \$300 for each test ordered.
 - d. Test decks must be received at the National Customer Support Center (NCSC) by close of business October 15, 2008 to have fees waived.
5. Test decks received at the NCSC before September 28, 2008 are guaranteed to be processed and graded prior to January 1, 2009. Please note this guarantee is only for those decks received in our office prior to close of business on September 28. Our office hours are from 8am – 5pm CST Monday – Friday. Any test deck received after September 28, 2008 is not guaranteed to be completed by January 1, 2009.
6. Upon successful certification of the Intelligent Mail barcode, your company profile will be updated in our customer master file to indicate your ability to accurately spray the Intelligent Mail barcode. You **will not** receive an additional certification certificate.

Please be advised that all rules governing hardware and software revisions, upgrades, patches, relocations, and new machines still apply and may be subject to recertification.

For high-level, step-by-step instructions on how to use the Intelligent Mail barcode, please access the link below. Learn about the key components and what you need to consider before creating the barcode.

http://ribbs.usps.gov/ONECODESOLUTION/getstrtd/USPSIMB_Getting_Started.pdf



MASS™ Order Form

Customer Information (Please print)

Company Official Contact Name		Email Address	
Company Name			
Street Address, P.O. Box, Rural/Hwy Contract, or Route Number			Apt/Suite
City		State	ZIP + 4®
Telephone Number (Include area code)		Fax Number (Include area code)	
Company Salesperson	Telephone Number (Include area code)	Salesperson Email Address	

Billing Address (If different from Customer Information)

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number			Apt/Suite
City		State	ZIP + 4®

U.S. Postal Service® Representative Information

Attention			
Street Address, P.O. Box, Rural/Hwy Contract, or Route Number			Apt/Suite
City		State	ZIP + 4®
Telephone Number (Include area code)		Fax Number (Include area code)	

Equipment Information

I request that my certification be maintained in US Postal Service documents and records as:

- Service Bureau
 Mailer
 Manufacturer
 I do not wish to be listed in USPS pubs.

- All MLOCR machines connected to a *FASTforward*® black box **MUST** process the MASS test deck with *FASTforward* mode turned on. Check here if a *FASTforward* black box is installed and this machine is operating with *FASTforward* turned on.

If the matching software/hardware has optional parameters, you **MUST** return a list of the parameters used to process the MASS Stage II file with this form. You **MUST** return a hardcopy of PS Form 3553, *CASS Summary Report*, with the MASS test deck.

User Acknowledgement Statement

I hereby certify that all information on this application is accurate and correct. I also certify that the responses provided on the MASS certification test deck will be obtained using the same configuration as used in the processing of customer/client address files and that any modification to the products used to process this test will require retesting and recertification prior to use or release. The MASS test deck will be processed in-house with company-owned or leased software/hardware. I further certify that this address-matching product contains technology that disables access to outdated U.S. Postal Service® data as stated in the DMM 708.3.

CASS™/MASS™ certification scores are confidential information and the applicant agrees not to disclose scores achieved on their passing test for the purpose of marketing their software or hardware product.

Company Official Contact Signature	Date
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Return Order Form To MULTILINE ACCURACY SUPPORT SYSTEM NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001 Fax: 901-681-4440	NCSC Use Only Customer Number
	Date
	PRDT Code

Note: This page may be copied for multiple MLOCR systems. A completed form must be submitted for each MLOCR system.

Type of Certification

Indicate the type of certification requested.

<input type="checkbox"/> Annual Certification	<input type="checkbox"/> New Certification	<input type="checkbox"/> Moved/Relocated	<input type="checkbox"/> Upgraded	Installation date (Not required for annual certification.)
<input type="checkbox"/> Reassembled	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Hybrid/Conversion		

Type of MASS Test

Indicate the type of MASS test requested.

MLOCR MLOCR with RVE Encoder RVE LVE Flat Intelligent Mail® Barcode

MLOCR

Software Product	Version Number	Configuration	MASS ID
Equipment Manufacturer	Model Number	Serial Number	

Encoding Stations

Software Product	Version Number	Configuration	MASS ID
Equipment Manufacturer	Model Number	Serial Number*	

* List all serial numbers for networked systems and indicate which one is the server.

Remote/Local Video encoding Site Information

Company Official Name

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number

Apt/Suite

City

State ZIP + 4®

Telephone Number (Include area code)

Fax Number (Include area code)

Software

Version Configuration

Equipment Information

Image Capturing Equipment Manufacturer	Model Number	Serial Number	MASS ID
Barcoding Equipment Manufacturer	Model Number	Serial Number	MASS ID

MASS Certification Date (If applicable)

Hybrid Equipment Information Before Conversion

Equipment Manufacturer	Model Number	Serial Number
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Change of Ownership

Equipment Model Number	Serial Number	MASS ID
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Previous Owner's Name

Previous Owner's Address

If the machine is not physically relocated, a new MASS certificate may be issued. If the machine is physically relocated, the customer must follow the machine relocation guidelines.