
A Guide to Electronic Documentation and Appointments for Full-Service Mailings

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1 Purpose

This Guide to Electronic Documentation and Appointments for Full-Service Mailings is intended to provide answers to technical questions arising from the Federal Register Notice named "Implementation of New Standards for Intelligent Mail® Barcodes" that can be found at <http://pe.usps.com/FederalRegisterNotices.asp>. This guide provides details on the changes required to existing electronic documentation solutions needed to support mailings seeking full-service prices. Those unfamiliar with electronic documentation today should begin their study with the *PostalOne!* Getting Started Guide which can be found at <http://www.usps.com/postalone/guides.htm>. The *PostalOne!* Getting Started Guide provides a detailed overview of electronic documentation options and how to begin using these solutions. Additional resources about the various electronic documentation solutions can be found in the Guides and Tools section on the *PostalOne!* website at <http://www.usps.com/postalone/guides.htm>.

For those familiar with existing electronic documentation solutions, this document will help you understand the changes required to implement the full-service option. This document will describe how you should populate your electronic documentation files and how you must create or update your electronic appointments to comply with the full-service option.

Note: all references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

This document also describes the information that will be available from full-service mailings. Mailings that comply with full-service requirements will be provided online start-the-clock and address correction reports for mailings/mailpieces that comply with full-service requirements. These reports will be enabled in two phases. The first phase will enable online reports for start-the-clock and address correction. The second phase will make data available using Web services.

2 Intelligent Mail® Requirements

Two options are proposed for using Intelligent Mail® (IM) barcodes to access automation prices; a full-service option and a basic option. For the basic option, mailers use the Intelligent Mail® barcode on their letter and flat mailpieces (note that mailers may continue to use the current POSTNET™ barcode for automation prices until May 2010). At a minimum, the basic option Intelligent Mail barcode will include the same delivery point information that is included in the POSTNET barcode today, a Postal Service assigned Mailer ID, the class of mail indicated in a Service Type ID, and optional endorsement line (OEL) information in the Barcode ID field if an OEL is printed on the mailpiece. There is also a Serial Number field that may be populated with any numbers the mailer chooses. Mailers using pressure sensitive barcoded bundle labels will not be required to include OEL information in the Intelligent Mail barcode.

Full-service automation mailings require unique Intelligent Mail barcodes on mailpieces, tray labels used on trays, sacks and tubs, and container placards used on pallets or other containers (when containerization is required). The Intelligent Mail barcode on the full-service mailpieces must indicate the Mail Class using a Service Type ID, an assigned Mailer ID, OEL information in the Barcode ID field if an OEL is used, delivery point information, and unique serial numbers in the Serial Number field. Additional requirements include the use of an approved electronic method to transmit postage statements and mailing documentation to the United States Postal Service (U.S. Postal Service) describing how mailpieces are linked to trays, tubs or sacks, and containers (if applicable) and the electronic scheduling or updating of Drop Shipment appointments through the Facility Access and Shipment System (FAST) for Destination Bulk Mail Center (DBMC), Destination Area Distribution Center (DADC), and Destination Sectional Center Facility (DSCF) dropshipments.

Under the full-service option, when Mail Owners elect to use their own 6-digit or 9-digit Mailer ID and unique serial numbers for mailpieces, Mail Preparers would be required to honor the 6-digit or 9-digit Mailer ID and unique numbering as architected by the Mail Owner. Regardless of whose Mailer ID is in the Intelligent Mail barcode, identification of the Mail Owner must be included in the electronic documentation as explained in the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document.

Complete information on how to populate and create an Intelligent Mail® Barcode can be found at <http://ribbs.usps.gov/onecodesolution/>.

2.1 Unique Intelligent Mail Barcodes

Basic mailpieces may carry a unique Intelligent Mail barcode but uniqueness is not required. In contrast, full-service mailpieces are required to have a unique Intelligent Mail barcode on the mailpiece. Three of the fields in the Intelligent Mail barcode are used to maintain barcode uniqueness.

- 1) Service Type ID: Identifies the Mail Class and the additional service requests for the mailpiece (e.g. OneCode Confirm™ (for mail tracking) and/or OneCode ACS™ (for address correction services)).
- 2) Mailer ID: a 6-digit or 9-digit number that uniquely identifies the Mail Owner or Mailing Agent – assigned by the Postal Service.
- 3) Serial Number: a 6-digit or 9-digit sequence number used to further identify the mailpiece or mailing.

The combination of these three fields is used to create a unique mailpiece identifier in the Intelligent Mail barcode as required for full-service mailpieces. While the Service Type ID is part of the unique identification, Intelligent Mail barcodes with the same Mailer ID and Serial Number cannot be repeated within mailings of the same mail class within 45 days from the date the mailpiece carrying the Intelligent Mail barcode becomes mail (i.e. the Service Type ID can only be used for unique identification across mail classes, not within a mail class).

2.2 Service Type Identifiers

Service Type Identifiers are used to identify the Mail Class and the additional services requested for that mailpiece. As part of full-service, address correction and start-the-clock information are free services. The Service Type ID in the full-service Intelligent Mail barcode needs to be coded to reflect the appropriate treatment required for the mailpiece should the mailpiece be determined to be undeliverable or to require forwarding.. For example for a full-service First-Class Mail® mailpiece where the mailer wants forwardable mailpieces forwarded and other undeliverable mailpieces returned, a service type code of “081” will be used. If the mailer wants the piece to be disposed if it is unable to be forwarded, a service type code of “083” will be used on the First-Class Mail full-service Intelligent Mail piece.

Those interested in the OneCode Confirm service for full-service or basic mailpieces must still purchase a Confirm® service subscription and indicate the request for Confirm service in the Service Type ID on the mailpiece. In addition, address correction information will also be available for purchase for basic mailpieces through the OneCode ACS system. Those interested in address correction data on basic mailpieces should obtain a OneCode ACS subscription and indicate the request for that service in the Service Type ID.

The following describes how to populate the Service Type ID field in the Intelligent Mail barcode for both full-service and basic mailpieces. Full-service mailpieces using one of these Service Type Identifiers will receive address correction information for free. Address correction services can also be purchased for a basic mailpiece using the appropriate Service Type ID as described below. Start-the-clock information will be provided for full-service mailings regardless of the Service Type ID used. Refer to the Service Type Identifier Appendix at the end of this document to find the correct Service Type ID for use if requesting Confirm for full-service or basic mailpieces. If you need to identify Service Type Identifiers to use in your current Intelligent Mail barcodes, refer to the Intelligent Mail Barcode Technical Resource Guide, which can be found at <http://ribbs.usps.gov/onecodesolution/>.

2.2.1 First-Class Mail Service Type Identifiers

First-Class Mail mailpieces should use one of the following Service Type Identifiers unless additional services are requested (i.e. Confirm). The Service Type Identifier is used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender can request to have all First-Class Mail UAA mailpieces disposed of and receive an address correction notice if they are undeliverable, regardless of whether there is a change of address record on file. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below and provides additional Service Type Identifiers to use if requesting the Confirm service.

2.2.1.1 First-Class Mail Basic Service Type Identifiers

2.2.1.1.1 First-Class Mail Basic Service **Without The Purchase** of Electronic Address Correction Information or With Purchase of Hardcopy Address Correction Notices

Address correction information may be purchased separately for basic mailpieces. If the mailer does not want to purchase electronic address correction information as part of the basic option, the mailer should use a Service Type ID as shown in this section.

- Basic First-Class Mail where the sender requests mailpieces be forwarded if a change of address record is on file or returned to the sender if not forwardable must use **Service Type ID 081**.
- Basic First-Class Mail where the sender requests disposal of all UAA mailpieces, or forwarding if a change of address record is on file and disposal of all other UAA mailpieces, must use **Service Type ID 083**.
- Basic mailers that want all of their First-Class Mail UAA handled according to an on-piece endorsement or a blank on-piece endorsement, or mailers that wish to obtain hardcopy address corrections, must use **Service Type ID 036**. The mailer must include the printed ancillary service endorsements on the mailpiece that is applicable for the desired mailpiece disposition, or no printed endorsement if default handling of the mailpiece is desired. No electronic address correction information is provided with this Service Type ID. Additional fees for hardcopy address correction notices may apply.

2.2.1.1.2 First-Class Mail Basic Service **With The Purchase** of Electronic Address Correction Information.

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of electronic address correction information on the mailpiece.

- Basic First-Class Mail mailpieces for which the sender purchases electronic address correction information for mailpieces that the sender requests be forwarded if a change of address record is on file or returned to the sender if not forwardable must use **Service Type ID 080**. Address correction information will be provided through the sender's OneCode ACS subscription.
- Basic First-Class Mail mailpieces for which the sender purchases electronic address correction information and for which the sender requests disposal of all UAA mail, or to forward if a change of

address record is on file and the disposal of all other UAA mailpieces, must use **Service Type ID 082**. Address correction information will be provided through the sender's OneCode ACS subscription.

2.2.1.2 First-Class Mail Full-Service Service Type Identifiers

Electronic address correction information will be provided free for all full-service mailpieces using one of the Service Type Identifiers defined in this section unless otherwise indicated.

- Full-service First-Class Mail mailpieces where the sender requests a mailpiece be forwarded if a change of address record is on file or returned to the sender if not forwardable must use **Service Type ID 081**.
- Full-service First-Class Mail mailpieces where the sender requests disposal of all UAA mail, or forwarding if a change of address record is on file and disposal of all other UAA mailpieces, must use **Service Type ID 083**.
- Full-service mailers that want all of their First-Class Mail UAA handled according to an on-piece endorsement, or a blank on-piece endorsement, must use **Service Type ID 036**. The mailer must include the printed ancillary service endorsements on the mailpiece that is applicable for the mailpiece disposition, or no printed endorsement if default handling of the mailpiece is desired. No electronic address correction information is provided with this Service Type ID. Additional fees for hardcopy address correction notices may apply.

2.2.2 Standard Mail® Service Type Identifiers

Standard Mail mailpieces should use one of the following Service Type Identifiers unless additional services are requested (i.e. Confirm). These mailpieces must also carry an on-piece endorsement, either one that matches the disposition requested or Electronic Service Requested. The Service Type Identifier and the on-piece endorsement are used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender can request to have all Standard Mail UAA mailpieces disposed of and receive an address correction notice that provides a customer's new address or specifies the reason the mailpiece was undeliverable. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below and provides additional Service Type Identifiers to use if requesting the Confirm service.

2.2.2.1 Standard Mail Basic Service Type Identifiers

2.2.2.1.1 Standard Mail Basic **Without The Purchase** of Electronic Address Correction Information or With The Purchase of Hardcopy Address Correction Notices

- Address correction information may be purchased separately for Standard Mail basic mailpieces. Standard Mail basic mail that does not purchase electronic address correction service separately must use **Service Type ID 093** without any ancillary service endorsement printed on the mailpiece. Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hardcopy address corrections and additional postage due fees to handle UAA mailpieces.
- Basic Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 037**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option.

2.2.2.1.2 Standard Mail Basic **With The Purchase** of Electronic Address Correction Information

The Service Type Identifiers defined in this section identify whether the sender is requesting the purchase of address correction information on the mailpiece.

- Basic Standard Mail mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 092** and bear the printed endorsement Electronic Service Requested (recommended) or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.
- Basic Standard Mail mailpieces for which the sender purchases address correction information and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 090** and bear the endorsement Electronic Service Requested (recommended) or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

2.2.2.2 Standard Mail Full-Service Service Type Identifiers

Electronic address correction information will be provided free for all Standard Mail Full-service mailpieces using the Service Type Identifier defined in the below bullet.

- Full-service Standard Mail mailpieces for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 093** and bear the printed ancillary service endorsement Electronic Service Requested (recommended) or Change Service Requested on the mailpiece.

Address correction information will be provided at the appropriate address correction price for Standard Mail Full-service mailpieces using the below Service Type ID identified in the below bullet.

- Full-service Standard Mail mailpieces that the sender requests be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 091** and bear the printed ancillary service endorsement Electronic Service Requested (recommended) or Address Service Requested on the mailpiece. Note: there is an additional postage due charge for the mailpieces forwarded or returned under this handling.
- Full-service Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 037**. The mailer must include the printed ancillary service endorsement on the mailpiece. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hardcopy address corrections and mailpiece handling dispositions are associated with this option

2.2.3 Periodicals Service Type Identifiers

Periodicals mailpieces should use one of the following Service Type Identifiers unless additional services are requested (i.e. Confirm). The Service Type Identifier is used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender can request to have an unforwardable UAA mailpiece returned to the sender. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below and provides additional Service Type Identifiers to use if requesting the Confirm service.

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hardcopy PS Form 3579, or through physical return of the mailpiece.

2.2.3.1 Periodicals Mail Basic Service Type Identifiers

2.2.3.1.1 Periodicals Mail Basic **Without The Purchase** of Electronic Address Correction Information Generated Through The Intelligent Mail Barcode Or With The Purchase Of Hardcopy Address Correction Notices

Address correction information may be purchased separately for basic Periodicals mailpieces. Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hardcopy PS Form 3579, or through physical return of the mailpiece.

- Basic Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces disposed and does not purchase address correction services separately through the Intelligent Mail barcode must use **Service Type ID 038** without any ancillary service endorsement printed on the mailpiece. Address correction fees associated with undeliverable Periodicals mailpieces will be charged at current pricing as appropriate.
- Basic Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 days after the customer has moved and have all other UAA mailpieces returned and does not purchase address correction services separately through the Intelligent Mail barcode must use **Service Type ID 783** and print “Address Service Requested” and show their return address on the front of the mailpiece. Address correction and returned mailpiece fees associated with undeliverable Periodicals mailpieces will be charged at current pricing as appropriate.

Important: A basic mailer that uses a Mailer ID in conjunction with Service Type IDs 038 or 783 may not use that same Mailer ID on any other mailings or mailpieces to request electronic address corrections. If a mailer elects to begin receiving electronic address corrections using the same Mailer ID that was previously used on mailpieces which did not provide electronic address corrections the mailer must contact the NCSC to register their Mailer ID with the ACS Department prior to mailing.

2.2.3.1.2 Periodicals Mail Basic **With The Purchase** of Electronic Address Correction Information Generated Through The Intelligent Mail Barcode

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece.

- Basic Periodicals mailpieces for which the sender purchases address correction information and that the sender requests be forwarded for the first 60 days after the customer moves and all other UAA be disposed must use **Service Type ID 704**.
- Basic Periodicals mailpieces for which the sender purchases address correction information and that the sender requests be forwarded for the first 60 days after the customer moves and all other UAA be returned to the sender must use **Service Type ID 782**. Additional requirements and costs apply. See DMM 507 for these requirements.

Note: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8 and 8B, are provided for basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hardcopy address correction notices provided under this service.

2.2.3.2 Periodicals Mail Full-Service Service Type Identifiers

Electronic address correction information will be provided free for all full-service mailpieces using one of the Service Type Identifiers defined in this section.

- Full-service Periodicals mailpieces that the sender requests be forwarded for the first 60 days after the customer moves and all other UAA be disposed must use **Service Type ID 038**.
- Full-service Periodicals mailpieces that the sender requests be forwarded for the first 60 days after the customer moves and all other UAA be returned to the sender must use **Service Type ID 783**. Additional requirements and costs apply. See DMM 507 for these requirements.

Note: OneCode ACS address notification Option 5 only is provided for Full-service Periodicals mailers. This option will provide the mailer with an address correction notice for mailpieces requiring forwarding on the first occurrence of the mailpiece within 60 days of the customer's move date and once on the first mailpiece handling that occurs 60 days after the customer move date. Mailpieces that are UAA for a non-move related reason will produce an electronic address correction for every UAA occurrence.

2.2.4 Bound Printed Matter Flats Service Type Identifiers

Bound Printed Matter flat mailpieces should use one of the following Service Type Identifiers. The Service Type Identifier is used as the mail is processed to determine how an Undeliverable as Addressed (UAA) mailpiece should be handled. For example, the sender can request to have UAA mailpieces disposed of and receive an electronic address correction notice that provides the new address information or specifies the reason for non-delivery.

While there is no Move Update requirement for Bound Printed Matter, address correction information will be made available for mailpieces carrying an Intelligent Mail barcode. The Service Type Identifier Appendix at the end of this document contains a table that illustrates the information below.

2.2.4.1 Bound Printed Matter Flats Basic Service Type Identifiers (Use Restricted Until May 2009)

2.2.4.1.1 Bound Printer Matter Flats Basic **Without The Purchase** of Electronic Address Correction Information Or With The Purchase Of Hardcopy Address Correction Notices

- Address correction information may be purchased for basic mailpieces. Basic Bound Printed Matter flats that do not purchase electronic address correction services separately must use **Service Type ID 466** without any ancillary service endorsement printed on the mailpiece. Any undeliverable mailpieces will be disposed of as waste and no electronic or hardcopy address correction notice will be provided. Mailers desiring other mailpiece handling dispositions must use **Service Type ID 466** and print an ancillary service endorsement on the mailpiece indicating the desired handling. Additional postage and fees may apply. See DMM 507 for additional information.

2.2.4.1.2 Bound Printer Matter Flats Basic **With The Purchase** of Electronic Address Correction Information

The Service Type Identifiers defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece.

- Basic Bound Printed Matter flats for which the sender requests address correction information and that the sender requests be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 424** and bear the printed text endorsement Electronic Service Requested (recommended) or Address Service Requested on the mailpiece. Note: there is an additional charge for this handling except when the mailpiece is forwarded locally.
- Basic Bound Printer Matter flats for which the sender requests address correction information and for which the sender requests disposal of all UAA mailpieces must use **Service Type ID 431** and bear the printed text endorsement Electronic Service Requested (recommended) or Change Service Requested on the mailpiece.

2.2.4.2 Bound Printed Matter Flats Full-Service Service Type Identifiers (Use Restricted Until May 2009)

Electronic address correction information will be provided free for all Full-service mailpieces using one of the Service Type Identifiers defined in this section.

- Full-service Bound Printed Matter flats where the sender requests mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 423** and bear a printed text endorsement such as Electronic Service Requested (recommended) or Address Service Requested on the mailpiece. Note: there is an additional charge for this handling except when forwarded locally.
- Full-service Bound Printer Matter flats for which the sender requests disposal of all UAA mailpieces must use **Service Type ID 430** and bear a printed text endorsement such as Electronic Service Requested (recommended) or Change Service Requested on the mailpiece.
- Full-service Bound Printed Matter flats that do not purchase electronic address correction services separately must use **Service Type ID 466** without any ancillary service endorsement printed on the mailpiece. Any undeliverable mailpieces will be disposed of as waste and no electronic or hardcopy address correction notice will be provided. Mailers desiring other mailpiece handling dispositions must use **Service Type ID 466** and print an ancillary service endorsement on the mailpiece indicating the desired handling. Additional postage and address correction fees may apply. See DMM 507 for additional information.

3 Electronic Mailing Documentation and Postage Statements

Today, mailings that claim discounts that require minimum volumes must be accompanied by a postage statement and presort documentation (when documentation is required). Mailers typically furnish hard copy postage statements and documentation or supply a computer terminal at their site for Postal Service acceptance personnel to view their documentation. For the full-service option, mailers will be required to use one of three methods, namely Mail.dat, Wizard Web Services (WWS) or Postal Wizard (PW), to send their electronic mailing information to the *PostalOne!* system. The *PostalOne!* system is an information-management system that translates customer-generated electronic information into postage statements and supporting documentation, such as qualification and container reports. This electronic mailing information is used for business mail verification, acceptance, and induction processes. By submitting documents electronically, mailers will be able to avoid the creation of paper-based forms and use this technology to manage their mailing data. Some mailers have already transitioned to electronic submission of their postage statements and mailing documentation.

Access to the *PostalOne!* system is required to submit electronic documentation using any of the three methods outlined above (Mail.dat, WWS, Postal Wizard). Detailed instructions on how to obtain access to the *PostalOne!* system can be found at <http://www.usps.com/postalone/howto.htm> where you will also find a link to the Online Application Form. For additional information on how to sign-up and begin using the *PostalOne!* system today please see the *PostalOne!* Getting Started Guide at <http://www.usps.com/postalone/pdf/PostalOne/StartGuide.pdf>.

As referenced in the Federal Register, discounts for full-service will begin in May 2009. Those interested in transitioning to electronic submission of mailing documentation for full-service prior to May 2009 can find more information about how to get started at <http://www.usps.com/postalone/guides.htm>. There they will find guides that describe the existing specifications and system requirements. Those interested in understanding how the specifications and system requirements will change to support full-service should refer to the full-service version of the technical guides which are posted at <http://ribbs.usps.gov/fullserviceguides/>. Note: all references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

With the full-service option, you will need to submit postage statement and other mailing documentation electronically using one of three options:

1. Mail.dat®: Mail.dat is an industry-defined database structure consisting of files linked by key fields. For information about Mail.dat refer to <http://www.maildat.org/>. For information on how you can use Mail.dat to submit electronic information for full-service, refer to <http://ribbs.usps.gov/fullserviceguides/> where you will find the *PostalOne!* System Mail.dat Technical Guide for Full-Service. Note: This document references proposed changes for Mail.dat version 09-1 which have not been finalized by IDEAlliance and are, therefore, subject to change.
2. Wizard Web Services: The Wizard Web Service (WWS) application enables secure electronic submission of mailing information to the Postal Service using eXtensible Markup Language (XML) messaging technology. For more information about using WWS for communicating with the *PostalOne!* system for full-service, refer to the *PostalOne!* system product guides and tools and the WWS Development Guide for full-service on <http://ribbs.usps.gov/fullserviceguides/>. Note: This document references proposed changes for WWS version 3.0 which have not been finalized by IDEAlliance and are, therefore, subject to change.
3. Postal Wizard: Today, the Postal Wizard (PW) is a tool that provides a secure way to submit a postage statement online, through an account on the *PostalOne!* system. The Postal Wizard can be used for full-service mailings of fewer than 10,000 pieces, when postage is affixed to each piece at the correct price or when each piece is of identical weight and the mailpieces are separated by price. There are two ways to use the Postal Wizard – the user can enter information online or can upload information.

In addition to the presort documentation required today, the full-service mailer's electronic documentation will contain information about Intelligent Mail barcodes applied to mailpieces, trays, sacks, tubs and containers. The documentation must include the unique Intelligent Mail barcode applied to each mailpiece in a mailing, the unique Intelligent Mail® Tray barcode applied to each tray or sack, as well as the unique Intelligent Mail® Container barcode applied to each container in a mailing (when containerization is required). The documentation must also describe how mailpieces are linked to (or nested within) handling units, such as trays and sacks, and how mailpieces and handling units are linked to containers (when containerization is required). The documentation must also identify the preparer of the mailing and the mailer for whom the mailing is prepared (i.e., Mail Owner, if applicable). Both the Mail.dat and Wizard Web Services file specifications support this required nesting and barcode information.

3.1 Comailing

Comailing is allowed for Standard Mail flat-shaped mailings where multiple permits are used in a single mailing. Refer to the Domestic Mail Manual (DMM) found at http://pe.usps.gov/text/dmm300/dmm300_landing.htm section 708.1.5.a for detailed rules on how to create a Standard Mail comailing.

Comailing is also allowed for Periodicals where multiple titles are combined in a single mailing. Postage for each Periodicals publication must be paid separately. Refer to the DMM found at http://pe.usps.gov/text/dmm300/dmm300_landing.htm section 707 for detailed rules on how to create a Periodicals comailing.

Mailers who comail both basic and full-service mailpieces in a bundle, sack, tray or pallet and who wish to qualify the full-service mailpieces at the full-service price must meet the following requirements:

- 1) Include a mailpiece record in the mailpiece electronic documentation for each basic option mailpiece in the mailing (see the Piece Electronic Documentation sections of this document for details on what must be included).
- 2) Follow all of the requirements for full-service mailings with the exception that the basic option mailpieces in the comailing are not required to each carry a unique Intelligent Mail barcode.

3.2 Combined mailing

After specific USPS authorization, a mailer may prepare separate First-Class Mail letter- or flat-size or Standard Mail letter-size automation mailings that each contain pieces paid with different authorized methods of postage payment (permit imprint, meter stamp, or precanceled stamp) or that contain pieces having different rates of postage affixed or multiple ounces of First-Class Mail permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to the USPS. Each mailing with a different payment method used is reported on a separate postage statement, but the combined totals will match the USPS Qualification Report Summary.

Mailers with combined mailings with both basic and full-service mailpieces in a tray or tub and who wish to qualify the full-service mailpieces at the full-service price must meet the following requirements:

- 1) Include a mailpiece record in the mailpiece electronic documentation for each basic option mailpiece in the mailing (see the Piece Electronic Documentation sections of this document for details on what must be included).
- 2) Follow all of the requirements for full-service mailings with the exception that the basic option mailpieces in the combined mailing are not required to each carry a unique Intelligent Mail barcode.

3.3 Copalletization

The copalletized portion of a mailing job is either: a) bundles (flat-size pieces) of multiple Periodicals publications or editions on pallets; or, b) trays containing letter-size pieces of one Mail Owner commingled on pallets with trays of letter-size pieces from a different mailing of the same Mail Owner or from one or more other Mail Owners. Copalletized pallets may contain a mixture of any combination of full-service, basic automation, POSTNET automation and nonautomation trays. Electronic documentation as described below must be provided for all copalletized bundles/trays regardless of whether a full-service bundles/trays are included.

3.3.1 Periodicals Scenario

For copalletization, the Mail Preparer at the originating site, the consolidator at the copalletization site and the Postal Service enter a service agreement approved by Business Mailer Support. For purposes of this guide, a consolidator may be the same party as Mail Preparer. For Periodicals, the DMM 707.27.2.1 states that this agreement shall include: the mailer's name and address, the mailing office, procedures and quality control measures for the copalletized mailing, the expected date of the first mailing, and a sample of the standardized documentation.

Periodicals mailers preparing full-service mailpieces in bundles that will be copalletized at the ADC (or finer) level must follow all of the requirements for full-service. Periodicals mailers preparing basic mailpieces in bundles that will be copalletized at the ADC (or finer) level will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The bundles shall be sorted to the sack level called the virtual sack. The bundles may be physically in the sacks or on a pallet to be shipped to the consolidator. The electronic documentation will also indicate, at the virtual sack level, which bundles will be sent to a consolidator for copalletization. In Mail.dat this is accomplished by placing a "Y" in the copalletization indicator field in the .CSM file (available in Mail.dat version 09-1). In WWS, this will be accomplished by placing a "Y" in the copalletization indicator field in the ContainerData message (available in Mail.XML version 4.0).

Electronic data sent by mailers to the Postal Service will be used to create standardized documentation for each mailing at the origin acceptance office. This electronic data will be used to create a postage statement at the origin acceptance office only for the bundles that will not be copalletized. The electronic data must include the correct rate type (including basic or full-service) in the Container Quantity Record (.CQT) record for Mail.dat and in the ContainerData record for WWS. The electronic data for the virtual sacks to be copalletized is then forwarded to the consolidator. The data forwarded to the consolidator does not require mailpiece level electronic documentation.

When creating a copalletized Periodicals mailing, the consolidator will use the electronic data received from the creator of the Periodicals to create a new set of electronic data. This data will provide container level details and will identify the container to which each bundle is associated. Each pallet shall have an Intelligent Mail Container barcode. Consolidators' electronic data will also reference the original owner's electronic data. For Mail.dat, consolidators will include the original Job ID, original User License Code, and original Container ID (for virtual sack), and original Verification Zip + 4 (Mail facility ID) from the segment level from the original Mail.dat files in the new fields of the Mail.dat created by the consolidator to represent the mail. The Mail.dat file from the consolidator must contain the Intelligent Mail Container barcode.

For WWS, consolidators will include mailingGroupID, customerGroupID, customerQualificationReportID, and customerContainerID from the original WWS submission in the QualificationReport of the WWS messages created by the consolidator to represent the mail on the pallets. The WWS submission from the consolidator must contain the Intelligent Mail Container barcode for the pallets. This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator and will be used to create the standardized documentation and the postage statements for the copalletized mailing. The postage statements will be for each USPS Publication Number and Issue in the copalletized mailing.

3.3.2 Standard Mail Flat-size Bundles Scenario

For Standard Mail copalletization the mailer must have an approved service agreement with Business Mailer Support. To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted bundles from each mailing to achieve the finest presort level for the mailing as required in DMM 705.8.7.4. Standard Mail flat-size mailers preparing full-service mailpieces that will be copalletized must follow all of the requirements for full-service. Standard Mail flat-size mailers preparing basic mailpieces that will be copalletized will create the electronic documentation and postage statements but are not required to create mailpiece level documentation.

Electronic data will be sent to the Postal Service to create standardized documentation for each mailing at the origin acceptance office. This electronic documentation will be used to create a postage statement at the origin acceptance office.

If the different Standard Mail flat-size mailings are sent to a consolidator for copalletization, the mailings must first be paid for at the origin facility. The electronic data for the mailings to be copalletized is then forwarded to the consolidator. For purposes of this guide, a consolidator may be the same party as Mail Preparer.

When creating a copalletized Standard Mail flat-size mailing, the consolidator will use the electronic data received from the Mail Preparer to create a new set of electronic data. This data will provide container level details and will identify the container to which each bundle is associated. Each pallet shall have an Intelligent Mail Container barcode. Consolidator's electronic documentation will also reference the original electronic documentation. For Mail.dat files, consolidators will include the original Job ID, original User License Code, original Container ID, and original Verification Zip + 4 (Mail facility ID) from the segment level from the original Mail.dat files in the new fields of the Mail.dat created by the consolidator to represent the mail. The Mail.dat file from the consolidator must contain the Intelligent Mail Container barcode for the pallets. For WWS, consolidators will include mailingGroupID, customerGroupID, customerQualificationReportID, and customerContainerID from original WWS submission in the QualificationReport of the WWS messages created by the consolidator to represent the mail on the pallets. The WWS submission from the consolidator must contain the Intelligent Mail Container barcode for the pallets. This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator and will be used to determine whether any additional postage is due.

3.3.3 Standard Mail in Trays Scenario

For Standard Mail copalletization the mailer must have an approved service agreement with Business Mailer Support. Standard Mail mailers preparing full-service mailpieces in trays that will be copalletized must follow all of the requirements for full-service with the exception of including handling unit to container nesting information in their electronic documentation for the handling units that will be copalletized.

Standard Mail mailers preparing basic mailpieces and trays that will be copalletized must prepare electronic data to support the standardized documentation. They must also provide electronic postage statements with the exception of including handling unit to container nesting information and the mailpiece level electronic documentation. All trays prepared as part of a copalletized mailing, regardless of whether they will be copalletized, must have an Intelligent Mail Tray barcode applied to the tray. The electronic documentation will indicate which handling units Intelligent Mail Tray barcodes will be sent to a consolidator for copalletization. For purposes of this guide, a consolidator may be the same party as Mail Preparer.

In Mail.dat this is accomplished by placing a "Y" in the copalletization indicator in the .CSM file (available in Mail.dat version 09-1). In WWS, this is accomplished by placing a "Y" in the copalletization indicator in the ContainerData message (available in Mail.XML version 4.0). The electronic documentation must include the correct rate type (including basic or full-service) in the .CQT record for Mail.dat and in the ContainerData record for WWS. This electronic data will be sent to the postal service to generate standardized documentation and postage statements for the entire mailing at the origin. The electronic documentation is then forwarded to the consolidator.

Consolidators who copalletize Standard Mail will receive electronic data for the trays that will be copalletized. The electronic data for the trays containing basic mailpieces is not required to include mailpiece level information but must include handling unit details. Trays containing basic mailpieces that will be copalletized must have an Intelligent Mail Tray barcode applied to the tray.

The consolidator will move the trays onto the correct pallets. When creating a copalletized Standard Mail mailing, the consolidator will use the electronic data received from the creator of the Standard Mail mailing to create a new set of electronic data. This data will provide container level details and will identify the pallet to which each tray is associated. Each pallet shall have an Intelligent Mail Container barcode. Consolidator electronic data will also reference the original electronic data. For Mail.dat submissions, consolidators will include the Job ID, Container

ID(for trays), CQT Database ID and Package ID from the original Mail.dat files in the new fields of the Mail.dat created by the consolidator. For WWS, consolidators will include mailingGroupID, customerGroupID, customerQualificationReportID, and customerContainerID from the original WWS submission in the QualificationReport of the WWS messages created by the consolidator.

3.4 Manifest Mailings

With authorization from USPS, mailers may participate in the manifest mailing program. This program requires mailers to utilize an automated system to document postage and fees for all pieces in a mailing paid via permit imprint indicia. Each piece in the mailing is assigned a unique identification number that may be compared with the manifest. To participate in the program, mailers must develop or use a computerized system that generates documentation to support mailings. When using the sequential manifesting options listed below, both the unique identification number on the mailpiece and the unique Intelligent Mail barcode must be sequential and contiguous.

Mailers participating in the manifest mailing program can use either the sequential or non-sequential piece electronic documentation options described in this document for Mail.dat or WWS. Mailers will place the unique identification number (human readable) as well as the Intelligent Mail barcode applied to the mailpiece in the electronic documentation. When using Mail.dat for sequential or non-sequential piece electronic documentation, the unique identification number is placed in the Piece ID field and the Intelligent Mail barcode is placed in the IM Barcode field of the Piece Detail Record (PDR) file. Mailpieces that are planned but are not created would be identified by placing a “Y” in the “Wasted Piece” Indicator field. If the manifest mailer is using the unique Intelligent Mail barcode as the unique identification number on the mailpiece, they may populate the IM barcode Upper and Lower Serialization fields of the Container Summary Record (.CSM) file. These fields are populated with 18 digits (3 digit Service Type ID, 6/9 digit Mailer ID, 9/6 digit Serial Number). Sequences must be contiguous and may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness.

When using WWS for the non-sequential piece electronic documentation, the unique identification number is placed in the ManifestPieceID field and the Intelligent Mail barcode is placed in the IMBarcode field of the IndividualPieceData message. Mailpieces that are planned but are not created would be identified by placing a “Y” in the WastedPieceIndicator field (available in Mail.XML version 4.0). When using WWS for the sequential piece electronic documentation, the first unique identification number used is placed in the ManifestPieceIDLower field and the last unique identification number used is placed in the ManifestPieceIDUpper field (available in Mail.XML version 4.0) while the first Intelligent Mail barcode used is placed in the IMBarcodeLower and the last Intelligent Mail barcode used is placed in the IMBarcodeUpper field of the BatchPieceData message. Mailpieces that are planned but are not created would be identified by creating a record in the IndividualPieceData message for each mailpiece and placing a “Y” in the WastedPieceIndicator field.

3.5 Spoilage

Both external users and USPS personnel have requested the ability to process data regarding adjustments to a mailing due to spoilage, shortages, or other anomalies that affect the piece count of a postage statement or mailing job.

Some mailers have the ability to identify where in the mailing a mailpiece may have been spoiled. They also have the capability to track specific spoiled pieces of mail. Mailers that have the piece level information on spoilage can send updates to their PDR or PDR.XML files with a flag of 'Y' for Wasted Pieces field. Upon receiving the wasted piece information, the *PostalOne!* system will adjust postage by linking the pieces to the appropriate containers/handling units (optional) and specific postage statements. With piece level information and container or handling unit information available, the *PostalOne!* system can verify if presort has changed and adjust postage to the appropriate sort level.

Customers that do not track piece level information in their environments can use the PAR file to adjust postage at the appropriate rate level. Details around the use of the PAR file to accommodate postage adjustments are being finalized and will be published as an update to this guide.

Mail.XML's and WWS next version will support spoilage by line item on the postage statement and piece specific spoilage through XML messages.

3.6 Mail.dat

Mail.dat is an industry-defined database structure consisting of files linked by key fields. A Mail.dat submission to the *PostalOne!* system consists of 20 files, each with its own record type, from which USPS can extract data necessary to create the postage statement and required documentation. Mail.dat is one method mailers can use to submit electronic data which includes postage statement information to the Postal Service. Currently, the *PostalOne!* system supports Mail.dat versions 07-1 and 08-1 and will support Mail.dat version 08-2 in July 2008. Those interested in using Mail.dat for full-service should use version Mail.dat 08-2.

For information about Mail.dat and how you can use Mail.dat to submit electronic information refer to <http://www.maildat.org/> and <http://ribbs.usps.gov/fullserviceguides/> where you will find the *PostalOne!* System Mail.dat Technical Guide for Full-Service. Note: all references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

3.6.1 Mail.dat 08-2 – *PostalOne!* System Implementation in Summer 2008

The *PostalOne!* system will deploy Mail.dat 08-2 changes to production in Summer 2008. The Mail.dat 08-2 supports electronic documentation requirements for basic and full-service options of providing piece range or individual piece information data to the USPS. Existing Periodicals solutions that are supported by USPS with 08-1 will continue to be supported with version 08-2. Many Periodicals Class solutions will be part of Mail.dat 09-1 and Mail.XML 4.1 versions to be supported in the future. Manifest mailing related solutions are being reviewed by the industry for Mail.dat 09-1 implementation.

Mail.dat 08-2 provides the capability to link logical handling units and containers to physical handling units and containers to support Multi Line Optical Character Reader (MLOCR) and Barcode Sorters (BCS) in continuous mailing environments. Mail.dat 08-2 provides the capability to identify By/For relationships within a mailing and allows the sender of Mail.dat to provide all the necessary information for the generation of postage statements. Mail.dat 08-2 supports comail mailings and communication of piece level information. .

3.6.2 Mail.dat 09-1 – *PostalOne!* System Implementation in Spring 2009

Mail.dat 09-1 will add functionality needed for the full-service option as follows:

1. Allows for linkage of original containers and handling units with new containers and handling units in the copalletization mailings along with a new copalletization indicator;
2. Allows the ability to identify move update method at a higher level for faster and convenient postage processing;
3. Creates the rate cells necessary to identify and distinguish between basic and full-service pieces. Mail.dat 09-1 also improves identification of spoilage at a rate level.

The change requests for 09-1 can be accessed at the IDEAlliance change management Web site found at <http://pmstage.freecom.at/pmstage/index.php>.

3.6.3 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes

As part of the full-service option, mailers are required to uniquely number their mailpieces and provide information for every mailpiece in their mailing except for mailings that do not require documentation to support presort

(mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct rate or if all pieces are of identical weight, the pieces are separated by rate). When the Intelligent Mail barcodes used on the mailpieces are not sequentially numbered, mailpiece information will be given as an individual record for each piece in the mailing. Individual piece records must also be provided when multiple Mailer IDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks).

Individual Piece Records are identified in Mail.dat in the Piece Detail Record (.PDR) or PDR.XML file. The Intelligent Mail barcode must be provided in the Piece IM Barcode field of the .PDR or PDR.XML file. Mailpieces submitted at an Enhanced Carrier Route price must complete either the:

- 1) Line-of-Travel Sequence Number and Line of Travel Seq. Direction Code or,
- 2) Walk Sequence Number fields in the .PDR or PDR.XML file.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the .PDR or PDR.XML file. The Rate Category field in the Container Quantity Record (.CQT) file should be populated to indicate full-service, basic, or non-automation rate at which the mailpieces associated to that .CQT record are being mailed

The Mail Owner must be identified in the electronic documentation through one of the mechanisms outlined in the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document. The three means of identifying the Mail Owner include:

- 1) Providing the Mailer ID of the Mail Owner,
- 2) The Customer Registration ID (CRID) of the Mail Owner,
- 3) The Permit Number/Permit ZIP+4/Permit Type of the Mail Owner.

For permit imprint mailings, the Mail Owner must be identified using the Permit Number/Permit ZIP+4/Permit Type option. For Periodicals mailings, the Mail Owner must be identified through a USPS Publication Number/Permit ZIP+4/Permit Type.

For detailed specifications on how to populate the .PDR or PDR.XML file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>

3.6.4 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who use sequential serial numbers in the Intelligent Mail barcodes they apply to mailpieces should use this option to identify mailpiece data in their electronic documentation. This option cannot be used when either of the following conditions exist:

- Multiple Mailer IDs in the Intelligent Mail Barcode are mixed in a bundle/handling unit.
- Serial numbers in the Intelligent Mail Barcode are non-sequential for mailpieces in a bundle/handling unit.

The Intelligent Mail barcode sequences are included in the IM barcode Upper and Lower Serialization fields of the Container Summary Record (.CSM) file. These fields are populated with 18 digits (3 digit Service Type ID, 6/9 digit Mailer ID, 9/6 digit Serial Number). Sequences must be contiguous and may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness.

Sequential Intelligent Mail barcode mailpieces that are not included in a mailing will be indicated using one of two methods. The first is to place a "Y" in the Wasted Piece Indicator field of the .PDR record for that mailpiece. The second method is to create a Postage Adjustment Record (.PAR) for each component in the mailing for which a mailpiece was not included.

Mailpieces that are submitted at an Enhanced Carrier Route discount must provide the required Enhanced Carrier Route information using one of the following three options.

- 1) Line-of-Travel Sequence Number and Line of Travel Seq. Direction Code in the Package Quantity Record (.PQT) (proposed for Mail.dat 09-1) or,
- 2) Line-of-Travel Sequence Number and Line of Travel Seq. Direction Code in the .PDR or PDR.XML or,
- 3) Walk Sequence Number fields in the .PDR or PDR.XML file.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the Container Quantity Record (.CQT) file (proposed for Mail.dat 09-1). The Rate Category field in the .CQT file should be populated to indicate full-service, basic, or non-automation rate at which the mailpieces associated to that .CQT record are being mailed.

The Mail Owner must be identified in the electronic documentation through one of the mechanisms outlined in the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document.

For permit imprint mailings, the Mail Owner must be identified using the Permit Number/Permit ZIP+4/Permit Type option. For Periodicals mailings, the Mail Owner must be identified through a USPS Publication Number/Permit ZIP+4/Permit Type. If the PDR.XML is not used, then the By/For relationships must be expressed in the Mailer Postage Account (MPA) file.

For detailed specifications on how to populate Mail.dat files, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.6.5 Handling Unit Information

Handling Unit is the term used to describe the mail containers (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For full-service mailings, the Intelligent Mail Tray barcode label will be required on trays, tubs, and sacks. (Note: for bundles, the Intelligent Mail barcode of the top mailpiece of the bundle is used to identify the handling unit but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail Tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail Tray barcodes must remain unique for 45 days from the date the mail in those handling units is inducted.

For full-service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

3.6.5.1 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.dat in the Container Summary Record (.CSM) file. Mailers will create a .CSM record for each handling unit they produce and will place the Intelligent Mail Tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the .CSM record for the handling unit.

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.6.5.2 Logical Handling Units (Trays only)

For MLOCR origin mailings, the situation often arises where multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.



Figure 1: Logical Handling Units

Both physical and logical handling units are identified in Mail.dat in the Container Summary Record (.CSM) file. Logical handling units are created as records in the .CSM file and are identified as logical handling units by including an "L" in the Container Type field. Logical handling units will not have an Intelligent Mail Tray barcode in the Label: IM Container or IM Tray Barcode field.

Physical handling units are also created as records in the .CSM file and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with "Y".

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the .CSM record) in the Sibling Container Reference ID field of the physical handling unit .CSM record.

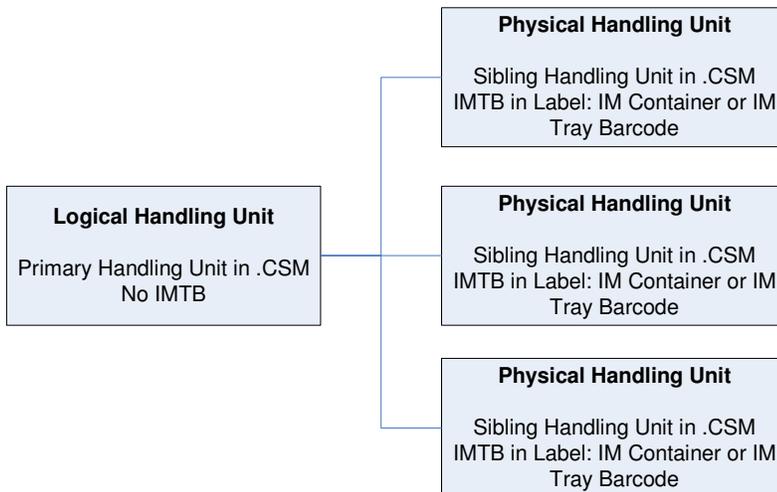


Figure 2: Association of Logical Handling Units to Physical Handling Units

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.6.6 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-service mailings require container labels that include a unique Intelligent Mail Container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail Container barcode with a unique number for each physical container. These Intelligent Mail Container barcodes must remain unique for 45 days from the date the mail in those containers is inducted.

For full-service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

3.6.6.1 Physical Containers

Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A physical container is created in Mail.dat in the Container Summary Record (.CSM) file. Mailers will create a .CSM record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the .CSM record for the container.

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.6.6.2 Logical Containers (Pallets or APCs)

For MLOCR origin mailings, the situation often arises where multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.

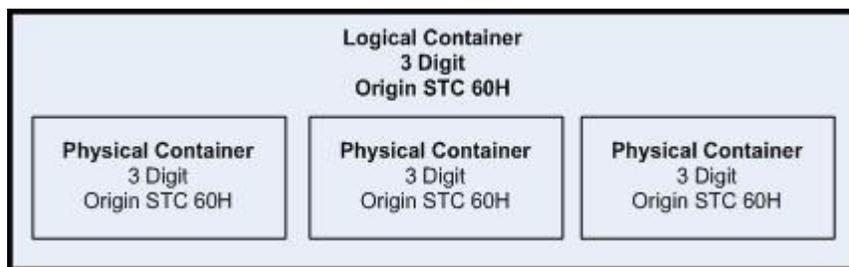


Figure 3: Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.dat in the Container Summary Record (.CSM) file. Logical containers are created as records in the .CSM file and are identified as logical containers with an "M" in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the .CSM file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the .CSM is populated with “Y”.

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the .CSM record) in the Sibling Container Reference ID field of the physical container .CSM record.

In the following example there would be four records in the .CSM file corresponding to three “physical” containers.

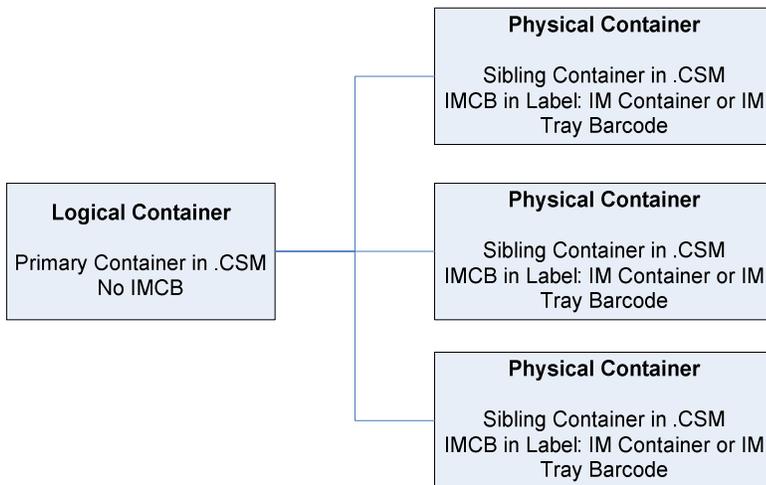


Figure 4: Association of Physical Containers to Logical Containers

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at <http://www.maildat.org/> or <http://www.idealliance.org> and the *PostalOne!* System Mail.dat Technical Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.6.6.3 Associating Handling Units to Containers

The Logical handling units are associated to the appropriate logical container. This association is made by including the Container ID of the parent, logical container (from the Container ID field of the .CSM record) in the Parent Container Reference ID field of the .CSM record of the child, logical handling unit. Multiple logical handling units can be associated with a single logical container.

3.6.7 Appointment Information

The USPS requires appointment scheduling for drop ship mail at USPS facilities to enable more efficient resource planning and service performance. The USPS FAST (Facility Access and Shipment Tracking) system is the business processing engine that provides customers with appointment scheduling capabilities for DBMC, DADC, and DSCF drop shipments.

A Mail Owner or mailing agent must request a user account within the *PostalOne!* system, which performs authentication and authorization services for the FAST system.

There are two ways to create, update, cancel, and manage appointment scheduling:

1. By utilizing IDEAlliance Mail.XML (previously known as TM Specification) Specification and *PostalOne!*/FAST

Web services to provide appointment logistics and content information. Information may be provided using pure Web services (pure Web Services is defined as a transaction where all logistics and all container detail information is provided in the XML transaction by the customer), or Web Services in conjunction with Mail.dat (Web Services with Mail.dat is defined as a transaction where all logistics information is provided in the customer's XML file and all or partial container detail information is provided by the *PostalOne!* system from *PostalOne!* Mail.dat database. All or partial container detail already exists in the *PostalOne!* system and is appended to customer's XML transaction and sent to FAST).

2. By accessing the FAST website at <https://fast.usps.com>, to request an appointment. This online FAST process does not allow the customer to provide content (container) detail information, such as IM Container barcode, weight, pieces, and many other characteristics. Appointments created online must be updated via Mail.XML to provide container information via pure Web services or via Web services with Mail.dat for full-service.

For details on how to create appointments using Web Services, refer to the *PostalOne!* - FAST Web Services Technical Guide found at http://www.usps.com/postalone/_pdf/FASTWebServicesTechnicalGuide.pdf or <http://www.usps.com/postalone/autodropshipschedule.htm> and the Mail.XML Specifications found at the IDEAlliance website www.maildat.org.

For details on how to create appointments via the FAST online system, refer to the FAST Customer User guide found at <https://fast.usps.com/userguide/CustomerUserGuide.pdf>.

3.6.8 Postage Information

Physical bundles and handling units (trays or sacks) must be used for Periodicals where postage is applicable for Outside County Containers and bundles.

The Mail.dat file may be used to enter the electronic postage statements for either full-service or basic mailing. The *PostalOne!* system uses information in the following files to generate a postage statement: HDR, SEG, CSM, CQT, PQT, MPU, CPT, MCR, and MPA. There is a billable postage statement electronically entered for each Job ID, Permit Number, Post Office of Mailing ZIP Code (Origin Post Office), Mailing Date (Container Ship Date in the CSM), CAPS Reference Number, Processing Category, and Mailing Class. For Periodicals, the Publication Number replaces the permit number and there are additional Postage Statement generation variables: Periodicals Issue Date, and Frequency. The *PostalOne!* User Guide for Mail.dat lists all the postage statement generation variables in table 3.1 Key Postage Statement Generation Fields. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

The Postal Service maintains a record of the Publication Number at the Original Entry and the Additional Entry office indicating if a publication has a Centralized Periodicals Payment (CPP) program agreement. Publications that participate in the CPP program may elect to be debited for each postage statement as it is finalized as described above. In this case the New York office may remain the Original Entry office but the publication will no longer be part of the CPP program. Either a full-service mailing or a basic mailing may choose this option.

Publications that participate in the CPP program may consolidate and defer payment for a single publication issue and for the postage statements at an acceptance office (generally a Detached Mail Unit DMU) for a period not to exceed fourteen (14) days after the last day of mailing of the main file of the issue. This period of time may be reduced in a future release. The CPP program agreement requires funds approximately equal to the postage for the normal or regular issue of the publication to be held in escrow. Either a full-service or a basic mailing may use the consolidated and deferred payment option. To use this option, the Mail.dat file MPA Postage Payment Option for the USPS Publication Number must be set to C=CPP. The USPS Publication Number must be on record with a current CPP program agreement. The acceptance personnel will enter the USPS Verified copy weights and accept the postage statement rather than finalize it. The publisher signed on as Owner or the acceptance personnel may change the advertising percentage up until the time of payment. Before the fourteen (14) day period expires, the publisher will sign onto the Owner view to make a Consolidated and Deferred Payment Request. All of the postage

statements for the issue at each acceptance office will appear for selection into the Payment Request. The Owner will select the appropriate postage statements for the payment and submit the payment to debit the account a single payment for each acceptance office. If the Consolidated and Deferred Payment Request is not entered before the 14 day period expires, the payment debit will automatically occur.

3.6.9 Mail.dat Owner/Mailing Agent Updates

The *PostalOne!* system will allow a preparer or owner to update a Mail.dat job sent by either entity as long as Owner's Permit Number and Permit ZIP + 4 Code information are provided in the MPA record. Mail Preparer functionality will remain the same for Mail.dat submission, authentication, and authorization. Mail Owner functionality is being modified to allow a Mail Owner to update a Mail.dat job filed by a Mail Preparer, as long as the Mail Owner's identification was provided by the Mail Preparer in the Mail.dat job.

3.7 Wizard Web Service (WWS)

The Wizard Web Service (WWS) application enables the secure electronic submission of mailing information to USPS. The Web service also allows mailers to submit and retrieve data electronically.

The Wizard Web Service currently accommodates all domestic postage statements and includes the other postal documents, including Qualification Reports, involved in the mailing process. In addition, WWS will provide the ability to electronically access USPS data and perform business functions related to full-service.

For more information about using WWS to communicate with the *PostalOne!* system, refer to the *PostalOne!* system product guides and tools and the WWS Development Guide for Full-Service on <http://ribbs.usps.gov/fullserviceguides/>.

3.8 Mail.XML (Previously known as the TM Spec)

Mail.XML version 2.0 and version 1.1 are currently supported by the USPS. The Mail.XML version 2.0 and 1.1 today support appointment creation, update, cancellation, and receiving of closeout messaging processes. Mail.XML currently supports logistics and container detail appointment scheduling, pick up and drop off business processes.

3.8.1 Mail.XML™ 4.0 Specifications – *PostalOne!* System Implementation – Fall 2008

The Mail.XML version 4.0 supports appointment creation, update, cancellation, and content query messages in support of the scheduling transaction by single or third party mailers and Mail Owners. Mail.XML 4.0 supports joint scheduling where one entity provides content to USPS and another entity creates the appointment with logistics information and ties the content with the appointments. The logistics providers can create one time and recurring shell appointments while Mail Owners and Mail Preparers can submit content for the shell appointments electronically. Mail.XML 4.0 also allows create, update, and cancel transactions for the Cast of Characters (brokering of information) messages. Users of Mail.XML 4.0 can receive their closeout information and perform all business communication about scheduling and Cast of Characters (brokering of information) in near-real time allowing for higher automation and conflict/resolution capabilities.

3.8.2 Mail.XML™ Version 4.1 Changes - *PostalOne!* System Implementation – Spring 2009

Mail.XML's next version will create one industry Web services specification combining the existing Web services defined by the USPS (i.e. Wizard Web Services) and the Web Services defined under the current Mail.XML TM umbrella. Mail.XML will also allow the support of electronic documentation and end-to-end mailing supply chain business process management for a multitude of business processes. Mail.XML will include spoilage, eDropShip,

containerization nesting, postage statements and many other business process related communication. The Mail.XML's next version will support copalletization, combined mailing, comailing, manifest mailing, and business processes specific to MLOCR and continuous mailing environments.

3.8.3 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes

As a part of full-service, mailers must provide information for every mailpiece in their mailing except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct price or if all pieces are of identical weight, the pieces are separated by price). When the Intelligent Mail barcodes used on the mailpieces are not sequentially numbered, mailpiece information will be given as an individual record for each piece in the mailing. Individual piece records must also be provided when multiple Mailer IDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks).

Individual Piece Records are identified in Wizard Web Services messages in the individual data type of Mail Piece Data. The Intelligent Mail Barcode must be provided in the `pieceIntelligentMailBarcode` field. Mailpieces submitted at an Enhanced Carrier Route price must complete either the `lineOfTravelSequenceNumber` and `lineOfTravelSeqDirectionCode` or `walkSequenceNumber` fields. The mechanism for compliance with move update requirements should be provided in the `moveUpdateMethod` field. The Rate Indicator field in the Individual data type of the Mail Piece Data message should be populated with "F" for full-service mailpieces, "B" for basic mailpieces, and "N" for non-automation mailpieces (available in version 4.0).

The Mail Owner must be identified in the electronic documentation through one of the mechanisms outlined in the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document. The three means of identifying the Mail Owner include:

- 1) Providing the Mailer ID of the Mail Owner,
- 2) Providing the Customer Registration ID (CRID) of the Mail Owner, or
- 3) Providing the Permit Number/Permit ZIP+4/Permit Type of the Mail Owner.

For permit imprint mailings, the Mail Owner must be identified using the Permit Number/Permit ZIP+4/Permit Type option. For Periodicals mailings, the Mail Owner must be identified through a USPS Publication Number/Permit ZIP+4/Permit Type.

For detailed specification on how to populate the individual data type or the Mail Piece Data message, refer to the Wizard Web Service Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.8.4 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who use sequential serial numbers in the Intelligent Mail barcodes they apply to mailpieces should use this option to identify mailpiece data in their electronic documentation. This option may not be provided for any full-service mailing when either of the following conditions exists:

- Multiple Mailer IDs in the Intelligent Mail barcode are mixed in a bundle/handling unit
- Serial numbers in the Intelligent Mail barcode are non-sequential for mailpieces in a bundle/handling unit.

The Intelligent Mail barcode sequences must be provided in the `pieceIntelligentMailBarcodeUpperRange` and `pieceIntelligentMailBarcodeLowerRange` fields in the batch data type of Mail Piece Data. These fields are to be populated with 18 digits (3 digit Service Type ID, 6/9 digit Mailer ID, 9/6 digit Serial Number) of the Intelligent Mail barcode. Sequences may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness. The Rate Category field in the ContainerData message should be populated to indicate full-service, basic, or non-automation rate at which the mailpieces associated to that handling unit record are being mailed (available in version 4.0).

Compliance with move update requirements should be provided in the moveUpdateMethod field.

The Mail Owner must be identified in the electronic documentation through one of the mechanisms outlined in the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document. In the PDR.XML, three means of identifying the Mail Owner include providing the Mailer ID of the Mail Owner, the CRID of the Mail Owner, or the Permit Number/Permit ZIP+4/Permit Type of the Mail Owner. For permit imprint mailings, the Mail Owner must be identified using the Permit Number/Permit ZIP+4/Permit Type option. For Periodicals mailings, the Mail Owner must be identified through a USPS Publication Number/Permit ZIP+4/Permit Type. If the PDR.XML is not used, then the By/For relationships must be expressed in the publisherData or permitHolderData data type.

For detailed specification on how to populate the batch data type or the Mail Piece Data message, refer to the Wizard Web Service Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.8.4.1 Handling Unit Information

Handling Unit is the term used to describe the mail containers (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For full-service mailings, the Intelligent Mail Tray barcode label will be required on trays, tubs, and sacks (Note: for bundles, the Intelligent Mail barcode of the top mailpiece of the bundle is used to identify the handling unit but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail Tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail Tray barcodes must remain unique for 45 days from the date the mail in those handling units is inducted.

For full-service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

3.8.4.2 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece was sorted, typical of a list mailing environment, as a physical handling unit used in electronic documentation. A physical handling unit is created in Wizard Web Services in the ContainerData data type of the Qualification Report message. Mailers will create a ContainerData record for each handling unit they produce and will place the Intelligent Mail Tray barcode for that handling unit in the ContainerBarcode field of the ContainerData record for the handling unit.

For detailed specification on how to populate the ContainerData data type or the Qualification Report message, refer to the Wizard Web Service Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.8.4.3 Logical Handling Units (Trays)

In MLOCR origin mailings, the situation often arises where multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.



Figure 5: Logical Handling Units

Both physical and logical handling units are identified in Wizard Web Services in the ContainerData data type of the Qualification Report message. Logical handling units are created as records in the ContainerData message. Logical handling units will not have an Intelligent Mail Tray barcode in the ContainerBarcode field.

Physical handling units are also created as records in the ContainerData message and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the ContainerBarcode field

Physical handling units are then associated with logical handling units by placing the CustomerContainerID of the logical handling unit in the ParentContainerID field of the physical handling unit.

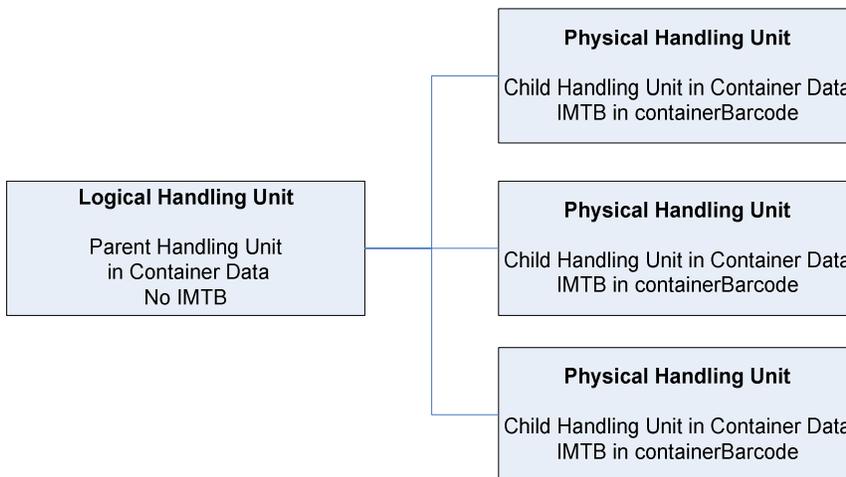


Figure 6: Association of Physical Handling Units to Logical Handling Units

For detailed specification on how to populate the ContainerData data type or the Qualification Report message, refer to the Wizard Web Service Software Development Guide which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.8.5 Container Information (Pallets or APCs)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-service mailings apply container labels that include a unique Intelligent Mail Container barcode. Mailers will populate the serial number field of the Intelligent Mail Container Barcode with a unique number for each container. These Intelligent Mail Container barcodes must remain unique for 45 days from the date the mail in those containers is inducted.

For full-service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

3.8.5.1 Physical Containers

Most mailers will identify the specific container in which a physical or logical handling unit was placed. A physical container is created in Wizard Web Services in the ContainerData data type of the Qualification Report message. Mailers will create a ContainerData record for each container they produce and will place the Intelligent Mail Container barcode for that container in the ContainerBarcode field.

For detailed specification on how to populate the ContainerData data type or the Qualification Report message, refer to the Wizard Web Service Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

3.8.5.2 Logical Containers (Pallets or APCs)

In MLOCR origin mailings, the situation often arises where multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.

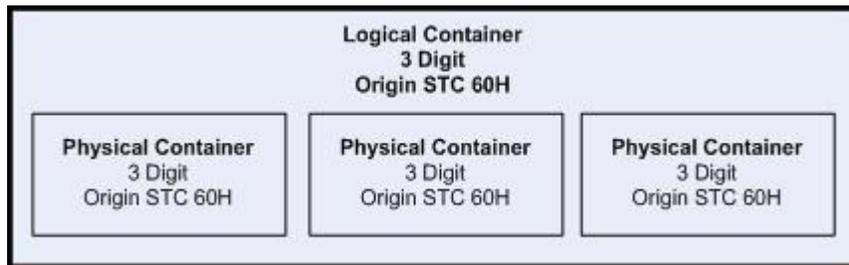


Figure 7: Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode; however, when mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Wizard Web Services in the ContainerData data type of the Qualification Report message. Logical containers are created as records in ContainerData but have no Intelligent Mail Container barcode in the ContainerBarcode field.

Physical containers are also created as records in ContainerData and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the ContainerBarcode field.

Physical containers are associated to logical containers by placing the customerContainerID of the logical container in the parentContainerID field of the physical container.

For detailed specification on how to populate the ContainerData data type or the Qualification Report message, refer to the Wizard Web Service Software Development Guide for Full-Service which can be found at <http://ribbs.usps.gov/fullserviceguides/>.

In the following example there would be four records in ContainerData corresponding to three “physical” containers.

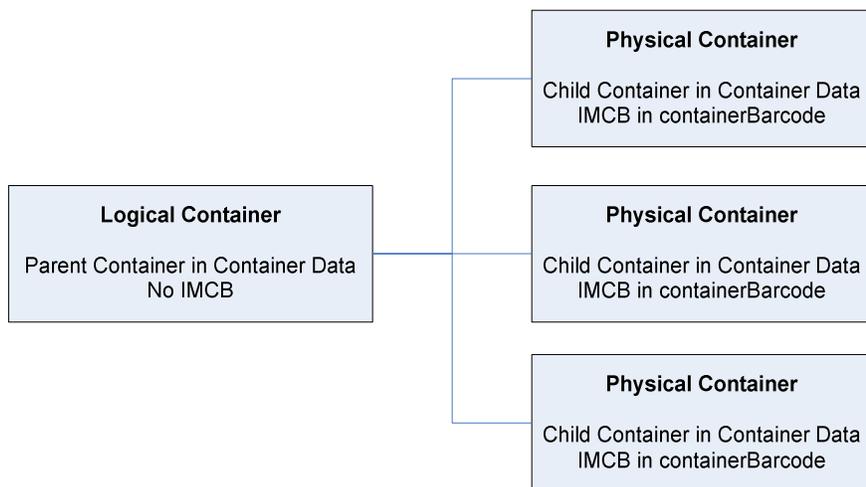


Figure 8: Association of Physical Containers to Logical Containers

3.8.5.3 Associating Handling Units to Containers

Handling units are associated to containers by associating the logical handling units to the appropriate logical container. This association is made by including the CustomerContainerID (from the CustomerContainerID field of the ContainerData data type) of the logical container record in the ParentContainerID field of the ContainerData record of the logical handling unit. Multiple logical handling units can be associated to a single logical container.

3.8.6 Appointment Information

Please refer to the sub-section on appointments under the Mail.dat section for more details.

3.8.7 Postage Information

The WWS messages may be used to enter the electronic postage statements for either full-service or basic mailing. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

3.9 Postal Wizard (PW)

The Postal Wizard (PW) is a tool that provides a secure way to submit postage statements online, through a *PostalOne!* system account. The Postal Wizard may be used to provide the electronic documentation necessary for compliance with full-service requirements for mailings. No qualification report is required if the mailing has fewer than 10,000 pieces, when postage is affixed to each piece at the correct price or when each piece is of identical weight and the mailpieces are separated by price.

To support full-service for mailings that require the qualification report, the Postal Wizard will be enhanced to accept both a postage statement and a qualification report for mailings that do require presort documentation. There are two ways to use the Postal Wizard – the user can enter information online or can upload information. For more information on how to use the Postal Wizard refer to the Getting Strating Guide found at <http://www.usps.com/postalone/guides.htm>.

The Submit a Form version of the PW automatically populates the Permit Holder section of the postage statement based on the account number provided. It also guides the user through the items needed to complete the statement based on information provided. When entering mailing information through PW, it automatically calculates the postage and validates the information entered. Once the postage statement is completed, the electronic statements may be submitted directly to the acceptance unit.

Users will also have the option to upload information into the PW. The PW uses the uploaded information to generate the postage statements and the qualification reports. Users will have the ability to see the documentation that was created.

3.9.1 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

When unique sequential sequence numbers are used on mailpieces documented in PW, mailers may provide the range of sequence numbers used by entering the Lowest Sequence Number and Highest Sequence Number in the Postal Wizard. Unique sequential sequence numbers cannot be reused within 45-days from the date of mailing.

3.9.2 Piece Electronic Documentation Using Mailing ID

When a customer is not required to submit a qualification report, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field.

3.9.3 Postage Information

The PW submissions may be used to enter the electronic postage statements for either full-service or basic mailing. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

3.10 Mail Owner and Mail Preparer Identification in Electronic Documentation

Often, Mail Owners will utilize the services of a mail service provider to prepare and pay for their mailings. When this situation occurs, the mail service provider is acting on behalf of the Mail Owner, creating a By/For relationship with USPS (the mail is prepared By the mail service provider, For the Mail Owner). For Mail.dat and Web services, there are a number of options that exist to reflect this relationship in electronic documentation. However, for permit mailings only the Permit Number/Permit ZIP+4/Permit Type option is available.

3.10.1 Non-Sequential Piece Identifiers

When the serial numbers applied in the Intelligent Mail barcodes of a mailing are not sequential, the creator of the electronic documentation may use one of the single piece options in the .PDR or PDR.XML to identify the Mail Owner of the mailing.

3.10.1.1 Option 1: Mailer Owner MID

Mail service providers can include the Mail Owner MID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailpiece.

Mail.dat

- Mail Owner ID in PDR: Mailer ID of the company which owns the mailpiece indicated in the PDR record
- Mail Owner Identifier in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): Mailer ID of the company which owns the mailpieces indicated in

the PDR records (all of which associate to a single CQT record)

PDR.XML

- Mail Owner ID in the PDR.XML: Mailer ID of the company which owns the mailpiece indicated in the PDR.XML record

WWS

- Mail Owner ID in MailpieceDataIndividual: the Mailer ID of the company which owns the mailpiece indicated in the WWS record

3.10.1.2 Option 2: Mail Owner Permit Number

Mail service providers can include the Permit Number of the Mail Owner in the electronic documentation.

Mail.dat

- Mail Owner's Lcl Permit Ref Num and Mail Owner's Lcl Permit Ref Num-Type in MPA with Mailer Facility ID in SEG: Permit Number/Permit ZIP+4/Permit Type of the company which owns the mailpieces indicated in the CSM record

PDR.XML

- Mail Owner Permit Num/Permit ZIP+4/Permit Type in the PDR.XML: Permit Number/Permit ZIP+4/Permit Type of the company which owns the mailpieces indicated in the CQT record

WWS

- Permit Num in MailpieceDataIndividual: the Permit Number of the company which owns the mailpiece indicated in the WWS record (available in version 4.0)

3.10.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers can include the CRID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailing or portion thereof.

Mail.dat

- Mail Owner Identifier in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): CRID of the company which owns the mailpieces indicated in the PDR records (all of which associate to a single CQT record)

PDR.XML

- CRID in the PDR.XML: CRID of the company which owns the mailpieces indicated in the CQT record

WWS

- CRID in MailpieceDataIndividual: the USPS assigned CRID of the company which owns the mailpiece indicated in the WWS record (available in version 4.0)

3.10.2 Sequential Piece Identifiers

When the serial numbers applied in the Intelligent Mail barcodes of a mailing are sequential, the creator of the electronic documentation may use the ranging options to identify the Mail Owner of the mailing. However, when there are multiple Mail Owner MID's in the same container, the ranging option cannot be used.

3.10.2.1 Option 1: Mailer Owner MID

Mail service providers can include the Mail Owner MID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailpiece.

Mail.dat

- Mail Owner Identifier in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use in CPT): Mailer ID of the company which owns the mailpieces indicated in the CSM record

PDR.XML

- Sequential piece identifiers are supported in the CSM file of Mail.dat so this option is not available.

WWS

- Mail Owner ID in MailpieceDataBatch: the Mailer ID of the company which owns the mailpiece indicated in the WWS record

3.10.2.2 Option 2: Mail Owner Permit Number

Mail service providers can include the Permit Number of the Mail Owner in the electronic documentation.

Mail.dat

- Mail Owner's Lcl Permit Ref Num and Mail Owner's Lcl Permit Ref Num-Type in MPA with Mailer Facility ID in SEG: Permit Number/Permit ZIP+4/Permit Type of the company which owns the mailpieces indicated in the CSM record

PDR.XML

- Sequential piece identifiers are supported in the CSM file of Mail.dat so this option is not available.

WWS

- Mail Owner Permit Number in Container Data: the Permit Number of the company which owns the mailpieces associated to the container.

PW

- Permit Number, Permit Type, and Zip Code of the Post Office of mailing

3.10.2.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers can include the CRID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailing or portion thereof.

Mail.dat

- Mail Owner Identifier in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): CRID of the company which owns the mailpieces indicated in the CSM record

PDR.XML

- Sequential piece identifiers are supported in the CSM file of Mail.dat so this option is not available.

WWS

- Mail Owner CRID in ContainerData: the CRID of the Mail Owner of the mailpieces associated to the container.

3.10.3 Order of Preference

If two or more of the options above are populated, the following order of preference will be used to determine which fields should be used. A submission of the PDR.XML file will always overwrite a submission of the PDR when both are submitted for the same Mail.dat job. Logic will be added to notify the submitter of the file when a submission will not be applied because a file of higher preference in the list below has been previously submitted. Regardless of method used, the files must be submitted at or before the time the pieces referenced in the file become mail. Notifications will also be provided when information was sent to a previously identified Mail Owner and a more recent submission that changes the identification to a different Mail Owner.

1. Mail Owner's Mailer ID in the Intelligent Mail barcode (as indicated by a 'Y' in the MID on IMB Indicator in the Component File (CPT) in Mail.dat)
2. Mail Owner's Mailer ID in PDR.XML
3. Mail Owner's Customer Registration ID (CRID) in PDR.XML
4. Mail Owner's Permit Number in PDR.XML
5. Mail Owner's Mailer ID in PDR
6. Mail Owner's Customer Registration ID (CRID) in PDR
7. Mail Owner Identifier in CPT (Mailer ID or CRID)
8. Mail Owner Lcl Permit Ref Num in MPA (Permit Number)

3.10.4 Web Services Request for Mail Owner CRID

The Customer Registration ID is created by the Customer Registration system to uniquely identify the USPS Customers at a physical address. For each physical address at the Mail Owner and/or Mailing Agent site, USPS will create only one CRID. USPS Customer Registration system will make this CRID available to all USPS systems and applications, from Marketing, to Sales, to Operations, to Engineering and to other USPS organizations. The CRID will become the single unique ID that connects a unique business Mail Owner and/or Mailing Agents' information at a specific geographic location across all USPS applications. Any USPS Customer who wants to do business electronically with the USPS can obtain a CRID. CRIDs are currently 10 digits in size. CRIDs can be up to 12 digits in size in the future and will be distributed to all Mail Owner and/or Mailing Agents by the Customer Registration system. The CRID should be treated as an account number and treated with the appropriate confidentiality.

A Mail Preparer shall be able to request the Customer Registration ID (CRID) of a Mail Owner by sending a web services request with the following message format:

Mail Preparer Web Services Request	<i>PostalOne!</i> Response
Transaction ID	Transaction ID
Tracking ID	Tracking ID
Mail Owner's Company Name	Mail Owner's Company Name
Mail Owner's Company Address Line 1	Mail Owner's Company Address Line 1
Mail Owner's Company Address Line 2	Mail Owner's Company Address Line 2
Mail Owner's City	Mail Owner's City
Mail Owner's State	Mail Owner's State
Mail Owner's ZIP Code (5 or 9 digit)	Mail Owner's ZIP Code (5 or 9 digit)
Mail Owner's CRID	Mail Owner's CRID
Mail Owner's Email Address	Mail Owner's Email Address
Mail Owner's Phone Number	Mail Owner's Phone Number

After receiving the request from the customer through web services, the *PostalOne!* system shall respond with the CRID of the Mail Owner if the CRID exists in the CRID system for the Mail Owner's company name and location. If the CRID does not exist, then the *PostalOne!* system shall request the CRID system to automatically create a new CRID for the Mail Owner based upon existing CRID business rules and respond to the *PostalOne!* system with the Mail Owner's CRID. The *PostalOne!* system, in turn, will send the CRID info back to the mailer.

The *PostalOne!* system shall generate an automatic email if the Mail Owner's email address is available and the contents of the email shall also be printed and mailed via USPS mail to the Mail Owner at the provided Mail Owner's address. The contents of the email/printed letter shall be:

USPS has created a CRID (Customer Registration ID) for you for the following company name at the following address with the following CRID:

- Mail Owner's company name
- Mail Owner's company address line 1
- Mail Owner's company address line 2
- Mail Owner's city
- Mail Owner's state
- Mail Owner's ZIP Code (5 or 9 digit)
- Mail Owner's CRID

The CRID was created on your behalf on the request of the following Mailing agent:

- Mailing agent's company name
- Mailing agent's company address line 1

- Mailing agent's company address line 2
- Mailing agent's city
- Mailing agent's state
- Mailing agent's ZIP Code (5 or 9 digit)
- Mailing agent's CRID
- Mailing agent's email address
- Mailing agent's phone number

Please make a note of your CRID and understand that the above mentioned mailing agent will be using your ID to identify your mailings for USPS.

USPS Contact information is as follows:

TBD”

The mailing agent and Mail Owner MID/CRID linkage will be used by specific USPS Programs to resolve By/For visibility issues, payment and mail preparation quality issues.

4 Mailer Feedback

4.1 Overview

Mailings that comply with full-service requirements will be provided start-the-clock and address correction information online reports for mailings/mailpieces that comply with full-service requirements. When container scans related to those mailings are available (USPS will not scan all containers) those will also be available in online reports. These reports will be enabled in two phases. The first phase will enable online reports for start-the-clock and address correction. The second phase will make data available using Web services.

4.2 Phase I Online Reports

In Phase I, online reports will be available for mailings that comply with full-service requirements. Reports will be provided for start-the-clock and address correction information.

4.2.1 Start-the-Clock for BMEU Mail

Full-service mailings will be provided a start-the-clock summary online report for BMEU verified mail. The report will provide information on when full-service BMEU verified mailings were inducted into the USPS system. Start-the-clock information will not be made available to customers until verification is completed.

Start-the-Clock – BMEU Mailings				
Job ID/ Transaction ID	Class of Mail	Origin Facility	Arrival Date/Time	Start-the- Clock Date (Day 0)
9878988880	Standard Mail	Baltimore P&DC	03/01/2008 15:25 EDT	03/01/2008
6668765468	Standard Mail	Baltimore P&DC	03/02/2008 11:00 EDT	03/02/2008
ACI88867	First- Class Mail	Dulles P&DC	03/02/2008 20:00 EDT	03/03/2008

Figure 9: Start-the-Clock for BMEU Entered Mail Report

4.2.2 Start-the-Clock for Drop Ship Mail

Mailers with full-service mailings will be provided a start-the-clock summary online report for drop ship mail. The report will provide information on when full-service drop ship mailings were inducted into the USPS system. Start-the-clock information will not be made available to customers until verification is completed.

Start-the-Clock - Drop Ship Mailings								
Appt Num	Class of Mail	USPS Induction Facility	Appt Date and Time	Arrival	Unload Start	Unload End	Appt Status	Start-the-Clock Date (Day 0)
623456789	Standard Mail	Atlanta SCF	02/18/2008 14:00 EDT	02/18/2008 14:25 EDT	02/18/2008 14:25 EDT	02/18/2008 14:55 EDT	CLOSED	02/18/2008
723456789	Standard Mail	Dulles P&DC	02/15/2008 12:00 EDT	02/15/2008 12:00 EDT	02/15/2008 12:20 EDT	02/15/2008 12:50 EDT	CLOSED	02/15/2008
92345R0215	Periodicals	New York SCF	02/15/2008 09:00 EDT	02/02/2008 09:00 EDT	02/02/2008 09:00 EDT	02/02/2008 09:15 EDT	CLOSED	02/02/2008

Figure 10: Start-the-Clock for Drop Ship Mailings Report

4.2.3 Start-the-Clock for Plant-Load Mail

Mailers with full-service mailings will be provided a start-the-clock summary online report for USPS transported mail. The report will provide information on when full-service USPS transported mailings were ready to be transported and that information will be used to determine the start-the-clock date (i.e. which day is Day 0). Mailers that can groupings in their electronic documentation indicating which containers were transported on a specific will receive a different Mail Release time for each mail Group. If the electronic documentation does not nest containers to specific trips, then the Mail Release time is when the entire mailing is complete and the mailing will be treated as a single group, regardless of the number of trips. Start-the-clock information for both options will not be made available to customers until verification is completed.

The following table shows the start-the-clock report for an environment where the entire mailing is considered a single Group that is released when the mailing is complete.

Start-the-Clock – Single Group Plant Load Mailings					
Job ID/ Transaction ID	Mail Grouping ID	Class of Mail	Origin Facility	Mail Released Date/Time	Start-the-Clock Date (Day 0)
723456789	7732229801	Standard Mail	Baltimore P&DC	02/18/2008 14:00 EDT	02/18/2008

987657666	8432229812	First-Class Mail	Dulles P&DC	03/01/2008 14:25 EDT	03/01/2008
ACI15678	9987656789	First-Class Mail	Dulles P&DC	03/02/2008 11:00 EDT	03/02/2008

Figure 11: Start-the-Clock for Single Group Plant Load Report

Mailers that can groupings in their electronic documentation indicating which containers were transported on a specific will receive a different Mail Release time for each mail Group. In this multiple Group environment where a mailing is printed and shipped throughout the day, a start-the-clock for the same job/mailing can have multiple records per released Group. The following report depicts the multiple Group environment.

Start-the-Clock – Multiple Group Plant Load Mailings					
Job ID/ Transaction ID	Mail Grouping ID	Class of Mail	Origin Facility	Mail Released Date/Time	Start-the-Clock Date (Day 0)
723456789	6432229801	First-Class Mail	Dulles P&DC	02/18/2008 11:00 EDT	02/18/2008
723456789	6432229802	First-Class Mail	Baltimore P&DC	02/18/2008 13:25 EDT	02/18/2008
723456789	6432229803	Standard Mail	Baltimore P&DC	02/18/2008 18:15 EDT	03/01/2008

Figure 12: Start-the-Clock for Multiple Group Plant Load Report

4.2.4 Full-Service Address Correction (FSAC) Detail Report

Mailers with full-service mailings will be provided a FSAC detail online report. The report will provide information including the original Intelligent Mail barcode on the piece, the move effective date, and the old and new addresses.

Mailer ID	Job ID	Original IMB	Record Creation Date	Move Effective Date	Move Type	Deliverability Code	COA Name	Old Address Type
432214	99946678	999434221452252324289402759102	2/19/2007	2/12/2007	F	(space)	John Smith	G

Old Urbanization Name	Parsed Old Address	Old City-State-ZIP	New Address Type	New Urbanization Name	Parsed New Address	New City-State-ZIP	PMB (Private Mail Box)	Class/Notification Type
null	3800 GRANDLAKE BLVS APT D105	Kenner LA 700656507	G	null	1625 WINTERWOOD PL	Saint Rose LA 700873239	null	B

Figure 13: Address Correction Detail Report

4.3 Phase II Online and Web Service Reports

In Phase II, online reports and Web service messages will be available for mailings that comply with full-service requirements. Reports and Web services will be provided for start-the-clock, address correction information and delivery point validation. Reports and Web service will also be enabled for container scans related to full-service

mailings when those scans are available (data will be available only for those containers that are scanned).

4.3.1 Full-Service Address Quality Report (FSAQ) Summary Report

Mailer with full-service mailings will be provided a FSAQ summary online report. The report will provide a change of address piece count within a certain number of days.

Address Quality Report							
Mailer ID	ACS Job ID	Total Documented Piece Count	Nixie Piece Count	Change of Address Piece Count			
				< 90 Days	91-180 Days	181-360 Days	> 360 Days
432214	99946678	23,000	513	621	220	32	32

Figure 14: Address Quality Summary Report

4.3.2 Delivery Point Validation Summary Report

Mailers with full-service mailings will be provided a delivery point validation summary online and Web service report. The report will provide mailers with a count of invalid delivery points on pieces.

DPV Summary Report - Mailer A				
Mailer ID	Job ID/Transaction Id	Total Documented Piece Count	Invalid Primary Delivery Point Piece Count	Invalid Secondary Delivery Point Piece Count
432214	99946678	23,000	513	513

Figure 15: Delivery Point Validation Summary Report

4.3.3 Delivery Point Validation Detail Report

Mailers with full-service mailings will be provided a delivery point validation online and web service report. The report will provide mailers with the specific invalid delivery points on pieces.

DPV Detail Report - Mailer A			
Mailer ID	Job ID/Transaction ID	Invalid Delivery Point IM TM BC	Primary/Secondary Indicator
432214	99946678	99943432214525200000000000000000	P
432214	99946678	99943432214525300000000000000000	S

Figure 16: Delivery Point Validation Detail Report

4.3.4 Full-Service Container Visibility

Full-service mailings will be provided a report showing induction scans of full-service containers. This report of container visibility information is only available when scans have been conducted. The container visibility report will only be provided for the containers that are scanned on a shipment.

Containers Visibility – Container Scans/Status								
Appt Num	Job ID/ Transaction ID	Mailing Group ID	USPS Induction Facility	IM Container Barcode	Container Scan Date/time	Induction Status	Induction Issue Desc	Induction Issue Resolution
623456789	A6189999	55567	Atlanta SCF	99M4239054698984 32348	02/18/2008 14:25 EDT	Accepted	None	
623456789	A6189999	55567	Atlanta SCF	99M4239054698984 32349	02/18/2008 14:27 EDT	Accepted	None	
623456789	A6189999	55567	Atlanta SCF	99M4239054698984 32350	02/18/2008 14:31 EDT	Accepted	None	

Figure 17: Container Visibility Report

4.4 Full-Service Data Provisioning to Multiple Parties

Under the full-service option, companies will receive address correction information and start-the-clock information to advise them of when the USPS took possession of their mailings. This data will be made available using two methods.

1. Users with accounts in USPS systems may view reports online (Phase I).
2. Businesses or organizations may receive their data through an automated data exchange process (Phase II).

To view data online or to obtain data through an automated data exchange process, a login ID and a password to the *PostalOne!* system is required. To use Intelligent Mail barcodes, mailers will need a Mailer ID (MID). To obtain a Mailer ID, complete and submit an Application for Mailer ID to the local MDA or BMEU Manager. When issued, Mailer IDs will be recorded in the *PostalOne!* system as having been issued to a Mail Owner or a Mail Preparer/Agent.

4.5 Data Distribution to Third-Parties

Often, there is a need to provide data for full-service mailings to users or companies that are not the company which holds the Mailer ID used on the mailpieces. In some instances, all of the data associated with the Mailer ID will be provided to a third-party. For example, a Mail Owner who holds a Mailer ID may hire a service provider to receive all data associated to their Mailer ID and obtain that information on their behalf.

To support the scenario above, a user associated to the company that holds the Mailer ID would update the profile for that Mailer ID in the *PostalOne!* system to allow access to the users associated to the third-party. This access would be marked as "Complete Access" in the profile which would provide all of the data associated to that Mailer ID to the third-party. Alternatively, the company that holds the Confirm subscription could update the Confirm profile to send data from that subscriber ID to the third-party.

There are other cases when only a portion of the data associated to a Mailer ID should be sent to a Mail Preparer or Mail Owner. For example, a Mail Owner who holds a Mailer ID may decide to use a Mail Preparer to prepare a specific full-service mailing while this Mailer ID may also be used across other mailings and prepared by other mailing agents. In this example, the relationship would not be created for all mailpieces bearing the Mailer ID because the Mail Preparer is only providing services for one or a subset of the mailings using that Mailer ID.

To enable this second scenario, mailpiece scan data will be made available using the By/For Relationship in the electronic documentation. This capability allows a Confirm subscriber to receive scans associated to a Mailer ID that is not part of their Confirm subscription but part of a mailing for which the subscriber was either a Mail Preparer or Mail Owner. This capability will only be available to Mail Owners or Mail Preparers. If the owner of the Mailer ID wishes to allow Confirm data to be sent to multiple third-parties, then the owner of the Mailer ID must authorize the third-party in the Confirm profile for that Mailer ID. The Mailer ID profile is updated in the *PostalOne!* system administrative profile area.

4.5.1 Mail Owner/Mailing Agent Agreement

Because of privacy concerns, initially address correction information will be available to only the Mail Owner. In a future phase, a Mail Owner will have the ability to grant access to address correction information to a third-party. Access to address correction information will be controlled by a Mail Owner/Mailing Agent Agreement. The creation of this agreement will serve to update the profile information (described above) for the Mailer ID included in the agreement. This agreement is completed online in the *PostalOne!* system and allows the Mail Owner to grant authorization to a third party to receive address correction data on their behalf. To create a Mail

Owner/Mailing Agent Agreement, a user associated to the Mail Owner will login to the *PostalOne!* system and grant access to the third-party, identified using a Mailer ID, Customer Registration ID, or Permit Number/Type/ZIP+4 of the third-party. The user will define whether the third-party is granted “Complete Access” or “Partial Access” to the address correction data. A user associated to the third-party must also login and acknowledge authorization to receive the data.

4.6 Start-the-Clock

Initially, start-the-clock information will be made available for full-service mailings to users associated to the Mail Preparer identified in the electronic documentation. The Mail Preparer is identified in the electronic documentation through the By/For relationship in the electronic documentation. The USPS shall consider making the start-the-clock information available to Mail Preparers associated to the Mail Owner identified in the By/For relationship (see the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document for methods to identify the Mail Owner).

In the future, the consolidator for a copalletized mailing will also receive Start-the-Clock information along with the Mail Owner and the Mail Preparer identified in the original electronic documentation.

4.7 Address Correction Information

Initially, address correction information will be provided to users associated to the Mail Owner of the mailpiece identified in the electronic documentation. Mail Preparers are required to identify the Mail Owner for whom they are preparing the mail in the For portion of the By/For relationships. BMEU Clerks will verify that Mail Preparers are properly populating the By/For information in the electronic documentation they submit. If a clerk identifies a mailing for which the Mail Preparer has not properly populated the By/For information, the mailing will be marked and the address correction data for that mailing will not be provided until the electronic documentation is corrected.

Address correction information continue to be made available for purchase for basic mailpieces through the OneCode ACS system. This data will be made available by subscription on the Address Management Web site to the owner of the Mailer ID associated to that subscription.

The ability for a Mail Owner to authorize a Mail Preparer to receive address correction data for the Mail Owner will be enabled in a future phase. If a Mail Owner chooses to share address correction data with a Mail Preparer, a Mail Owner/Mailing Agent agreement must be created in the *PostalOne!* system prior to the mailing. This agreement is completed online in the *PostalOne!* system and allows a company to grant authorization to a third party to receive address correction data on their behalf.

If a Mail Owner/Mailing Agent agreement has been created, address correction information will be provided in a future phase to the Mail Preparer who created the mailpiece for which an address correction record has been generated. The Mail Preparer information would be included in the By portion of the By/For relationship in the electronic documentation.

4.8 Mailpiece Scan Data

Customers interested in receiving mailpiece scans should purchase a subscription to the Confirm service. Scans for both full-service and basic mailpieces will be provided as part of the subscription. Initially, Confirm scans will be provided to the Mailer ID on the mailpiece which should also be the Confirm subscriber ID. Confirm data can be sent to a third-party using existing Confirm profile capabilities that allow a Confirm subscriber to identify other parties to which scans related to their subscription should be sent.

In the future, mailpiece scan data will be made available using the By/For Relationship in the electronic documentation. This capability allows a Confirm subscriber to receive scans associated to a Mailer ID that is not

part of their Confirm subscription but part of a mailing for which the subscriber was either a Mail Preparer or Mail Owner. This capability will only be available to Mail Owners or Mail Preparers. If the owner of the Mailer ID wishes to allow Confirm data to be sent to multiple third-parties, then the owner of the Mailer ID must authorize the third-party in the profile for that Mailer ID. The Mailer ID profile is updated in the *PostalOne!* system administrative profile area.

4.8.1 Data Distribution Scenarios

The following scenarios illustrate how the data distribution rules defined above would be used. In these scenarios, assume the following companies are involved in a mailing.

Company A: Mail Owner and owner of Mailer ID 123456
Company B: Mail Preparer and owner of Mailer ID 987654
Company C: Service Provider and owner of Mailer ID 111111

Scenario 1

Company A hires Company B to prepare their Mailing and requests Company B to use the Mail Owner's Mailer ID (123456) on the mailpieces. Company A wishes to receive OneCode ACS and Confirm data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the Mail Owner.
- OneCode ACS data will be available to Company A online and Confirm data will be sent through Company A's Confirm subscription.
- Company B can view Start-the-Clock information online.

Scenario 2

Company A hires Company B to prepare their Mailing and Company B uses the Mail Preparer's Mailer ID (987654) on the mailpieces. Company A wishes to receive OneCode ACS data for the Mailing and Company B wishes to receive the Confirm data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the Mail Owner.
- Company A can view OneCode ACS data online for the mailpieces that belong to Company A.
- Company B would receive Confirm data for the mailpieces through their Confirm subscription.
- Company B can view Start-the-Clock information online.

Scenario 3

Company A hires Company B to prepare their Mailing and requests Company B to use the Mail Owner's Mailer ID (123456) on the mailpieces. Company A wishes to send all of their OneCode ACS and Confirm data to Company C.

- Company A and C would electronically sign a Mail Owner/Mailing Agent agreement which would be stored in the *PostalOne!* system and Company A would identify Company C as having "Complete Access" to both ACS and Confirm data.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the Mail Owner.
- OneCode ACS data will be available online to Company C and Confirm data will be sent to Company C through Company B's Confirm subscription.

Appendix A: Service Type Identifier Matrix

The description that follows describes Service Type Identifiers that apply to the May 2009 Mailing Services price change to implement basic and full-service options for Intelligent Mail. If you need to identify Service Type Identifiers to use in your current Intelligent Mail barcodes, refer to the Intelligent Mail Barcode Technical Resource Guide, which can be found at <http://ribbs.usps.gov/onecodesolution/>.

First-Class Mail

Mailing Type	ACS Detail Record Provided	Mailpiece Disposition	Equivalent Ancillary Service Endorsement	Service Type Codes		Fees	Notes
				without Confirm	with Confirm		
Full Service	Y	Forwardable mail forwarded, all other UAA returned	Address Service Requested Option 2	081	141	No charge for address correction notices	
Full Service	Y	All UAA mail disposed of: <u>Or</u> Forwardable mail forwarded, all other UAA mail disposed	Change Service Requested Option 1 <u>Or</u> Change Service Requested Option 2	083	241	No charge for address correction notice No charge for address correction notices	Option 1 or Option 2 determined by how Mailer Id is defined within the Universal Mailer File used by PARS and CFS
Full Service	N	UAA handled according to on-piece Ancillary Service Endorsement	Any authorized endorsement	036	041	As applicable for address correction (hardcopy).	Must bear on-piece endorsement to obtain desired mailpiece disposition and address correction service. Electronic Service Requested not allowed

First-Class Mail

Mailing Type	ACS Detail Record Provided	Mailpiece Disposition	Equivalent Ancillary Service Endorsement	Service Type Codes		Fees	Notes
				without Confirm	with Confirm		
Basic Service	N	Forwardable mail forwarded, all other UAA returned	Address Service Requested	081	141	N/A	
Basic Service	N On-piece correction or PS Form 3547	UAA handled according to on-piece Ancillary Service Endorsement	Any authorized endorsement	036	041	Hardcopy PS Form 3547 fee on forwarded mailpieces	Must bear on-piece endorsement or no endorsement if default mailpiece handling desired. Electronic Service Requested not allowed
Basic Service (OneCode ACS purchased separately)	Y	Forwardable mail forwarded, all other UAA returned	Address Service Requested (Option 2) Option 1 – See Note	080	140	At regular OneCode ACS pricing	Option 1 available if on-on-piece address correction desired instead of electronic address correction for UAA mail not due to forwarding
Basic Service (OneCode ACS purchased separately.)	Y	All UAA mail disposed of: <u>Or</u> Forwardable mail forwarded, all other UAA mail disposed	Change Service Requested Option 1 <u>Or</u> Change Service Requested Option 2	082	240	At regular OneCode ACS pricing	Option 1 or Option 2 determined by how Mailer Id is defined within the Universal Mailer File used by PARS and CFS

Periodicals Class

Mailing Type	ACS Detail Record Provided	Mailpiece Disposition	Equivalent Ancillary Service Endorsement	Service Type Codes		Fees	Notes
				without Confirm	with Confirm		
Full Service	Y	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed		038	045	No charge for address correction	Only Periodicals OneCode ACS Options 5 provided
Full Service	Y	Forwardable mail forwarded first 60 days after customer move, all other UAA returned	Address Service Requested	783	145	No charge for address correction UAA returned postage Due	Only Periodicals OneCode ACS Options 2, 4, 5, and 6 provided All existing mailing requirements applicable. See DMM 507
Basic Service	No ACS: PS Form 3579:	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N/A	038	045	Fees charged at current pricing schedule	Mailer Id restricted to non-ACS – Controlled by suppressing Mailer Id from UMF
Basic Service	No ACS: PS Form 3579:	Forwardable mail forwarded first 60 days after customer move, all other UAA returned	Address Service Requested	783	145	Fees charged at current pricing schedule	Mailer Id restricted to non-ACS – Controlled by suppressing Mailer Id from UMF
Basic Service (OneCode ACS purchased separately)	Y	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N/A	704	044	OneCode ACS fee applicable	Only Periodicals OneCode ACS Options 2, 4, 5, and 6 provided
Basic Service (OneCode ACS purchased separately)	Y	Forwardable mail forwarded first 60 days after customer move, all other UAA returned	Address Service Requested	782	144	OneCode ACS fee applicable	Only Periodicals OneCode ACS options 2, 4, 5, and 6 provided

Standard Mail

Mailing Type	ACS Detail Record Provided	Mailpiece Disposition	Equivalent Ancillary Service Endorsement	Service Type Codes		Fees	Notes
				without Confirm	with Confirm		
Full Service	Y (forwarded mail only)	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece	Address Service Requested	091	143	Address correction fee charged as appropriate Weighted fee charged for returns	Must show on-piece endorsement matching disposition desired or Electronic Service Requested
Full Service	Y	All UAA mail disposed of:	Change Service Requested	093	243	No charge for address correction	Must show on-piece endorsement matching disposition desired or Electronic Service
Full Service	N	UAA handled according to on-piece Ancillary Service Endorsement	Any authorized endorsement	037	043	Fees at regular price schedule	Must bear on-piece endorsement or none. Electronic Service Requested not allowed.

Standard Mail

Mailing Type	ACS Detail Record Provided	Mailpiece Disposition	Equivalent Ancillary Service Endorsement	Service Type Codes		Fees	Notes
				without Confirm	with Confirm		
Basic Service	N	All UAA mail disposed	Unendorsed	093	243	N/A	Must be Unendorsed otherwise Mailer agrees to pay address correction and postage due fees as applicable
Basic Service	N	UAA handled according to on-piece Ancillary Service Endorsement	Any authorized endorsement	037	043	Address correction fees (hardcopy) and postage due fees as applicable	Must bear on-piece endorsement to obtain desired mailpiece disposition and address correction service. Electronic Service Requested not allowed
Basic Service (OneCode ACS purchased separately)	Y (forwarded mail only)	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Address Service Requested	090	142	Address correction at OneCode ACS pricing UAA returned at weighted fees	Must bear on-piece endorsement Address Service Requested or Electronic Service Requested (recommended) on the mailpiece.
Basic Service (OneCode ACS purchased separately.)	Y	All UAA mail disposed of:	Change Service Requested	092	242	Address correction at regular OneCode ACS pricing	Must bear on-piece endorsement Change Service Requested or Electronic Service Requested (recommended) on the mailpiece

Package Service (Bound Printed Matter) (Use Restricted Until May 2009)

Mailing Type	ACS Detail Record Provided	Mailpiece Disposition	Equivalent Ancillary Service Endorsement	Service Type Codes		Fees	Notes
				without Confirm	with Confirm		
Full Service	Y (forwarded mail only) Reason for non-delivery affixed to mailpiece	Forwardable mail forwarded locally at no charge, non-locally postage due All other UAA returned at Zone Rate	Address Service Requested	423	N/A	No charge for address correction Postage fees charged for returned mailpieces	Must show on-piece endorsement Address Service Requested or Electronic Service Requested (recommended)
Full Service	Y	All UAA mail disposed of:	Change Service Requested	430	N/A	No charge for address correction	Must show on-piece endorsement Change Service Requested or Electronic Service Requested (recommended)
Full Service	N	UAA handled according to on-piece Ancillary Service Endorsement	Any authorized endorsement or No endorsement	466	N/A	Hardcopy address correction and postage due fees as applicable,	Must bear on-piece endorsement, or no endorsement. Electronic Service Requested not allowed.

Package Service (Bound Printed Matter) (Use Restricted Until May 2009)

Mailing Type	ACS Detail Record Provided	Mailpiece Disposition	Equivalent Ancillary Service Endorsement	Service Type Codes		Fees	Notes
				without Confirm	with Confirm		
Basic Service	N Returned pieces with reason for non-delivery affixed.	Forwardable mail forwarded locally at no charge, non-locally postage due All other UAA returned at Zone Rate	Address Service Requested	423	N/A	Weighted fee charged for returns	Must show on-piece endorsement matching disposition desired or Electronic Service Requested
Basic Service	N	All UAA mail disposed	Change Service Requested	430	N/A	N/A	Must show on-piece endorsement Change Service Requested or Electronic Service Requested
Basic Service	N	UAA handled according to on-piece Ancillary Service Endorsement	Any authorized endorsement	466	N/A	Hardcopy address correction and postage due fees applicable	Must bear on-piece endorsement matching disposition desired or no endorsement.
Basic Service (OneCode ACS purchased separately)	Y (forwarded mail only) Returned pieces with reason for non-delivery affixed	Forwardable mail forwarded locally at no charge, non-locally postage due Other UAA returned at Zone Rate	Address Service Requested	424	N/A	Address correction at OneCode ACS pricing UAA returned at postage due fees	Must be endorsed Address Service Requested or Electronic Service Requested (recommended)
Basic Service (OneCode ACS)	Y	All UAA mail disposed of:	Change Service Requested	431	N/A	At regular OneCode ACS pricing	Must be endorsed Change Service Requested or

purchased separately.)							Electronic Service Requested (recommended)