

## Suite<sup>Link</sup>™ Software Interface Developer Certification Procedures

**Attention Applicant: Suite<sup>Link</sup> Developers are prohibited from representing to third parties that USPS has certified Developer's software product until USPS issues a software certification notice to Developer as described in Step 4, below. Prior to receiving the software certification notice from USPS, Developer may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the Suite<sup>Link</sup> Product.**

Full requirements are set forth in the USPS Suite<sup>Link</sup> License Agreements and related documents. In the event of a conflict between this document and the standard Suite<sup>Link</sup> License Agreement, the terms of the Suite<sup>Link</sup> License Agreement prevail.

The following material describes the process for a Developer to qualify for a license and certify a Suite<sup>Link</sup> software interface. Information for each step of the certification process is included.

Developer must submit all materials to USPS at the following address:

MOVE UPDATE SUPPORT DEPARTMENT (Suite<sup>Link</sup> PRODUCT)  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
FAX: 901-681-4579

### Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Developer and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Security Documentation

USPS will notify Developer if it determines that Developer has completed Step 1 to the satisfaction of USPS.

### Step 2. Software Development

Upon successful completion and approval of Step 1, USPS will forward a Suite<sup>Link</sup> Software Interface Developer License Agreement ("License Agreement") bearing licensee company name for signature. **The Suite<sup>Link</sup> Software Interface License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Developer must return the original signed License Agreement to USPS. After USPS receives the signed License Agreement and completes its review, USPS will execute the License Agreement and forward a copy of the fully executed Software Interface Developer License Agreement and Software Developer Kit (SDK) to the new Suite<sup>Link</sup> Software Interface Developer.

The SDK includes a Software Developer Guide (SDG) and DVD's with sample code and sample data to facilitate software development. Developer's software interface must meet the requirements set forth in the SDG and the Software Performance Requirements (SPR).

A Suite<sup>Link</sup> Stage I test file will be available for testing through the assigned internet account. This file will contain test questions and the expected answers.

**NOTE: All source code designed to access the secure data store technology of Suite<sup>Link</sup> shall be considered Confidential Information and is subject to the provisions of the Confidentiality Statement.**

### **Step 3. Suite<sup>Link</sup> Testing & Certification**

Developer must submit to USPS a written request and a completed Software Product Information Form requesting that USPS perform a Suite<sup>Link</sup> certification Stage II test. The USPS will notify Developer when it has sent a test file. (While Suite<sup>Link</sup> testing will usually occur remotely, USPS reserves the right to perform testing on-site and/or request a copy of Developer's software interface for testing purposes).

The following items are tested in Step 3:

- Ability to correctly process test files
- Ability to provide an appropriate return suite information in accordance with the Suite<sup>Link</sup> Product requirements
- Ability to produce output file and return codes
- Understanding and performance of administrative requirements which includes processing the certification test and submitting the proper documents and/or reports.

If USPS determines that Developer fails the initial certification test, Developer may submit to USPS a written request for an additional certification test.

### **Step 4. USPS Interface Certification**

Upon USPS determining that Developer has successfully completed Steps 1 - 3, USPS will issue a software certification notice to Developer.

**In the event Developer desires to sell or distribute its software to third parties, Developer must enter into a separate license agreement with USPS. Developer's Suite<sup>Link</sup> interface software SHALL NOT be used, sold and/or distributed unless it has entered into a Suite<sup>Link</sup> Interface Distributor License Agreement with USPS.**

**Step 1**  
**Suite<sup>Link</sup>™ Software Interface Developer**  
**Application**

**Please Print:**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
Tax ID No. (TIN): \_\_\_\_\_ North American Industry Classification System (NAICS): \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Parent Company (if applicable): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Terms and Conditions of Application for License**

1. Applicant understands and agrees that the Suite<sup>Link</sup> product may only be used by Applicant or parties using Applicant's Suite<sup>Link</sup> software program(s) ("software") to update existing mailing lists that are used to prepare mail for the purpose of acceptance and delivery by the United States Postal Service.
2. In consideration for a Suite<sup>Link</sup> Interface Developer License, a potential Licensee must demonstrate the capability and past performance of writing USPS Coding Accuracy Support System (CASS)-certified software, and that licensing of this technology to the applicant is in the best interest of the USPS. **The applicant will submit the Self-Certification Statement, along with this application** to enable USPS to make this determination.
3. Applicant is not eligible to receive a Suite<sup>Link</sup> Software Developer Interface Certification prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific Suite<sup>Link</sup> software.
4. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the Suite<sup>Link</sup> product.
5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed Suite<sup>Link</sup> software.
6. Applicant must be in good standing under all existing license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.
7. USPS may elect not to award Applicant a Software Interface Developer license agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.
8. Applicant shall submit written notice to USPS of any material change to the information submitted as part of the application and supporting documents within thirty (30) days of the occurrence of such change.

**I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS Suite<sup>Link</sup> Software Interface Developer License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).**

Company Name: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 1**  
**Suite<sup>Link</sup>™ Software Interface Developer**  
**Confidentiality Statement**

All material supplied in connection with the application for and use of Suite<sup>Link</sup> Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with Suite<sup>Link</sup> technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the Suite<sup>Link</sup> Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards a Suite<sup>Link</sup> License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of a Suite<sup>Link</sup> License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name           Suite<sup>Link</sup> Product          

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to:  
MOVE UPDATE SUPPORT DEPARTMENT (Suite<sup>Link</sup> PRODUCT)  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
FAX: 901-681-4579

**Step 1**  
**Suite<sup>Link</sup>™ Software Developer**  
**Self-Certification Statements**

***This information must be provided for evaluation along with the Application.***

1. A narrative describing the nature of the applicant's business, with emphasis on its experience in software development, support and maintenance.
2. A description of how the applicant plans to utilize Suite<sup>Link</sup> technology as part of its business or service offering.
3. Key Personnel list (attached)
4. Proposed Equipment/Software Product information
5. Please provide a narrative on how the Suite<sup>Link</sup> technology will be secure. A diagram and/or flowchart describing the specific measures may be provided. (Attach separate documents if necessary.)

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

**Step 1**  
**Suite<sup>Link</sup> Software Developer**  
**Key Personnel**

**LICENSING CONTACT: (Primary contacts for licensing issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_

**SITE CONTACT: (Primary contacts for operational issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_

**MEDIA CONTACT: (Primary contacts for data fulfillment)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_

**Step 1**  
**Suite<sup>Link</sup> Software Developer**  
**Key Personnel**

**TECHNICAL CONTACT: (Primary contacts for technical issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**MARKETING CONTACT: (Information to be posted on USPS RIBBS Website  YES  NO)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Company Web site: \_\_\_\_\_  
Customer Service Email: \_\_\_\_\_  
Customer Service Phone: \_\_\_\_\_

**BILLING CONTACT: (Primary contacts for billing issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**Step 3**  
**Suite<sup>Link</sup> Software Interface Developer**  
**Software Product Information**

Hardware and software used to interface with the Suite<sup>Link</sup> data:

Company Name & License Number: \_\_\_\_\_  
Platform or Operating System: \_\_\_\_\_  
Suite<sup>Link</sup> Software Vendor: \_\_\_\_\_  
Suite<sup>Link</sup> Software Product Name: \_\_\_\_\_  
Suite<sup>Link</sup> Software Product Version: \_\_\_\_\_

Is Software Hardware Dependent? \_\_\_\_\_  
Address Matching ZIP+4 Product Name: \_\_\_\_\_  
Address Matching ZIP+4 Product Version: \_\_\_\_\_

Address Matching ZIP+4 System: **PLEASE CHECK ONE:**

- Open System – Defined as having the ability to modify, adjust, or tweak the application in a manner that will affect the applications ZIP+4 matching decisions. Licensees using an Open System must independently obtain CASS certification for the system.
  
- Closed System – Defined as **NOT** having the ability to modify, adjust, or tweak the application in a manner that will affect the applications ZIP+4 matching selection or decisions. Licensees using a Closed System will not be required to obtain separate CASS certification for the system.

DPV Product Name: \_\_\_\_\_  
DPV Product Version: \_\_\_\_\_  
LACS<sup>Link</sup> Software Product Name: \_\_\_\_\_  
LACS<sup>Link</sup> Software Product Version: \_\_\_\_\_

**Note: Please mark any item as N/A if it is not applicable.**

**Step 4**  
**Suite<sup>Link</sup> Software Developer**  
**Execution of License**

Upon USPS determining that Developer has successfully completed Steps 1 - 3, USPS will issue a software certification notice to Developer. **Developer's Suite<sup>Link</sup> interface software MAY NOT be used, sold and/or distributed for use unless the party using Developer's Suite<sup>Link</sup> interface software has entered into a standard Suite<sup>Link</sup> product license agreement with USPS. In the event Developer desires to sell or distribute its software to third parties, Developer must enter into a separate license agreement with USPS.**