



July 31, 2008

Dear OneCode ACS® Participant:

Please be advised a change will occur beginning with your August 2008 OneCode ACS invoice. This change was designed to make your invoices and shipping notices easier to reconcile with each other by displaying each shipping notice line item separately on the invoice.

This change incorporates a restructure of the Shipment Number as it will appear on the invoice. Currently the invoice reflects an eight-digit numeric character Shipment Number (12345678) to refer to a shipping notice. Effective with the August 2008 ACS invoice, the referenced Shipment Number will contain seven numeric characters and one alpha character (2345678A). The alpha character will now represent a line item on the invoice and denote the Mail Class and the rate being charged for that line item.

The Shipping Notice associated with each fulfillment file will continue to utilize an eight-digit numeric character Shipment Number (12345678). To reconcile the Shipment Number on the Invoice to the Shipment Number on the Shipping Notice, you will use the last seven characters of the Shipment Number (2345678).

Shipping Notice: Shipment Number = 12345678 = Eight numeric characters
Invoice: Shipment Number = 2345678 = Last seven characters of the Shipment Number from the Shipping Notice.

Please see the attached Invoice Line Item Table, Shipping Notice Example and Invoice Example.

After reviewing the documentation, please feel free to contact the ACS department via email at acs@usps.gov, or by phone at 877-640-0724. Due to the expected high call volume, we request you utilize the email account to submit your questions and our technicians will provide a prompt response.

Sincerely,

A handwritten signature in black ink that reads "Alice VanGorder". The signature is written in a cursive, flowing style.

Alice VanGorder
Manager, Address Management

Enclosure

Invoice Value	Class	Rate	Description
A	1 st	Electronic	All Notices
D	1 st	Automated	3rd & higher Notices
E	Periodical	Electronic	All Notices
F	Standard	Electronic	All Notices
G	Standard	Automated	1st Notice
H	Standard	Automated	2nd Notice
I	Standard	Automated	3rd & higher Notices

Shipping Notice Example

ACS747P1	UNITED STATES POSTAL SERVICE	RIBB TRANSMISSION
	ADDRESS CHANGE SERVICE	PAGE: 1
SHIPMENT NO: 12345678		CUST: 190B22
		DATE: 06/06/2008
BILL TO:		SHIP TO:
CHARLES ARNETTE		CHARLES ARNETTE
USPS		USPS
6060 PRIMACY PKWY STE 201		6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001		MEMPHIS TN 38188-0001

	1ST NOTICE	2ND NOTICE	3RD + NOTICE	AUTO FEE	ELECTR NOTICE	ELECTR FEE	TOTAL
190259 1ST CLASS LETTER COA(S)	1	1	1	\$0.06	1	\$0.08	\$0.14
NIXIES(S)	1	1	1	\$0.06	1	\$0.08	\$0.14
TOTAL	2	2	2	\$0.12	2	\$0.16	\$0.28
GRAND TOTAL	2	2	2	\$0.12	2	\$0.16	\$0.28

 * >>>>>>> THIS IS NOT AN INVOICE <<<<<<<< *
 * PLEASE DO NOT REMIT PAYMENT UNTIL INVOICE IS RECEIVED *

Invoice Example

A finance charge of 10% APR will be added to any unpaid balance.

DESCRIPTION	QTY	UOM	ITEM AMOUNT	TOTAL AMOUNT
ACS CHANGE OF ADDRESS RECORDS FOR SHIPMENT NUMBER 2345678A DATED 06/06/2008	1	EA	0.08	\$0.08
ACS NIXIE RECORDS FOR SHIPMENT NUMBER 2345678A DATED 06/06/2008	1	EA	0.08	\$0.08
ACS CHANGE OF ADDRESS RECORDS FOR SHIPMENT NUMBER 2345678D DATED 06/06/2008	1	EA	0.06	\$0.06
ACS NIXIE RECORDS FOR SHIPMENT NUMBER 2345678D DATED 06/06/2008	1	EA	0.06	\$0.06
AMOUNT DUE:				\$0.28

Note: The bold shipment number on the Shipping Notice and the bold Shipment Notice on the Invoice is used to reconcile the documents.