

ACS Fulfillment File Access

Fulfillment File Access

All ACS file formats may be found here:

https://ribbs.usps.gov/acs/documents/tech_guides/ACSFileFormatTechnicalGuide.CFM

ACS Fulfillment files are created as fixed length ASCII text files which are zipped (compressed) and password protected with an 18 character password that is comprised of alpha, numeric and special characters using PKWARE software and posted to our secure Electronic Product Fulfillment (EPF) web site. You will need to obtain the appropriate software to retrieve the fulfillment files from our EPF web site (most current internet browsers are supported). You will need to obtain the appropriate software package that will decompress the data back into a normal ASCII text file. Additional software is required if you intend to automate the updating of your database utilizing the ACS Notification File or if you intend to print out the ACS Notification File for manual updating.

The ACS fulfillment process produces a single zipped file which may contain the following files:

Changes for January 2015	File Reference Name	Type	Included when no ACS notices are available?
New file format & length	ACS Notification File*	Fixed format data file	Yes – will contain a zero-count header record
New information & format	Shipping Notice Report File	Formatted text file	No
New file	Shipping Notice Data File	Comma Separated Value (CSV)	No
Only for SingleSource ACS fulfillments	Full Service Chargeback Data File	Comma Separated Value (CSV)	Yes – will contain a zero-count header record

*The Notification file contains the ACS COA and Nixie notices.

The Shipping Notice Report and Data files contain ACS COA and Nixie notice record counts and other information regarding the contents of the ACS Notification file. Customers are encouraged to maintain records of the Shipping Notice files to help in reconciling their ACS Invoices which are organized by Shipping Notice.

The Full Service Chargeback ACS Report and Data files contain information about previously fulfilled ACS COA and Nixie notices that were provided at no charge due to a Full Service ACS STID, but *PostalOne!*[®] feedback reports indicate the records did not qualify for Full Service ACS benefits. Customers are encouraged to maintain records of the Chargeback information to help reconcile their ACS Invoice each month, since charges for those records are included in the next available billing cycle.

IMPORTANT NOTE FOR SERVICE PROVIDERS: The NCSC ACS account that contains the Mailer ID(s) and Participant ID(s) that are used on the mail requesting ACS, must be flagged as a SingleSource ACS account in order to receive the Full Service Chargeback Data file. If you are the vendor that receives the ACS fulfillment files for the SingleSource ACS account, you must be prepared to receive the additional files that are included in the fulfillment.

The optional files available will have the following naming conventions:

Legacy Traditional ACS File Format	ACS Notification File: P??????PT.MDD	Example : P100300PT.225
Legacy OneCode ACS File Format	ACS Notification File: P??????PO.MDD	Example : P100300PO.225
Legacy SingleSource ACS File Format	ACS Notification File: P??????PS.MDD	Example : P100300PS.225
Comma Separated Value File Format	ACS Notification File: P??????PC.MDD	Example : P100300PC.225
Excel Binary File (XLS)	ACS Notification File: P??????PX.MDD	Example : P100300PX.225

A SingleSource ACS account will also have the following file included in the zipped file:

Full Service Chargeback Data File: P??????CB.MDD	Example : P100300CB.225
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A SingleSource ACS account and any account that requested to receive the updated ACS billing method will also have the following file posted to your EPF account. These Invoice files are posted to the EPF account within 6 days after the ACS billing cycle has ended. The Invoice is provided in both a PDF and CSV version of the invoice within a single zipped file with the following naming convention:

I??????_??????_YYMDD.ZIP

Example : I100300_100300_15A28.ZIP	
?????? = six digit SingleSource ACS account ID	Account ID: 100300
YY = the two digit year	YY : 15 (2015)
M = month(1 thru 9 = Jan – Sept; A thru C = Oct thru Dec)	M : A (October)
DD = day	DD : 28 (Day)

The Invoice file names contained within the zipped file have the following naming convention:

Adobe PDF Invoice: I??????_YYMDD.PDF	Example : I100300_15A28.PDF
Excel CSV Invoice: I??????_YYMDD.CSV	Example : I100300_15A28.CSV

NOTE: When the Invoice files are posted to EPF, an email is sent to the the billing contacts identified in the ACS account.

Note: That anytime during the download process or the unzip process the software may allow you to change the path, file name and extension. If a change occurs to the extension the operating system may associate the file with an existing software package that was not designed to handle these files.

This document provides information on how to retrieve ACS Fulfillment data from the Electronic Product Fulfillment (EPF) system. The document also contains information regarding automating the download procedure from the EPF system.

Disclaimer

The USPS makes no warranty or representation either expressed or implied, with respect to the technology, data and/or the computer system in which it is contained, including its correctness, quality, performance, merchantability, or fitness for any particular purpose.

The USPS will not be liable for direct, indirect, special, incidental, consequential, or other similar damages arising out of use of, or inability to use, ACS, OneCode ACS, OneCode Confirm, *PostalOne!* and Intelligent Mail barcode technology and/or computer system, even if advised of the possibility of such damages.

While ACS is designed to substantially reduce the number of address correction notifications provided manually to mailers and replace them with electronic notifications, ACS is not a guaranteed service.

In any data processing environment sometimes it is possible to receive data or partial data that may not be anticipated by the software which in turn could lead to unexpected results. For this reason the software developed to process ACS transactions must interrogate each record and field according to the specifications contained in the file layouts/formats and descriptions. If any abnormal issue is found it is suggested that the information be written to an error file for manual review instead of terminating the program.

For assistance in obtaining the 18 character unzip password:

ACS DEPARTMENT Hours: M-F 8am - 5pm CST Toll Free: 877-640-0724(Option 1) FAX: 901-821-6204 Dept E-mail: ACS@usps.gov

For assistance with the Electronic Product Fulfillment (EPF):

EPF DEPARTMENT Hours: M-F 8am - 5pm CST 1-800-331-5747 BXDMM0@usps.gov

Before logging in for the first time, use the Reset Password section located on the landing page to establish a new password.

Follow the instructions contained in the password reset email notification to complete the process.

When the password is successfully changed, use your email address and new password to access the site.

Click the link below to access the site.

<https://epf.usps.gov>

Electronic Product Fulfillment

Welcome to Electronic Product Fulfillment

Electronic Product Fulfillment (EPF) is designed to provide subscription products to customers efficiently. As products become available, based on frequency (weekly, monthly, annually), they are posted to this secure site where customers can simply download the subscribed product files.

WARNING! FOR OFFICIAL USE ONLY

This is a U. S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S. C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with US Postal Service policies and these terms.

Important Information	Application Access
<p>To begin using this process, customers must complete and submit the Electronic Product Fulfillment Web Access Request Form. This form is used to setup an account on the EPF website. Once the account is setup, customers will begin receiving emails identifying products that are posted to the website and ready for download. Click the EPF website link provided in the email notification, log into the website, select desired features to display, and then select the subscribed product files to download. Downloading most files takes only seconds to complete.</p>	<p>Login</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Enter Application"/></p> <hr/> <p>Reset Password</p> <p>Email: <input type="text"/></p> <p><input type="button" value="Reset Password"/></p>

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Electronic Product Fulfillment v3.00.7_c
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11/5/2014 12:41:07 PM

EPF Manual Downloading

Open up the web browser and enter the following URL: <https://epf.usps.gov>

The following Logon Screen should be displayed:

The screenshot shows a Windows Internet Explorer browser window titled "USPS - Electronic Product Fulfillment - Windows Internet Explorer". The address bar shows "https://epf.usps.gov/". The page content includes the USPS logo, the title "Electronic Product Fulfillment", and a welcome message. Below the welcome message is a "WARNING! FOR OFFICIAL USE ONLY" section. The main content is divided into two columns: "Important Information" and "Application Access". The "Application Access" column contains a "Login" section with fields for "Email:" and "Password:" and an "Enter Application" button. Below the login section is a "Reset Password" section with an "Email:" field and a "Reset Password" button. The browser status bar at the bottom shows "Done" and "Local intranet".

USPS - Electronic Product Fulfillment

https://epf.usps.gov/

File Edit View Favorites Tools Help Snagit

USPS - Electronic Product Fulfillment

Electronic Product Fulfillment

Welcome to Electronic Product Fulfillment

Electronic Product Fulfillment (EPF) is designed to provide subscription products to customers efficiently. As products become available, based on frequency (weekly, monthly, annually), they are posted to this secure site where customers can simply download the subscribed product files.

WARNING! FOR OFFICIAL USE ONLY

This is a U. S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S. C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with US Postal Service policies and these terms.

Important Information	Application Access
<p>To begin using this process, customers must complete and submit the Electronic Product Fulfillment Web Access Request Form. This form is used to setup an account on the EPF website. Once the account is setup, customers will begin receiving emails identifying products that are posted to the website and ready for download. Click the EPF website link provided in the email notification, log into the website, select desired features to display, and then select the subscribed product files to download. Downloading most files takes only seconds to complete.</p>	<p>Login</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Enter Application"/></p> <p>Reset Password</p> <p>Email: <input type="text"/></p> <p><input type="button" value="Reset Password"/></p>

Done Local intranet 100

Enter your Login Email address that was provided on the Electronic Product Fulfillment Web Access Request Form, PS FORM 5116. Enter your password. The password is the one that you or your company setup upon the first visit to this site. The USPS does not know your password. If you forgot the password then complete the Reset Password block and follow the instructions.

After a successful logon the following Screen should be displayed. If the account has records they should also be displayed. If files are not displayed, then find the Fulfillment Date drop down box (center heading of screen) and select ALL. If you are accessing the EPF system for the first time, please allow 24hrs or your next scheduled fulfillment to see data posted.

Electronic Product Fulfillment v3.00.10_c
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 5/11/2015 2:36:33 PM

Status	Product	Fulfilled	Modified	File Name	File Size
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C19.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C20.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C20.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C21.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C21.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C22.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C22.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C23.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C23.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C24.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C24.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C25.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C25.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C26.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C26.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C27.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C27.zip	5.5 KB
New	ACS Product	Mar 13, 15	Mar 13, 15	P999997_999997_15C28.zip	5.5 KB
New	ACS Product	Apr 07, 15	Apr 07, 15	P999997_999997_15C28.zip	5.5 KB

The screen above reflects the files that are available for downloading. The column with the title "File Name" identifies the ACS notification files available for download.

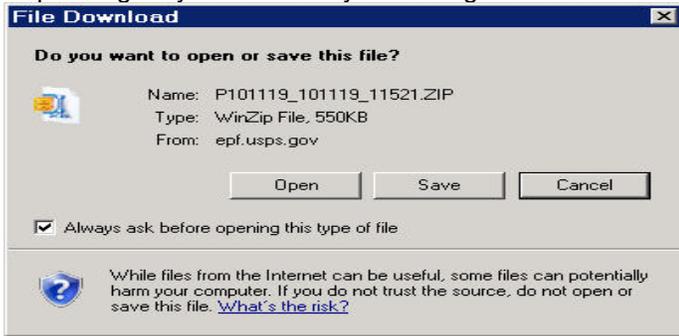
You are now at the point where you can download the files. With your mouse pointer positioned over **one of the file names** in the column with the title "File Name", double click the left mouse button and one of the following screens should appear

Do you want to open or save P999997_999997_15523.zip (5.48 KB) from epf.usps.gov?

Open Save Cancel

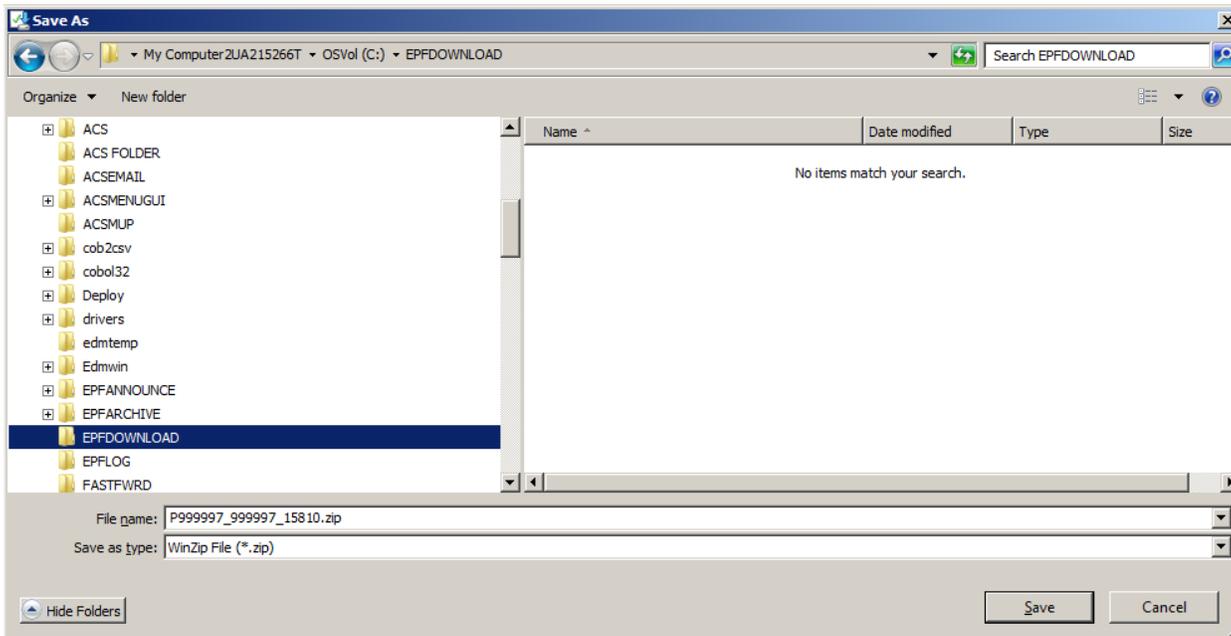
Using the Save dropdown arrow you can get the options Save, Save as, Save and Open. Selecting the Save as option allows you to decide where you want to save the file. Selecting the Save option will save the file in your default location.

Depending on your software you could get a screen similar to this.



Select the Save button.

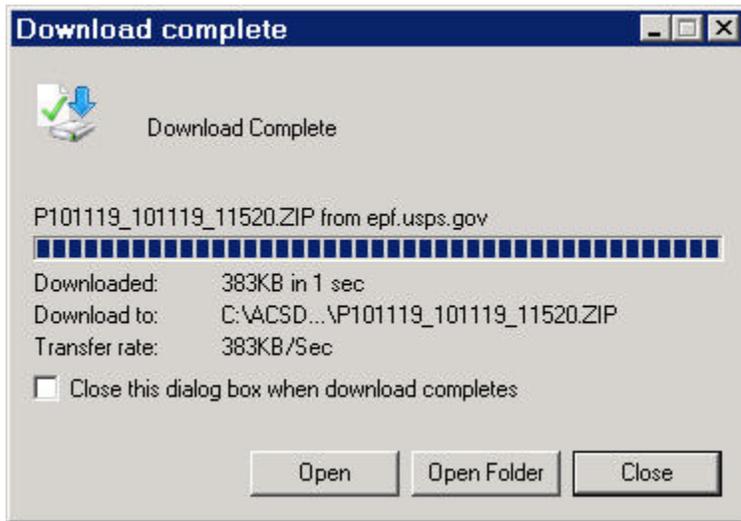
Regardless of which screen you receive and you select Save as (on the first screen) or Save (on the second screen) then a screen similar to the following should be displayed which will allow you save the file where you want it.



Review the field 'File name' to make sure it is the file you want to download/save.

Notice that the file name extension is .ZIP and the system recognizes it as a WinZip file in the field 'Save as type'.

Select the download/save location and select the Save button and a screen similar to these will appear



Continue to follow the download instructions for every file you want downloaded.

EPF FILENAMING CONVENTIONS

A single zipped notification file with the naming convention below will contain the notification data file and the shipping notice file. These files are password protected utilizing WINZIP.

Customers who receive only individual fulfillment accounts:

The file name format will be: P??????_??????_YYMDD.ZIP Example :

P999999_999999_11509.ZIP

??????	= six digit ACS account ID	Account ID:	999999
YY	= the two digit year	YY	: 11 (2011)
M	= month(1 thru 9 = Jan - Sept; A thru C = Oct thru Dec)	M	: 5 (May)
DD	= day	DD	: 09 (Day)

Customers that have multiple primary accounts going to a single fulfillment account:

The file name format will be: P??????_XXXXXX_YYMDD.ZIP Example :

P999999_888888_11509.ZIP

??????	= Primary six digit ACS account ID	Account ID:	999999
XXXXXX	= Secondary/Alternate Fulfillment account	Secondary:	888888
YY	= the two digit year	YY	: 11 (2011)
M	= month(1 thru 9 = Jan - Sept; A thru C = Oct thru Dec)	M	: 5 (May)
DD	= day	DD	: 09 (Day)

The filenames contained within the zipped file will have the following naming convention:

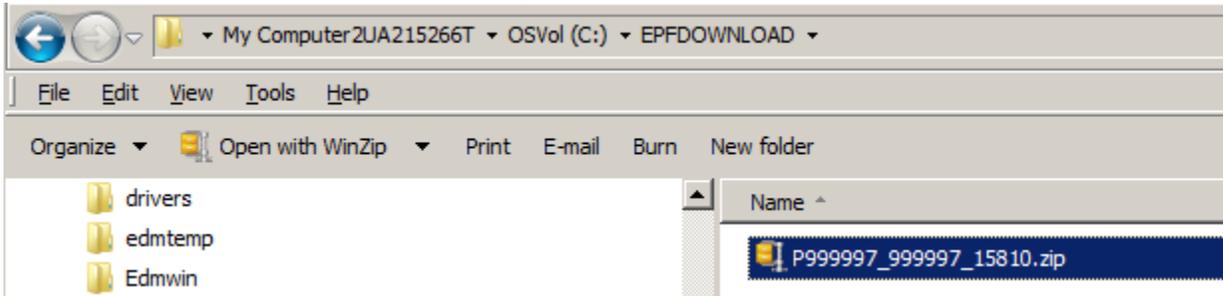
Notification data file: P??????YY.MDD Example : P99999911.509

Shipping Notice file : P??????SN.MDD Example : P999999SN.509

??????	= Primary six digit ACS account ID	Account ID:	999999
YY	= the two digit year	YY	: 11 (2011)
M	= month(1 thru 9 = Jan - Sept; A thru C = Oct thru Dec)	M	: 5 (May)
DD	= day	DD	: 09 (Day)

After the files are downloaded, go to the folder/directory where the files are saved.

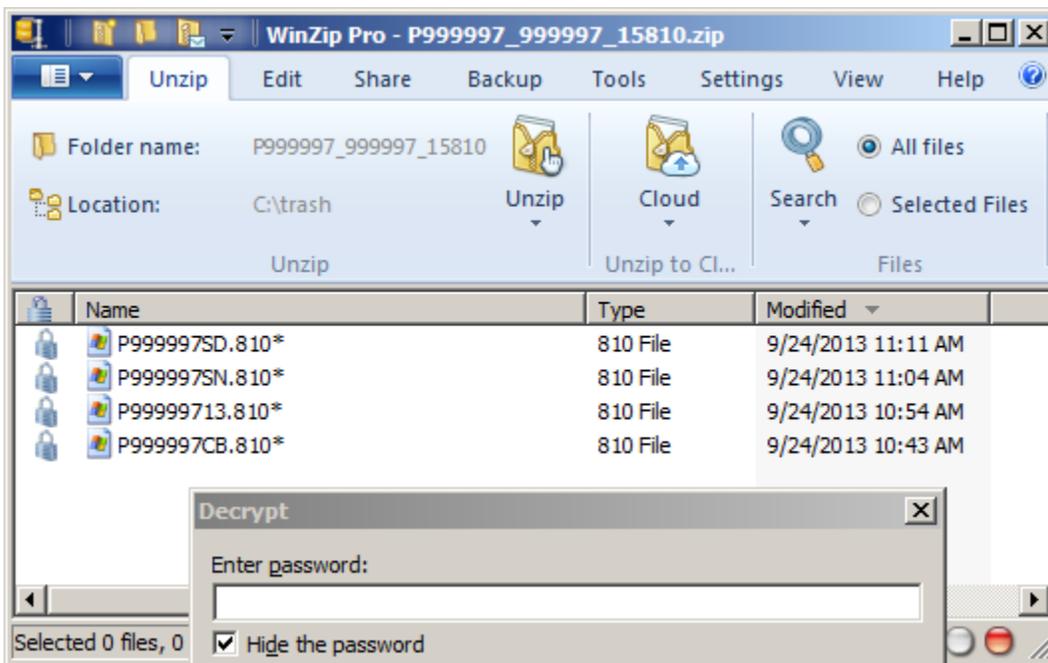
Select the file you want to unzip and double click. The following screen will appear. Select the location you want the unzip files to be saved and select the EXTRACT ICON.



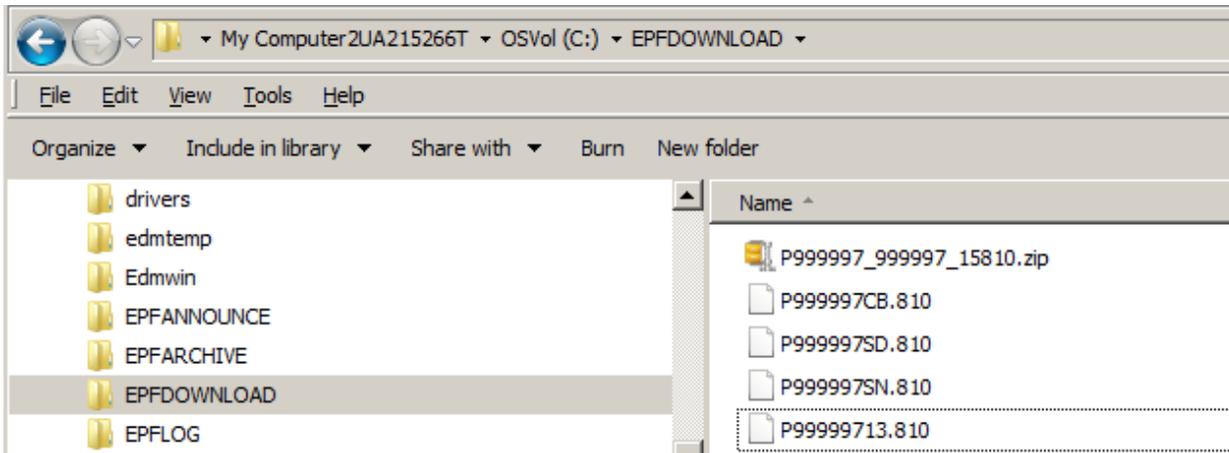
Please Note: Your computer system may or may not automatically bring up a compatible program that can UNZIP the data files. If this occurs you need to contact your local IT department.

Some UNZIP utilities will allow you to save the UNZIPPED files in a different location. You will need to review your documentation.

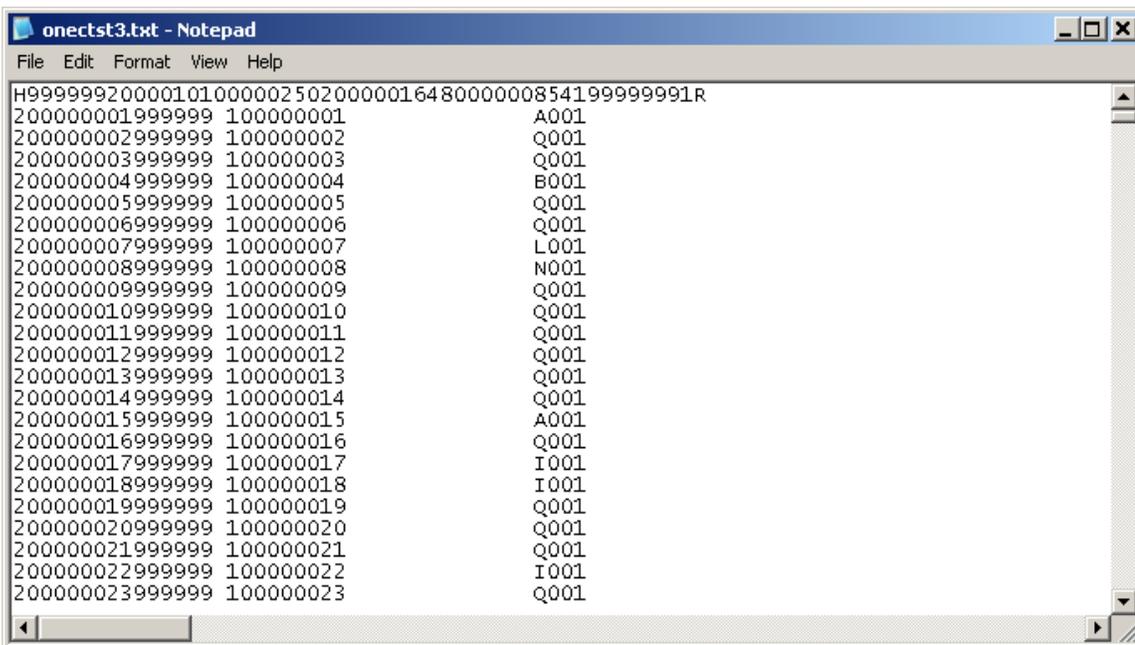
Enter the 18 character unzip password.



The files are now extracted. The files extracted are normal ASCII text files and do not require additional unzipping.



Now that the files have been decompressed you are ready to utilize the data. Most large companies have created software systems that will read the notification file and make comparisons or updates to their existing database. Depending on the volume of records received some companies may just print the data and manually update their file. Regardless of which method you select it will normally require some type of software or programming knowledge to complete the task. Even though the files have been decompressed and are now in an ASCII file format we do not recommend opening the ACS Notification File (P99999713.810) with any word processor because the data is not formatted like a report or a file created with Microsoft® Excel®. The example below demonstrates that you would not be able to discern what the information was because it will not be in columns with predefined headers.



The shipping notice file (P999997SN.810) can be opened and viewed by any word processor. This file is a formatted report informing the customer about what is contained in the corresponding ACS Notification File.

Automated Downloading

The USPS has developed a Client Side ACS EPF download manager. The ACS EPF Download Manager software is installed on a personal computer and provides a more customized local graphical interface into the EPF system than the standard EPF interface. It also includes an automated component that allows the scheduling of downloads. Information can be found at:

ACS™ Electronic Product Fulfillment (EPF) Download Manager documentation (Client Side)
https://ribbs.usps.gov/acs/documents/tech_guides/ACS_EPF_DownloadManagerTechnicalGuide.pdf

ACS™ Electronic Product Fulfillment (EPF) Download Manager Software (Client Side)
https://ribbs.usps.gov/acs/documents/tech_guides/USPSACSDWNLDMGR1.ZIP

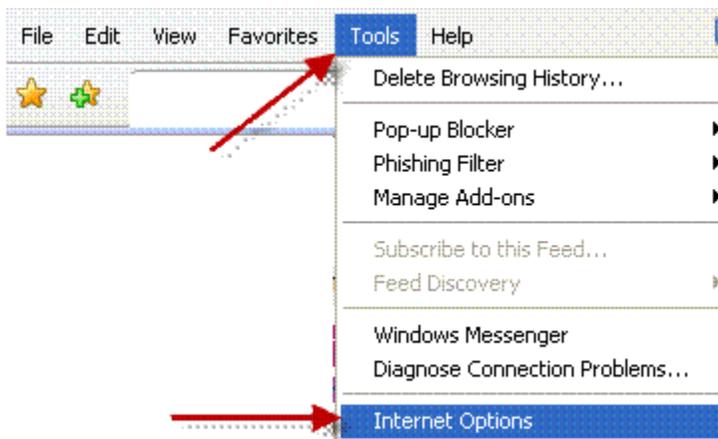
The following information is for customers who prefer to build custom automation processes to download fulfillment files from EPF. Use the link below and use your current EPF login information.

<http://epfeaws.usps.gov/ws>

Using Internet Explorer

If you double click on the file and it does not display the prompt for file download options, check the Internet Explorer settings as shown below to resolve the problem.

From the top of the Internet Explorer page, select TOOLS > INTERNET OPTIONS

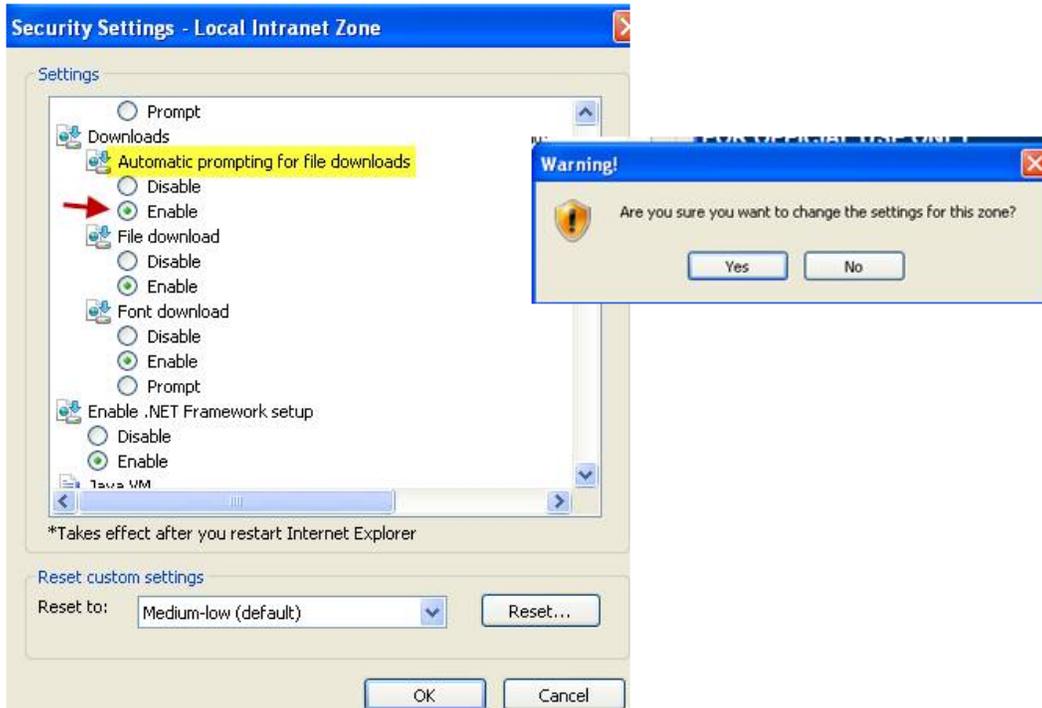


On the Internet Options pop-up, click on the Security tab then click on Custom Level





Scroll to the “Downloads” heading and make sure that the “Automatic prompting for file downloads” is marked “Enable”. Click OK. If prompted with the message “Are you sure...”, click Yes then click OK to close.



Using Firefox

If you double click on the file and it does not display the prompt for file download options, check the Firefox settings as shown below to resolve the problem.

Go to Tools > Options

