



Technical Guide

April 2002

Table of Contents

ADVANCE Overview	1
Mail Alerts Overview	1
The ADVANCE Process	1
The ADVANCE Quality Check System (AQCS)	2
Objective/Benefits of AQCS.....	2
Overview of AQCS.....	2
Requirements to Participate in AQCS	2
For More Information	3
Standard Mail Requirements	4
Periodicals Requirements	5
Mail Alert Requirements	5
File Transmission Via the Internet	6
File Naming Conventions	6
ADVANCE Standard Mail Header File Layout	8
ADVANCE Periodicals Header File Layout	9
ADVANCE Detail File Layout	10
ADVANCE Confirmation	10
Mail Alert Standard Mail, Package Services, and First-Class Mail Header File Layout	11
Mail Alert Periodicals Header File Layout	12
Mail Alert Detail File Layout	13
Data Element Definitions	14
ADVANCE and Mail Alert Mailpiece Image Files	17
Data Reports	17
Frequently Asked Questions	18
Appendix A: Area ADVANCE Coordinators	20
Appendix B: Delivery Performance Summary Report Samples	21
Sample 1: Area Summary Mailer Report	22
Sample 2: District Summary Mailer Report.....	23
Sample 3: ZIP Code Summary Mailer Report	24
Sample 4: Daily Performance by ZIP Code Mailer Report (Cumulative)	25
Sample 5: Daily Performance by ZIP Code Mailer Report (Additive)	26
Sample 6: DUC ZIP Code Comments Report	27

Sample 7: State Summary Mailer Report 28

Appendix C: Mailer Summary Letter : Standard Mail Mailings Only 29

ADVANCE Mailer ID Application Form..... 30

ADVANCE Overview

The ADVANCE Notification and Tracking System was developed to facilitate the delivery and tracking of USPS Standard Mail and Periodicals mailings with specific in-home delivery windows. ADVANCE provides mailer delivery performance reports and data for each mailing.

ADVANCE is a service that tracks the delivery process for qualified Standard Mail and Periodicals mailings. Mailers must meet certain requirements for the USPS to post ADVANCE mailings on the Web.

Mail Alerts Overview

Mail Alerts were developed to electronically notify delivery units (DUs) and postal managers of scheduled First-Class Mail, Standard Mail, Package Services, and Periodicals mailings for an upcoming month. Mail Alerts are currently published in the *Postal Bulletin*.

Mail Alerts via the Web is a service that uses the ADVANCE infrastructure to distribute the notifications. Mailers must meet certain requirements for the USPS to post a Mail Alert on the Web. At this time, there are no Mail Alert reports available.

The ADVANCE Process

Using ADVANCE to track date-sensitive mailings is easy. At least eight business days before the beginning in-home requested delivery date for a Standard Mail mailing or the preferred delivery date/publication issue date (if a preferred delivery date is not specified) for a Periodicals mailing, mailers are required to provide detailed information about their upcoming mailings to the National Customer Support Center (NCSC) located in Memphis, Tennessee. In addition to supplying the two data files containing information on the mailing, Standard Mail mailers are required to provide an actual mailpiece or image of the mailpiece to the NCSC (Periodicals mailers are not required to send the NCSC a mailpiece). The NCSC also requires a copy of the facing slip if one is used in the mailing. The NCSC processes the mailing information before sending the information to the appropriate DUs.

There are approximately 7,000 DUs, which serve over 11,000 ZIP Codes, participating in the ADVANCE system. ADVANCE posts information via the Internet to all participating units that have mail volume that meets or exceeds the mail-piece requirements per mailing. Participating DUs include those having ten or more carrier routes and/or a computer system. ADVANCE will send a notification to all participating delivery units in which mail volume does not meet the minimum requirements per mailing.

When the mailpieces arrive at the DU, the date the mailing was located is entered by the DU. Then, as the delivery events occur, the DU enters when delivery began and when it was completed. Using this process, the district and area offices can track the mailing to ensure receipt and delivery at the DU.

After the DU has entered the required dates, ADVANCE provides delivery performance reports for Standard Mail mailings calculated from the data entered by the DU. These reports can be obtained in real time through the ADVANCE Mailer Web page, where it can be viewed and/or downloaded by the mailer in a password-protected environment.

The ADVANCE Quality Check System (AQCS)

Objective/Benefits of AQCS

AQCS is an independent check of the accuracy of the ADVANCE system. The purpose of AQCS is to monitor the accuracy of ADVANCE over time and to provide information that will help the USPS improve ADVANCE. AQCS is not designed to target non-compliant delivery units, nor is it meant to replace the ADVANCE system.

Standard Mail and Periodicals mailers who participate in AQCS are provided with valuable data on each mailing scheduled in the form of both daily and end-of-mailing reports. These reports contain timely receipt data from the independent reporter panel and critical comparisons to the requested in-home dates and data from ADVANCE.

Overview of AQCS

AQCS is a seed program administered by PricewaterhouseCoopers. It is based on a panel of household reporters who track and report the receipt dates of specific ADVANCE mailings.

The Scope of AQCS is currently as follows:

- 2,000 reporters across the country
- 450 5-digit ZIP Codes tracked (3-5 reporters per ZIP Code)

Requirements to Participate in AQCS

There is only one key requirement to participate in AQCS – the printer/mailer must already be participating or willing to participate in the ADVANCE system. It is important to note that the mailings that are measured in AQCS must qualify for and be measured in ADVANCE (i.e. meet the minimum mailing requirements).

Although the benefits of participating in AQCS are substantial, the costs are minimal. Through AQCS, mailers have the benefit of two service performance measures based on one system. Just like ADVANCE, there are no direct fees associated with participating in AQCS. The only cost associated with AQCS is the mailpieces cost.

For More Information

ADVANCE & Mail Alerts Please contact your USPS account representative; the NCSC at 800-238-3150; Alexis Broadhurst-Ross, National Program Manager at 202-268-3765; e-mail ncsc.adv@usps.gov, or write

ADVANCE

NATIONAL CUSTOMER SUPPORT CENTER

UNITED STATES POSTAL SERVICE

6060 PRIMACY PKWY STE 201

MEMPHIS TN 38188-0001

**ADVANCE Quality
Check System (AQCS)**

Please contact Consumer Affairs at USPS headquarters:

Frank Ippolito at 202-268-4681, or

Michele Jones at 202-268-2306

Standard Mail Requirements

To participate in the ADVANCE system, Standard Mail mailers must meet the following requirements:

Obtain a Mailer ID

The mailer ID is a 7-character code that uniquely identifies the mailer. To obtain your mailer ID, fax or mail a completed ADVANCE Notification & Tracking System Web Access Request to the ADVANCE Technical Support Department at the NCSC.

Provide Mailing Data to NCSC by the Following Format

- Electronically via the ADVANCE Mailer Web page at advmail.usps.gov

Meet the Mailing Requirements

Mailers must comply with all mailing requirements to qualify for ADVANCE tracking.

- Produce non-automation-compatible* mailings containing at least 300,000 Standard Mail flats, catalogs, and/or letter-size mailpieces for a mailing that is sent to more than one postal area. This is considered a national mailing.
- Produce non-automation-compatible* mailings containing at least 150,000 Standard Mail flats, catalogs, and/or letter-size mailpieces for a mailing that is sent to only one postal area. This is considered an intra-area mailing.
- Produce non-automation-compatible* mailings containing at least 75,000 Standard Mail Flats, catalogs, and/or letter-size mailpieces for a mailing that is sent to only one district area. This is considered an intra-district mailing.
- Mail 50 or more mailpieces to any carrier route within a participating 5-digit ZIP Code to generate a notification and tracking. If a mailing has less than 50 mailpieces on all carrier routes within a 5-digit ZIP Code, a notification will only be sent to the delivery unit.

* mail that does not arrive in a Delivery Point Sequence (DPS) tray

Note: A list of participating 3- and 5-digit ZIP Codes can be obtained by downloading the files from the RIBBS Website (<http://ribbs.usps.gov>).

- Provide an image of the mailpiece or a sample mailpiece. The NCSC must also be provided a copy of the bundle facing slip if one is used in the mailing.

Note: An actual mailpiece sample is preferred rather than an image.

- Provide the required data files and mailpiece to the NCSC at least **eight** business days before the beginning in-home delivery date. You must submit a header file and a detail file for each mailing.
- Print the requested in-home delivery dates on the mailpiece and/or bundle facing slip. The NCSC must also be provided a copy of the bundle facing slip if one is used in the mailing. The in-home delivery window must be a minimum of two days and a maximum of five days.

Note: The beginning in-home date and ending in-home date should never fall on a Sunday or a USPS holiday.

Participate in the Drop Ship Appointment System (DSAS)

Any mailer who enters their ADVANCE mailpieces at a destination Bulk Mail Center (BMC) or a destination Sectional Center Facility (SCF) is required to enter their ADVANCE mailer ID(s) on the DSAS Appointment Screen for each facility.

Any mailer who enters the majority of their ADVANCE mailpieces at a Destination Delivery Unit (DDU) or an origin mail processing facility is not required to enter their ADVANCE mailer ID(s) in the DSAS system.

Note: In the future, we plan to extend this requirement to mail entered at the DDU.

Periodicals Requirements

To participate in the ADVANCE system, Periodicals mailers must meet the same requirements for possession of a mailer ID and required data format as Standard Mail mailers. The following mailing requirements apply only to Periodicals mailers:

- Mail only non-automation-compatible* pieces.
- Mail at least 15 pieces to any carrier route within a participating 5-digit ZIP Code.

Note: A list of participating 3- and 5-digit ZIP Codes can be obtained by downloading the files from the RIBBS Website (<http://ribbs.usps.gov>).

- If a mailing contains less than 15 pieces for all routes, a notification will be sent to the delivery unit.
- Provide the required data files to the NCSC at least **eight** business days before the preferred delivery date or publication issue date (if a preferred delivery date is not specified). A header file must be submitted for each mailing. A detail file must be submitted for every sixth mailing to ensure that specified mail volumes by carrier routes match the actual number of subscriptions.
- Daily publications may only request tracking for one day per week.
- If you produce mailings that have multiple or differing covers/sizes, there must be a separate header and detail file for each cover/size. This is necessary to enable the delivery units to recognize your mailing when it arrives. If multiple covers/sizes exist, please contact the NCSC prior to sending the header and/or detail files.

* mail that does not arrive in a Delivery Point Sequence (DPS) tray

Note: The preferred delivery date should never fall on a Sunday or a USPS holiday.

Mail Alert Requirements

To become a Mail Alert participant, Standard Mail, Package Services, First-Class Mail, and Periodicals mailers must meet the same requirements for obtaining a mailer ID and providing the required data as an ADVANCE participant. The following requirements apply to all Mail Alert participants:

- Produce mailings containing at least 300,000 pieces.
- Provide the required data files to the NCSC at least **five** business days before the system posting date of the mailpiece to the participating delivery units.

- For Standard Mail mailings only, provide an image of the mailpiece or a sample mailpiece. The NCSC must also be provided a copy of the bundle facing slip if one is used in the mailing.

Note: An actual mailpiece sample is preferred rather than an image.

Each Mail Alert will remain displayed on the Web for five business days after the mailer's designated system posting date.

File Transmission Via the Internet

To transfer files via the Internet, a Web browser (e.g., Internet Explorer 4.x or higher or Netscape Navigator 3.x or higher) must be installed on your computer, and you must have an Internet provider for Web access. The Web address for file transfers is **advmail.usps.gov**. This URL is the address of the ADVANCE Mailer Web Page, which is used to upload detail and image files. Mailers also use this Web page to submit header information and obtain reports and data on current mailings.

Note: To login to this Web page, you must have a valid mailer ID and password assigned by the NCSC.

File Naming Conventions

Participation in ADVANCE requires adherence to specific file-naming conventions. Each mailing will require a minimum of two data files: a header file and a detail file. An image file can be transmitted if a mailer has the ability to scan a mail-piece and create an image file. File-naming conventions have been developed to aid in efficient system administration and accommodate differences in micro- and mainframe naming conventions. Use the specific naming patterns for the platform upon which you operate.

Each data file name consists of two elements: the base file name and the file extension. The base file name cannot exceed eight characters, and the file extension must be comprised of one of the three possible values listed below. To develop the base file name, combine the last three characters of your mailer ID plus five unique characters from the mailing ID (a unique, alphanumeric ID assigned to the mailing by the ADVANCE mailer). For example, assume the customer's mailer ID is "BCBBXYZ," and that the mailer has assigned a mailing ID of "COM00007." The mailer could develop the following name for the data file:

BCBBXYZ + COM00007 = XYZ00007

To complete the file naming process, attach the extension ".HDR" to the header record, ".DET" to the detail file, and ".GIF" to the image file, e.g.,

Header File:	XYZ00007.HDR
Detail File:	XYZ00007.DET
Image File:	XYZ00007.GIF

Note: The file naming process reflects ADVANCE mailing extensions.

Important: The base file name must be the same for any particular mailing.

ADVANCE Standard Mail Header File Layout

The following table defines the file layout for a Standard Mail header file. Submit only one record per file per mailing, and use the file extension “.HDR.”

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	8	A	1	8
2	Mailing ID	8	A/N	9	16
3	Mailer Name	25	A/N	17	41
4	Contact Name	30	A/N	42	71
5	Contact Phone Number	12	N	72	83
6	Contact Fax Number	12	N	84	95
7	Advertiser Name	25	A/N	96	120
8	Advertiser ID	8	A/N	121	128
9	Beginning In-Home Date	8	N	129	136
10	Ending In-Home Date	8	N	137	144
11	Mailpiece Description	60	A/N	145	204
12	Size of Mailpiece	20	A/N	205	224
13	Thickness of Mailpiece	15	A/N	225	239
14	Background Colors	30	A/N	240	269
15	Mailpiece Contact Name	30	A/N	270	299
16	Mailpiece Contact Phone Number	12	N	300	311
17	Data Files Contact Name	30	A/N	312	341
18	Data Files Contact Phone Number	12	N	342	353
19	Mail Preparation Container	2	N	354	355
20	Mail Preparation Level	2	N	356	357
21	Mail Entry/Drop Shipment Code	2	N	358	359
22	Comments	60	A/N	360	419
23	Mail Class Code	2	A/N	420	421
24	Carriage Return Line Feed	2		422	423

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

Note: See Data Element Definitions beginning on page 15 for a detailed description of header file data elements.

ADVANCE Periodicals Header File Layout

The following table defines the file layout for a Periodicals header file. Submit only one record per file per mailing, and use the file extension “.HDR.”

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	8	A	1	8
2	Mailing ID	8	A/N	9	16
3	Mailer Name	25	A/N	17	41
4	Contact Name	30	A/N	42	71
5	Contact Phone Number	12	N	72	83
6	Contact Fax Number	12	N	84	95
7	Publication Name	25	A/N	96	120
8	Publication ID	8	A/N	121	128
9	Issue Date	8	N	129	136
10	Preferred Delivery Date	8	N	137	144
11	Mailpiece Description	60	A/N	145	204
12	Size of Mailpiece	20	A/N	205	224
13	Thickness of Mailpiece	15	A/N	225	239
14	Background Colors	30	A/N	240	269
15	Mailpiece Contact Name	30	A/N	270	299
16	Mailpiece Contact Phone Number	12	N	300	311
17	Data Files Contact Name	30	A/N	312	341
18	Data Files Contact Phone Number	12	N	342	353
19	Mail Preparation Container	2	N	354	355
20	Mail Preparation Level	2	N	356	357
21	Mail Entry/Drop Shipment Code	2	N	358	359
22	Comments	60	A/N	360	419
23	Mail Class Code	2	A/N	420	421
24	Frequency Code	1	A/N	422	422
25	Carriage Return Line Feed	2		423	424

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

Note: See Data Element Definitions beginning on page 15 for a detailed description of header file data elements.

ADVANCE Detail File Layout

The following table defines the file layout for the detail file. Repeat records as necessary, and use the file extension “.DET.”

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End	Contact Notes
1	Five-Digit ZIP Code	5	N	1	5	
2	Carrier route number (AMS contains approved carrier route IDs)**	4	A/N	6	9	
3	Total Pieces Per Carrier Route***	8	N	10	17	Right Aligned
4	Carrier Return/Line Feed	2		18	19	Required if MS-DOS; Otherwise, Spaces

*Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

**For further AMS carrier route information, please contact the NCSC's Customer Support Department at 800-238-3150.

***This field must contain preceeding zeros.

Note: ADVANCE and Mail Alert mailings should contain data provided for every carrier route receiving mail in a 5-digit ZIP Code. Determining mail volume by carrier route makes location and tracking of your mail easier.

The detail file layout is identical for ADVANCE and Mail Alert mailings.

ADVANCE Confirmation

After the NCSC receives the mailer data files and successfully processes the data, you will receive a mailer summary letter via the ADVANCE Mailer Web page.

Mail Alert Standard Mail, Package Services, and First-Class Mail Header File Layout

The following table defines the file layout for a Standard Mail, Package Services, and First-Class Mail header file. Submit only one record per file per mailing, and use the file extension “.HDM.”

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	8	A	1	8
2	Mailing ID	8	A/N	9	16
3	Mail Prepared By	25	A/N	17	41
4	Mail Owner/Advertiser	25	A/N	42	66
5	System Posting Date	10	N	67	76
6	Mailpiece Description	60	A/N	77	136
7	Type of Mailpiece	2	A	137	138
8	Size of Mailpiece	20	A/N	139	158
9	Thickness of Mailpiece	15	A/N	159	173
10	Background Colors	30	A/N	174	203
11	Mailpiece Contact Name	30	A/N	204	233
12	Mailpiece Contact Phone Number	12	N	234	245
13	Mailpiece Contact Fax Number	12	N	246	257
14	Data Files Contact Name	30	A/N	258	287
15	Data Files Contact Phone Number	12	N	288	299
16	Mail Preparation Container	2	N	300	301
17	Mail Class Code	2	A/N	302	303
18	Mailpiece Count	12	N	304	315
19	Automation Compatible	1	A	316	316
20	Mail Entry/Drop Shipment Code	2	N	317	318
21	Comments	60	A/N	319	378
22	Carriage Return Line Feed	2		379	380

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

Note: See Data Element Definitions beginning on page 15 for a detailed description of header file data elements.

Mail Alert Periodicals Header File Layout

The following table defines the file layout for a Mail Alert Periodicals header file. Submit only one record per file per mailing, and use the file extension “.HDM.”

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End
1	Mailer ID	8	A	1	8
2	Mailing ID	8	A/N	9	16
3	Mail Prepared By	25	A/N	17	41
4	Mail Owner/Advertiser	25	A/N	42	66
5	System Posting Date	10	N	67	76
6	Mailpiece Description	60	A/N	77	136
7	Type of Mailpiece	2	A	137	138
8	Size of Mailpiece	20	A/N	139	158
9	Thickness of Mailpiece	15	A/N	159	173
10	Background Colors	30	A/N	174	203
11	Mailpiece Contact Name	30	A/N	204	233
12	Mailpiece Contact Phone Number	12	N	234	245
13	Mailpiece Contact Fax Number	12	N	246	257
14	Data Files Contact Name	30	A/N	258	287
15	Data Files Contact Phone Number	12	N	288	299
16	Mail Preparation Container	2	N	300	301
17	Mail Class Code	2	A/N	302	303
18	Mailpiece Count	12	N	304	315
19	Automation Compatible	1	A	316	316
20	Frequency Code	1	A	317	317
21	Publication Name	25	A/N	318	342
22	Mail Entry/Drop Shipment Code	2	N	343	344
23	Comments	60	A/N	345	404
24	Carriage Return Line Feed	2		405	406

* Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

Note: See Data Element Definitions beginning on page 15 for a detailed description of header file data elements.

Mail Alert Detail File Layout

The following table defines the file layout for the Mail Alert detail files. Repeat records as necessary, and use the file extension “.DTM.”

Field Ref Num	Field Description	Logical Length	Field Type*	Begin	End	Content Notes
1	Five-Digit ZIP Code	5	N	1	5	
2	Carrier route number (AMS contains approved carrier route IDs)**	4	A/N	6	9	
3	Total Pieces Per Carrier Route***	8	N	10	17	Right Aligned
4	Carrier Return/Line Feed	2		18	19	Required if MS-DOS; Otherwise, Spaces

*Field Type: A = Alpha only; A/N = Alphanumeric; N = Numeric

**For further AMS carrier route information, please call the NCSC's Customer Support Department at 800-238-3150.

***This field must contain preceding zeros.

Note: ADVANCE and Mail Alert mailings should contain data provided for every carrier route receiving mail in a 5-digit ZIP Code. Determining mail volume by carrier route makes location and tracking of your mail easier.

The detail file layout is identical for ADVANCE and Mail Alert mailings.

Data Element Definitions

Advertiser ID	Assigned by the NCSC which can be used by the mailer submitting the header file. Leave blank if an ID has not been assigned to the advertiser's name.
Advertiser Name	Name of a company on a mailpiece that best identifies the mailpiece.
Automation Compatible	Code that identifies whether the mail qualifies for an automation discount. Y = Yes N = No
Background Colors	The background colors of the mailpiece.
Beginning In-Home Date	Date field that contains the beginning in-home delivery date of the mailing.
Comments	Additional information or descriptions related to the mailing.
Contact Fax Number	Fax number of contact name.
Contact Name	The name of the individual the NCSC should contact to clarify/resolve any issues associated with the mailing.
Contact Phone Number	Phone number of primary contact.
Data Files Contact Name	The name of the individual the NCSC should contact to clarify/resolve any issues associated with the data files.
Data Files Contact Phone Number	Phone number of the data files contact.
Ending In-Home Date	Date field that contains the ending in-home delivery date of mailing window.
Frequency Code	Identifies the frequency of the mailing, such as daily, weekly or monthly. D = Daily (each day) W = Weekly (each week) B = Biweekly (two times a week) M = Monthly (each month) S = Bimonthly (two times a month) Y = Annually (each year)

	T = Biannually (two times a year)
	Q = Quarterly (four times a year)
Issue Date	Date of issue on the publication.
Mail Class Code	Identifies the type (i.e., class) of mail. 1C = First-Class Mail 2C = Periodicals 3C = Standard Mail 3B = Package Services (formerly Standard Mail B)
Mail Entry/Drop Shipment Code	Identifies the USPS facility at which the mailing was primarily entered. 01 = Destination BMC: must participate in DSAS 02 = Destination SCF: must participate in DSAS 03 = Destination DU 04 = Origin BMC/SCF 05 = Other
Mail Owner/Advertiser	Name of the company on a mailpiece that best identifies the mailpiece.
Mail Preparation Container	Identifies how the mailing is primarily containerized. 01 = Sack 02 = Pallet 03 = Tray 04 = Palletized Sack 05 = Other
Mail Preparation Level	Identifies how the mailing is primarily prepared. 01 = Carrier route 02 = 5-digit 03 = ZIP+4 04 = Prebarcoded 05 = Walk sequence 06 = Saturation 07 = Mixed state 08 = Residual 09 = Other

Data Element Definitions

Mail Prepared By	Name of the company associated with the mailer ID.
Mailer ID	A 7-character alphabetic ID that identifies each ADVANCE and/or Mail Alert mailer.
Mailer Name	Name of the company associated with the mailer ID.
Mailing ID	An 8-character unique alphabetic, numeric, or alphanumeric ID assigned to the ADVANCE and/or Mail Alert mailing by the mailer.
Mailpiece Contact Name	Person to contact with questions or comments regarding the mailpiece or mailpiece image.
Mailpiece Contact Phone Number	Phone number of mailpiece contact name.
Mailpiece Contact Fax Number	Fax number of mailpiece contact name.
Mailpiece Count	Total number of mailpieces in a Mail Alert mailing.
Mailpiece Description	This field contains descriptive information about the mailing that can assist delivery unit personnel in identifying the mailing. It should describe the type of mailpiece and cover design, e.g., Catalog; Blue blocks with dishes pictured.
Preferred Delivery Date	Date upon which delivery is preferred. The NCSC will convert this date to a day of the week.
Publication ID	Assigned by the mailer. Leave blank if an ID has not been assigned to the publication's name.
Publication Name	Name of the magazine or publication.
Size of Mailpiece	Dimensions of the mailpiece, e.g., 8 ½" x 11".
System Posting Date	Field that contains the mailer's requested date to post the Mail Alert in the delivery unit.
Thickness of Mailpiece	Thickness in inches, e.g., ½" thick.
Type of Mailpiece	Code identifying the type of mail comprising the mailing. LL = Letters FF = Flats PP = Parcels

ADVANCE and Mail Alert Mailpiece Image Files

The NCSC now accepts electronically scanned images of ADVANCE and Mail Alert Mailpieces. We cannot accept a faxed copy of the mailpiece.

Mailers should use these guidelines when scanning and sending image files to the NCSC. These guidelines are designed to ensure that images are web-ready. Mailpiece image requirements do not apply to Package Services, First Class Mail, and Periodicals Mailings, but image files for periodicals will be accepted and transmitted to the delivery units if received at the NCSC.

- Images must be of file type .jpg or .gif, otherwise the file will not load properly in a web browser. Gif files should be *interlaced* (an option when saving the file), and jpeg files should be *optimized*.
- File name must include the mailer's mailing ID; i.e. xyz12345.jpg
- The image should be write-reading (not on its side or upside down).
- Image dimensions should be no larger than 640 x 480 pixels* at 100% scale.
- Select RGB color with an image resolution of 72 dpi/ppi.
- File size no larger than 2 megabytes (2,000K).
- Front and back covers assembled as one graphic.
- Multiple mailpieces should be scanned separately and assembled as one graphic image.
- If a bundle facing slip is used, it must be included in the same graphic image as the mailpiece.
 - * *If the subject is of a large size, such as a tabloid or a multiple mailpiece assembled into one image, the image may be larger than 480 pixels while remaining 640 pixels wide.*

Scanning Tips

- When scanning, place the image as squarely as possible on the glass.
- Most scanning software allows you to preview the image before actually scanning the image. In the preview image, drag a box around the image, taking care to crop out extra white or dark space around the image. The box can be resized by dragging a corner. After the cropped image has been scanned, you can crop it more precisely in your graphics software.
- If your image contains large areas of flat color or text, .gif is best.
- If your image contains tonal values such as gradients, then .jpg is best.

Data Reports

ADVANCE provides delivery performance reports for each ADVANCE mailing that are accessible through the ADVANCE Mailer Web page at advmail.usps.gov. These reports include an Area Summary Mailer report, a District Summary Mailer report, a ZIP Code Summary Mailer report, Daily Performance by ZIP Code report, and a DUC ZIP Code Comments report. All five reports are displayed for 15 days after the Standard Mail ending in-home date or the Periodicals issue date.

Currently, there are no mailer reports available for Mail Alert mailings.

Frequently Asked Questions

- Q. Is it required that all mailers make a Drop Shipment Appointment?
- A. No, only Standard Mail ADVANCE and Mail Alerts mailers that enter their mailings at a destination BMC and/or SCF need to enter their ADVANCE Mailing ID on the Drop Ship Appointments Screen.
- Q. Does ADVANCE track all mail classes?
- A. No. ADVANCE is currently tracking only Standard Mail mail with specific, requested in-home delivery dates and Periodicals.
- Q. If I don't sort my mail by carrier route, can I still use ADVANCE to track delivery?
- A. Yes, but mail that is sorted to the 3- or 5-digit level may arrive at the delivery unit commingled with other Standard Mail mailpieces, which means it cannot be easily identified and, thus, cannot be tracked by delivery unit personnel.
- The 50 piece minimum per carrier route for Standard Mail ensures that delivery units can identify the mailing.
- Q. Should my Standard Mail data file include participating ZIP Codes with routes to which I am mailing less than 50 mailpieces?
- A. Yes, because an advisory notice can be sent to the participating delivery units.
- Q. What if I produce a Standard Mail mailing with different mailpiece covers or "images" for different areas of the country or even for a single ZIP Code? Would it be treated as a single or multiple mailing?
- A. If a mailing with multiple covers has different sizes, then each cover must be handled as a separate mailing.
- Q. Will Standard Mail that does not bear a requested in-home delivery date be tracked by ADVANCE?
- A. A Standard Mail mailing must have a beginning and ending date for in-home delivery to qualify for tracking by ADVANCE. The in-home delivery date(s) must be printed on the mailpiece or on bundle facing slips. If you are using facing slips, you must send a copy of one to the NCSC.
- Q. Are the requirements the same for Standard Mail and Periodicals mailers?
- A. Almost, but not exactly. Each participant must submit a header file; however, Periodicals mailers are only required to submit a detail file for every sixth mailing and are NOT required to submit a mailpiece.
- Q. Why doesn't ADVANCE calculate on-time service performance for Periodicals mailings?
- A. The calculation of on-time service performance would require that the participant provide the origin 3-digit ZIP Code for every mailpiece.
- Q. How many ZIP Codes are covered by ADVANCE, and how can I determine which ones are covered?

A. As a rule, any delivery unit that has ten or more carrier routes is covered by the ADVANCE system, i.e., approximately 7,000 DUs serving approximately 11,000 ZIP Codes. The number of participating ZIP Codes will increase as delivery units become equipped with the necessary computer hardware.

Note: A list of participating 3- and 5-digit ZIP Codes can be obtained by downloading the files from the RIBBS Website (<http://ribbs.usps.gov>).

Q. Where do I get reports on the status of my mailing?

A. Consolidated delivery performance reports for each participating ADVANCE mailer will be available via the ADVANCE Mailer Web page.

Q. How do I find out more about ADVANCE and how it might work for me?

A. For more information on ADVANCE, call the ADVANCE Technical Support Department at 800-458-3181, or a USPS account representative. If you wish to contact the headquarters ADVANCE National program manager, call 202-268-3765 or send your correspondence to

ALEXIS BROADHURST-ROSS
DELIVERY SYSTEMS SUPPORT
UNITED STATES POSTAL SERVICE
475 LENFANT PLZ SW RM 7142
WASHINGTON DC 20260-2808

Appendix A: Area ADVANCE Coordinators

The following table contains the address and telephone number for each area ADVANCE Coordinator. A contact person for each area office can assist you with ADVANCE-related issues.

Area	Address	Phone Number
New York Metro	14202 20TH AVE RM 320 FLUSHING NY 11351-0200	800-504-2622 FAX 718-539-6743
Northeast	6 GRIFFIN RD N WINDSOR CT 06006-7030	860-285-7066 FAX 860-285-1260
Eastern	1 MARQUIS PLAZA 5315 CAMPBELLS RUN RD PITTSBURGH PA 15277-7030	412-494-2557 FAX 412-494-2542
Western	1745 STOUT ST STE 621 DENVER CO 80299-1745	303-313-5884 FAX 303-313-5013
Pacific	400 OYSTER PT STE 315 SOUTH SAN FRANCISCO CA 94099-4200	800-613-2622 FAX 650-635-3035
Southwest	7800 N STEMMONS FWY STE 900 DALLAS TX 75247-4225	877-695-2622 FAX 214-905-9225
Southeast	225 N HUMPHREYS BLVD FL 5 MEMPHIS TN 38166-0860	800-317-2622 FAX 901-747-7482
Great Lakes	244 KNOLLWOOD DR FL 3 BLOOMINGDALE IL 60117-5090	800-992-3544 FAX 630-539-7599
Capital Metro	16501 SHADY GROVE RD GAITHERSBURG MD 20898-9201	877-413-2622 FAX 301-548-1471

Note: For the most accurate, up-to-date contact information, check the ADVANCE Mailer Web page at advmail.usps.gov.

Appendix B: Delivery Performance Summary Report Samples

Sample 1: Area Summary Mailer Report

[ADVANCE Reports](#) | [Return](#)
Area Summary Mailer Report
Mailer ID: TSTBXYZ
Mailer Name: XYZ MAILER
Mailing ID: XYZMMM00 (STD)
Scheduled Delivery: 07/29/2001 to 07/30/2001

[Download to Excel](#)

Delivery Performance Information

Area	Total Tracked	STD On-Time	STD Early	STD Late	Not Located	No Response	Incomplete
NEW YORK METRO							
ZIP:	473	0	461	0	11	0	1
PCT:	100%	--	97.5%	--	2.3%	--	0.2%
QTY:	70,951	0	69,241	0	1,650	0	60
PCT:	100%	--	97.6%	--	2.3%	--	0.1%
NORTHEAST							
ZIP:	239	0	222	0	17	0	0
PCT:	100%	--	92.9%	--	7.1%	--	--
QTY:	35,850	0	33,300	0	2,550	0	0
PCT:	100%	--	92.9%	--	7.1%	--	--
ALLEGHENY							
ZIP:	515	1	465	0	0	0	49
PCT:	100%	0.2%	90.3%	--	--	--	9.5%
QTY:	77,251	150	73,793	0	0	0	3,308
PCT:	100%	0.2%	95.5%	--	--	--	4.3%
WESTERN							
ZIP:	422	0	422	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	63,301	0	63,301	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
PACIFIC							
ZIP:	1,093	7	1,074	1	10	0	1
PCT:	100%	0.6%	98.3%	0.1%	0.9%	--	0.1%
QTY:	163,952	1,298	160,936	150	1,500	0	68
PCT:	100%	0.8%	98.2%	0.1%	0.9%	--	0.0%
OVERALL TOTALS							
ZIP:	2,742	8	2,644	1	38	0	51
PCT:	100%	0.3%	96.4%	0.0%	1.4%	--	1.9%
QTY:	411,305	1,448	400,571	150	5,700	0	3,436
PCT:	100%	0.4%	97.4%	0.0%	1.4%	--	0.8%

Note: This sample represents only the first page of a multi-page report. Report format may vary. For the most accurate, up-to-date summary report, check the ADVANCE Mailer Web page at advmail.usps.gov.

Sample 2: District Summary Mailer Report

ADVANCE Reports | Return
District Summary Mailer Report
Mailer ID: TSTBXYZ
Mailer Name: XYZ MAILER
Mailing ID: XYZMMM00 (STD)
Scheduled Delivery: 07/29/2001 to 07/30/2001
ALL AREAS

Download to Excel

Delivery Performance Information

District	Total Tracked	STD On-Time	STD Early	STD Late	Not Located	No Response	Incomplete
NY METRO - NEW YORK							
ZIP:	141	0	141	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	21,150	0	21,150	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
NY METRO - WESTCHESTER							
ZIP:	78	0	78	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	11,700	0	11,700	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
NY METRO - TRIBORO							
ZIP:	137	0	136	0	0	0	1
PCT:	100%	--	99.3%	--	--	--	0.7%
QTY:	20,551	0	20,491	0	0	0	60
PCT:	100%	--	99.7%	--	--	--	0.3%
NY METRO - LONG ISLAND							
ZIP:	117	0	106	0	11	0	0
PCT:	100%	--	90.6%	--	9.4%	--	--
QTY:	17,550	0	15,900	0	1,650	0	0
PCT:	100%	--	90.6%	--	9.4%	--	--
NORTHEAST - ALBANY							
ZIP:	127	0	110	0	17	0	0
PCT:	100%	--	86.6%	--	13.4%	--	--
QTY:	19,051	0	16,501	0	2,550	0	0
PCT:	100%	--	86.6%	--	13.4%	--	--
NORTHEAST - WESTERN NY							
ZIP:	112	0	112	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	16,801	0	16,801	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
ALLEGHENY - SO JERSEY							
ZIP:	27	0	27	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	4,051	0	4,051	0	0	0	0

Note: This sample represents only the first page of a multi-page report. Report format may vary. For the most accurate, up-to-date summary report, check the ADVANCE Mailer Web page at advmail.usps.gov.

Sample 3: ZIP Code Summary Mailer Report

[ADVANCE Reports](#) | [Return](#)
ZIP Code Summary Mailer Report
Mailer ID: TSTBXYZ
Mailer Name: XYZ MAILER
Mailing ID: XYZMMM00 (STD)
Scheduled Delivery: 07/29/2001 to 07/30/2001
NY METRO AREA
[Next Area >>](#)

[Download to Excel](#)

Legend: OT=On-Time EE=Early LL=Late II=Incomplete NR=No Response NL=Not Located

(* = DUC ZIP Code)



ZIP Code	Mail Located	Begin Delivery	End Delivery	Pcs Trkd		ZIP Code	Mail Located	Begin Delivery	End Delivery	Pcs Trkd
10001	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10002	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10003	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10004	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10005	07/24/2001	07/24/2001	07/25/2001	EE:150		10006	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10007	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10009	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10010	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10011	07/24/2001	07/24/2001	07/25/2001	EE:150
10012	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10013	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10014	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10016	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10017	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10018	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10019	07/24/2001	07/24/2001	07/25/2001	EE:150		10020	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10021	07/24/2001	07/24/2001	07/25/2001	EE:151		* 10022	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10023	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10024	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10025	07/24/2001	07/24/2001	07/25/2001	EE:150		10026	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10027	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10028	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10029	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10030	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10031	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10032	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10033	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10034	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10035	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10036	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10037	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10038	07/24/2001	07/24/2001	07/25/2001	EE:150
* 10039	07/24/2001	07/24/2001	07/25/2001	EE:150		* 10040	07/24/2001	07/24/2001	07/25/2001	EE:150
10041	07/24/2001	07/24/2001	07/25/2001	EE:150		10044	07/24/2001	07/24/2001	07/25/2001	EE:150
10048	07/24/2001	07/24/2001	07/25/2001	EE:150		10055	07/24/2001	07/24/2001	07/25/2001	EE:150
10101	07/24/2001	07/24/2001	07/25/2001	EE:150		10102	07/24/2001	07/24/2001	07/25/2001	EE:150
10103	07/24/2001	07/24/2001	07/25/2001	EE:150		10104	07/24/2001	07/24/2001	07/25/2001	EE:150
10105	07/24/2001	07/24/2001	07/25/2001	EE:150		10106	07/24/2001	07/24/2001	07/25/2001	EE:150
10107	07/24/2001	07/24/2001	07/25/2001	EE:150		10108	07/24/2001	07/24/2001	07/25/2001	EE:150
10109	07/24/2001	07/24/2001	07/25/2001	EE:150		10110	07/24/2001	07/24/2001	07/25/2001	EE:150
10111	07/24/2001	07/24/2001	07/25/2001	EE:150		10112	07/24/2001	07/24/2001	07/25/2001	EE:150

Note: This sample represents only the first page of a multi-page report. Report format may vary. For the most accurate, up-to-date summary report, check the ADVANCE Mailer Web page at advmail.usps.gov.

Sample 4: Daily Performance by ZIP Code Mailer Report (Cumulative)

ADVANCE Reports | Return

Daily Performance by ZIP Code Mailer Report

Mailer ID: TSTBXYZ

Mailer Name: XYZ MAILER

Mailing ID: XYZMMM00

Scheduled Delivery: Sunday, 07/29/2001 to Monday, 07/30/2001

NY METRO AREA

Next Area >>

Download: Excel File Text File

Sort by: Delivery Unit ZIP Code

Unit Name	ZIP Code	Quantity	Date Located	Cumulative Percent Delivered					
				Sat	Mon (07/30)	Tue	Wed	Thu	Fri
- 10199 JAF BUILDING	10001	150	07/24/2001			50 %	100 %		
- 10002 KNICKERBOCKER STATION	10002	150	07/24/2001			50 %	100 %		
- 10003 COOPER STATION	10003	150	07/24/2001			50 %	100 %		
- 10004 BOWLING GREEN STATION	10004	150	07/24/2001			50 %	100 %		
- 10005 WALL STREET STATION	10005	150	07/24/2001			50 %	100 %		
- 10004 BOWLING GREEN STATION	10006	150	07/24/2001			50 %	100 %		
- 10007 CHURCH STREET STATION	10007	150	07/24/2001			50 %	100 %		
- 10009 PETER STUYVESANT STA	10009	150	07/24/2001			50 %	100 %		
- 10010 MADISON SQUARE STATION	10010	150	07/24/2001			60 %	100 %		
- 10011 OLD CHELSEA STATION	10011	150	07/24/2001			50 %	100 %		
- 10013 CANALSTATION	10012	150	07/24/2001			60 %	100 %		
- 10013 CANALSTATION	10013	150	07/24/2001			50 %	100 %		
- 10014 VILLAGE STATION	10014	150	07/24/2001			60 %	100 %		
- 10016 MURRAY HILL STATION	10016	150	07/24/2001			50 %	100 %		
- 10017 GRAND CENTRAL STATION	10017	150	07/24/2001			50 %	100 %		
- 10018 MIDTOWN STATION	10018	150	07/24/2001			50 %	100 %		
- 10019 RADIO CITY STATION	10019	150	07/24/2001			50 %	100 %		
- 10036 TIMES SQUARE STATION	10020	150	07/24/2001			60 %	100 %		
- 10021 LENOX HILL STATION	10021	150	07/24/2001			45 %	100 %		
- 10022 FDR STATION	10022	150	07/24/2001			50 %	100 %		
- 10023 ANSONIA STATION	10023	150	07/24/2001			50 %	100 %		
- 10024 PLANETARIUM STATION	10024	150	07/24/2001			60 %	100 %		
- 10025 CATHERDAL STATION	10025	150	07/24/2001			50 %	100 %		
- 10027 MANHATTANVILLE	10026	150	07/24/2001			60 %	100 %		
- 10027 MANHATTANVILLE	10027	150	07/24/2001			50 %	100 %		
- 10028 GRACIE STATION	10028	150	07/24/2001			60 %	100 %		
- 10029 HELL GATE STATION	10029	150	07/24/2001			50 %	100 %		
- 10030 COLLEGE STATION	10030	150	07/24/2001			60 %	100 %		
- 10031 HAMILTON GRANGE STATION	10031	150	07/24/2001			50 %	100 %		

Note: This sample represents only the first page of a multi-page report. Report format may vary. For the most accurate, up-to-date summary report, check the ADVANCE Mailer Web page at advmail.usps.gov.

Sample 5: Daily Performance by ZIP Code Mailer Report (Additive)

[ADVANCE Reports](#) | [Return](#)
Daily Performance by ZIP Code Mailer Report
Mailer ID: TSTBXYZ
Mailer Name: XYZ MAILER
Mailing ID: XYZMMM00
Scheduled Delivery: Sunday, 07/29/2001 to Monday, 07/30/2001
NY METRO AREA
[Next Area >>](#)

Download: Excel File Text File
Sort by: Delivery Unit ZIP Code

Unit Name	ZIP Code	Quantity	Date Located	Additive Percent Delivered					
				Sat	Mon (07/30)	Tue	Wed	Thu	Fri
- 10199 JAF BUILDING	10001	150	07/24/2001			50 %	50 %		
- 10002 KNICKERBOCKER STATION	10002	150	07/24/2001			50 %	50 %		
- 10003 COOPER STATION	10003	150	07/24/2001			50 %	50 %		
- 10004 BOWLING GREEN STATION	10004	150	07/24/2001			50 %	50 %		
- 10005 WALL STREET STATION	10005	150	07/24/2001			50 %	50 %		
- 10004 BOWLING GREEN STATION	10006	150	07/24/2001			50 %	50 %		
- 10007 CHURCH STREET STATION	10007	150	07/24/2001			50 %	50 %		
- 10009 PETER STUYVESANT STA	10009	150	07/24/2001			50 %	50 %		
- 10010 MADISON SQUARE STATION	10010	150	07/24/2001			60 %	40 %		
- 10011 OLD CHELSEA STATION	10011	150	07/24/2001			50 %	50 %		
- 10013 CANALSTATION	10012	150	07/24/2001			60 %	40 %		
- 10013 CANALSTATION	10013	150	07/24/2001			50 %	50 %		
- 10014 VILLAGE STATION	10014	150	07/24/2001			60 %	40 %		
- 10016 MURRAY HILL STATION	10016	150	07/24/2001			50 %	50 %		
- 10017 GRAND CENTRAL STATION	10017	150	07/24/2001			50 %	50 %		
- 10018 MIDTOWN STATION	10018	150	07/24/2001			50 %	50 %		
- 10019 RADIO CITY STATION	10019	150	07/24/2001			50 %	50 %		
- 10036 TIMES SQUARE STATION	10020	150	07/24/2001			60 %	40 %		
- 10021 LENOX HILL STATION	10021	150	07/24/2001			45 %	55 %		
- 10022 FDR STATION	10022	150	07/24/2001			50 %	50 %		
- 10023 ANSONIA STATION	10023	150	07/24/2001			50 %	50 %		
- 10024 PLANETARIUM STATION	10024	150	07/24/2001			60 %	40 %		
- 10025 CATHERDAL STATION	10025	150	07/24/2001			50 %	50 %		
- 10027 MANHATTANVILLE	10026	150	07/24/2001			60 %	40 %		
- 10027 MANHATTANVILLE	10027	150	07/24/2001			50 %	50 %		
- 10028 GRACIE STATION	10028	150	07/24/2001			60 %	40 %		
- 10029 HELL GATE STATION	10029	150	07/24/2001			50 %	50 %		
- 10030 COLLEGE STATION	10030	150	07/24/2001			60 %	40 %		
- 10031 HAMILTON GRANGE STATION	10031	150	07/24/2001			50 %	50 %		

Note: This sample represents only the first page of a multi-page report. Report format may vary. For the most accurate, up-to-date summary report, check the ADVANCE Mailer Web page at advmail.usps.gov.

Sample 6: DUC ZIP Code Comments Report

ADVANCE Reports | **Return**

DUC ZIP Code Comments - All Reasons & Mailer Comments

Mailer ID: TSTBXYZ

Mailer Name: XYZ MAILER

Mailing ID: XYZMMM00

Scheduled Delivery: 07/29/2001 to 07/30/2001

ALL AREAS

6 Record(s)

 **Download to Excel** 

District Code	DUC ZIP Code	ZIP Code	Scheduled Delivery	Delivery Begin/End
190	19067	19067	07/29/2001 - 07/30/2001	07/30/2001 - 07/30/2001
Late Delivery Reason: Mail located after last in-home date				
900	90005	90010	07/29/2001 - 07/30/2001	07/28/2001 - 07/29/2001
Early Delivery Reason: Mailer indicated that it was OK to deliver early				
900	90006	90006	07/29/2001 - 07/30/2001	07/25/2001 - 07/27/2001
Early Delivery Reason: sorry				
900	90007	90007	07/29/2001 - 07/30/2001	07/28/2001 - 07/29/2001
Early Delivery Reason: test				
900	90008	90056	07/29/2001 - 07/30/2001	08/01/2001 - 08/01/2001
Late Delivery Reason: Other - This is Jane's test1				
900	90011	90011	07/29/2001 - 07/30/2001	07/30/2001 - ?
Late Delivery Reason: Mail was curtailed or delayed				

Note: This sample represents only the first page of a multi-page report. Report format may vary. For the most accurate, up-to-date summary report, check the ADVANCE Mailer Web page at advmail.usps.gov.

Sample 7: State Summary Mailer Report

[ADVANCE Reports](#) | [Return](#)
State Summary Mailer Report
Mailer ID: TSTBXYZ
Mailer Name: XYZ MAILER
Mailing ID: XYZMMM00 (STD)
Scheduled Delivery: 07/29/2001 to 07/30/2001
ALL STATES

Download to Excel

Delivery Performance Information

State	Total Tracked	STD On-Time	STD Early	STD Late	Not Located	No Response	Incomplete
ALASKA (AK)							
ZIP:	26	0	26	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	3,901	0	3,901	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
CALIFORNIA (CA)							
ZIP:	1,058	7	1,040	1	9	0	1
PCT:	100%	0.7%	98.3%	0.1%	0.9%	--	0.1%
QTY:	158,702	1,298	155,836	150	1,350	0	68
PCT:	100%	0.8%	98.2%	0.1%	0.9%	--	0.0%
DELAWARE (DE)							
ZIP:	27	0	27	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	4,051	0	4,051	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
HAWAII (HI)							
ZIP:	37	0	36	0	1	0	0
PCT:	100%	--	97.3%	--	2.7%	--	--
QTY:	5,551	0	5,401	0	150	0	0
PCT:	100%	--	97.3%	--	2.7%	--	--
NEW YORK (NY)							
ZIP:	712	0	683	0	28	0	1
PCT:	100%	--	95.9%	--	3.9%	--	0.1%
QTY:	106,801	0	102,541	0	4,200	0	60
PCT:	100%	--	96.0%	--	3.9%	--	0.1%
OREGON (OR)							
ZIP:	134	0	134	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
QTY:	20,100	0	20,100	0	0	0	0
PCT:	100%	--	100.0%	--	--	--	--
PENNSYLVANIA (PA)							
ZIP:	488	1	438	0	0	0	49
PCT:	100%	0.2%	89.8%	--	--	--	10.0%
QTY:	73,201	150	69,743	0	0	0	3,308

Appendix C: Mailer Summary Letter : Standard Mail Mailings Only

ADVANCE NOTIFICATION & TRACKING SYSTEM
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

June 01, 2000

Dear JOHN DOE,

We processed your mailing, XYZ12345, on 06/01/01. The in-home dates for this mailing are 06/01/01 to 06/01/01. The distribution of ZIP Codes by USPS area is listed below.

Area Name	<u>Total</u>		<u>Tracked</u>	
	ZIPs	Pieces	ZIPs	Pieces
NEW YORK METRO	367	337494	361	336946
NORTHEAST	353	208079	353	208079
PACIFIC	466	401919	466	401919
SOUTHWEST	289	144615	289	144615
SOUTHEAST	372	164883	372	164883
GREAT LAKES	281	201833	281	201833
TOTALS	2128	1458823	2122	1458275

Thank you for your participation in the ADVANCE Notification & Tracking System. If you have any questions or comments, please contact ADVANCE Technical Support at 800-458-3181 or e-mail us at nadv1@email.usps.gov.

Sincerely,

NCSC ADVANCE Technical Support

ADVANCE NOTIFICATION & TRACKING SYSTEM WEB ACCESS REQUEST FORM

To request access to ADVANCE Web, please provide the information below, then send this completed form via USPS mail or fax to the address listed at the bottom of this form. The ADVANCE mailer ID can be used for an ADVANCE and/or a Mail Alert mailing. Your e-mail address will be used to notify you of approved access.

Requester's Name:		
Job Title:	E-mail Address:	
Manager's Name:		
Job Title:	E-mail Address:	
Mailer Name:		
Department:		
Address:		
City:	State:	ZIP+4 Code:
Country (If other than US):	Telephone Number: ()	Fax Number: ()
Please list all publication names (Use back of form if necessary).		

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

User Responsibility Agreement Statement

I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requester's Signature: _____

Date: _____

Manager Responsibility Agreement Statement

I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination of transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

Manager's Signature: _____

Date: _____

If you have any questions regarding this ADVANCE Web access request form, please contact ADVANCE Web Technical Support at 800-458-3181 or e-mail us at ncsc.adv@usps.gov; otherwise, forward this completed form by mail or fax to:

ADVANCE WEB
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001
 FAX: 901-681-4521



Address Management/NCSC Use Only

Mailer ID Assigned: _____

Advertiser IDs Assigned: _____

Date Customer E-mailed: _____

NCSC Initials: _____

Comments: _____
