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# **Appendix 7**

## **eLOT Utility Certification**



## Enhanced Line Of Travel (eLOT) Utility

With the introduction of Enhanced Line Of Travel (eLOT), CASS no longer offers standard LOT Utility certification, effective February 1, 2002. All certified LOT customers and new customers seeking this specific utility certification must use the new eLOT product for certification purposes beginning cycle 2–03.

The current LOT product sequences by the ZIP + 4 code, LOT sequence number, then ascending or descending order. Since this did not always accurately reflect the sequence of delivery, the Postal Service enhanced the LOT product to ensure that Enhanced Carrier Route mailings be sorted to virtually match the actual delivery sequence.

The new eLOT file contains new fields. The file layout and sample data are available on the web in the eLOT folder in the RIBBS file libraries located at <http://ribbs.usps.gov/files>.

LOT subscribers have received both LOT and eLOT files since the September 2001 file release. Fulfillment of eLOT data is only available on CD-ROM. Either product may be used to prepare Enhanced Carrier Route Basic Standard and Periodicals mailings while the products are available. The last LOT product will be on the April 2002 file release.

### Certification Procedures

CASS will use the Stage File format for eLOT utilities. All of the necessary address fields will be populated to reflect the normal assignment by a CASS certified ZIP + 4 engine: ZIP Code, Carrier ID, ZIP + 4 code and the Delivery Point Code (DPC). Software must locate the record in the eLOT Master file in which the first three items match, and the DPC fits within the range of the lowest/highest DPC. The sort sequence will then be ZIP Code; Carrier ID, eLOT Sequence, ZIP + 4 code and DPC, then ascending or descending based on the flag in the eLOT Master file.

The following guidelines should be used for software to accurately determine the correct eLOT Sequence Number and Ascending/Descending Flag from the eLOT product. This process differs slightly from the previous LOT matching logic approach. Please implement the following (assuming the use of a ZIP + 4 engine's results) to successfully achieve eLOT Utility or Merge/eLOT certification:

- Locate the corresponding ZIP Code/CRID in the eLOT Master file matching the input ZIP Code/CRID
- Locate the ZIP Add On Low/ZIP Add On High Number range that your input falls
- Locate the eLOT Low DPC/High DPC range that your input DPC falls
- If Items 1 through 3 above are found, software assigns the eLOT Sequence Number and eLOT Ascending/Descending Flag. Otherwise, your input data element was not located and software assigns the default of "0000D".

- In cases where the Add On Low/Add On High are not equal, the Add On must still be considered in the sort sequence after the eLOT Sequence/Add On are assigned.

Below is an example to assist you in your software development:

eLOT	ZIP	CRID	+4LO	+4HI	DPLO	DPHI	A/D	SEQ
	38111	C002	0500	1000	10	20	A	0002

If ZIP + 4's appear in the following order:

38111-0999

38111-0500

38111-0888

Then pieces would be assigned same eLOT 0002A, and sorted according to eLOT sorting rules (assuming same DPC):

38111-0500 0002A

38111-0888 0002A

38111-0999 0002A

38111-1000 0002A

## Scoring

A score of 100% is required to achieve eLOT certification.

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## Ordering eLOT Certification

Customer Information	Complete all information on the order form exactly as it should appear in any United States Postal Service (USPS) publication. If your company name should not appear in the USPS publications, please check the appropriate box. Specify whether the certification being attempted is manufacturer or user-defined. A company official must sign and date the eLOT Order Form.
Media Configuration	The desired media configuration for the eLOT certification product ordered must be specified by completing the appropriate box on the order form using the Media Configuration Table. Make only one selection.
Software	<p>The software name, version and configuration must be provided for the software being tested. The configuration consists of a three-character alphabetic field that identifies the parameter settings used by the software processing the eLOT Stage II file.</p> <p><i>Note: For assistance with ordering the eLOT certification product, call the CASS Department at 1-800-642-2914.</i></p>

## Stage II Processing Quick Reference

Processing Steps	<p>Stage I and II product files may be ordered individually or jointly. Stage I is optional (but recommended) prior to attempting certification, while Stage II is required. Stage II product files must be processed and returned to the NCSC within ten calendar days from the date of receipt.</p> <p>Complete the order form and mail or fax it to the National Customer Support Center (NCSC) Certification Department. Orders will not be accepted via telephone. Orders must be signed and dated by a company official. If the software has optional parameter settings, configuration designators indicating the settings to be used when processing customer and/or client address files must be provided.</p> <p>Process the eLOT Stage II file using the software being certified. Set software parameters exactly as if processing a customer or internal address file. Process the original Stage II file. Backup copies or alternate media will be rejected. Update the appropriate fields in the Stage I file for NCSC evaluation.</p> <p>Upload or mail the completed Stage II product file to the NCSC for evaluation. Certification results will be returned when the evaluation is complete.</p>
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### Helpful Hints

Always attempt to read the processed Stage II file before returning it to the NCSC for evaluation. This will ensure that there are no physical problems with the media and verify the number of records.

Verify the file is configured (block size, record length, BPI) exactly as it was requested.

# ENHANCED LINE OF TRAVEL (eLOT) ORDER FORM

## CUSTOMER INFORMATION (REQUIRED)

Company Official Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_  
Phone: ( \_\_\_\_ ) \_\_\_\_\_ FAX Number: ( \_\_ ) \_\_\_\_\_  
Salesperson: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

## MAILING INFORMATION

(if different from above)

Attention: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_  
Phone: ( \_\_\_\_ ) \_\_\_\_\_ FAX Number: ( \_\_ ) \_\_\_\_\_

I request that my certification be maintained in US Postal Service documents and records as (select **one**):

- Integrator/Manufacturer       NCOA Licensee       User       DPV Licensee  
 Vendor/Service Bureau       DSF<sup>2</sup> Licensee       MLC Licensee  
 I do not wish to be listed in USPS pubs.

I am applying for:

- Manufacturer Certification (*Software/Hardware*)       User-Defined Certification

All information furnished on this application is complete and correct. The responses provided on the eLOT Stage II certification file will be obtained using the same configuration used for processing customer/client address files. Any modification to the software or the configuration used to process the Stage II file will require recertification prior to use or release. The eLOT Stage II file will be processed in-house with company-owned or leased software/hardware. All answers will be written to the Stage II file via batch processing without manual intervention. The software used to process the eLOT Stage II file contains technology that disables access to outdated US Postal Service data in accordance with **Domestic Mail Manual** (DMM) A950. When used interactively, this product does not allow automated selection of an individual record from a list of multiple candidates. Users of this software are advised that any modification voids eLOT certification.

**eLOT certification scores are confidential information and the applicant agrees not to disclose scores achieved on their passing test for the purpose of marketing their software or hardware product.**

I have read and understand the requirements above and realize that any misrepresentation or failure to comply with these requirements will result in decertification.

\_\_\_\_\_  
**Company Official Signature (Required)**

\_\_\_\_\_  
Name (*please print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NCSC USE ONLY

Customer #: \_\_\_\_\_ Date: \_\_\_\_\_ PRDT Code: \_\_\_\_\_

## PRODUCT INFORMATION

(REQUIRED)

If the matching software/hardware has optional parameters, you **MUST** return a list of the parameters used to process the eLOT Stage II file with this form. Also, you **MUST** return a facsimile PS Form 3553 or FTP or email an electronic version in the header record with the Stage II certification file/test deck.

### ENHANCED LINE OF TRAVEL (eLOT) SOFTWARE

1. Specify Stage type:

Stage I       Stage II       Both

2. Media Configuration Code (please choose from media configuration table at bottom of form):

3. Fill in all software information:

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Product Title      Version #\*\*\*      Configuration      Platform

\*\*\* Refer to Appendix 2, "CASS Version Control," for a list of version numbers

### MEDIA CONFIGURATIONS TABLE

Code	Description	Code	Description
E	Cartridge IBM 3480 38K	I	Internet
K	Cartridge IBM 3490E 38K		

(Note: For internet/FTP service, call the CASS Department at 800-642-2914)

### MAIL OR FAX FORM TO

ELOT CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001  
TELEPHONE: 800-642-2914  
FAX NUMBER: 901-681-4440