

# LICENSING ANNOUNCEMENT

## SEPTEMBER 4, 2013

### REMINDER ON ELECTRONIC PRODUCT FULFILLMENT

**Primary Audience:** All Licensees

**What:**

As a reminder, effective October 1, 2014, all licensees who receive product updates from the USPS® will be required to retrieve their product updates from the Electronic Product Fulfillment (EPF) website. These products include: NCOA<sup>Link®</sup>, DPV<sup>®</sup>, DSF<sup>2®</sup>, AMS API, LACS<sup>Link®</sup>, Suite<sup>Link®</sup>, and RDI<sup>™</sup>. Hardcopy media fulfillment, i.e, CDs and DVDs, will no longer be an option.

For NCOA<sup>Link</sup>, DPV, DSF<sup>2</sup> and AMS API licensees, documentation to assist in building the web interface to call the USPS web service is attached for review.

**When:**

Effective October 1, 2014, licensees must retrieve their product updates via EPF. Hardcopy product fulfillment will cease.

**Impact:**

The EPF for Large Files beta test, which included the NCOA<sup>Link</sup>, DPV, DSF<sup>2</sup> and AMS API Products, was widely successful as it allowed participants to obtain their product updates electronically rather than waiting for hardcopy media to arrive at their facilities. The feedback from the participants also allowed the USPS to resolve any technical issues that arose during the beta test. Based on the success and positive feedback from the beta testers, the USPS decided to move forward with making electronic product fulfillment the default method for obtaining product updates.

NCOA<sup>Link</sup>, DPV, DSF<sup>2</sup> and AMS API licensees will have to build a web interface to access their product updates. The LACS<sup>Link</sup>, Suite<sup>Link</sup>, and RDI products are already in production and available through electronic fulfillment. No web interface is required for these products.

**What you need to do:**

To begin the transition process to electronic product fulfillment, please complete an Electronic Product Fulfillment Web Access Request Form located at the following link: [https://ribbs.usps.gov/acs/documents/tech\\_guides/ps5116.pdf](https://ribbs.usps.gov/acs/documents/tech_guides/ps5116.pdf) . On the form, mark each licensed product that you receive product updates from the USPS. The form must be completed for each person that will need access to the EPF website. If more than three users need access, it is suggested that you create a group email address so multiple users can be granted access under one email address.

Once the form is completed, you may fax it to 901-681-4582 or submit it via email to [ncoalink@usps.gov](mailto:ncoalink@usps.gov). When the form is processed, an email will be sent to the email address listed on the form. For NCOA<sup>Link</sup>, DPV, DSF<sup>2</sup> and AMS API licensees, documentation to assist in building the web interface will also be sent.

For the LACS<sup>Link</sup>, Suite<sup>Link</sup> and RDI products, once you receive access to the EPF website, hardcopy fulfillment for those products will end immediately. Beginning with the next release for each specific product, the monthly product updates will only be available via the EPF website and no hardcopy media will be sent.

The USPS would like all licensees to begin the migration to electronic fulfillment as soon as possible; however we understand that it may take some time, especially for licensees of the large files, like NCOA<sup>Link</sup>. NCOA<sup>Link</sup>, DPV, DSF<sup>2</sup> and AMS API licensees will continue to receive hardcopy fulfillment until they have been able to successfully retrieve their product updates on a continuous basis.

If you have any questions regarding electronic product fulfillment, please submit them in writing to [ncoalink@usps.gov](mailto:ncoalink@usps.gov).