

LICENSING ANNOUNCEMENT

MAY 2, 2014

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^{Link}®, DPV®, DSF²®, AMS API, LACS^{Link}®, Suite^{Link}®, and RDI™. Hardcopy media fulfillment, i.e. CDs and DVDs, will no longer be an option.

The USPS has completed development of the EPF Download Manager for Large Files to assist licensees in the transition to electronic product fulfillment and for those who do not have the resources to develop a user interface.

NOTE: Many companies' email systems will not allow certain attachments to be delivered. If you need access to the EPF Download Manager, please send an email to ncoalink@usps.gov.

When:

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

Impact:

NCOA^{Link}, DPV, DSF² and AMS API licensees will have to build a web interface to access their product updates or retrieve the files by using the EPF Download Manager.

The LACS^{Link}, Suite^{Link}, 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 the attached Electronic Product Fulfillment Web Access Request Form located at the following link: https://ribbs.usps.gov/forms/documents/tech_guides/EPF001.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. When the form is processed, an email will be sent to the email address listed on the form. For NCOA^{Link}, DPV, DSF² and AMS API licensees, documentation to assist in building the web interface will also be sent.

For the LACS^{Link}, Suite^{Link} 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^{Link}. NCOA^{Link}, DPV, DSF² 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.