Electronic Verification System (eVS®) Business and Technical Guide

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Electronic Verification System (eVS®) Business and Technical Guide

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Transmittal Letter

A. Explanation. This publication is designed for mailers, shippers, and software developers using or planning to use the Electronic Verification System (eVS®) for manifesting parcel mail.

B. Availability. Publication 205 is available only in electronic format as follows:

- Postal Service™ employees can access it on the Postal Service PolicyNet Web site:
  - Go to *http://blue.usps.gov*.
  - Under "Essential Links" in the left-hand column, click on *PolicyNet*; then click on *PUBs.*

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- Public users can access it on the Postal Service Internet:
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- Publication 205 is also available on the RIBBS® site at *http://ribbs.usps.gov/evs/documents/tech_guides*.

C. Comments on Content. Send comments and suggestions about the content of this publication to the following address:

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WASHINGTON DC 20260-4401

D. Rescission. This publication supersedes Publication 205, Electronic Verification System Business and Technical Guide, dated August 19, 2012. Recycle all copies of the superseded publication and replace them with this edition.

E. Effective Date. This publication is effective October 28, 2012.

Pritha Mehra
Vice President
Mail Entry and Payment Technology

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1 eVS Basics

1.1 Overview

The Electronic Verification System (eVS ®) is all about doing parcel business with the Postal Service using electronic technology. This manifesting system allows parcel mailers to document and pay postage by transmitting electronic manifest files to the eVS database, which is part of the *PostalOne!*® system. eVS is used for manifesting parcels to customers while parcels returned from consumers are handled under Parcel Return Service (PRS). The unique aspects of eVS and PRS are outlined in this publication. Chapter 1 covers the eVS overview and Chapter 2 covers the PRS overview.

eVS allows parcel mailers to prepare parcel mailings, submit electronic documentation for payment and to streamline their internal business processes as well as those with the Postal Service. At the same time, eVS allows integration with other systems and business processes for data collection and performance measurement.

In many ways, eVS reflects the existing manifest mailing process, with three distinct differences:

a. *Sampling.* eVS primarily uses destination sampling to capture sampling data used to monitor postage and preparation accuracy. When destination sampling occurs, the Postal Service collects data after the mailer deposits the mailing at a destination entry facility. Depending on the mail class or particular mailer situation, eVS also uses origin sampling when appropriate to capture data at the mailer's facility or at a business mail entry facility.
b. *Monthly Data Reconciliation.* eVS sampling data is reconciled against all the mailer's manifests received during a calendar month rather than against each individual mailing. For eVS, all mailings entered during a calendar month are treated as a "single mailing" for the purpose of reconciliation and the collection of postage due. Daily mailings, however, must meet all presort and eligibility requirements in the Mailing Standards of the United States Postal Service Domestic Mail Manual (DMM®).
c. *Corporate Account.* Companies with multiple mailing facilities will not be established as separate eVS accounts for each location, but instead will be set up from the corporate location and treated as a single eVS account for payment and reconciliation.

1.2 Mailer Benefits

1.2.1 Mail Acceptance

eVS mail acceptance may occur at destination entry facilities, at origin entry facilities or at mailer facilities.

a. *Destination Entry Acceptance.* For destination entry parcels mailed through eVS, acceptance occurs at destination entry facilities and a parcel mailer has complete control of mailings from time of preparation to time of deposit at the destination entry facility, as long as the mailings are deposited to meet appointment windows scheduled with the Postal Service. The mailer is no longer subject to the hours of operation of the origin Post Office ™ and the availability of Postal Service personnel for verification of mailings. This flexibility allows the mailer to dispatch mailings at various times of the day.
b. *Origin Entry Acceptance.* For origin entry parcels mailed through eVS, acceptance generally occurs at the origin entry facility. Occasionally, these parcels may be accepted at a mailer's facility instead of the origin entry facility. These parcels may be transported to the origin postal facility by the Postal Service or the mailer. Mailings must be deposited to meet critical acceptance times as applicable.
c. *Mailer Facility Acceptance.* For Destination Delivery Unit (DDU) or Destination Sectional Center Facility (SCF) destination entry parcels mailed through eVS, a parcel mailer may be required to have acceptance at the mailer's facility. This generally occurs during parallel testing and when a mailer begins eVS manifesting to ensure that there are enough parcels verified to ensure a valid statistical sampling. This process may be discontinued when samples are consistently obtained at destination entry facilities.

1.2.2 Elimination of Paperwork

eVS significantly reduces paperwork. Hard-copy manifests, postage statements, PS Forms 8125, *Plant-Verified Drop Shipment (PVDS)* Verification and Clearance, and adjustment worksheets are all replaced with electronic documentation. Postage statements for eVS are generated from the mailer's electronic files and postage is electronically deducted from the mailer's *PostalOne!* postage payment account.

1.2.3 Online Mailing Data

An eVS mailer can continuously review the reports that include manifest files, postage statements, and results of postage samplings online through the Business Customer Gateway where mailers can manage their mailing activity. This data will assist the mailer to monitor the quality of mail and, when necessary, take preventive measures to ensure that discrepancies and possible postage adjustments do not occur or are eliminated promptly.

1.3 eVS Participation

1.3.1 Introduction

Mailers began using eVS in 2005 primarily for Parcel Select mailings. Standard Mail and Bound Printed Matter presorted mailings could also be entered through eVS. In 2007, First-Class and Priority Mail was offered to eVS mailers, followed by Priority Mail Open and Distribute (PMOD) in 2008. In 2009, Express Mail was made available to eVS mailers. Bound Printed Matter Carrier Route parcels are the only domestic parcels that cannot be mailed through eVS. International mail currently cannot be supported by eVS.

The Postal Service has not mandated the use of eVS for parcel mailers. The eVS checklist included in Subsection 1-3.8 is for use by customers who are interested in using eVS for postage payment.

1.3.2 Step 1: Register for eVS Participation

To register for participation in eVS, the applicant must do the following:

a. *Business Customer Gateway Account.* Access the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm to create a user account. If a user account already exists, establish an eVS profile.

b. *Business Location.* Ensure the corporate business location for the eVS mailing is accurately identified in the Business Customer Gateway or establish a new location as needed. The mailer's company name as entered in the Business Location is used to identify the mailer's eVS account throughout USPS systems.

c. *PostalOne! Access.* Log-in to add PostalOne! access from the "Request Access" link by selecting "**Audit** Mailing Activity" under the "Track & Report" heading. The first user requesting access for a business location will be prompted to assume the Business Service Administrator (BSA) role.

d. *eVS Profile.* Log-in to add eVS to current profile from the "Request Access" link by selecting "Manage Electronic Verification Activity (eVS)" under the "Shipping Services" heading. The first user requesting eVS for a business location will be prompted to assume the Business Service Administrator (BSA) role for eVS.

e. *Business Service Administrator.* Approve access for multiple representatives that need access to eVS. After the eVS account is established, the user can view the eVS Monthly Account and Sampling Summary and related reports via the "Manage Electronic Verification Activity (eVS)" link in the Business Customer Gateway.

f. *Test Environment for Mailers Profile.* Log-in to add the Test Environment for Mailers (TEM) access to the current profile by selecting "Electronic Data Exchange (PostalOne!)" under the "Design & Prepare" heading. .After the eVS TEM profile is created, the mailer can view postage statements, manifest errors, and reports generated from submitted test files.

1.3.3 Step 2: eVS Mailer Account Numbers

To participate in eVS, an applicant must first establish a new permit imprint account in ZIP Code 20260, use an existing or establish a new postage payment account, and obtain a master Mailer Identification (MID) number.

a. *Permit Imprint Account.* The eVS applicant must establish a unique permit imprint account number used exclusively for eVS. If there is a permit number that is already being used and all mailings will convert to eVS, the permit may be able to migrate to eVS. To apply for the new permit imprint account number, the applicant uses PS Form 3615; Mailing Permit Application and Customer Profile (see Appendix C). No two eVS mailers may use the same permit imprint number. Additional permit accounts may be opened if the permits are owned by the eVS mailer. If multiple permit imprint accounts are opened, one account must be designated as the master permit account used for any adjustments to the eVS account. The following requirements apply to an eVS permit imprint account:

(1) *Account Application.* The eVS applicant must establish a unique permit imprint account used exclusively for eVS. If there is a permit number that is already being used and all mailings will convert to eVS, the permit may be able to migrate to eVS. To apply for the new permit imprint account number, the applicant uses PS Form 3615; Mailing Permit Application and Customer Profile (see Appendix C). Additional permit accounts may be opened if the permits are owned by the eVS mailer. If multiple permit imprint accounts are opened, one account must be designated as the master permit account used for any adjustments to the eVS account.

(2) *Abbreviations or Aliases.* When a company permit imprint is used, the permit imprint indicia on all eVS mail must display the name, abbreviation, or alias reported to the Postal Service for the permit imprint account. When applying for the new permit, the mailer must include company aliases and abbreviations

to be used as alternative names in the permit imprint indicia. For example, Acme Enterprise Solutions may prefer to display “AES” in the permit imprint indicia rather than “Acme Enterprise Solutions.”

(3) *File Transmissions.* For file version 1.4, both the permit imprint account number and the corresponding 5-digit ZIP Code™ of the Post Office of Account must appear in the Header Records of all eVS manifest files; for file versions 1.6 and 1.7, this information will appear in the Detail Record.

(4) *Postage Payment Link.* The permit imprint account number must be linked to the mailer’s postage payment debit account — a Centralized Account Processing System (CAPS) debit account as described in the eVS Participant Checklist — for automatic payment each time a postage statement is generated from the successful eVS processing of manifest file records.

(5) *Exclusive eVS Use.* The permit imprint number registered for eVS must be used only for eVS mailings. This restriction ensures that eVS financial transactions remain separate from non-eVS financial transactions related to the same CAPS account. This separation by permit number can assist the eVS mailer in reconciling financial transactions. The exclusive eVS permit account number may appear as part of the permit imprint indicia as specified and illustrated in subsection 1-5.

(6) *Application Fee*. The mailer will pay for the unique eVS Permit through the NCSC (see Exhibit 1.3.8). The eVS Program Office will assign the Permit number and notify the mailer.

(7) *Annual Mailing Fees.* The mailer must pay all applicable presort or destination entry mailing fees as required by the DMM through their CAPS account.

b. *Postage Payment Account.* The mailer must have or establish a PostalOne! postage payment debit account. This account is used for automatic funds withdrawal each time a postage statement is generated by eVS from the mailer’s transmitted manifest files. The permit account number registered in eVS is linked to the postage payment account (CAPS account) in PostalOne! to handle the funds withdrawal.

There must be sufficient funds available to cover daily mailing activity and adjustments; if debit limits are set for the bank account, it is the mailer’s responsibility to monitor the debit activity as appropriate. The bank account is debited for the total day’s postage on the next bank business day.

The postage payment transaction is recorded and can be viewed in the eVS mailer’s CAPS account. The eVS transaction ID associated with a postage statement also appears in the CAPS account.

(1) PS Form 6001, *Centralized Account Processing System (CAPS) Account Application*, is the application for establishing a national CAPS account. All eVS applicants without a CAPS account or wanting a separate CAPS account must complete and submit this form to obtain a CAPS account.

(2) PS Form 6002, *Accounts and Services to be Paid Through CAPS,* is the form for listing the local account numbers that the eVS applicant wishes to link to the CAPS account. All eVS applicants must complete and submit this form with information to link their unique eVS permit account number to their CAPS debit account.

(3) PS Form 6003, *Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement,* is the form for authorizing the Postal Service to debit the customer’s bank account. All eVS applicants must complete this form to establish the debit account required for eVS.

c. *Mailer Identification (MID) Numbers.* The eVS applicant must have or obtain a unique master MID from the Postal Service for all manifest file transmissions and, if desired,

obtain additional MIDs for parcel records in the manifest files. The master MID identifies the applicant in eVS, PostalOne!, and sampling databases. Additional MIDs can be used to designate the applicant's mail facilities, distribution centers, or divisions within the company. Mailers shipping on behalf of one or more clients must request a unique MID for each client to designate package ownership. The eVS applicant must request MIDs through the Business Customer Gateway **by selecting "Mailer ID" under the "Design & Prepare" heading**. An eVS MID may not be used for non-eVS mail. The following requirements apply to eVS MIDs:

(1) *Use of MIDs.* The following rules apply to the use of MIDs.

(a) *9-digit MIDs*. 9-digit MIDs that have been assigned by the Postal Service for use in eVS and begin with "9" are conforming MIDs. 9-digit MIDs that begin with other than "9" and were authorized prior to March 11, 2007 are designated as nonconforming MIDs and must be migrated to a conforming MID no later than January 2013.

(b) *6-digit MIDs*. 6–digit MIDs may be requested by customers if the volume of parcels to be mailed will cause package identification codes (PICs) on parcels to repeat within a 6-month period. *Note: A 6-digit MID can only be used on parcels mailed under file versions 1.6 and 1.7.*

(2) *File Transmission.* A master MID registered to a mailer for eVS must be used in the Electronic File Number (see Appendix A) in the Header Record of every eVS manifest file transmitted by the mailer. No other MID may be used for eVS manifest files transmitted by that mailer.

(3) *Package Identification Code*. *Please note for the purposes of this document, alternative terms "Tracking Number" and "Intelligent Mail Package Barcode" or "IMpb" may be used interchangeably to refer to the unique numeric barcoded label identifying a single package.* MIDs used in the Package Identification Code (PIC) (see Appendix A) in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels must meet the following requirements**:**

(a) *eVS Master MID.* An eVS master MID is registered and certified only for eVS file transmissions and not for any other service. This MID may also be used as a parcel MID in the PICs in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels. This MID may not be used for non-eVS mail.

(b) *Parcel MIDs.* eVS applicants and current eVS mailers can request additional parcel MIDs for PICs to identify mailer processing facilities, distribution centers, mailer divisions within a company, and/or mailer clients. Parcel MIDs certified only for eVS, and identified in the database as "labels only" MIDs, may not be used for non-eVS mail. MIDs not certified for eVS but certified for other services such as Delivery Confirmation may not be used for eVS mail. This requirement will assist mailers and the Postal Service in identifying all mail handled under eVS.

1.3.4 Step 3: Mailer Information and Computer Access

After obtaining or establishing the necessary accounts and paying applicable permit and annual mailing fees, the applicant must do the following:

a. *Computer Access and eVS Profile.* Customers who have registered on the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm and created their eVS profile will be able to view the eVS Monthly Account and Sampling Summary and related reports, after the eVS application has been processed.

b. *Computer Access and File Transfer.* Complete and submit PS Form 1357-S *Request for Computer Access,* to set up the file transfer mechanism with the Postal Service. Access is via a logon ID and password, unique to each eVS mailer, provided by the

Postal Service. PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI). An applicant interested in EDI can contact Shipping Services Support for information.

c. *Online Enrollment.* Complete the Shipping Services Profile. This application collects mailer information necessary to establish an eVS customer profile in the Program Registration database. The following elements are critical:

(1) *Master Mailer Identification (MID) number.* The creation of the mailer's eVS profile in PostalOne! cannot be completed without this number. A master MID must be indicated on the eVS application after it is obtained via Online Enrollment.

(2) *File Testing Mechanism.* File testing cannot occur until the mailer has received a logon ID and password. The certification profile in Program Registration is used to preset the eVS certification status to pending for testing files and label barcodes. Test files are transmitted to the Product Tracking System (PTS) TEM server for file processing. Submitted test files are then posted to the mailer's eVS TEM account and evaluated by the Confirmation Services Support at the National Customer Support Center (NCSC). Customers who are manifesting with in-house or non-eVS compliant vendor software must also submit a copy of their test files via email and encrypted to eVS@usps.gov.

(a) *Unregistered MID.* An eVS manifest file Header Record containing a master MID not registered in Program Registration cannot be processed for eVS by PTS and causes the file to fail.

(b) *Registered MID in Pending Status.* An eVS manifest file Header Record containing a master MID registered in Program Registration in a pending status will be processed in *PostalOne!* TEM. A pending status in Program Registration indicates that required file testing and certification have not taken place or have not been successful.

(c) *Registered MID in Certified Status.* An eVS manifest file Header Record containing a master MID registered in Program Registration and having a certified status is processed through eVS production for postage payment.

d. *eVS Manifest Application.* Complete and submit the comprehensive *Electronic Verification System Application* (see Appendix B). The application solicits mailer information for determining the projected level of file testing and estimated range of postal resources needed to help the applicant meet all eVS requirements for manifesting. The application collects the following information:

(1) General information about the applicant's company.

(2) Postal Service account information including permit account number, CAPS account, MID(s), and Customer Registration Identification Number (CRID).

(3) Mail Classes/products used by the applicant.

(4) Acceptance points for mail verification.

(5) Mailer sort facilities for mail preparation.

(6) Entry facilities for mail deposit.

(7) Quality control processes.

(8) Manifest system capabilities.

1.3.5 Step 4: Certification and Quality Control

After completing the applications and all required forms, the applicant must do the following:

a. *Software.* Develop or obtain software that meets eVS electronic file and barcode specifications for producing accurate eVS manifests and barcodes. Mailers have the following options for software and the certification process will depend upon their selection.

1. Internal Software – developed by the eVS mailer
2. Vendor Software – developed and supported by a vendor
3. eVS Compliant Software – developed and supported by a vendor or eVS mailer and evaluated as eVS compliant by the Postal Service
4. *Future*: eVS MAC Certified Software – developed and supported by a vendor or eVS mailer and certified by the Postal Service

b. *File and Label Certification.* eVS file and label certification consists of two related but independent testing processes:

(1) *eVS Shipping Services Certification.* The eVS Shipping Services Certification process checks the format of eVS electronic files and barcode labels. If the applicant has been previously certified to transmit Shipping Services manifests for Delivery Confirmation and to generate the corresponding GS1-128 Code barcoded labels, minimal changes are required to meet eVS file and label format specifications. The eVS applicant is required to generate eVS files using the format and coding in Appendix A and Appendix G, and to transmit them through the transmission account established using PS Form 1357-S. The eVS applicant must indicate on the eVS application and Mailer ID application which Shipping Services will be used. The eVS applicant is required to submit eVS barcode labels for Shipping Services (using the appropriate Service Type Code for the service and class being used) corresponding to the PICs in the manifest files. eVS mailers who will mail eVS parcels without Shipping Services must submit the second type of label, eVS barcode labels without any Extra Service (using the 2 digit Service Type Code 56 for file version 1.4 and the appropriate 3-digit Service Type Code by mail class/product for file versions 1.6/1.7).

(2) *eVS File and Label Evaluation.* The eVS evaluation process checks price calculations, entry and destination ZIP Codes, and the application of zones for zone- priced mail, as well as individual coding and coding configurations as specified in Appendix A and Appendix G. Label content is also checked to ensure that price and mail class/product markings, ancillary service endorsements, and other markings meet the standards in the DMM.

c. *Quality Assurance. Develop* and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's mail production, postage payment, mail classification, and file transmissions as described in chapter 6.

1.3.6 Step 5: Parallel Test and Go Live

After meeting all requirements to participate in eVS, the mailer has the following options to receive Postal Service approval to manifest packages using eVS:

a. *Parallel Test.* This option is only available to customers who are already manifesting packages under a manifest mailing system. After file and label evaluation and certification are completed, a parallel test will be recommended. During the parallel test, eVS manifest files are transmitted and mailings are made to determine the accuracy of the mailer's system. In most cases, mailings are presented under both existing manifesting and eVS procedures. The length of a test can vary, based on the issues identified. The test allows the prospective eVS mailer and the Postal Service to resolve potential issues and to monitor the effectiveness of quality control procedures. The following applies:

1. The Postal Service coordinates a parallel test run.
2. During the test period, mailings are deposited and accepted using both eVS and existing manifesting procedures.
3. Postage payment continues under existing processes paid under permit(s) issued locally (not the eVS permit), and the mailer continues to produce required postage statements, manifests, and PS Forms 8125, as applicable, during the test.
4. The mailer monitors the calculated eVS postage adjustments and takes any corrective action necessary to resolve the underlying issues that are causing the adjustments.

5. The length of the parallel test is determined by the complexity of the mailer including the number of mailing sites and mail class/product. The anticipated length will be established before the parallel test begins.

b. *Go live without Parallel Test.* After file and label evaluation and certification are completed, an eVS mailer may choose to go live without a parallel test. No hard copy documentation such as postage statements, manifests or PS Forms 8125 are required. Mailers are subject to any additional postage due as a result of the postage adjustment factor, manifest errors, unmanifested, and DDU mis-shipped from the first date of mailing.

1.3.7 Step 6: Mailing Authorization

After meeting all requirements to participate in eVS, the eVS mailer will be provided an authorization to mail through eVS. The authorization contains the terms and conditions for preparing and presenting eVS mailings to the Postal Service. (see Appendix D for a sample).

1.3.8 eVS Participant Checklist

See Exhibit 1-3.8 for the eVS participant checklist.

Exhibit 1-3.8
eVS Participant Checklist

Requirements	Comments	☑
1. Register for eVS participation via the Business Customer Gateway	Go to https://gateway.usps.com/bcg/login.htm to • Create user account if one does not exist • Create company profile if one does not exist • Add PostalOne! access to current profile by selecting "**Audit** Mailing Activity" from the "Request Access" link • Add eVS to current profile by selecting "Manage Electronic Verification Activity (eVS)" from the "Request Access" link • Add TEM access to current profile by selecting "Manage Electronic Data Exchange (PostalOne!)" under the "Mail & Transport" heading • Complete Online Enrollment for Shipping Services (obtain MID)	☐

2. Open a unique eVS permit and pay Application Fee	• Must be unique for eVS use only
	• Application fee may be paid via ACH, Check, Credit Card, Money Order or Wire.
	• Complete a PS Form 3615
	  • **Across the top of the 3615 please write: "Request for eVS Permit Imprint, eVS HQ Finance # 66-1204, HQ ZIP Code 20260".**
	  • To pay by Credit Card; Fax the PS Form 3615 and a coversheet to: NCSC @ (901) 681-4409
	  • To pay by check or money order mail to: **Accounts Receivables**
	National Customer Support Center
	225 N Humphreys Blvd STE 501
	Memphis, TN 38188-1002
	  • To pay by ACH or Wire call: NCSC @ (901) 681-4658
	• Link the permit to the eVS company profile in the Business Customer Gateway
		☐

3. Annual mailing fees	Pay annual mailing fees (for Presorted First-Class Package Service, Standard Mail, Parcel Select (destination entry), Presorted Media Mail, Presorted Library Mail, Bound Printed Matter (destination entry)).	☐
4. Centralized Account Processing System (CAPS) Account	A current CAPS debit account may be used. The following forms must be used to open account as needed: • PS Form 6001, CAPS Account Application — Application for establishing a new national CAPS account. • PS Form 6002, Accounts and Services to be Paid Through CAPS — Form for listing the local account numbers the customer wants to link to the CAPS	☐

	account. • PS Form 6003, CAPS Electronic Funds Transfer Authorization Agreement — Form for authorizing the Postal Service to debit the customer's bank account. • Link accounts to eVS Washington DC 20260	
5. Complete eVS manifest mailing system application (See Appendix B)	Application must have all mailer required sections completed.	☐
6. Complete PS Form 1357-S to set up account and receive logon for Product Tracking System (See Appendix C or RIBBS)	Submit to the following address: eVS Support Team National Customer Support Center United States Postal Service 6060 Primacy Pkwy Ste 101 Memphis TN 38188-0001 Note: This logon will allow you to transmit electronic manifest files and access extract files for parcels with any of your eVS MIDs	☐
Note: Mailers may not submit test files for certification if they have not completed registration in the Business Customer Gateway and successfully linked their eVS permit to their eVS profile.		
7. Transmit test file(s) to eVS PostalOne!	This process will test your communication process and file content for compliance with eVS *PostalOne!* Based on your application, the eVS Support Team will notify you of the requirements of the test file.	☐
8. Submit sample labels for certification with PS Form 5052	Based on your application, the eVS Support Team will notify you of the label requirements for your Master MID and any package MIDs.	☐
9. Parallel Test (optional)	It is recommended that a mailer converting to eVS from an existing USPS manifest mailing system complete a parallel testing process. This allows the mailer an opportunity to pilot their eVS implementation, measure the impact of potential adjustments and work through start up issues without being billed through eVS for payment or adjustments. A parallel testing mailer will create eVS mailings and submit eVS files while continuing to present hard copy postage statements and manifests for payment through the local permits at existing manifest mailing locations. Mailers who choose not to complete a parallel test are subject to all eVS postage adjustments due after start up.	☐
10. Receive authorization to mail	After the process has been completed you will receive authorization to mail eVS for the mail classes that were evaluated and certified to meet eVS file and label specifications.	☐

1.4 Use of eVS

1.4.1 Required Use

At this time, eVS is not mandatory for parcel mailers and shippers. If eVS is required for electronic manifesting and postage payment at a future date, the timeline for adoption will be announced by the Postal Service in the *Federal Register* and the *Postal Bulletin.*

1.4.2 Optional Use

The use of eVS with all other parcel mail is optional. eVS may be used only for the subclasses and rate combinations available under eVS as shown in Table G–10 in Appendix G. When additional classes and subclasses of parcel mail and additional price categories become available under eVS, the Postal Service will announce those additions in the *Postal Bulletin* and revise this publication. Appendix F contains a listing of applicable prices by destination entry facility.

1.4.3 Mailing Standards

The principal mailing standards for eVS are in DMM 705. The following standards also apply to eVS:

a. Only items as defined in the DMM may be mailed using eVS.

b. Only a unique permit imprint may be used as the postage payment method for eVS mailings.

c. Destination entry rate mail must meet the applicable standards in the DMM.

d. Presort rate mail must meet the applicable presort standards and volumes in the DMM.

e. All mail must meet the classification and content eligibility requirements in the DMM. Content Based Prices (Bound Printed Matter, Library Mail and Media) are subject to inspection and review.

f. eVS mail must be separated from non-eVS mail when presented for mailing. At a minimum, eVS and non-eVS mail must be presented in separate containers and clearly identified.

g. eVS Containers

(1) All pallets and pallet boxes containing parcels prepared and identified using the Electronic Verification System (eVS) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 (origin line) using the same size and lettering used for Line 3.

1.4.4 Postage Computation

Postage must be computed according to the applicable standards in the DMM, including DMM 604.7.0 for computing postage. The elements used in eVS for the computations of postage are as follows and detailed in Appendixes A and E:

a. *Postage Amount.* (File version 1.4 Detail Record 1 positions 038–044 and file versions 1.6/1.7 Detail Record 1 record positions 318–324 (see Appendix A)) In eVS, the determinants of the postage amount are class of mail, rate indicator, destination rate indicator, ZIP Code (along with the header record entry facility is used to calculate applicable zone), processing category, postal routing barcode, weight of parcel, and size of parcel.

The postal routing barcode is a possible determinant of a parcel barcoded discount as described in 1-4.4b or a possible surcharge for the absence of the postal routing barcode as described in 1-4.4c.

For file version 1.4, the reported postage amount in the Detail Record 1 positions 038–044, and for file versions 1.6/1.7 Detail Record 1 positions 318–324 will be validated based on the rate ingredients in the detail record. Any difference between the postage in the file and the eVS recalculated postage will be displayed as a variance in *PostalOne!* The following details how postage is computed for eVS:

(1) *Postage Amount in Manifest Record.* For file version 1.4, the recorded postage amount in Detail Record 1 positions 038–044 is a single amount that does not include the subtraction of discounts or the addition of surcharges, nonincidental enclosure postage, and Extra Services. For file versions 1.6/1.7, the recorded postage amount in Detail Record 1 positions 318–324 is a single amount that does not include the subtraction of discounts or the addition of surcharges, nonincidental enclosure postage, and Extra Services.

(2) *Total Postage Amount for Postage Statement.* For the total postage amount for the Postal Service generation of postage statements, eVS adds up the postage

amount plus any surcharges minus any discounts reported in the corresponding Detail Record 1 positions (see Appendix A).

(3) *Extra Services for Postage Statement.* Total Extra Service fees are calculated separately and reported separately from the postage amount for the generation of postage statements. Detail Record 1 can accommodate up to three Extra Services for each parcel record for file version 1.4 and up to five Extra Services for each parcel record for file versions 1.6/1.7. (see Appendix A).

b. *Discounts.* Discounts such as the parcel barcoded discount are not included in the calculation of the postage amount in Detail Record 1. For file version 1.4, discounts are coded in Detail Record 1 positions 161–162 and the amount is reported in Detail Record 1 positions 163–169. For file versions 1.6/1.7, discounts are coded in Detail Record 1 positions 470–471 and the amount is reported in Detail Record 1 positions 472–478. Table G-8 in Appendix G contains the discount codes.

c. *Surcharges.* Surcharges such as the nonbarcoded parcel surcharge are not included in the calculation of the postage amount in Detail Record 1. For file version 1.4, surcharges are coded in Detail Record 1 positions 161–162 and the amount is reported in Detail Record 1 positions 163–169. For file versions 1.6/1.7, surcharges are coded in Detail Record 1 positions 461–462 and the amount is reported in Detail Record 1 positions 463–469. Table G-8b in Appendix G contains the surcharge codes.

d. *Balloon Price and Oversized Price.* The balloon price for Priority Mail and Parcel Select and the oversized price for Parcel Select are not surcharges but dimensional prices. These prices, which are for parcels exceeding certain dimensions, are calculated as follows:

(1) Balloon Rate. Priority Mail and Parcel Select parcels weighing less than 20 pounds and measuring more than 84 inches in combined length and girth, but no more than 108 inches in combined length and girth are charged the appropriate 20-pound price. The 20-pound price is used for the postage amount in file version 1.4 Detail Record 1 positions 038–044 or file versions 1.6/1.7 Detail Record 1 positions 318–324, but the actual weight of the piece must be shown in the electronic manifest file version 1.4 in Detail Record 1 positions 046–054; or manifest file versions 1.6/1.7 in Detail record 1 positions 363–371. The appropriate rate indicator code in file version 1.4 Detail Record 1 positions 057–058 or file versions 1.6/1.7 Detail Record 1 positions 373–374 must be used to represent the balloon price. Parcels weighing 20 pounds or more are not subject to the balloon price. The balloon rate conditions vary by mail class/product:

(a) *Priority Mail.* For Priority Mail, the balloon price applies only to those parcels under 20 pounds subject to the balloon price and destined for local and zones 1 through 4. Priority Mail parcels destined for zones 5 through 8 are not subject to the balloon price, regardless of parcel weight and size.

(b) *Parcel Select.* For Parcel Select, the balloon rate applies to any parcel subject to the balloon rate regardless of zone, including Parcel Select rates without zones: destination sectional center facility (DSCF) prices and destination delivery unit (DDU) prices.

(2) *Oversized Rate.* Parcel Select parcels up to 70 pounds measuring more than 108 inches and up to 130 inches in combined length and girth are charged the applicable oversized price. The oversized price is used for the postage amount, but the actual weight of the parcel must be shown in the electronic manifest file. The appropriate rate indicator code in file version 1.4 Detail Record 1 positions 057–058; for file versions 1.6/1.7 Detail Record 1 positions 373–374 must be used to represent the oversized price.

e. *Commercial Plus Cubic Pricing*. Priority Mail parcels must meet specific criteria in the DMM and qualify for this pricing. The cubic price is used for the postage amount, and both the rate indicator position and length, height and width fields must be completed

to calculate prices. The appropriate rate indicator code in file version 1.4 Detail Record 1 positions 057–058; for file versions 1.6/1.7 Detail Record 1 positions 373–374 must be used to represent the cubic pricing. The length of the parcel must be in file version 1.4 Detail Record 1 positions 101–105; for file versions 1.6/1.7 Detail Record 1 positions 378–382. The width of the parcel must be in file version 1.4 Detail Record 1 positions 106–110; for file versions 1.6/1.7 Detail Record 1 positions 383–387. The height of the parcel must be in file version 1.4 Detail Record 1 positions 111–115; for file versions 1.6/1.7 Detail Record 1 positions 388–392.

f. *Priority Mail Dimensional-Weight Pricing.* Priority Mail parcels exceeding 1 cubic foot (1,728 cubic inches) for zones 5 through 8 are subject to dimensional-weight pricing, based on actual weight or dimensional weight, whichever is greater. Priority Mail parcels not exceeding 1 cubic foot for zones 5 through 8 are not subject to dimensional–weight pricing. For Priority Mail parcels subject to dimensional-weight pricing, the appropriate rate indicator must be used file version 1.4 in Detail Record 1 positions 057–058; for file versions 1.6/1.7 Detail Record 1 positions 373–374. File Version 1.4 Detail Record 1 also contains four fields in record positions 101 through 121 to accommodate length, width, height, and dimensional weight, rounded up to a whole pound; for file versions 1.6/1.7 Detail Record 1 also contains these four fields in record positions 378 through 398.

The following Steps 1 and 2 provide calculations to determine whether a Priority Mail parcel is subject to dimensional-weight pricing and, if it is, how the dimensional weight is calculated:

(1) Rounded off length is multiplied by rounded off width then multiplied by rounded off height to arrive at total cubic inches.

(2) If the result is 1,728 cubic inches or less, actual weight (the physical weight of the parcel) is used to calculate postage. If the result exceeds 1,728 cubic inches, the parcel shape is used to determine dimensional weight, which is then compared with the actual weight. If the parcel is rectangular, the result is divided by 194 and rounded up to the next whole number. If the parcel is nonrectangular, the result is first multiplied by an adjustment factor of 0.785. If the result exceeds 1,728 cubic inches, that result is divided by 194 and rounded up to the next whole number.

***Note* — Round Up:** Round up requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.3790 to two decimal places yields 3.38).

g. *Pound Weight.* All parcel weights are expressed in decimal pounds rounded off to four decimal places. For computing eVS parcel weights, each parcel is weighed individually and not in bulk, regardless of the class of mail.

***Note* — Round Off:** Round off requires increasing by 1 the last digit to be kept if the digit to its right, which is not kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged.

h. *Single-Piece-Price Weight Calculation.* Single-piece price weights are grouped as follows:

(1) Prices for Express Mail, Priority Mail, Priority Mail Open and Distribute, Parcel Select, Media Mail, and Library Mail always use weight rounded off to two decimal places for single-piece price calculation. For example, the Priority Mail price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. **If an item weighs 4.0051 pounds, eVS would calculate the weight based on postage for a 4.01 pound parcel, and the nearest weight (postage) increment for a parcel weiging 4.01 pounds is 5 pounds.** For Parcel Select, Media Mail, and Library Mail, the minimum postage price per piece is the 1-pound price. For Priority Mail not prepared in a flat-rate box or a flat-rate envelope, the minimum postage rate per piece is the 1-pound rate.

(2) **First-Class Package Service and Parcel Select Lightweight use weight rounded up to the nearest ounce for a single-piece price calculation.** For First-Class Package Service and Parcel Select Lightweight, the minimum postage rate per piece is the 1-ounce (0.0625 pound) rate.

(3) Nonpresorted Bound Printed Matter uses weight rounded up for a single-piece price calculation. The minimum postage price per piece is the 1-pound rate.

(4) **Regular and Nonprofit Standard Mail Marketing and Nonprofit Standard Mail parcels** weighing 3.3 ounces (0.2063 pound) or less use a single-piece price that is the same regardless of the parcel weight up to and including 3.3 ounces. For example, a **Nonprofit** Standard Mail parcel weighing 2 ounces (0.125 pound) is charged the same amount as a **Nonprofit** Standard Mail parcel weighing 3.3 ounces (0.2603 pound).

i. *Piece-Pound-Price-Weight Calculation.* Prices for Standard Mail weighing more than 3.3 ounces (0.2063 pound) and all Presorted Bound Printed Matter require computing individual piece-pound prices for each parcel as described in the following paragraphs 1 and 2 and as shown in Appendix E:

(1) *Standard Mail.* Standard Mail parcels weighing more than 3.3 ounces (0.2063 pound) require multiplying the weight of each parcel by the applicable pound price and then adding the result to the applicable piece price to arrive at the postage amount of the individual parcel. The pound price includes any applicable destination entry discount.

(2) *Bound Printed Matter.* Presorted Bound Printed Matter parcels require multiplying the weight of each parcel by the applicable zoned pound price and then adding the result to the applicable piece price to arrive at the postage amount of the individual parcel. The pound price includes any applicable destination entry discount. Postage for a Bound Printed Matter parcel weighing 1 pound or less is calculated using the 1-pound rate added to the piece price.

j. *Destination Entry Validation*. Postage for parcels claiming non-DDU destination entry prices will be validated based on the ZIP and destination rate indicator combination provided in the detail record.

(1) *NDC, SCF and ASF entry.* Detail records identifying their destination entry facility as ‘B’ or ‘S’ will use the Location Key to cross-reference the Mail Direction File and Address File from the FAST Drop Ship Product to determine if the provided ZIP is eligible for the entry discount claimed. Postage for packages failing this validation will be recalculated without a destination entry discount and additional postage due will be calculated as part of the monthly adjustment.

1.4.5 Appointments

After mailings are prepared, the quality assurance described in chapter 6 is performed, and the electronic manifest file is successfully transmitted and received by PTS and eVS, the mailer can deposit mailings directly at the destination entry facility according to the appointment window made through the Facility Access and Shipment Tracking (FAST) system.

eVS mailers who drop ship mail to destination facilities other than a Destination Delivery Unit (DDU) must indicate “eVS content” in the FAST appointment and provide the associated CRID for each eVS mailer whose mail is associated with the appointment. Each DDU must be contacted to set up an appointment for drop shipments destined to DDUs.

OPTIONAL: It is recommended that the FAST appointment confirmation number be placed in the eVS file.

1.5 eVS Permit Imprint Indicia

1.5.1 Requirement

Each parcel included in an eVS mailing must bear the same permit imprint indicia following the standards in DMM 604.5.0 on use and format with these two options:

a. *Company Permit Imprint Indicia.* A company permit imprint indicia displays the name or abbreviation of the eVS mailer's company name, with or without a permit account number. This is the required style for eVS parcel mail unless the mailer has received authorization from the Manager, Business Mailer Support to use the permit style in 1-5.1b.

b. *Regular Permit Imprint Indicia.* A regular permit imprint indicia displays the permit account number and city and state where the permit account is held, without the company name or abbreviation of the company name. This style requires authorization from the Manager, Business Mailer Support. If multiple permits are used for eVS, the permit number in the regular permit imprint indicia must be the master eVS permit number.

1.5.2 Company eVS Permit Imprint Indicia

The marking "eVS" (or the alternatives "EVS" or "e-VS") must appear by itself as the last line in the company eVS permit imprint indicia. As an option, "Permit No." followed by the mailer's exclusive e-VS permit account number may be included as part of the company eVS permit imprint if placed on the line below the company name or abbreviation of the company name and above the line containing the marking "eVS." City and state never appear in a company eVS permit imprint indicia.

PARCEL SELECT US POSTAGE PAID PEN SERVICE eVS	**PRIORITY MAIL US POSTAGE PAID ABC CO eVS**	**PRESORTED BPM US POSTAGE PAID J&B FULFILLMENT PERMIT NO # eVS**

1.5.3 Regular eVS Permit Imprint Indicia

The marking "eVS" (or alternatives "EVS" or "e-VS") must appear by itself as the last line in the regular eVS permit imprint indicia, below the city and state line. As an option, the ZIP for the eVS permit (20260) may be included if placed on the line below the permit number. eVS mailers wishing to use this indicia style must receive authorization from the Manager, Business Mailer Support.

PRIORITY MAIL US POSTAGE PAID PERMIT NO ### WASHINGTON DC eVS	**FIRST-CLASS MAIL US POSTAGE PAID WASHINGTON DC PERMIT NO ### ZIP CODE 20260 eVS**

1.5.4 Test Indicator

The marking "eVS Test" must be in the permit imprint indicia for mailers participating in a parallel test while paying postage through a non-eVS manifest system or other means of payment.

eVS mailers wishing not to use "eVS Test" in their indicia style must receive authorization from the Manager, Business Mailer Support.

PARCEL SELECT
US POSTAGE PAID
PEN SERVICE
eVS TEST

1.6 eVS Labels

Each parcel mailed under eVS must bear the appropriate eVS label with all the appropriate markings, following the standards in DMM 507. Please refer to the USPS Parcel Labeling Guide, available on RIBBS, for further details and sample images.

2 Parcel Return Service (PRS) Basics

2.1 Overview

Parcel Return Service (PRS) is a national program that allows return parcel business with the Postal Service using electronic technology. PRS mailers must, at a minimum, pick-up from all Network Distribution Centers (NDC). This manifesting system allows parcel mailers to document and pay postage by transmitting electronic manifest files to the eVS® database, which is part of the *PostalOne!*® system. PRS Permit holders or their clients may distribute PRS labels to their consumers to make it easy to return merchandise. Return labels may be distributed with the product or printed online. Consumers may return PRS parcels by giving the parcels to Postal Service personnel. PRS parcels are picked up by consolidators or mailers at Return Delivery Units (RDU), Return Sectional Center Facilities (RSCF) or Return Network Distribution Centers (RNDC). PRS mailers are notified when parcels are available for pick up at RDU postal facilities and pick up as scheduled from RSCF and RNDC postal facilities.

PRS reflects the existing manifest mailing process, with three distinct differences:

a. *Sampling.* PRS primarily uses destination sampling for RNDC parcels to capture sampling data used to monitor postage and preparation accuracy. PRS sampling may also be conducted at the mailer's facility after parcels have been picked up from postal facilities. For PRS customers who do not have sampling conducted at their facilities, any applicable adjustments will be based on the data collected at RNDC facilities.
b. *Monthly Data Reconciliation.* PRS sampling data is reconciled against all the mailer's manifests received during a calendar month rather than against each individual mailing. For PRS, all packages manifested during a calendar month are treated as a "single mailing" for reconciliation.
c. *Corporate Account.* Regardless of the number of pickup locations, there will only be one PRS account per mailer.

2.2 Mailer Benefits

2.2.1 Mailer Pick-Up

PRS mail pick-up may occur at Return Network Distribution Center (RNDC), Return Sectional Center Facility (RSCF) or Return Delivery Unit (RDU) facilities.

a. *RDU Pick-up.* PRS agents are notified when packages are available for pick-up at RDU facilities. These packages must be picked-up by the agent according to the times and frequency identified in their mailing agreement. If the packages are not picked-up timely, these will flow to the RNDC for pick-up.
b. *RSCF Pick-up.* PRS agents must pick-up parcels from RSCF facilities according to the times and frequency identified in their mailing agreement..

c. *RNDC Pick-Up.* PRS agents could decide to pick-up packages from RNDC only based on their business model. PRS mailers must pick-up parcels from RNDC facilities according to the times and frequency identified in their mailing agreement.

2.2.2 Elimination of Paperwork

PRS significantly reduces paperwork. Hard-copy manifests, postage due summaries for PRS and adjustment worksheets are all replaced with electronic documentation. Electronic files from PRS customers are used to calculate postage which is electronically deducted from the mailer's *PostalOne!* postage payment account.

2.2.3 Online Mailing Data

A PRS mailer can continuously review the reports that include manifest files, postage due summaries, and results of postage samplings online through the Business Customer Gateway where mailers can manage their mailing activity. This data will assist the mailer to monitor the quality of mail and, when necessary, take preventive measures to ensure that discrepancies and possible postage adjustments do not occur or are eliminated promptly.

2.3 PRS Participation

2.3.1 Introduction

Parcel Return Service (PRS) provides the benefits of work sharing to returned parcels; by allowing PRS mailers to pick up parcels from postal facilities and submit manifest files for those parcels after pick up. PRS prices are based on the postal facilities where mail is picked up. Companies who wish to participate must complete the application process outlined in this section. The PRS Participant Checklist is included in Section 2-3.7 for use by customers who are interested in using PRS for postage payment. DMM 507 explains PRS and the requirements to participate.

2.3.2 Step 1: Register for PRS Participation

To register for participation in PRS, the applicant must do the following:

a. *Business Customer Gateway Account.* Access the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm to create a user account. If a user account already exists, establish a PRS profile.

b. *Business Location.* Ensure the corporate business location for the PRS mailing is accurately identified in the Business Customer Gateway or establish a new location as needed. The mailer's company name as entered in the Business Location is used to identify the mailer's PRS account throughout USPS systems.

c. *PostalOne! Access.* Log-in to add PostalOne! access from the "Request Access" link by selecting "**Audit** Mailing Activity" under the "Track & Report" heading. The first user requesting access for a business location will be prompted to assume the Business Service Administrator (BSA) role.

d. *PRS Profile.* Log-in to add PRS to current profile from the "Request Access" link by selecting "Manage Electronic Return Activity (PRS)" under the "Shipping Services" heading. The first user requesting PRS for a business location will be prompted to assume the Business Service Administrator (BSA) role for PRS.

e. *Business Service Administrator.* Approve access for multiple representatives that need access to PRS. After the PRS account is established, the user can view the PRS Monthly Account and Sampling Summary and related reports via the "Manage Electronic Return Activity (PRS)" link in the Business Customer Gateway.

f. *Test Environment for Mailers Profile.* Log-in to add the Test Environment for Mailers (TEM) access to the current profile by selecting "Electronic Data Exchange (PostalOne!)" under the "Mail & Transport" heading. .After the PRS TEM profile is created, the mailer can view postage due statements, manifest errors, and reports generated from submitted test files.

2.3.3 Step 2: PRS Mailer Account Numbers

To participate in PRS, an applicant must establish a new Merchandise Return Service (MRS) permit account, use an existing or establish a new postage payment account, and obtain a Master Mailer Identification (MID) number:

a. *Permit Imprint Account.* The PRS applicant must establish a master permit account number for PRS. To apply for the new permit imprint account number, the applicant uses PS Form 3615; Mailing Permit Application and Customer Profile (see Appendix C). PRS mailers must use a unique merchandise return service permit number. The master permit account number will be used for any adjustments to the PRS account. The following requirements apply to an PRS permit account:

(1) *Abbreviations or Aliases.* The PRS business reply label must display the name, abbreviation, or alias reported to the Postal Service for the merchandise return service permit account. The same name is required to appear in the legend on the mailing label. When applying for the new permit, the mailer must include company aliases and abbreviations to be used as alternative names in the permit imprint indicia. For example, Acme Enterprise Solutions may prefer to display "AES" in the permit imprint indicia rather than "Acme Enterprise Solutions."

(2) *File Transmissions.* For file versions 1.6/1.7, both the merchandise return service permit account number and the corresponding 5-digit ZIP Code™ of the Post Office of Account must appear in the Detail Record of all PRS manifest files.

(3) *Postage Payment Link.* The merchandise return service permit account must be linked to the mailer's postage payment debit account — a Centralized Account Processing System (CAPS) debit account as described in the PRS checklist — for automatic payment each time a postage statement is generated from the successful PRS processing of manifest file records.

(4) *Exclusive PRS Use.* The merchandise return service permit account registered for PRS must be used for all PRS mailings. This restriction ensures that PRS financial transactions remain separate from non-PRS financial transactions related to the same CAPS account. This separation by merchandise return service permit account can assist the PRS mailer in reconciling financial transactions. The exclusive PRS merchandise return service permit account may appear as part of the permit imprint indicia as specified and illustrated in subsection 2-5.

(5) *Annual Permit and Account Maintenance Fees.* The PRS mailer pays for the unique PRS Permit through the NCSC. The eVS Program Office will assign the Permit number and notify the mailer. The mailer must pay all applicable permit and account maintenance fees as required by DMM 507 through their CAPS account.

b. *Postage Payment Account.* The mailer must have or establish a PostalOne! postage payment debit account. This account is used for automatic funds withdrawal each time a postage due summary is generated from the PRS mailer's transmitted manifest files. The permit account number registered in PRS is linked to the postage payment account (CAPS account) in PostalOne! to handle the funds withdrawal.

There must be sufficient funds available to cover daily mailing activity and adjustments; if debit limits are set for the bank account, it is the mailer's responsibility to monitor the debit activity as appropriate. The bank account is debited for the total day's postage on the next bank business day.

The postage payment transaction is recorded and can be viewed in the PRS mailer's CAPS account. The PRS transaction ID associated with a postage statement also appears in the CAPS account.

(1) PS Form 6001, *Centralized Account Processing System (CAPS) Account Application,* is the application for establishing a national CAPS account. All PRS applicants without a CAPS account or wanting a separate CAPS account must complete and submit this form to obtain a CAPS account.
(2) PS Form 6002, *Accounts and Services to be Paid Through CAPS*, is the form for listing the local account numbers that the PRS applicant wishes to link to the CAPS account. All PRS applicants must complete and submit this form with information to link their unique PRS merchandise return service permit account number to their CAPS debit account.
(3) PS Form 6003, *Centralized Account Processing System (CAPS) Electronic Funds Transfer Authorization Agreement,* is the form for authorizing the Postal Service to debit the customer's bank account. All PRS applicants must complete this form to establish the debit account required for PRS.

c. *Mailer Identification (MID) Numbers.* The PRS applicant must have or obtain a unique master MID from the Postal Service for all manifest file transmissions and obtain additional MIDs for parcel records in the manifest files. The master MID identifies the applicant in PRS, *PostalOne!,* and sampling databases. Additional MIDs can be used to designate the applicant's mail facilities, distribution centers, or divisions within the company. Mailers shipping on behalf of one or more clients must request a unique MID for each client to designate package ownership. The PRS applicant must request MIDs through the Mailer ID link within the Business Customer Gateway **by selecting "Mailer ID" under the "Design & Prepare" heading**. A PRS MID may not be used for non-PRS mail. The following requirements apply to PRS MID:
(1) *Use of MIDs.* The following rules apply to the use of MIDs.
(a) 9-digit MIDs. 9-digit MIDs that have been assigned by the Postal Service for use in PRS and begin with "9" are conforming MIDs that may be used in PRS. 9-digit MIDs that begin with other than "9" and were authorized prior to March 11, 2007 are designated as nonconforming MIDs and must be migrated to a conforming MID no later than January 2013.
(b) 6-digit MIDs. 6-digit MIDs may be requested by customers if the volume of parcels to be mailed will cause package identification codes (PICs) on parcels to repeat within a 6 month period.
(2) *File Transmission.* A master MID registered to a mailer for PRS must be used in the Electronic File Number (see Appendix A) in the Header Record of every PRS manifest file transmitted by the mailer. No other MID may be used for PRS manifest files transmitted by that mailer.

(3) *Package Identification Code. Please note for the purposes of this document, alternative terms "Tracking Number" and "Intelligent Mail Package Barcode" or "IMpb" may be used interchangeably to refer to the unique numeric barcoded label identifying a single package.* MIDs used in the Package Identification Code (PIC) (see Appendix A) in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels must meet the following requirements:

(a) *PRS Master MID.* A PRS master MID is registered and certified only for PRS file transmissions and not for any other service. This MID may also be used as a parcel MID in the PICs in the manifest file Detail Records and the associated parcel barcodes printed on the mailing labels. This MID may not be used for non-PRS mail.

(b) *Parcel MIDs.* PRS applicants and current PRS mailers can request additional parcel MIDs for PICs to identify mailer processing facilities, distribution centers, mailer divisions within a company, and/or mailer clients. Parcel MIDs certified only for PRS, and identified in the database as "labels only" MIDs, may not be used for non-PRS mail. MIDs not certified for PRS but certified for other services such as Delivery Confirmation may not be used for PRS mail. This requirement will assist mailers and the Postal Service in identifying all mail handled under PRS.

2.3.4 Step 3: Mailer Information and Computer Access

After establishing the necessary accounts and paying applicable permit, annual account maintenance and annual mailing fees, the applicant must do the following:

a. *Computer Access and PRS Profile.* Customers must sign-up on the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm or log-in to create a PRS profile under "manage electronic return activity (PRS)". If your company has multiple representatives that need access to PRS, the business service administrator (BSA) for your company will authorize access for these additional representatives. After the PRS account is established, the mailer can view the PRS Monthly Account and Sampling Summary and related reports.

b. *Computer Access and File Transfer.* Complete and submit PS Form 1357-S *Request for Computer Access,* to set up the file transfer mechanism with the Postal Service. Access is via a logon ID and password, unique to each PRS mailer, provided by the Postal Service. PS Form 1357-S is not required if the applicant plans to use Electronic Data Interchange (EDI). An applicant interested in EDI can contact Shipping Services Support for information.

c. *Online Enrollment.* Complete the Shipping Services Profile. This application collects mailer information necessary to establish a PRS customer profile in the Program Registration database. The following elements are critical:

(1) *Master Mailer ID (MID).* The creation of the mailer's PRS profile in PostalOne! cannot be completed without this number. A master MID must be indicated on the PRS application after it is obtained via Online Enrollment.

(2) *File Testing Mechanism.* File testing cannot occur until the mailer has received a logon ID and password. The certification profile in Program Registration is used to preset the PRS certification status to pending for testing files and label barcodes. Test files are transmitted to the Product Tracking System (PTS) TEM server for file processing. Submitted test files are then posted to the mailer's PRS TEM account and evaluated by the Shipping Services Support at the National Customer Support Center (NCSC).

(a) *Unregistered MID.* A PRS manifest file Header Record containing a master MID not registered in Program Registration cannot be processed for PRS by PTS and causes the file to fail.

(b) *Registered MID in Pending Status.* A PRS manifest file Header Record containing a master MID registered in Program Registration in a pending status will be processed in *PostalOne!* TEM. A pending status in Program Registration indicates that required file testing and certification have not taken place or have not been successful.

(c) *Registered MID in Certified Status.* A PRS manifest file Header Record containing a master MID registered in Program Registration and having a certified status is processed through eVS production for postage payment.

d. *PRS Manifest Application.* Applicants must submit a letter of request containing the following information to the Manager, Business Mailer Support at 475 L'Enfant Plaza SW RM 3676, Washington DC 20260-3676:

(1) Company name and address

(2) An individual's contact name, telephone number, fax number, and email address

(3) Price category or categories to be used and the proposed retrieval locations (Delivery Units, Sectional Center Facilities and Network Distribution Centers)

(4) A description of the electronic returns manifesting system to be used to document returns listed by location and price eligibility

2.3.5 Step 4: Certification and Quality Control

After completing the applications and all required forms, the applicant must do the following:

a. *Software.* Software is needed that can create PRS electronic files and barcode specifications for producing accurate PRS manifests and barcodes.

b. *File and Label Certification.* PRS file and label certification consists of two related but independent testing processes:

a. *PRS Shipping Services Certification.* The PRS Shipping Services Certification process checks the format of PRS electronic files and barcode labels. If the applicant has been previously certified to transmit Shipping Services manifests for Delivery Confirmation and to generate the corresponding GS1-128 symbology barcoded labels, minimal changes are required to meet PRS file and label format specifications. The PRS applicant is required to generate PRS files using the format and coding in Appendix A and Appendix G, and to transmit them through the transmission account established using PS Form 1357-S. The PRS applicant is required to submit PRS barcode labels corresponding to the Package Identification Codes in the manifest files.

b. *PRS File and Label Evaluation.* The PRS evaluation process checks price calculations, pick-up facility and return address ZIP Codes, and the application of zones for zone-priced mail, as well as individual coding and coding configurations as specified in Appendix A and Appendix G. Label content is also checked to ensure that the legend, mailer identification information and other markings meet the standards in the DMM.

c. *Quality Assurance.* Develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's returns processing, postage payment, and file transmissions as described in chapter 6.

2.3.6 Step 5: Service Agreement

After meeting all requirements to participate in PRS, the PRS mailer will be provided an agreement to mail through PRS. The agreement contains the terms and conditions for picking-up mail and manifesting PRS parcels to the Postal Service.

2.3.7 PRS Participant Checklist

See Exhibit 2-3.7 for the PRS participant checklist.

Exhibit 2-3.7
PRS Participant Checklist

Requirements	Comments	☑
1. Register for PRS participation via the Business Customer Gateway	Go to https://gateway.usps.com/bcg/login.htm to: • Create user account if one does not exist • Create company profile if one does not exist • Add PostalOne! access to current profile by selecting "**Audit** Mailing Activity" from the "Request Access" link • Add PRS to current profile by selecting "Manage Electronic Return Activity (PRS)" from the "Request Access" link • Add TEM access to current profile by selecting "Manage Electronic Data Exchange (PostalOne!)" under the "Design & Prepare" heading • Complete Online Enrollment for Shipping Services (obtain MID)	☐

2. Open a unique PRS permit and pay the Application Fee	• Must be unique for PRS use only
	• Application fee may be paid via ACH, Check, Credit Card, Money Order or Wire.
	• Complete a PS Form 3615
	  • **Across the top of the 3615 please write: "Request for PRS Permit Account, eVS HQ Finance # 66-1204, HQ ZIP Code 20260".**
	  • To pay by Credit Card; Fax the PS Form 3615 and a coversheet to: NCSC @ (901) 681-4409
	  • To pay by check or money order mail to: **Accounts Receivables**
	National Customer Support Center
	225 N Humphreys Blvd STE 501
	Memphis, TN 38188-1002
	  • To pay by ACH or Wire call: NCSC @ (901) 681-4658
	Link the permit to the eVS company profile in the Business Customer Gateway
		☐

3. Annual mailing fees	• Pay annual permit and account maintenance fee	☐
4. CAPS Account	A current CAPS debit account may be used. The following forms must be used to open account as needed: • PS Form 6001, CAPS Account Application — Application for establishing a new national CAPS account. • PS Form 6002, Accounts and Services to be Paid Through CAPS — Form for listing the local account numbers the customer wants to link to the CAPS account. • PS Form 6003, CAPS Electronic Funds Transfer Authorization Agreement — Form for authorizing the Postal Service to debit the customer's bank account. • Link accounts to eVS Washington DC 20260	☐
5. Submit PRS letter to eVS@usps.gov	Letter must contain all required information as stated in DMM 507	☐
6. Complete PS Form 1357-S to set up account and receive logon for Product Tracking System (See Appendix C or RIBBS)	Submit to the following address: eVS Support Team National Customer Support Center United States Postal Service 6060 Primacy Pkwy Ste 101 Memphis TN 38188-0001 Note: This logon will allow you to transmit electronic manifest files and access extract files for parcels with any of your PRS MIDs	☐

	Note: Separate PTS logon ID required for PRS extract retrieval by MID. If there are numerous additional logons needed, please contact the NCSC for assistance.	
Note: Mailers may not submit test files for certification if they have not completed registration in the Business Customer Gateway and successfully linked their PRS permit to their PRS profile.		
7. Transmit test file(s) to PRS PostalOne!	This process will test your communication process and file content for compliance with PRS *PostalOne!* Your file must be able to support all possible price ingredients for PRS packages.	☐
8. Submit sample labels for certification with PS Form 5052	Based on your application, the eVS Support Team will notify you of the label requirements for your Master MID and any package MIDs.	☐
9. Review and sign Service Agreement (See Appendix D)	Submit to the following: Manager, Business Mailer Support United States Postal Service 475 L'Enfant Plaza SW Rm 3676 Washington DC 20260-3676	☐

2.4 Use of PRS

2.4.1 Optional Use

The use of PRS is optional and only qualified mailers will be authorized for PRS. PRS may be used only for the mail class/products and rate combinations available under PRS as shown in Table G-10l in Appendix G. DMM 507 defines the mailing standards and criteria for authorization.

2.4.2 Mailing Standards

The principal mailing standards for PRS are in DMM 507. The following standards also apply to PRS:

a. Only parcels as defined in the DMM may be returned using PRS.

b. Postage may only be paid through PRS accounts for PRS mailings. Postage stamps, pre-canceled stamps, and metered postage may not be used.

c. PRS mailers must set up appointments and pick-up at postal facilities according to their service agreement.

d. All mail must meet the classification and content eligibility requirements in the DMM.

e. Packages shipped from "offshore locations" (outside of the contiguous 48 states as defined in DMM 608.2) that are picked up at an RNDC are subject to Parcel Post retail prices.

2.4.3 Postage Computation

Postage must be computed according to the applicable standards in the DMM, including DMM 604.7.0 for computing postage. The elements used in PRS for the computation of postage are as follows and detailed in Appendix A:

a. *Postage Amount.* In PRS, the determinants of the postage amount shown in Detail Record 1 record positions 318–324 (file versions 1.6/1.7) (see Appendix A) are mail class/product, rate indicator, destination rate indicator, zone, processing category, and postal routing barcode, and weight of parcel. Each of these determinants is recorded in a separate field in Detail Record 1.

   For file versions 1.6/1.7, Detail Record 1 record positions 318–324 will be validated based on the rate ingredients in the detail record. Any difference between the postage in the file and the eVS recalculated postage will be displayed as a variance in *PostalOne!* The following details how postage is computed for PRS:

(1) *Postage Amount in Manifest Record.* For file versions 1.6/1.7, the recorded postage amount in Detail Record 1 positions 318–324 is the actual postage amount for the PRS parcel. PRS does not allow for any Extra Services.

(2) *Balloon Price and Oversized Price.* The balloon rate for Parcel Return Service is not a surcharge but a dimensional price. These prices, which are for parcels exceeding certain dimensions, are calculated as follows:

a. *Balloon Price.* Parcel Return Service parcels weighing less than 20 pounds and measuring more than 84 inches in combined length and girth, but no more than 108 inches in combined length and girth are charged the appropriate 20-pound price. The 20-pound price is used for the postage amount in file versions 1.6/1.7 Detail Record 1 positions 318–324, but the actual weight of the piece must be shown in the electronic manifest file versions 1.6/1.7 in Detail Record 1 positions 363–371. The appropriate rate indicator code in file versions 1.6/1.7 Detail Record 1 positions 373–374 must be used to represent the balloon price. Parcels weighing 20 pounds or more are not subject to the balloon price.

b. *Oversized Price.* Parcel Select parcels up to 70 pounds measuring more than 108 inches and up to 130 inches in combined length and girth are charged the applicable oversized price. The oversized price is used for the postage amount, but the actual weight of the parcel must be shown in the electronic manifest file. The appropriate rate indicator code in file versions 1.6/1.7 Detail Record 1 positions 373–374 must be used to represent the oversized price.

b. *Pound Weight.* All parcel weights are expressed in decimal pounds rounded off to four decimal places. For computing PRS parcel weights, each parcel is weighed individually and not in bulk.

***Note* — Round Up:** Round up requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.3790 to two decimal places yields 3.38).

c. Single-Piece-Price Weight Calculation. Single-piece price weights are grouped as follows:

Prices for Priority Mail and Parcel Select always use weight rounded up for single-piece price calculation. For example, the Parcel Select price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. If an item weighs 4.0051 pounds, the weight (postage) increment is 5 pounds. For Parcel Select, the minimum postage price per piece is the 1-pound rate. For Priority Mail not prepared in a flat-rate box or a flat-rate envelope, the minimum postage price per piece is the 1-pound price.

d. *Return Facility and Pickup Facility Identification.* The 5-digit ZIP Code of the RNDC, RSCF or RDU postal facility where the mail is picked up must be provided in file versions 1.6/1.7 Header Record positions 053-057. The origin 5-digit ZIP Code for an individual PRS package must also be provided in file versions 1.6/1.7 Detail Record 1 positions 047-051.

2.5 PRS Labels

Each parcel mailed under PRS must bear the appropriate PRS label with all the appropriate markings, following the standards in DMM 507. Please refer to the USPS Parcel Labeling Guide for further details and sample images.

3 Electronic Files and Manifests

3.1 eVS File and Manifest Structure

3.1.1 eVS Process

eVS requires the creation of an electronic file containing specific data records organized into manifests. Each manifest within the file corresponds to a data record for each destination entry facility or each origin entry Post Office, with data records for the parcels grouped under the data record for the entry facility or entry Post Office.

eVS mailers transmit electronic files to the Postal Service Product Tracking System (PTS), which is also used for Shipping Services. Business rule validations and record filtering occur in PTS. Successfully accepted records are forwarded to the eVS database. Records with errors in eVS will appear in the manifest error report.

The successfully accepted records are used by eVS to generate electronic postage statements for automatic debiting of the mailer's postage payment account.

For PRS files, the actual file layout remains the same as eVS, however, specific PRS record positions are identified within the file layout in Appendix A.

3.1.2 File Format and Layout

eVS and Shipping Services use a similar file format. Certain fields not required for Shipping Services are *mandatory* for eVS. These fields must be populated for postage payment and verification purposes.

If the mailer chooses *not* to populate the full layout, the mailer must include the optional fields, shaded in gray and noted by position number in the heading. These fields must be filled using the default values indicated in the "Content Rules and Limitations" column in Appendix A. Record lengths must not vary. They must be the exact length shown in the record formats.

Appendix A contains the eVS file layout for file version 1.4 and file versions 1.6/1.7 including all required fields.

3.1.3 File, Manifest, and Records

The eVS electronic manifest file version 1.4 and file versions 1.6/1.7 consist of three types of records: the Header Record (identified as H1), Detail Record 1 (identified as D1), and Detail Record 2 (identified as D2 but currently not supported for file version 1.4). The following definitions standardize terminology in this technical guide:

Record. A record consists of a specific number of bytes representing data either about a specific entry facility (Header Record) or a specific parcel (Detail Record 1).

Manifest. A manifest consists of one Header Record and one or more Detail Records 1. A manifest may never contain more than one Header Record.

File. An electronic file, at a minimum, must contain at least one manifest. Most files generally consist of many manifests identified by unique Header Records.

3.1.4 Header Record

The Header Record in file version 1.4, which is 130 bytes long, contains general information about the mailer and specific information about the mailing, such as date and time of mailing and place of deposit for destination rate entry parcels or place of mailing for origin entry parcels. The Header Record contains the transaction ID, mailer's master MID the mailer's permit imprint account number, and the 5-digit ZIP Code of the Post Office of Account corresponding to the permit account number.

The Header Record in file versions 1.6/1.7, which is 130 bytes long, contains general information about the mailer and specific information about the mailing, such as date and time of mailing and place of deposit for destination rate entry parcels or place of mailing for origin entry parcels. The Header Record contains the transaction ID and mailer's master MID.

Each Header Record in the electronic manifest is identified by a 22-digit Electronic File Number (EFN) that must remain unique for a 180-day period from first use. All Header Records must contain Service Type Code (STC) "50" for file version 1.4 in the EFN or STC "750" for file versions 1.6/1.7. For eVS mailings, the Header Record must display the value '5' in the "Electronic File Type" field for file version 1.4 or value '1' for file versions 1.6/1.7. Appendix A contains complete information about all required Header Record fields and their content.

The Header Record also shows the total number of records in the manifest, which consists of one Header Record and all Detail Records under the Header Record. Each parcel is represented by an individual Detail Record 1 under the Header Record.

3.1.5 Detail Record 1

Each Detail Record 1 in file version 1.4, which is 200 bytes long, contains information about an individual parcel under the Header Record in the electronic manifest. Information about the parcel includes mail class, destination ZIP Code, postage amount, weight, processing category, rate and destination rate indicators, zone, postal routing barcode, Extra Services such as Delivery Confirmation, and any discount or surcharge.

Each Detail Record 1 in file versions 1.6/1.7, which is 532 bytes long, contains information about an individual parcel under the Header Record in the electronic manifest. Information about the parcel includes permit and post office of account for payment, mail class, destination ZIP Code, postage amount, weight, processing category, rate and destination rate indicators, zone, postal routing barcode, Extra Services such as Delivery Confirmation, and any discount or surcharge.

Detail Record 1 contains a 22-digit Package Identification Code (PIC) in file version 1.4 and a 22-, 26-, 30- or 34-digit PIC in file versions 1.6/1.7 that identifies the parcel and

includes either the mailer's master Mailer ID (or another Mailer ID registered for the mailer) or the Mailer ID of the mailer's client. The PIC must remain unique for a 180-day period from first use.

The PIC contained in the Detail Record 1 is represented on the corresponding physical parcel in the form of a barcode that is printed on the mailing label affixed to the parcel. The human-readable numeric representation of the barcode must also appear below the barcode as described in the Parcel Labeling Guide.

Another important element of each PIC is a service type code. Table G–1 in Appendix G lists the service type codes for each class or subclass of mail and any Extra Service combined with the class or subclass of mail. Service type code 56 in file version 1.4 is used for all eVS mail not combined with an Extra Service, regardless of class or subclass of mail. In file versions 1.6/1.7, a 3-digit Service Type Code identifying mail without extra services is assigned by mail class/product.

3.1.6 Detail Record 2

Detail Record 2 in file version 1.4, which is 352 bytes long, contains address information required for accountable mail in the mailing (for example, Insured and Collect on Delivery (COD). Detail Record 2 in file version 1.4 is not available for eVS mail.

Detail Record 2 in file versions 1.6/1.7, which is 498 bytes long, contains address information required for accountable mail in the mailing (for example, Insured and Collect on Delivery (COD). Detail Record 2 in file versions 1.6/1.7 is accepted for eVS mail but not visible in eVS.

Mailers shipping parcels combined with Insurance or COD must prepare and submit hard copies or approved electronic facsimiles of PS Form 3877, *Firm Mailing Book for Accountable Mail,* to the district business mail entry unit at the Post Office of account serving the mailer's corporate office (see subsection 5-4).

3.2 Post Office of Account and Post Office of Mailing

3.2.1 Description

Prior to the conversion of eVS permits to a national account, the Post Office of Account was the Post Office where the eVS mailer held the permit account number used exclusively for all eVS mailings, maintained the *PostalOne!* postage payment account used for eVS withdrawals, and paid any applicable annual presort and destination entry mailing fees used for eVS mailings.

All eVS mailers will hold accounts under the new Post Office of Account ZIP 20260 (Washington DC). New mailers will open accounts under the eVS Post Office of Account by paying all applicable permit fees directly to the NCSC (via credit card, check or other approved payment method).

3.2.2 Post Office of Mailing

For all non–eVS mailings, the Post Office of Mailing is the Post Office serving each of the mailer's sites if the mailer has more than one mailing site. A Post Office of Mailing handles the verification and acceptance of all non–eVS mail as well as any other normal postal business.

3.2.3 Mailings with Accountable Mail

For mailings with Insurance, or COD, a hardcopy or electronic facsimile of PS Form 3877, *Firm Mailing Book for Accountable Mail,* must be submitted to the Post Office of Mailing. PS Form 3877 lists all parcels with Extra Services included in the mailing made that day

and contained in the corresponding manifest file records. The form must include data elements from those manifest file records such as Package Identification Code and manifest Header Records.

The Post Office of Mailing will reconcile the data on PS Form 3877 with the applicable manifest records. After reconciling the data, the Post Office of Mailing personnel signs and round–stamps the PS Form 3877. The signed and dated PS Form 3877 provides the mailer with evidence that an Extra Service was purchased. All claims for lost or damaged accountable mail must be filed at the Post Office of mailing.

3.2.4 Verification Function

Information from FAST will be used to populate reports for eVS to display where mail will be deposited to facilitate sampling when needed at destination entry facilities, except DDUs.

The Post Office of Mailing does not collect or request postage statements, manifests, or PS Forms 8125 related to eVS mailings, unless under parallel testing. The Post Offices of Mailing generally do not perform onsite verification or sampling of destination entry eVS mailings; unless established at start up. However, they generally do perform origin entry verification at either the mailer's facility or the Post Office of Mailing.

3.3 File Format and Transmission

3.3.1 File Format

eVS mailers must format their files in one of the following:

a. Flat file. The flat file format details are in the file layout in Appendix A.
b. Electronic Data Interchange (EDI). Mailers wishing to use EDI with the Postal Service must be established as an EDI trading partner.

3.3.2 Transmission Methods

eVS mailers must transmit their eVS electronic manifests to the Postal Service Product Tracking System (PTS) using one of the following communication protocols:

a. AS2: S/MIME over HTTP(S) - This option requires that the Business Partner also use an EDIINT/AS2 capable software product. There are more than 20 interoperable EDIINT certified software products currently available; for further information contact the DTS help desk at 919-501-9850 or BDM-DTS-EDI@usps.gov.
b. SFTP/PGP — The Postal Service provides an SFTP solution to allow direct transmissions of files to the Postal Service and for delivery of files to business partner SFTP servers. The Postal Service also provides a solution for business partners that do not have an SFTP server to use SFTP to PUT/deposit and GET/pick-up files.

3.3.3 Duplicate Records

Mailers must not repeat (duplicate) Electronic File Numbers used in Header Records or Package Identification Codes (PICs) used in Detail Records 1 for 180 days from date of first use. Duplicate records compromise the usability of tracking information and the integrity of eVS file and payment reconciliation, creating additional work and expense for the mailer and the Postal Service.

Duplicate records accidentally created and transmitted to eVS are handled as follows:

a. *Header Records.* Duplicate Header Records with the associated Detail Records 1 that are successfully processed by PTS will be forwarded to eVS. eVS, however, will reject these duplicate Header Records and all their associated Detail Records 1.

b. *Detail Records 1.* Duplicate Detail Records 1 processed by PTS, whether duplicated within the same file, same manifest or previously manifested within the past 180 days, are forwarded to eVS. eVS will process the duplicate Detail Records 1 and charge for these duplicates as part of the normal automatic postage debiting process.

3.3.4 File Retransmission for File Version 1.4

Files may be rejected during processing for a number of different reasons. EDI may reject a file if the control number is duplicated within the last 60 days. PTS may reject a file if there is an error in the header record (see Publication 91, *Confirmation Services Technical Guide,* for details). eVS may reject a file if the EFN has been duplicated within the last 180 days.

a. Mailers who need to retransmit files when they are rejected must follow this process:
   (1) If the file was rejected by EDI:
      a. Make sure that the control number is not duplicated within a 60-day period and resubmit the file.
   (2) If the file was rejected by PTS:
      a. Make sure that the date of mailing is within the last 30 days and the same file can be retransmitted.
      b. If resubmitting files during the reconciliation period, use the last day of the previous month for the date of mailing within the manifest file.
      c. If entire file was not rejected, do not resubmit entire file, because eVS will charge postage for all parcels in the file.
   (3) If the file was rejected by eVS:
      a. Make sure that the EFN is changed to prevent rejection, because eVS will not allow the same EFN to be submitted within a 180-day period.

b. To submit a record that has been rejected:
   (1) If the record was rejected by PTS:
      a. Make sure that rate ingredients have been corrected that caused the error.
      b. Make sure that the EFN is changed to prevent rejection, because eVS will not allow the same EFN to be submitted within a 180-day period.
      c. Resubmit only the records that had errors using a new EFN.
   (2) If the record was rejected by eVS:
      a. Rejected records should appear in the manifest errors report.
      b. Make sure that the EFN is changed to prevent rejection, because eVS will not allow the same EFN to be submitted within a 180-day period.
      c. As a reminder all unmanifested parcels, sampled parcels with missing manifests, and manifest errors must be manifested by the 10th of the subsequent month to prevent adjustments to the eVS account for additional postage.

3.3.5 File Retransmission for File Versions 1.6 and 1.7

Files may be rejected during processing for a number of different reasons. EDI may reject a file if the control number is duplicated within the last 60 days. PTS or eVS will reject a file if there is an error in the header record (see Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers,* for details). eVS may reject a file if the EFN has been duplicated within the last 180 days.

a. Mailers who need to retransmit files when they are rejected must follow this process:
   (1) If the file was rejected by EDI:
      a. Make sure that the control number is not duplicated within a 60-day period and resubmit the file.

(2) If the file was rejected by PTS:
   a. Make sure that the date of mailing is within the last 30 days and the same file can be retransmitted.
   b. If resubmitting files during the reconciliation period, use the last day of the previous month for the date of mailing within the manifest file.
   c. If entire file was not rejected, do not resubmit entire file, because eVS will charge postage for all parcels in the file.

(3) If the file was rejected by eVS:
   a. Make sure that the EFN is not duplicated within a 180-day period.
   b. Use the same non-duplicate EFN, but make sure the file type is changed to “Corrections”, because eVS will not accept the same EFN as a “Tracking & Postage” file type within a 180-day period.

b. To submit a record that has been rejected:

(1) If the record was rejected by PTS:
   a. Make sure that rate ingredients have been corrected that caused the error.
   b. Use the same EFN, but make sure that the file type is changed to “Corrections” to prevent the file from being rejected as invalid.
   c. Resubmit only the records that had errors using a new EFN.

(2) If the record was rejected by eVS:
   a. Rejected records should appear in the manifest errors report.
   b. Use the same EFN, but make sure that the file type is changed to “Corrections”, because eVS will not accept the same EFN as a “Tracking & Postage” file type within a 180-day period.
   c. As a reminder all unmanifested parcels, sampled parcels with missing manifests, and manifest errors must be manifested by the 10th of the subsequent month to prevent adjustments for additional postage.

3.3.6 Transmission Reports

Notice of electronic file transmission acceptance or rejection is displayed in the Product Tracking System (PTS) Confirmation Error/Warning Report. A PTS Confirmation Error/Warning Report is generated by PTS for each transmitted manifest and forwarded to eVS and the mailer. The first successfully transmitted Header Record found in the PTS batch file will be used to represent the manifest transaction in eVS.

Publication 199 contains more information about the file transmission process and is available at http://ribbs.usps.gov.

3.3.7 Test Environment for Mailers (TEM)

PTS and PostalOne! maintain separate test environments that duplicate the current functionality of their production counterparts. During the file certification process, eVS mailers should submit manifest test files to the PTS TEM. eVS manifest files received in the PTS TEM are processed and routed to the *PostalOne!* TEM where eVS generates postage statements and all corresponding reports.

eVS mailers are encouraged to continue their TEM use after they have begun live mailings in eVS. TEM allows mailers to validate internal software changes as needed without a formal testing schedule.

a. To submit a test manifest via the PTS TEM:
   (1) Follow the FTP access instructions provided by the NCSC.
   (2) Submit test manifest files via *pts-ftp-in-cat.usps.gov*.
   (3) Retrieve corresponding CEW and payment extract test files via *pts-ftp-out-cat.usps.gov*.

b. To access the eVS TEM:
   (1) Log into the Business Customer Gateway.

(2) Click the Electronic Data Exchange (PostalOne!) link under the Design & Prepare heading.
(3) Select Mailing Reports from the "**Audit** Mailing Activity" menu.
(4) *For eVS:* Click the "Electronic Verification Activity (EVS)" link.
For PRS: Click the "Electronic Return Activity (PRS)" link.

The eVS TEM provides the Monthly Account and Sampling Summary as well as eVS Customer Reports based on test manifests received via PTS TEM. These reports allow a mailer to monitor the accuracy of test manifests, validate postage payment calculation and take any necessary corrective action to improve manifest quality prior to manifest submission in the production eVS environment.

4 Postage Verification and Adjustment

4.1 Online Information

4.1.1 Purpose

eVS is designed to allow the mailer and the Postal Service to monitor the receipt of electronic manifests and to analyze the results of parcel sampling performed by specially trained Postal Service employees. Ongoing review of this online information is critical in order to pinpoint problems, find their root causes, and take appropriate action to resolve the problems and prevent their recurrence.

4.1.2 Information Access

Information for the current month is displayed on the eVS Monthly Account and Sampling Summary page. This summary report consolidates financial data from manifest files, postage statement generation, and sampling data. The eVS Monthly Account and Sampling Summary page is the first page accessed for an account and is also referred to as the landing page.

The eVS Monthly Account and Sampling Summary consists of four distinct but related sections:

a. Mailer Information.

b. Monthly Account Summary.

c. Monthly Sampling Summary.

d. Monthly Adjustment Summary.

Various links on the eVS Monthly Account and Sampling Summary provide access to other important eVS reports used for checking data flow and postage payment. Chapter 6 describes these reports generated and posted on the eVS Web site for the mailer and the Postal Service.

4.2 Sampling Data

4.2.1 Collection Frequency and Locations

The Postal Service captures package sampling data continuously as part of the eVS mailing and verification process. The collection of sampling data takes place at destination network distribution centers (DNDCs), destination auxiliary service facilities (DASFs),

destination sectional center facilities (DSCFs), and destination delivery units (DDUs). The Postal Service also collects sampling data at the mailer's plant or at the origin Post Office.

4.2.2 Reconciliation Period and Reports

Throughout the month, eVS continuously reconciles package sampling data against the records in the mailer's electronic manifest files received during the month. The actual reconciliation period for package sampling data includes the month itself and the first 10 days of the following month.

a. *Manifests.* eVS matches data for sampled packages against data in the manifest records transmitted during that particular month. For example, manifests for June mailings that are transmitted from June 1 through June 30 will be used for reconciliation. Additionally any reconciliation file for unmanifested data or manifest errors submitted through July 10 will be included as described in 4-3.9.

b. *Sampling Data.* Sampling data for a specific month includes package samples taken during the month as well as samples taken the first 5 days of the following month if those samples can be matched against records that are part of a manifest transmitted during that particular month. For example, samples taken from June 1 through July 5 that can be matched against manifests with a June 1 through June 30 transmission date in the Header Records are reconciled.

4.2.3 Sampling Summary Information

Information about the continuous sampling reconciliation — sample data matched with the corresponding manifest data — appears on the eVS Monthly Account and Sampling Summary page in the Monthly Sampling Summary section. For packages sampled and used to compute the postage adjustment factor (PAF), the Monthly Sampling Summary displays two running postage amounts that reflect the ongoing sampling process. The eVS mailer can view and analyze the detailed information for the following two totals by checking the eVS Monthly Account and Sampling Summary page on the eVS Web site:

a. *Actual Postage of Pieces Sampled.* This amount reflects the total postage computed from the sampling data input by the Postal Service sampler.

b. *Manifest Postage of Pieces Sampled.* This amount reflects the total manifest postage computed for the corresponding package records. The Postal Service uses the postage elements reported in the mailer's manifest parcel records for recalculating the manifest postage.

4.3 Postage Adjustments

4.3.1 Postage Adjustment Factor (PAF)

A separate postage adjustment factor (PAF) is calculated for each mail class/product sampled by dividing the total postage for the samples by the total postage recalculated by the Postal Service for the corresponding package records in the mailer's manifest file. The Postal Service recalculates manifest postage using rate-specific data elements exactly as coded in the mailer's manifest.

If the results of the monthly sampling indicate that total manifest postage for the mail class/product sampled — as recalculated by the Postal Service for the sampled packages — is underpaid by more than 1.5% (that is, the PAF is greater than 1.015), the Postal Service assesses additional postage due by multiplying total recalculated manifest postage for the month by the PAF multiplier (the PAF minus 1). For example, if the PAF equals

1.021, the PAF multiplier applied against the manifest postage for the additional postage due is 0.021. Each mail class/product manifested and sampled may be subject to a PAF.

It is expected that each mail class/product sampled would have a minimum of 250 packages sampled per month. However, when there are fewer actual samples taken resulting in a PAF exceeding 1.015, the Postal Service will perform additional validation of the sample. We will estimate a standard error for a total constructed from an estimated ratio computing a 95% confidence limit from this standard error using the t-distribution. Additional postage due will be calculated from this model.

Any additional postage due is collected on the 21st day after the last day of the monthly accounting period. Mailers have the first 10 days of the following month to review their account and notify the Postal Service if they will need (see 4-3.9) the 10-day joint Mailer/Postal Service sampling data review (see 4-3.10), providing details to be used for joint review.

Incorrectly priced parcels, and mis–shipped DNDC and DSCF parcels can contribute toward possible additional postage due. If postage is overpaid, no postage adjustment is made for the month, although overpayments made during a month offset underpayments. The mailer can minimize the potential for both overpayments and additional postage assessments by monitoring the results of samplings and taking corrective action on subsequent mailings.

4.3.2 Unmanifested Packages

Unmanifested packages include packages with or without Shipping Services that were accepted and scanned by the Postal Service for which the Product Tracking System (PTS) and eVS never received or successfully processed electronic manifest records representing the package or individual package records. These unmanifested packages are linked in databases to eVS mailers through the Mailer ID within the Package Identification Code (PIC) on the mailing label affixed to the parcels.

For eVS packages identified by PTS as unmanifested, postage due is collected on the 21st day after the last day of the monthly accounting period using the following calculations to determine the amount:

a. *Fewer Than 10 Unmanifested Shipping Services Samples.* If fewer than 10 unmanifested packages are sampled during the monthly accounting period, the postage due for those unmanifested packages is calculated using a per unit postage price derived from the actual postage of all pieces sampled divided by the total number of pieces sampled for the PAF as displayed in the Monthly Sampling Summary. All unmanifested packages for which there is not a sample, will be charged the average per unit postage price calculated. Actual packages sampled for which there is no manifest, will be charged the actual price of the sample. The total number of pieces sampled for the PAF does not include samples that are filtered for technical or business reasons, dropped by the Postal Service because of inaccuracy, or identified as unmanifested packages.

b. *10 or More Shipping Services Samples.* If 10 or more unmanifested Shipping Services packages are sampled during the monthly accounting period, the postage due for all unmanifested packages is calculated using a per unit postage price derived from the average postage of the sampled unmanifested Shipping Services packages. Pieces sampled that are unmanifested packages are not included in the total pieces sampled for the PAF. All unmanifested packages for which there is not a sample, will be charged the average per unit postage price calculated. Actual packages sampled for which there is no manifest, will be charged the actual price of the sample.

c. The total calculated sample postage for unmanifested packages is divided by the total number of those samples to derive the average per unit price. The total

identified unmanifested packages, which includes the samples, is multiplied by the average per unit price to compute the total postage due for all unmanifested packages.

If a mailer submits a manifest containing detail records matching the PIC of the sampled unmanifested packages, those samples then become part of the total pieces sampled for the PAF. Any unmanifested packages that were sampled and filtered during the month are added to the unmanifested report with an asterisk. These packages will be charged the “actual prices” based on characteristics collected during sampling instead of the average per unit price.

If a mailer is using the new Intelligent Mail Package Barcode (IMpb), the unmanifested will be separated by mail class/product on the eVS landing page. The unmanifested per piece charge will be based on the average price for the samples of the applicable mail class/product as explained in this section a and b.

4.3.3 Duplicate Packages

Parcel records appear in this report when they have received multiple Delivered scan events from the Product Tracking System (PTS) without corresponding payment records for these packages. Mailers are responsible for payment of all duplicate packages.

Duplicate packages include packages with an eVS MID that were accepted and scanned by the Postal Service for which PTS and eVS have received either
a) Delivered scan events in multiple ZIP codes or b) Delivered scan events in the same ZIP across multiple days.

For eVS packages identified by PTS as a duplicate, postage due is collected on the 21st day after the last day of the monthly accounting period using the applicable unmanifested per piece charge (as defined in 4-3.2).

If a mailer submits a manifest containing detail records matching the PICs of duplicate packages, eVS reconciles the PIC and manifest destination ZIP to the corresponding duplicate record in order to recognize payment and determine which of the duplicate PICs is removed from the pending adjustment. eVS also maintains a count of duplicate records for each PIC; only those duplicates for which no matching manifest record is found will be charged as part of the duplicate packages adjustment.

4.3.4 Mis-shipped Parcels

Parcels deposited by an eVS mailer at an incorrect entry facility are termed “mis-shipped” parcels and are handled as follows:

a. *Destination Delivery Unit Parcels*. Mis-shipped destination delivery unit (DDU) parcels are each charged additional postage derived from the difference between the postage recalculated by the Postal Service for the corresponding parcel records in the mailer’s manifest file and the applicable nondestination-entry single-piece price for the mis-shipped DDU parcel as defined in the *Domestic Mail Manual.* In the case of a Standard Mail parcel, the mailer is charged the difference between the manifested postage and the appropriate First-Class Package Service single-piece price or the applicable 1-pound Priority Mail price for a parcel weighing more than 13 ounces.

   Mis-shipped parcels appear in the DDU Confirmation Services Mis-shipped Report in eVS. Postage for mis-shipped Confirmation Services parcels is calculated daily. The mailer’s *PostalOne!* postage payment account is debited on the 21st day of the following month for the additional mis-shipped postage accumulated during the

previous month. Mis-shipped DDU parcels are not included in the postage adjustment factor described in 4-3.1.

b. *Destination Network Distribution Center and Destination Sectional Center Facility Parcels.* Mis-shipped destination network distribution center (DNDC) and destination sectional center facility (DSCF) parcels are not individually charged as mis-shipped parcels as done for mis-shipped DDU parcels. Instead, the difference in postage between the recalculated manifest postage and the postage calculated for any sampled mis-shipped DNDC or DSCF parcel becomes part of the postage adjustment factor for sampled parcels. Sample postage for mis-shipped DNDC and DSCF parcels is calculated at the appropriate non-destination entry price, including rezoning as necessary.

4.3.5 Manifest Errors

The Postal Service uses the rate ingredients within the file to calculate postage for each package. This is referred to as the eVS recalculated postage within eVS reports. In the event a rate ingredient combination does not produce a valid price, the PICs for these packages will be placed into the Manifest Error Report. Mailers must resubmit manifests during the current month through the 10th of following month to correctly pay for these packages. When packages with correct rate ingredients are manifested, they are removed from the Manifest Error Report.

Postage for packages manifested using an invalid rate ingredient combination will be re-rated based on consideration of the valid information in the manifest detail record. The most accurate of the available postage calculations will be used to determine the manifest error adjustment:

a. *Individual postage per piece based on package details.* If the eVS mailer and/or eVS analyst are able to identify the intended postage rate that is appropriate based on package details, the appropriate and corresponding postage from the current published Notice 123 Price List will be assessed for those packages.

b. *Mailer manifested postage per piece.* If the eVS mailer and/or eVS analyst are able to identify the intended postage rate that is appropriate based on package details and agree that the original manifest postage was accurate, the original manifest postage will be assessed for packages remaining in the report.

c. *Average per unit postage price for the mail class/product.* If the required information in addition to the mail class/product cannot be determined, the average per unit postage price for the mail class/product mailed will be charged for the packages remaining in the report.

d. *Average per unit postage price for all mail classes/products.* If the mail class/product cannot be determined, the average per unit postage price for all mail classes/products mailed will be charged for the packages remaining in the report.

eVS will include the calculation of appropriate extra service fees as identified in the manifest by Service Type Code (STC) and/or Extra Service Code for individual manifest error records.

To re-manifest the packages appearing on the Manifest Error Report, mailers must use a new Electronic File Number (EFN) for file version 1.4. While this may result in a warning “label previously received” from PTS on the detail record, the packages will be accepted into eVS and billed correctly for postage payment. For file versions 1.6/1.7, a corrections file must be used.

If a mailer is using the new Intelligent Mail Package Barcode (IMpb) and file versions 1.6/1.7, a correction file must be submitted using the original EFN. Only PICs for which

postage was not processed in the original submission should be included with the correction EFN.

4.3.6 Presort Eligibility

eVS includes a verification of presort rate eligibility based on manifest data; if a mailer does not meet the minimum volume for a mailing, the mailer does not qualify for presorted prices. eVS defines a mailing as all parcels mailed with the same Date of Mailing in a given Mail Class.

eVS aggregates manifest package data by mail class and mailing date to define a mailing for the purposes of presort eligibility. eVS mailers must meet all piece and/or pound minimums as defined in the DMM. eVS will recalculate postage for all PICs that are part of a mailing that fails this validation. The additional postage will be assessed as part of the monthly Presort Rate Eligibility Adjustment.

Parcels that do not meet the minimum piece and/or pound volume to claim presort prices for the mailing date indicated are re-rated as follows:

a. *First-Class Package Service*: All manifested First-Class Package Service parcels weighing less than 13 ounces are re-rated as single piece First-Class Package Service. All manifested First-Class Package Service parcels weighing more than 13 ounces but less than 16 ounces are re-rated as single piece Priority Mail.
b. *Standard Mail*: All manifested Standard Mail parcels weighing less than 13 ounces are re-rated as single piece First-Class Package Service. All manifested Standard Mail parcels weighing more than 13 ounces but less than 16 ounces are re-rated as single piece Priority Mail.
c. *Parcel Select*: All manifested Parcel Select parcels are re-rated as single piece Parcel Select Commercial Parcels Nonpresort.
d. *Parcel Select Lightweight*: **All manifested Parcel Select Lightweight parcels weighing less than 13 ounces are re-rated as single piece First-Class Package Service. All manifested Parcel Select Lightweight parcels weighing more than 13 ounces but less than 16 ounces are re-rated as single piece Parcel Select Commercial Parcels Nonpresort.**
e. *Bound Printed Matter:* All manifested Bound Printed Matter parcels are re-rated as nonpresorted Bound Printed Matter.
f. *Media Mail*: All manifested Media Mail parcels are re-rated as single piece Media Mail.
g. *Library Mail*: All manifested Library Mail parcels are re-rated as single piece Library Mail.

4.3.7 Destination Entry Eligibility

eVS includes a verification of destination entry eligibility based on manifest data for packages identified as DNDC or DSCF entry; if a mailer does not deposit mail at the correct entry facility, the mailer does not qualify for destination entry prices.

For all packages that identify DNDC or DCSF entry based on the Destination Rate Indicator, eVS validates that the Package Destination ZIP is within the service area for the Entry Facility ZIP. This validation matches the “Locale Key” from the Mail Direction File to the “Delivery Address ZIP(s)” from the Address File based on a matching “Drop Ship Discount Type Code”.

a. *Locale Key.* eVS looks up the Locale Key based on the Destination ZIP. eVS queries the Mail Direction File for a Locale Key with a corresponding “Drop Ship Discount Type Code” (‘B’ for DNDC and ‘S’ for DCSF). Multiple Locale Keys may be returned from this lookup.

NOTE: Locale Key is and is derived by using a subset of the Drop Site Key in the Address File. Locale key is located in positions 2-7 of the Drop Site Key.

b. *Manifest Mailing Date.* eVS validates the manifest Date of Mailing is within the Mail Direction File's "Effective Start Date" and the "Actual Drop End Date".

c. *Delivery Address ZIP(s).* Using the "Locale Key(s)" from the above lookup, eVS matches the "Delivery Address ZIP(s)" from the Address File where the "Drop Ship Discount Type Code" is a match, and compares them to the Manifest Header's Entry Facility ZIP. If a ZIP match is found, the destination entry rate shall be allowed.

eVS will recalculate postage for each individual PIC that fails this validation. The additional postage will be assessed as part of the monthly Destination Entry Eligibility Adjustment.

Parcels that do not meet the eligibility requirements to claim destination entry prices are re-rated as follows:

a. *Standard Mail*: All manifested Standard Mail parcels are re-rated as "None" entry discount at the Mixed NDC price.

b. *Parcel Select*: All manifested Parcel Select parcels are re-rated as single piece zone-priced Parcel Post.

c. *Parcel Select Lightweight*: **All manifested Parcel Select Lightweight parcels weighing less than 13 ounces are re-rated as single piece First-Class Package Service. All manifested Parcel Select Lightweight parcels weighing more than 13 ounces but less than 16 ounces are re-rated as single piece Parcel Select Commercial Parcels Nonpresort.**.

d. *Bound Printed Matter:* All manifested Bound Printed Matter parcels are re-rated as nonpresorted zone-priced Bound Printed Matter.

4.3.8 Ineligible Content

eVS performs content audits for mailers who ship Bound Printed Matter and Media Mail through eVS. Content audits are scheduled for eVS mailers as specified in section 4.4.

All parcels in the sampled mailing are deemed ineligible if any package fails to meet the eligibility requirements to claim content-based prices. eVS assesses additional postage based on the package MID, and all parcels mailed with the same Date of Mailing in that Mail Class. The additional postage will be assessed as part of the monthly Ineligible Content Adjustment.

Parcel mailings deemed ineligible for content-based pricing are re-rated as follows:

a. *Bound Printed Matter:* All manifested Bound Printed Matter parcels are re-rated as Parcel Select.

b. *Media Mail*: All manifested Media Mail parcels are re-rated as Parcel Select.

4.3.9 10-Day Mailer Investigation

After the close of the monthly accounting period, the mailer has 10 days to review sampling data as well as unmanifested and mis-shipped parcels. During this period, the mailer can transmit files containing records for packages listed as unmanifested. Mailers must request joint Postal Service review before the 10th of the month.

To clearly display files transmitted during the 10 day mailer investigation period, as files from the previous month submitted for the purposes of reconciliation, any manifests transmitted to reconcile unmanifested packages or manifest errors from the previous month should contain a "Date of Mailing" (For file version 1.4, Header Record positions 026–033, for file versions 1.6/1.7, Header Record positions 038-045) value equal to the last day of that previous month.

Example:

A manifest transmitted on April 7, 2010, to reconcile unmanifested packages from March 2010 should use “20100331” (March 31, 2010) as the “Date of Mailing” value in the Header Record.

4.3.10 10-Day Joint Mailer/Postal Service Data Review

After the 10-day mailer investigation, the Postal Service will review the data provided by the mailer and request any additional data from the mailer needed to determine whether any samples used to calculate the postage adjustment factor, unmanifested packages, mis-shipped DDU parcels, or manifest errors should be removed from the final reconciliation for any additional postage due.

4.3.11 Appeals and Refunds

All appeals for any additional postage due resulting from postage adjustment factors, unmanifested packages, mis-shipped parcels or manifest errors that would be due on the 21st of the month, must be submitted in writing with appropriate documentation to SPPSRefunds@usps.gov by the end of the month in which the adjustment is due.

All refund requests must be submitted in writing as soon as they are discovered with appropriate documentation to SPPSRefunds@usps.gov and clearly explain the reason(s) for the discrepancy and what corrective action has been taken by the mailer to prevent recurrence in the future. All written refund requests must contain the following:

- Date the system or procedural failure occurred
- The number of pieces affected
- The amount of overpayment of postage
- Mailer’s tax identification number (TIN)

If applicable, the following additional information may be needed to support the refund request:

- Any Electronic File Number (EFN) affected
- Any Package Identification Code (PIC) affected
- Any other pertinent information to support the request

If refunds are requested due to an issue caused by the eVS mailer, administrative costs will be charged. Any administrative costs are deducted from the refund check issued by the Postal Service.

4.4 Content Eligibility Review

eVS mailers who present content based mailings must ensure parcels meet the eligibility requirements for the intended class of mail shown on the package. Since eVS mail is not verified under normal verification procedures, the opportunity to sample on a daily basis does not exist. However, eVS mailers who enter content based packages are still subject to classification and content eligibility review.

Origin: A product audit will be performed to validate the content. Mailings will be randomly inspected for classification and content eligibility in accordance with the DM 109 and the results will be reported to the eVS Program Office thru eVS HQ@usps.gov. If any package is found to have ineligible content, that mailing is considered to be ineligible for content-based pricing. For purposes of the content audit, a mailing is defined as all packages from a single MID with the same mailing date and mail class. Errors found will be documented for the mailer and the cost of the adjustment will be spread across the MID for that mailing date.

Any mitigation of the adjustment must be fully documented and submitted as an appeal to the Manager, Business Mailer Support.

Destination: A product audit will be performed to validate the content. Mailers who produce destination mailings will be sampled at their facility for classification and content eligibility by eVS HQ personnel. If any package is found to have ineligible content, that mailing is considered to be ineligible for content-based pricing. For purposes of the content audit, a mailing is defined as all packages from a single MID with the same mailing date and mail class. Errors found will be documented for the mailer and the cost of the adjustment will be spread across the MID for that mailing date. Any mitigation of the adjustment must be fully documented and submitted as an appeal to the Manager, Business Mailer Support.

5 Quality Assurance

5.1 Purpose

5.1.1 Identification of Potential Failures

An effective quality assurance program identifies potential or actual system failures at the earliest possible stage in mail preparation and documentation. To participate in eVS, the mailer must implement the procedures listed in **5-2** or comparable procedures that ensure proper postage payment. These procedures are included as an attachment to the eVS authorization.

5.1.2 Mail Preparation and File Accuracy

At a minimum, quality assurance ensures the accuracy of mail preparation and correctness of postage computation. It also helps a mailer identify areas for improvement or enhancement that can streamline all business functions and mailing operations and lead to a more effective use of resources.

5.1.3 Development of Procedures

If the Postal Service determines that the procedures implemented by the eVS mailer are not sufficient to prevent inaccurate postage calculations, errors in file transmissions, or large volumes of unmanifested packages, manifest errors or mis-shipped parcels, the Postal Service will require the mailer to correct existing quality control procedures within 30 days' notice before requiring additional procedures. The Postal Service will work directly with the eVS mailer to develop any new or additional procedures.

5.2 Procedures

5.2.1 Internal Sampling

Initially the eVS mailer must perform postage accuracy verifications on 0.5% of the packages, or 100 packages, whichever is less, from each mailer facility. Detailed information on sampling is found in subsection 5-2.2. This is done by comparing the postage documented during the quality assurance sampling against the postage claimed for those parcels on the manifest.

The mailer must document a package-by-package postage comparison on PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet — Single–Package Rate Mailings* (or a facsimile or similar worksheet developed by the mailer). The PS Form 8159 is available from the Postal Service. As one part of quality assurance, a Postage Adjustment Factor (PAF) must be calculated using the following formula:

$$PAF = \frac{\text{Total Required Postage of Sampled Pieces}}{\text{Total Manifest Postage of Sampled Pieces}}$$

5.2.2 Postage Accuracy Verifications

Postage accuracy verifications are handled as follows:

a. *Day 1–30.* The mailer must perform postage accuracy verifications on 0.5% or 100 packages, whichever is less, of the packages from each mailer facility for the first 30 days.

b. *Day 31–90.* After that 30-day period, when postage calculations for mailings remain within the ±1.5% (1 in 400 parcels) accuracy level, the percentage of packages verified from each destination entry level can be reduced to 0.25% for the next 60 days.

c. *After Day 90.* After that 60-day period, the percentage of packages verified can be reduced to 0.10% (1 in 1,000 parcels).

d. If any destination entry level exceeds the ±1.5% difference, 0.5% of packages to that entry level must be sampled until the ±1.5% accuracy level is maintained for 30 days.

5.2.3 Quality Control Areas

Quality assurance requires that eVS mailers at a minimum have quality control procedures in place for the following areas:

a. *Quality Control Documentation.* The mailer must maintain and document the mailer's quality control over all aspects of mail production and system processing environments. Documentation could be represented by a quality control manual or other work instructions and checklists that the Postal Service could audit if necessary.

b. *Customer Identification Maintenance Process.* The mailer must ensure that all clients of the mailer are incorporated into the eVS data structure for proper identification and impact on postage payment. This process should include periodic review of the Unregistered MIDs report and any necessary action to resolve.

c. *Barcode Read Rate.* The mailer must document which quality controls are used and which reports are generated to ensure accurate readability of barcode information on all parcels.

d. *Accountable Mail Packages.* The mailer must have a process to validate that all insured parcels or collect-on-delivery parcels, whether claimed by the mailer or by clients of the mailer, are verified as being present within the mailing before including the mailer's data or the clients' data within the electronic eVS manifest mailing. All claims for lost or damaged accountable mail must be filed at the Post Office of Mailing.

e. *Sampling Process.* The mailer must document the frequency of errors by using an electronically formatted sampling form approved by the Postal Service. Samples must consist of mixed classes and destinations. Descriptions, root causes of those errors and the corrective action taken for files accepted from clients must be documented on the sampling form. The mailer must have client-based quality control to ensure the proper rating of all material being entered by the client.

f. *File Merge Process.* The mailer must ensure the inclusion of all client data files within the body of the main electronic eVS manifest mailing.

g. *File Upload Process.* The mailer must ensure the proper upload of all electronic eVS manifest mailing data.

h. *File Return Process.* The mailer must ensure that file error report data returned from the Postal Service receives scrutiny, prompt correction, retransmission or other electronically documented reconciliation.

i. *Monthly Quality Improvement Effort.* The mailer must provide a corrective action report regarding action being taken to improve quality if Postal Service sampling results indicate more than 1.5% postage error rate. In addition, the mailer will provide corrective action reports for unmanifested packages and for mis-shipped DDU packages that exceed 1.5 percent of packages mailed during any monthly accounting period.

j. *Delivery Appointment Quality Measurement.* The mailer must arrive within one half hour of appointment schedules and provide, upon request by the Postal Service, electronic validation of monthly performance in meeting these appointment schedule times, as applicable to each destination entry facility where mail is being deposited.

k. *Classification.* The mailer must ensure that any parcels claimed at Media Mail, Bound Printed Matter and Library Mail prices meet the content eligibility criteria found in the Domestic Mail Manual (DMM) for the prices claimed. All parcels mailed at First-Class Package Service prices must meet content eligibility criteria. Any parcels mailed as Package Services or Standard Mail cannot include content that requires First-Class postage.

5.3 File and Document Retention

As part of the quality control procedures implemented by the eVS mailer, manifest files and quality control records prepared under eVS must be retained as follows:

a. *Manifest Files.* All eVS manifest files must be retained for at least 90 days from the date of mailing and made available for inspection by the Postal Service. Mailers with adequate storage capacity are advised to retain electronic files for at least six months.

b. *Quality Control Sampling Reports.* Quality control sampling reports must be retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the corrective action taken must be described on the sampling report and the reports must be retained for at least one year.

5.4 Financial Reconciliation

All electronic manifest files transmitted during a monthly accounting period are expected to be compared against Postal Service debits from the mailer's unique *PostalOne!* postage payment account. All discrepancies must be brought to the Postal Service's attention for resolve as soon as discovered by the mailer.

Methods to ensure postage validation require using the unique sequence file numbers embedded in all Header Records. All missing sequence file numbers require regeneration

of that file or an explanation for non-use. Any financial reconciliation must be accomplished during the 21-day financial reconciliation period.

Subsequently, missing, duplicate or incorrect debits must be reconciled using the appeal and refund process outlined in section 4-3.11.

6 eVS Reports

6.1 General Information

6.1.1 Online Viewing

The eVS reports available on the eVS Web site allow each mailer to monitor the accuracy of mailings and postage payments and take any necessary corrective action to minimize the potential for additional postage payment. Mailers can access reports for their eVS mailings through the Business Customer Gateway *PostalOne!*/eVS Web site at *http://gateway.usps.com/bcg/login.htm.* Select “Manage Electronic Verification Activity (eVS)”.

6.1.2 Access and Format

The Reports Menu link on the eVS Monthly Account and Sampling Summary page described in 6-2 provides access to monthly eVS reports derived from manifest and sampling data. Information in these reports can be used as diagnostic tools to identify quality issues in eVS manifest mail preparation, price calculations, and transportation operations.

Most reports contain hyperlinks to other data or reports, and are formatted to allow the user to sort the information in ascending or descending order by clicking on column headings. The user generally can download report data in these file formats: comma-delimited text file (.csv), Microsoft Excel (.xls), or XML (Extensible Markup Language) format. Comma-delimited files contain the unformatted information. Section 6-2 presents the eVS Monthly Account and Sampling Summary and describes its four sections. Section 6-3 alphabetically presents the main eVS reports and describes their use.

6.2 eVS Monthly Account and Sampling Summary

6.2.1 Overview

The eVS Monthly Account and Sampling Summary is the first report, also referred to as the “landing page”, that the eVS mailer or Postal Service user sees when accessing the eVS Web site. The report presents four distinct but related sections, each enclosed within an individual ruled box:

a. Mailer Information.
b. Monthly Account Summary.
c. Monthly Sampling Summary.
d. Monthly Adjustment Summary.

The eVS Monthly Account and Sampling Summary presents a dynamic view of the mailer's account by consolidating manifest and sampling reconciliation data for eVS mailings entered during the current month. The report also provides ongoing calculations of the postage adjustment factor by comparing the information reported on each manifest with the results of the sampling process. The report allows reviewing data for the previous months.

6.2.2 Mailer Information

The first section of the page displays Mailer Information. This section contains general information identifying the eVS mailer including address, master MID number, master permit account number, any additional linked permit account number(s) and the associated post office of account ZIP Code and finance number. This section also lists the mail classes/products that the mailer is authorized to prepare under eVS.

6.2.3 Monthly Account Summary

The second section of the page displays the Monthly Account Summary. The information in this section is organized in rows and columns, with numbered text entries in the first column on the left for hyperlinks to related reports and data sources, numeric entries in the second column for showing the number of pieces, and dollar amounts in the third column for showing postage. The top of the section includes a hyperlink to the Postage Statement Summary as described in 6-3.16.

The Monthly Account Summary specifically presents mailing activity and postage data to show how total postage is calculated. Total postage is the net amount of manifest postage (calculated as the original postage recorded in the mailer's manifest files plus or minus a variance in postage from the Postal Service recalculation of the manifest postage) and additional postage due subtotals.

The total postage calculation involves verifying postage declared in the mailer's manifest and using sampling verifications conducted throughout the monthly accounting period that can result in additional postage due:

a. *Total Manifest Postage.* Total manifest postage (line 1c) is derived by adding the manifest postage from the mailer's files (line 1a) and the difference ("variance") (line 1b) between the recalculated postage by the Postal Service using the mailer's data and the mailer's declared postage in line 1a. The display of data occurs as follows:
   (1) *Postage.* Manifest postage amounts (lines 1a, 1c, and 1d) and variance amount (line 1b) change dynamically each time a postage statement is successfully generated from the processing of manifest files.
   (2) *Pieces.* Manifest piece counts (line 1a) and variance piece counts (line 1b) also change dynamically as manifest postage and variance amounts change.
   (3) *Mail Classes/Products.* Each manifested mail class or product has a separate line 1c to represent the associated pieces and postage for the mail class or product.
b. *Total Additional Postage Due.* Total additional postage due (line 2f) is calculated by adding the postage from the sampling postage adjustment factor (line 2a) with the postage adjustment determined from manifest errors (line 2b) and the

unmanifested parcels postage from PTS and sampling scans (line 2c) and the postage adjustments determined by mis-shipped DDU parcels Confirmation Services barcode scans (line 2d) and the duplicate PICs assigned to multiple packages (2e). The display of data occurs as follows:

(1) *Postage.* Any additional postage due (line 2a) from applying a postage adjustment factor exceeding 1.015 appears immediately. Any additional postage due for manifest errors (line 2b) appears immediately. Any additional postage due for unmanifested parcels (line 2c) does not appear until the 11th day of the following month, after the 10–day mailer investigation period described in 4-3.9. Any additional postage for mis–shipped DDU parcels (line 2d) appears immediately. Any additional postage due for duplicate PICs assigned to multiple packages (line 2e) does not appear until the 11th day of the following month, after the 10–day mailer investigation period.

(2) *Pieces.* Piece counts change dynamically each week on Tuesday for unmanifested parcels (line 2c) and duplicate packages (lines 2e). Piece counts change dynamically daily for mis–shipped DDU parcels (line 2d) when the extract data is received from PTS. Piece counts change dynamically daily for manifest errors (records line c) when the manifest data is processed by eVS. No piece counts appear for additional postage due from applying a postage adjustment factor.

6.2.4 Monthly Sampling Summary

The third section of the landing page displays the Sampling Summary. This section organizes monthly information on total number of pieces sampled for the postage adjustment factor (PAF), postage calculated for those sampled pieces, and the corresponding postage that was actually paid after the Postal Service recalculated the postage for those pieces using the data elements reported in the mailer's manifest files. This data is displayed by mail class/product. (Recalculation of postage generally results in a postage difference — variance — for Standard Mail and Bound Printed Matter because of rounding.) The postage adjustment factor is calculated as a ratio of the sample postage amount to the manifest postage amount and is displayed in this section of the report by mail class/product. Related reports based on sampling data can be accessed through the Reports Menu hyperlink.

At the top of the Sampling Summary is a drop-down menu listing 8-digit sequential numbers extracted from the 22-digit Electronic File Numbers in selected manifest Header Records that list mailer's files submitted during the month. A file generally contains more than one manifest, consisting of a Header Record and one or more Detail Records as described in chapter 3. eVS selects one of the 22-digit manifest Header Record Electronic File Numbers to identify the entire file.

The 8-digit sequential numbers in the drop-down menu are hyperlinked to individual Postage Statement Detail pages. The upper part of a Postage Statement Detail page displays the 22-digit Electronic File Number identifying the entire file and information for each postage statement generated from all the processed parcel records in the file. The lower part lists each manifest by its 22-digit Electronic File Number, including the one used to identify the entire file, in the Sub File Number column on the left.

6.2.5 Monthly Adjustment

The fourth section of the landing page displays the Monthly Adjustment Summary. This section has a column that identifies the type of adjustment and a separate column for any proposed adjustments that are due for the month. Additional columns identify the actual adjustment amount, the transaction number, and any comments regarding the adjustment.

6.2.6 Current and Past Data

The “Change Month and Year” menus in the upper right corner of the eVS Monthly Account and Sampling Summary allow the user to select and view summary reports for previous months. After selecting the desired month, the user clicks the “Show Data” button. By default, the initial view of this page displays data for the current month and year. This functionality is available for most other eVS reports.

6.2.7 Links to Other Reports

The following reports can be accessed directly from the Monthly Account Summary:

a. Postage Statement Summary (from the hyperlink “Postage Statement Summary” and the hyperlinks in lines 1b and 1c).

b. Manifest Summary Report (from the hyperlink in line 1a).

c. Postage Statement Variance Report (from the hyperlink in line 1b).

d. Postage Discrepancy Report for all mail classes/product (from the hyperlink in line 2a).

e. Manifest Detail Errors Report (accessing both the detail and header error reports from the hyperlink in line 2b and records line c).

f. Unmanifested Records Report (from the hyperlink in line 2c).

g. DDU Confirmation Services Mis–shipped Report (from the hyperlink in line 2d).

h. Duplicate PIC assigned to multiple packages (from the hyperlink in line 2e.)

i. Manifest Confirmation Report known as the PTS/eVS Confirmation/Error/Warning Summary Report (from the hyperlink under records line f).

j. Manifest Header Error Report (from the hyperlink under records line g).

The following reports can be accessed from the Postage Statement Summary:

a. Presort Eligibility Exception Report (from the hyperlink under Presort Eligibility Discrepancies).

b. Destination Entry Eligibility Report (from the hyperlink under Destination Entry Exceptions).

c. Content Eligibility Sampling Report (from the hyperlink under Content Eligibility Exceptions).

The following reports can be accessed from the Manifest Summary Report:

a. Duplicate Package Identification Codes (from hyperlink in transaction row).

b. Unregistered Mailer IDs (from hyperlink in transaction row).

The following report can be accessed directly from the Monthly Adjustment Summary:

a. Ineligible Content Report (from the hyperlink for the individual adjustment).

6.3 Reports

6.3.1 DDU Confirmation Services Mis-shipped Report

This report lists parcels identified as mis-shipped by the Product Tracking System (PTS) from data collected by Shipping Services scans. The destination delivery ZIP Codes for these parcels reported in the mailer’s manifest records are not within the service area of the destination delivery units (DDUs) that initially received the parcels from the mailer. These mis-shipped parcels are ineligible for the DDU rates claimed in the mailer’s manifest records. Additional postage due for these mis-shipped DDU parcels is calculated according to the eVS mailing standards in the *Domestic Mail Manual* and is withdrawn from the

mailer's account on the 21st day following the accounting month. The DDU Confirmation Services Mis-shipped Report is accessed from the Monthly Account Summary section from the hyperlink in line 2d or from the Reports Menu.

6.3.2 Destination Entry Eligibility Report

This report, based on manifest data, provides a summary of the destination entry packages which were not deposited at the correct entry facility according to the Mail Direction File. Packages are listed by Electronic File Number, Package Identification Code (PIC), Mailing Date and Mail Class. Additional columns display the type of Entry Facility, Entry Facility ZIP, and manifest rate ingredients. The eVS recalculated postage paid and the additional postage due based on the eVS adjusted postage due are also displayed. The Package Identification Code (PIC) column includes a link to the Package Summary described in 6-3.12.

The Destination Entry Eligibility Report is accessed by first selecting the Postage Statement Summary described in 6-3.16. The Destination Entry Eligibility Report link is displayed below the monthly Postage Statement Summary.

6.3.3 Duplicate PIC Assigned to Multiple Packages

This report allows users to view all duplicate PICs that were found to be duplicated during the calendar month. Parcel records appear in this report when they have received multiple scan events from the Product Tracking System and did not have multiple payment records for these packages. Mailers are responsible for payment of all duplicate packages.

6.3.4 Ineligible Content Report

This report, based on a query of manifest data, displays the packages for which additional postage is due after a content audit finds ineligible content in a sampled mailing. Mailings are identified by package MID, Mailing Date, and Mail Class. Additional columns display the original EFN and transaction ID as well as piece-level manifest rate ingredients. The eVS recalculated postage paid and the additional postage due based on the eVS adjusted postage due are also displayed.

If an adjustment is due after a content audit of Bound Printed Matter or Media Mail, the Ineligible Content Adjustment is listed in the Monthly Adjustment Summary on the eVS Monthly Account and Sampling Summary page. Individual adjustments are identified by MID Mail Class Mailing Date (e.g. 987654321 Bound Printed Matter 11072011).

6.3.5 Mail Class Detail Report

This report displays summary data by EFN for packages comprising a presort mailing that failed to meet the eligibility criteria for presort prices. This report includes the EFN, master EFN, and transaction ID for each EFN associated with a presort mailing for the date and mail class identified as ineligible. Additional columns include the transmission date and mailing date, as well as the permit number, entry facility, and entry facility ZIP. The piece count, weight, eVS recalculated postage, eVS adjusted postage due, and eVS additional postage due are also provided.

This report is accessed from the hyperlinked mail class in the Mail Class column of the Presort Eligibility Exception Report described in 6-3.18.

6.3.6 Mailer ID Report

This report allows users to view all MIDs certified for use with their eVS or PRS account. The report is updated daily based on registration data current in the Business Customer Gateway and displays the MID, associated Client Name/Mailer Location, and the effective date of label certification.

6.3.7 Manifest Detail Error Report

This report, based on manifest data, lists all the packages that did not have a valid combination of rate ingredients and a price could not be determined. Packages appear in this report with average postage costs assigned. Mailers have the opportunity to manifest these packages accurately and remove them from the report before the 10th of the following month. The report allows the user to view header and detail record errors and corrections. This report is accessed from the Manifest Error Report link in the reports menu and Manifest Header Error records link under Records line f.

6.3.8 Manifest Header Error Report

This report, based on manifest data, lists all the individual electronic files that did not have valid information in the header record and could not be processed for postage payment. This report includes two views: Manifest Header Error Report and Manifest Header Rolled Back Report.

The Manifest Header Error Report includes file data including the EFN, transaction ID, date of mailing, transmission date, entry facility ZIP, and permit information. Additional columns include the number of detail records associated with this EFN and the error that prevented the file from being processed. EFNs listed in the report have not been processed for postage payment. Valid packages associated with the EFN must be resubmitted for payment. For the correct retransmission procedures, please refer to section 3.3.4 for manifest file format 1.4 and section 3.3.5 for manifest file versions 1.6/1.7.

The Manifest Header Rolled Back Report includes the same file data as the main Manifest Header Error Report; however, this view is specific to EFNs that failed processing in the file transmission process between PTS and eVS. Mailers should not retransmit these EFNs or associated packages. The Date Reloaded column displays the resolution date when these EFNs were successfully uploaded to eVS for postage payment.

The Manifest Header Error Report is accessed by selecting the Manifest Header Error Records link under Records line g. The Manifest Header Rolled Back Report is accessed by selecting the Manifest Header Rolled Back Report radio button on the Manifest Header Error Report.

6.3.9 Manifest Search Report

This report allows users to search for packages by entering a Package Identification Code (PIC) or for manifests by entering an Electronic File Number (EFN). This report is accessed from the eVS Customer menu in *PostalOne!*

6.3.10 Manifest Summary Report

This report, based on manifest data, lists all the manifest files successfully transmitted and processed for the selected month. The report shows the 22-digit Electronic File Number, transmission date, mailing date in the Header Record, total number of parcel records accepted and processed, total manifest postage declared in the mailer's manifest file, any unregistered MID, and duplicate Package Identification Codes (PICs). The report also presents the number of packages with a variance in the postage amount showing the

difference between the postage in the manifest file and the postage amount recalculated by the Postal Service. The Manifest Summary Report is accessed from the Monthly Account Summary section from the hyperlink in line 1a or from the Reports Menu.

6.3.11 Missing Manifest Summary Report

This summary report, based on sampling data, lists the MID of the package sampled, date sampled, data collection location, number of sampled packages and total postage. These packages have been sampled but have not been transmitted in a manifest file. This report is accessed from the Reports Menu.

6.3.12 Package Summary

This summary, based on sampling and manifest data, is a side-by-side comparison of specific data elements for the manifest package and sample package. For the manifest package and the sample package, the summary shows the full 22-digit Package Identification Code (PIC) from the manifest, full PIC including parcel routing barcode if scanned from the sample, MID, mail class, processing category, ZIP Code, parcel routing barcode information, weight, zone, destination rate indicator, rate indicator, any Extra Services, and additional postage data fields. The Package Summary is accessed in each sampling–based report that hyperlinks a package ID.

6.3.13 Postage Sampling Adjustment Worksheet

This report, based on manifest and sampling data, displays all packages sampled and reconciled that are used to calculate the Postage Adjustment Factor (PAF). This report is accessed from the reports menu.

6.3.14 Postage Statement Daily Summary Report

This report, based on manifest data, displays a summary view of the line item Postage Statement Detail data available by EFN in the Postage Statement Detail report described in 6-3.15. Additional columns include the CAPS Transaction ID and a sum total of the postage and fees. The user has the ability to filter the Daily Postage Statement Summary Review to display aggregated data for a specific date range. This report is available via the Daily Postage Statements Download Summary link.

6.3.15 Postage Statement Detail

This report, based on manifest data, displays hyperlinks to class-specific postage statements, along with the dollar amount of the Extra Services fees and manifest postage recalculated by the Postal Service using the codes in the manifest files. In addition, the report presents the postage variance by parcel record between the manifest postage and the recalculated postage. The report also provides payment status for each postage statement. The lower part of the report lists the 22–digit Electronic File Numbers contained in the Header Record of every manifest contained within the file, along with the number of packages for each manifest and the manifest postage for the packages. The Postage Statement Detail is accessed through hyperlinks in the Postage Statement Summary Report described in 6-3.16.

6.3.16 Postage Statement Summary Report

This report, based on manifest data, lists the 22-digit Electronic File Number used to identify files consisting of one or more manifests with the underlying parcel records. In

addition, the report displays the mailing date, the permit number and permit ZIP Code, and the postage amount as recalculated by the Postal Service using the codes in the manifests and Detail Records. The report also shows the payment status of the postage statements generated by the files. The hyperlinked 22-digit Electronic File Numbers allow the user to open the corresponding Postage Statement Detail as described in 6-3.15 that contains links to postage statements generated by the parcel records to a specific file with one or more manifests.

Each time the mailer sends a transmission file containing one or more manifests successfully processed by *PostalOne!,* the *PostalOne!* Wizard Web Service (WWS) generates a separate postage statement, by processing category, for each class or subclass of mail in that transmission file. For example, if the transmission file contains four successfully processed manifests for four destination entry facilities, and each manifest contains machinable Parcel Select parcels, machinable Standard Mail parcels, and irregular Standard Mail parcels, then WWS generates three postage statements: one for the machinable Parcel Select parcels, one for the machinable Standard Mail parcels, and one for the irregular Standard Mail parcels.

The total amount on each postage statement — which is the amount recalculated by eVS using the codes and parcel weights in the mailer's manifest files — is then automatically withdrawn from the mailer's postage payment account. Withdrawals can be verified by checking the transaction amounts in the postage payment account with the amounts on the generated postage statements. This arrangement allows the mailer to trace each transaction in the postage payment account to a successfully generated postage statement. The Postage Statement Summary Report is accessed from the hyperlink "Postage Statement Summary" and the hyperlinks in lines 1b and 1c on the Monthly Account Summary section.

6.3.17 Postage Statement Variance Report

This report, based on sampling and manifest data, shows the 22-digit Electronic File Number from the Header Record used to identify the entire file and then the individual 22-digit Package Identification Codes from the associated Detail Records. Several columns display manifest postage, Extra Services, and surcharges and discounts, followed by the same columns for the recalculated postage based on the codes in the mailer's manifest Detail Records. Each line ends with a column displaying any difference (variance) between the total manifest postage amounts and the total recalculated by the Postal Service.

The Postage Statement Variance Report is accessed by first selecting the Postage Statement Summary described in 6-3.16, then by an individual hyperlinked File Number to open the Postage Statement Detail described in 6-3.15. If a row in the Postage Statement Detail shows a hyperlinked package or postage variance, the user can select the hyperlink to open the Postage Statement Variance Report for the originally selected Electronic File Number.

6.3.18 Presort Eligibility Exception Report

This report, based on manifest data, provides a summary of the presort mailings which have not met the minimum piece and/or pound requirements as stated in the DMM. Mailings are identified by Mailing Date and Mail Class. Additional columns display the piece count and weight of mailing. The eVS recalculated postage paid and the additional postage due based on the eVS adjusted postage due are also displayed. The Mail Class column includes a link to the Mail Class Detail Report described in 6-3.5.

The Presort Eligibility Exception Report is accessed by first selecting the Postage Statement Summary described in 6-3.16. The Presort Eligibility Discrepancies summary is

displayed below the monthly Postage Statement Summary. In addition to the link to the Presort Eligibility Exception Report, two counts are displayed for the month-to-date: Mailings with Presort Discrepancies and Total Presorted Mailings for Month.

6.3.19 Sampling Reports

6.3.19.1 Damaged/Missing Barcode Report

This report, based on sampling data, lists the parcels that the Postal Service cannot sample accurately because the required parcel barcode is missing or so damaged that it cannot be scanned or the human–readable data entered manually into the sampling device. As a result, eVS cannot match the sampling data with the corresponding manifest data in the manifest file to determine the accuracy of postage payment for the package. The Damaged/Missing Barcode Report is accessed from the Reports Menu, then Sampling Reports link.

6.3.19.2 Delayed Transportation Report

This report, based on sampling data, lists parcels that are sampled 4 days or more after the mailing date in the associated manifest Header Record. The data for this report is obtained by comparing the date when sampling data is collected for each sampled package with the mailing date in the manifest containing the corresponding package record. The Delayed Transportation Report is accessed from the Reports Menu, then Sampling Reports link.

6.3.19.3 Float Report

This report, based on sampling data, lists parcels sampled one day or more before the mailing date in the associated manifest Header Record. The data for this report is obtained by comparing the date when sampling data is collected for each sampled package with the mailing date in the manifest containing the corresponding parcel record. An electronic eVS manifest file must be transmitted on or before the date when the eVS mailing represented by the file is presented at a destination entry facility or at an origin facility. The Postal Service uses this report to determine whether packages are being deposited before postage payment. The Float Report is accessed from the Reports Menu, then Sampling Reports link.

6.3.19.4 Manually Entered Barcode Report

This report, based on sampling data, lists sampled packages bearing barcodes that cannot be scanned by Postal Service personnel conducting verification sampling. The human-readable text of the barcode must be manually entered into the sampling device. Packages listed on this report become ineligible for any parcel barcode discount claimed. The Manually Entered Barcode Report is accessed from the Reports Menu, then Sampling Reports link.

6.3.19.5 Postage Discrepancy Report

This report, based on sampling data, lists packages for which the sampled postage differs from the postage reported in the corresponding individual parcel records in the transmitted manifest file. The report includes sample and manifest weights and sample and manifest postage. The report lists both positive and negative discrepancy postage amounts. A Package ID with an asterisk indicates that the package was sampled at a destination delivery unit (DDU) and accepted with the destination rate indicator code in the mailer's manifest record (representing the same or higher rate category). The Postage Discrepancy Report is accessed from the Monthly Account Summary section

from the hyperlink in line 2a or from the Reports Menu, then Sampling Reports link.

6.3.19.6 Reconciled Samples Report

This report, based on sampling data, lists packages sampled by Postal Service personnel and matched ("reconciled") with the corresponding parcel record in the manifest file. The report shows the postage difference between manifest postage recalculated by the Postal Service and postage determined by sampling data. A user can select an individual Package Identification Code (PIC) to see a side-to-side comparison of the sample data and manifest information for that package in the Package Summary page. The Reconciled Samples Report is accessed from the Reports Menu, then Sampling Reports link.

6.3.19.7 Weight Discrepancy Report

This report, based on sampling data, lists those packages for which a discrepancy exists between the weight reported by Postal Service sampling personnel and the weight reported on the manifest. The Weight Discrepancy Report is accessed from the Reports Menu, then Sampling Reports link.

6.3.20 Unmanifested Records Report

This report lists parcels for the selected month that have received scan events or have been sampled by the Postal Service but were not reported in an eVS manifest file. Pieces sampled that are unmanifested parcels are not included in the total pieces sampled for the PAF as described in 4-3.1. The client/site mailer ID number and client/site name displayed are derived from the Mailer ID in the PIC and are registered under the mailer's profiles in **Program Registration**. The Unmanifested Records Report is accessed from the Monthly Account Summary section from the hyperlink in line 2C.

6.3.21 PTS/eVS Confirmation/Error/Warning Summary Report

This report includes information on all files received and loaded into eVS providing the end-to-end reconciliation from PTS through CAPS postage amounts. eVS mailers can use this report to monitor and ensure that all files submitted have been received and accepted by eVS. The report includes transaction ID; mailing date; transmission date; file type; number of header records and detail records accepted and rejected by PTS; number of header and detail records accepted and filtered by eVS; total recalculated postage; and total CAPS postage. The PTS/eVS Confirmation/Error/Warning Summary Report is accessed from the Monthly Account Summary section under records in line e. From this report mailers may choose to select individual manifest files to review.

6.4 Electronic Reports

6.4.1 Postage Extract

The payment extract files will contain all rate ingredients reflecting any updates or changes made by eVS along with the postage calculated and charged by eVS. The extract is provided in a flat file format and posted to the mailers FTP-out site (the same location as the PTS extract data).
There are two options:

a. Full Extract- Includes full item level detail, such as postage and extra service fees.
b. Partial Extract-Excludes any postage amounts (postage fields).

The instructions and full file layout can be found in Appendix K.

6.4.2 Reconciliation Extract

The reconciliation extract files will contain summary information for the monthly postage adjustments calculated by eVS. The reconciliation extract also includes piece-level data when available for individual adjustments.

The monthly extract with individual adjustment data is generated at each milestone in the reconciliation process.

a. The Notice version of the extract is generated on the 1st of the reconciliation month and includes all proposed postage adjustments from the previous calendar month.
b. The Interim version of the extract is generated on the 11th of the reconciliation month and includes all pending postage adjustments at the close of the Mailer Reconciliation period.
c. The Actual version of the extract is generated on the 21st of the month (or the actual date if a reconciliation is ongoing past the 21st) and includes the actual amounts of additional postage processed for the monthly adjustments.

The extract is provided in a pipe-delimited file format and posted to the mailers FTP-out site (the same location as the PTS extract data).

Mailers may also request a weekly update of adjustments as they accrue in the current month. If enabled, a weekly extract will be provided using the "Notice" version and including adjustment data for the current month.

The instructions and full file layout can be found in Appendix L.

6.4.3 Confirmation Error Warning (CEW)

This report will verify that your manifest file was successfully transmitted to the Product Tracking System and that the data quality of the file itself was good. If the electronic file contains edit errors or edit warnings, these will be listed as well as summary information including how many records in the file were read and how many contain errors or warnings. Refer to Publication 199 for additional information.

Appendix A eVS Electronic File Layout

Shipping Services Electronic File Version 1.7 Layout for Commercial Mailers

The Shipping Services Electronic File Version 1.7 for commercial mailers is the format recommended for Shipping Services customers using Intelligent Mail package barcodes / label IDs with the 3-digit service type code. This is optional for eVS use at this time, but may be required in the future. *FUTURE: This version will be required for mailers shipping International Mail products.*

Content and Explanation

This appendix contains the flat file layout for the Header Record, Detail Record 1, Detail Record 2, Detail Record 3, and Detail Record 4 of the electronic manifest file. Detail Record 3 and Detail Record 4 are not currently supported, but are intended for future use with International Mail packages.

The mailer may choose to use only the fields required for eVS as annotated in the “Require Code” column with “ALL” or “EVS”. The fields that are *not* required for eVS are shaded in gray and do not have any annotation.

If the mailer chooses *not* to use the full layout, the optional fields (shaded in gray in the file layout and with the position numbers listed in the heading of each page) must be filled using the default values indicated in the “Content Rules and Limitations” column in Appendix A. Record lengths must not vary; they must be the exact size shown in the record formats. The Header Record is 130 bytes, Detail Record 1 is 888 bytes, Detail Record 2 is 500 bytes, Detail Record 3 is 1675 bytes, and Detail Record 4 is 120 bytes.

Information provided in Detail Records 2, 3, and 4 is not displayed in eVS but may be required to meet manifest specifications for some USPS products.

- Detail Record 3 is new with file version 1.7 and allows the mailer to provide International Customs Information. *(future)*
- Detail Record 4 is new with file version 1.7 and allows the mailer to provide International Customs Information. Multiple D4 records may be submitted for each mail piece (D1 record). *(future)*

Flat File Format

The flat file format used by eVS is similar to but not identical with the one used for Shipping Services:

a. No embedded spaces.
b. The file is an ASCII (American Standard Code for Information Interchange) text with a fixed field length.
c. A line feed with a carriage return is needed at the end of every Header Record and every Detail Record except the last record of the electronic file.

Header Record for file version 1.7

Mailers creating eVS electronic manifests need to be especially careful to observe the following data elements for each Header Record:

a. *Electronic File Number (positions 003–036).* This unique number identifies the electronic manifest file with one of the following 2-digit application identifiers “92” or “93”; (“92”; 9-digit MID; “93”; 6-digit MID) with the 3-digit Service Type Code of “750”; Mailer ID unique to the mailer transmitting the manifest file; a fixed length sequential serial number (9-digit MID is 7 or 11; 6-digit MID is 10 or 14). EFNs must remain unique for 180 days from date of first use; and include a 1-digit MOD 10 check digit. The Electronic File Number will vary for each Header Record in the transmission file.

b. *Electronic File Type (position 037).* This type is “1” for original eVS files. The Electronic File Type will be the same in every Header Record in the transmission file.

c. *Entry Facility ZIP Code (positions 053-057).* This 5-digit number is the 5-digit ZIP Code of the Post Office where mail is presented by the mailer. The Entry Facility ZIP Code can vary for each Header Record in the transmission file, but more than one Header Record may have the same Entry Facility ZIP Code. The ZIP Code must be validated against the Mail Direction File.

d. *Transaction ID (positions 078*-089). This unique 12-digit number creates a new tier in the mailers data hierarchy. This allows mailers to group and organize their daily file transmissions to effectively manage postage payment in eVS/PRS.

e. *Software Vendor Code (positions 090-093).* The 4-character designation will be provided to each software vendor upon successfully completing the Postal Service file certification process. The *Software Vendor Code* (formerly the Unique Developer ID Code) will be the same for every Header Record in the transmission file.

f. *Software Vendor Product Version Number (positions 094-101).* The 8-character designation provided by the software developer. Changes made to approved Product Versions must be reported to the Postal Service and may require recertification. The Software Vendor Product Version Number (formerly the Shipping/Manifesting Software’s Product Version Number) will be the same for every Header Record in the transmission file.

Changes to Header Record for file version 1.7

In file version 1.7, two existing fields were reordered. An additional field was added to the Header Record. The affected fields are:

a. *Electronic File Number (positions 003–036).* This field occupied record positions 004-037 in file version 1.6.

b. *Electronic File Type (position 037).* This field occupied record position 003 in file version 1.6.

c. *Mailer ID (position 111-119)*: This 9-digit numeric field must contain the Mailer ID certified for file transmission and should match the MID used in the EFN.

Detail Record 1 for file version 1.7

Mailers creating eVS electronic manifests need to be especially careful to observe the following data elements for each Detail Record 1:

a. *Barcode Construct Code (positions 043-046).* This 3-digit alpha numeric code identifies which combination of ZIP, MID and serial number is used in the IMpb.

b. Container ID; 1 (positions 093-126); 2 (positions 129-162); 3 (positions 165-198). This is the barcode on the container. This is required for mailers using “open and distribute”.

c. *Container Type; 1 (positions 127-128); 2 (positions 163-164); 3 (positions 199-200).* This is a 2-digit alpha numeric code that describes the type of container used (i.e.; sack, tray etc.).

d. *Payment Account Number (positions 275-284).* This 10-digit number includes leading zeros and the permit imprint account number used exclusively for eVS that is linked to the postage payment account. For example, permit 12 is presented as 0000000012.

e. *Post Office of Account ZIP Code (positions 287-291).* This 5-digit number is the 5-digit ZIP Code of the Post Office that maintains the permit account linked to the mailer's postage payment account.

Changes to Detail Record 1 for file version 1.7

In file version 1.7, 16 fields were added to Detail Record 1. The affected fields are:

a. *Removal Indicator (position 508).* This 1-digit alphanumeric field is for future use with Corrections file type '4'.

b. *Overlabel Indicator (position 509-510).* This 2-digit alphanumeric field is for future use.

c. *Original Tracking Number Barcode Construct Code (position 511-514).* This 4-digit alphanumeric field is for future use.

d. *Original Tracking Number (positions 515-548).* This 34-digit alphanumeric field is for future use.

e. *Customer Reference Number 2 (positions 549-578).* This 30-digit alphanumeric field is provided for the customer's internal use.

f. *Recipient Name (positions 579-626).* This 48-digit alphanumeric field is required for Accountable Mail, International Mail, and Hold for Pickup packages.

g. *Delivery Address (position 627-274).* This 48-digit alphanumeric field is required for Accountable Mail and International Mail; however, the destination delivery address may be included in Detail Record 2 as an alternative to providing the ZIP +4.

h. *Ancillary Service Endorsement (position 675-677).* This 3-digit alphanumeric field is for future use.

i. *Address Service Participant Code (position 678-686).* This 9-digit alphanumeric field is for future use.

j. *Key Line (position 687-702).* This 16-digit alphanumeric field is for future use.

k. *Return Address (position 703-750).* This 48-digit alphanumeric field is for future use.

l. *Return Address City (position 751-778).* This 28-digit alphanumeric field is for future use.

m. *Return Address State (position 779-780).* This 2-digit alphanumeric field is for future use.

n. *Return Address ZIP Code (position 781-785).* This 5-digit numeric field is for future use.

o. *Logistic Mailing Facility CRID (position 786-800).* This 15-digit alphanumeric field is for the identification of the mail preparation facility where the package was prepared for shipment.

p. *Filler (position 801-888).* This field is for future use.

Header Record 1 – Shipping Services v1.7

HEADER RECORD 1 - Shipping Services File Record Version 1.7 Layout 10/26/2012						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001 - 002	All	Header Record ID	Alphanumeric (2)	A 2-character system constant that identifies a header record.	H1	'H1' is required.
003 - 036	**All**	**Electronic File Number**	**Alphanumeric (34)**	**Unique number assigned to identify the electronic file.**	**9275012345678 912345678**	**Mailer ID must be that of the company transmitting the file. (all file types)** **3 digits '750' indicate the service type code for electronic file number.** **This number should be inserted on PS Form 3152 or PS Form 8125.** **Must be unique for 180 days from first use.** **Left justified trailing spaces.** **Must be a valid barcode construct: C04, C08, C09 or C10.**
037	**All**	**Electronic File Type**	**Numeric (1)**	**'1' - Postage & Tracking File** **'2' - Tracking File** **'3' - Returns Service** **'4' - Corrections**	**1**	**'1' - used for electronic Verification System (eVS).** **'3' - used for Returns Services** **'4' - used for Corrections**
038 - 045	All	Date of Mailing	Numeric (8)	Date mail is tendered to USPS.	2008-01-27 Entered as: 20080127	YYYY-MM-DD, date must be valid. Numeric values (0-9) only.
046 - 051	All	Time of Mailing	Numeric (6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	HH:MM:SS, military format and time must be valid. Numeric values (0-9) only.
052	All (see rules)	Entry Facility Type	Alphanumeric (1)	Type of USPS facility where mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DU 'F' - ASF	A	For origin or destination entry facilities. Required for Drop Ship Mailers. Required for Parcel Return Service mailers to note pick-up facility type. Default is spaces.
053 - 057	All	Entry Facility ZIP Code	Numeric (5)	5-digit ZIP Code of postal facility where the mail is tendered.	22201	Numeric only (0-9). Refer to Section 6 for information on the FAST system.

HEADER RECORD 1 - Shipping Services File Record Version 1.7 Layout 10/26/2012						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
058 - 061	None (see rules)	Entry Facility ZIP +4	Numeric (4)	ZIP +4 Code of postal facility where mail is tendered.	4313	Numeric only (0-9). Default is zeroes.
062 - 063	File types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric (2)	Two character standardized ISO International country code where Direct Entry Mail originated.	CN	Required for Direct Entry Mailings. Default is spaces.
064 - 066	File type 1 (see rules)	Shipment Fee Code	Alphanumeric (3)	Code for a fee that applies to the entire shipment such as Pickup on Demand fee.	PKF	Currently used for Pickup on Demand fee. Default is spaces.
067 - 072	File type 1 (see rules)	Extra Fee for Shipment	Numeric (6)	Fee for entire shipment, such as Pickup on Demand fee	$13.40 Entered as: 001340	Currently used for Pickup on Demand fee. Default is zeroes.
073 - 074	None (see rules)	Filler	Alphanumeric (2)	Filler for future use.		Must be spaces.
075 - 077	**All**	**USPS Electronic File Version Number**	**Numeric (3)** **Defined as: 99.9**	**USPS Electronic File Version Number.**	**01.7** **Entered as:** **017**	**Must be version 1.7.**
078 - 089	File types 1 and 3 (see rules)	Transaction ID	Alphanumeric (12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period.	200806010001	**Required for eVS and PRS mailers.** **This field must follow the format of year, month, date and a numeric sequence number to be valid.** **Valid format: YYYYMMDD####**
090 - 093	All	Software Vendor Code	Alphanumeric (4)	Code from vendor software to identify the developer of the shipping/manifesting system.	1234	Required for vendors. Code provided by vendor software. Default is spaces.
094 - 101	All	Software Vendor Product Version Number	Alphanumeric (8)	Shipping/manifesting software's product version number.	5.02.3A_	Required for vendors. Left justified, trailing spaces. Provided by vendor software. Default is spaces.
102 - 110	All	File Record Count	Numeric (9)	Total number of all records in electronic file to include Header Records and all Detail Records.	000001517	Leading zeroes required.
111-119	**All**	**Mailer ID**	**Numeric (9)**	**Mailer ID shall be that of the MID certified for file transmission.**	**969001726**	**Mailer ID contained in the Electronic File Number.**
120 - 130	**All**	**Filler**	**Alphanumeric (11)**	**Filler for future use.**		**Spaces are required.**

Detail Record 1 – Shipping Services v1.7

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001 - 002	All	Detail Record ID	Alphanumeric (2)	A 2-character system constant that identifies a detail record.	D1	'D1' is required.
003 - 036	All	Tracking Number	Alphanumeric (34)	Tracking number used on package. May include routing information and Package Identification Code (PIC). • 3-digit - '420' • 5-digit - Routing ZIP Code • 4-digit - Routing ZIP+4 • 2- digit - AI (92 or 93) • 3-digit - Service Type Code • 6- or 9-digit - Mailer ID (MID) • If 6-digit MID, 10- or 14-digit serial #; if 9-digit MID, 7- or 11-digit serial # • 1-digit - check digit	4202218192055123456789123456 78 or 9205512345678912345678	**Tracking number must be unique for 180 days from first use.** **Left justified trailing spaces.** **3-digit '420' is the routing application identifier. Used only when including a Routing ZIP Code.** **5-digit Routing ZIP Code and 4-digit Routing +4 are optional.** **Must use non-concatenated barcode for Critical Mail.** **Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.**
037 - 038	**All**	**Class of Mail**	**Alphanumeric (2)**	**Refer to Appendix G, Table G-2 for the complete list of Mail Class codes.**	**PM**	**A 2-character code for Class of Mail.**
039 - 042	**All** **International Rule not applicable to File Type 3**	Service Type Code	Alphanumeric (4)	**Refer to Appendix G, Table G-1b for the complete list of 3-digit Service Type Codes.**	IMPB: 055 Legacy: 01	For International labels, the STC field will be spaces. Legacy: 2-digit service type code, left justified, trailing spaces
043 - 046	**All**	**Barcode Construct Code**	**Alphanumeric (4)**	**A 3-character code to identify the construct of the IMpb.**	**C06** **Refer to Publication 199 Appendix J, Table 1 for the complete list of Barcode Construct codes.**	**Left justified, trailing spaces.** **File Type 1 and 3 – Legacy Barcode Construct Code – L01 only.** **IMpb Barcode Construct Codes – C01 through C10.** **File Type 1 – International Barcode Construct –I01. *(future)***

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
047 - 051	All	Destination ZIP Code	Numeric (5)	**eVS = 5-digit ZIP Code destination for delivery address on the parcel.** **PRS = Origin 5 digit ZIP Code**	22201	Must be 5 digits. Numeric values (0-9) only. If International, all zeroes.
052 - 055	File Types 1 and 2 (see rules)	Destination ZIP +4	Numeric (4)	Destination +4 add on of Domestic ZIP Code.	2804	Required for Hold For Pickup Online. Required, however; the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP + 4 Code. Numeric values (0-9) only. Default zeroes if not available. Open and Distribute - If the Destination Facility Type = "D" (DDU) then required. If International, all zeroes.
056 - 056	**Files Types 1 and 2 (see rules)**	**Destination Facility Type**	**Alphanumeric (1)**	**Type of USPS facility where mail is tendered.** **'A' - ADC** **'B' - NDC** **'S' - SCF** **'D' - DDU** **'F' – ASF** **'I' – ISC *(future)***	**A**	**Required for Open and Distribute mailings.** **Default is spaces.**
057 - 058	**Files Types 1 and 2 (see rules)** **Not available for File Type 3**	**Destination Country Code**	**Alphanumeric (2)**	**Two character standardized ISO International country code.**	**JP**	**Required for International. *(future)*** **Default is spaces for Domestic.**
059 - 069	**Files Types 1 and 2 (see rules)** **Not available for File Type 3**	**Foreign Postal Code**	**Alphanumeric (11)**	**Foreign country postal code.**	**A0A9A0**	**Required for International. *(future)*** **Left justified.** **Default is spaces for Domestic.**

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
070 - 074	File Type 2 Not available for File Type 1 and 3	Carrier Route	Alphanumeric (5)	Carrier Route code.	C009	Default is spaces.
075 - 083	All (see rules)	Logistics Manager Mailer ID	Numeric (9)	MID of company that manages the mailing of this shipment. This would be a different company other than the consolidator.	912345678	Future functionality - certified customers will receive a copy of the extract file if requested. Must fill in a valid MID for Logistics Manager. Numeric values only. Default is spaces.
084 - 092	All (see rules)	Mail Owner Mailer ID	Numeric (9)	**MID of mail owner.** **6- or 9-digit Mailer ID.**	912345678 or 612345	**This field is the same field as the Client Mailer ID in Shipping Services file Version 1.4.** **This field is for consolidators that mail for other customers and that customer wants to receive the event file.** **The MID in this field must be a certified customers in order to receive a copy of the extract file if requested.** **Numeric values only.** **Default is spaces.** **6-digit MID is left justified, trailing spaces.** **The mail owner MID or the Mail Owner CRID (positions 201-215) is required if there is a value in the field Logistics Manager Mailer ID.**
093 – 126	All (see rules)	Container ID 1	Alphanumeric (34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	222010127123456789912345	Default is spaces. Required for Open and Distribute only when the contents in the container are also manifested.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
127 – 128	All (see rules)	Container Type 1	Alphanumeric (2)	**Describes type of container for Container ID 1.** **Possible Values:** **'BX' - Box** **'BL' - Truck bedload** **'PT' – Pallet** **'RP' -- Receptacle** **'SK' - Sack**	SK	Default is spaces. Must be populated if Container ID 1 field is populated.
129 – 162	All (see rules)	Container ID 2	Alphanumeric (34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99N123456789000 012345678	Default is spaces.
163 – 164	All (see rules)	Container Type 2	Alphanumeric (2)	**Describes type of container for Container ID 2.** **Possible Values:** **'BX' - Box** **'BL' - Truck bedload** **'PT' – Pallet** **'RP' -- Receptacle** **'SK' - Sack**	PT	Default is spaces. Must be populated if Container ID 2 field is populated.
165 – 198	All (see rules)	Container ID 3	Alphanumeric(34)	Barcode on container. This may be a valid IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99T123456789123	Default is spaces.
199 – 200	All (see rules)	Container Type 3	Alphanumeric (2)	**Describes type of container for Container ID 3.** **Possible Values:** **'BX' - Box** **'BL' - Truck bedload** **'PT' – Pallet** **'RP' -- Receptacle** **'SK' - Sack**	BL	Default is spaces. Must be populated if Container ID 3 field is populated.
201 – 215	All (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric (15)	CRID of Mail Owner		Used by mailing agent to identify mail owner. The mail owner CRID or the mail owner MID (positions 84-92) are required if there is a value in the field Logistics Manager Mailer ID. Default is spaces.
216 – 245	None (see rules)	Customer Reference Number 1	Alphanumeric (30)	Customer's internal reference number.	123456	Used for customer internal identification purposes. Spaces if not applicable.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
246 – 260	All (see rules)	FAST Reservation Number	Alphanumeric (15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only. No embedded spaces. Default is spaces. Strongly recommend inclusion in the file when FAST appointments are scheduled.
261 – 268	All (see rules)	FAST Scheduled Induction Date	Numeric (8)	Scheduled date for mail drop at a postal facility.	20080127	YYYYMMDD Date must be valid. Numeric values (0-9) only. Default is zeroes. Strongly recommend inclusion in the file when FAST appointments are scheduled.
269 – 274	All (see rules)	FAST Scheduled Induction Time	Numeric (6)	Scheduled time for mail drop at a postal facility.	131500	HHMMSS Military format and time must be valid. Numeric values (0-9) only. Default is zeroes. Strongly recommend inclusion in the file when FAST appointments are scheduled.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
275 – 284	File Types 1 and 3 (see rules)	Payment Account Number	Numeric (10)	USPS account number from which this mailing will be paid: Permit Number Federal Agency Number	0012345678	**Type 1 files for eVS/PRS files must be a permit number.** **Leading zeroes required.** **Numeric values (0-9) only.** **This field required if using Permit imprint or Federal Agency Number.**

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
285 – 286	File Types 1 and 3 (see rules)	Method of Payment	Numeric (2)	Payment system used for mailing: '01' Permit System '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	Must be USPS approved payment method for mail being tendered. Default is zeroes. File Type 1 and 3 (eVS/PRS) must be '01' Permit System.
287 – 291	File Types 1 and 3 (see rules)	Post Office of Account ZIP Code	Numeric (5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license, or pre-canceled stamp.	20260	Must be 5 digits. Numeric values (0-9) only. File Type 1 and 3 (eVS/PRS) must be 20260.
292 – 311	File Types 1 and 3 (see rules)	Meter Serial Number	Alphanumeric (20)	Serial number of meter used for postage.	5678123598	**Default is spaces.**
312 – 317	File Types 1 and 3	Chargeback Code	Alphanumeric (6)	Code used with Federal Agency Number.	12345	Code for customer's internal use. Default is spaces.
318 – 324	File Types 1 and 3	Postage	Numeric (7) Defined as: 9999.999	Postage (excluding Extra Service fees and surcharges) less any work share discount.	$5.69 Entered as: 0005690	Leading zeroes required. Numeric values (0-9) only. In unit of dollars and rounded to the nearest tenth of cent. Default is zeroes.
325	File Types 1 and 3	Postage Type	Alphanumeric (1)	'P' - Published 'C' - Customized	P	Indicates whether the postage is based on published or negotiated rates. Default is spaces.
326 – 347	File Types 1 and 3	Customized Shipping Services Contracts (CSSC) Number	Alphanumeric (22)	Contract number for a negotiated rate.	AB123	Default is spaces.
348 – 361	File Types 1 and 3	Customized Shipping Services Contracts Product ID	Alphanumeric (14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108AB001	Default is spaces.
362 – 362	File Types 1 and 3	Unit of Measure Code	Numeric (1)	Unit of measurement for mailpiece weight: '1' - LBS '2' - OZ '3' - KILOS	1	Field must contain a USPS defined valid code. Default is '1' – LBS

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
363 – 371	File Types 1 and 3	Weight	Numeric (9) Defined as: 99999.9999	Mailpiece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incidental enclosure Pos. 489-497)	14.3 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0-9) only. Default is zeroes.
372	File Types 1 and 3	Processing Category	Alphanumeric (1)	**Refer to Appendix G, Table G-3 for the complete list of Processing Category codes.**	3	Required for eVS/PRS.
373 – 374	File Types 1 and 3	Rate Indicator	Alphanumeric (2)	**Refer to Appendix G, Table G-5 for the complete list of Rate Indicator codes.**	FR	Required for eVS/PRS.
375	File Types 1 and 3	Destination Rate Indicator	Alphanumeric (1)	**Refer to Appendix G, Table G-4 for the complete list of Destination Rate Indicator codes.**	D	Required for destination entry packages, Default is 'N' for non-applicable products File Type 1 - Required for Open and Distribute mailings. Default is 'N' for all other eVS/PRS mail class/products.
376 – 377	File Types 1 and 3	Domestic Zone	Alphanumeric (2)	**Refer to Appendix G, Table G-6 for the complete list of Domestic Zone codes.**	Zone 3 Entered as: 03 Local Zone Entered as: LC	Required for products with rates based on zones. Leading zeroes required if numeric. Default is zeroes for non-applicable products.
378 – 382	File Type 1	Length	Numeric (5) Defined as: 999.99	Dimensional Length	30.25 Entered as: 03025	The length is the measurement of the longest dimension. Length in inches. **Required for domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.** Required for rate indicator CP for Cubic Tier pricing. Zero-filled if not applicable.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
383 – 387	File Type 1	Width	Numeric (5) Defined as: 999.99	Dimensional Width or Girth	12.75 Entered as: 01275	Width in inches. **Required for domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.** Required for rate indicator CP for Cubic Tier pricing. Zero-filled if not applicable.
388 – 392	File Type 1	Height	Numeric (5) Defined as: 999.99	Dimensional Height	2.50 Entered as: 00250	Height in inches. **Required for domestic Priority Mail to Zones 5-8 also Priority Mail Zones 1-4 and Parcel Select in which three dimensions are collected.** Required for rate indicator CP for Cubic Tier pricing. Zero-filled if not applicable.
393 – 398	File Type 1	Dimensional Weight	Numeric (6) Defined as: 9999.99	Dimensional Weight	7.88 Entered as: 000788	**For domestic Priority Mail to Zones 5-8 only.** **For domestic Priority Mail Zones 5 to 8: (LLL*WW*HH)/194 (zero- filled from left) – space-filled if calculated value of DW rate < or = value of rate of actual weight.** For domestic Priority Mail Zones 1-4 and Parcel Select: (LLL+(LLL*2)+(WW*2) > or = 84 but < 108 (zero-filled from left) - space-filled if calculated value of DW rate < or = value of rate of actual weight" Required for rate indicator CP for Cubic Tier pricing. Zero-filled if not applicable.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
399 – 401	All (see rules)	Extra Service Code 1st Service	Alphanumeric (3)	**2- or 3-digit extra service code** **IMpb: Refer to Appendix G, Table G-9b for the list of 3-digit Extra Service codes accepted in eVS.** **Legacy: Refer to Appendix G, Table G-9a for the list of 2-digit Extra Service codes accepted in eVS.**	910	Field contains one Extra Service Code. Required when one Extra Service Code is used. Legacy: 2-digit extra service code with trailing space. Default is spaces.
402 – 407	All (see rules)	Extra Service Fee 1st Service	Numeric (6) Defined as: 9999.99	Fee for 1st Extra Service Code	$.25 Entered as: 000025	Default is zeroes. Required when Extra Service Code 1st Service is populated.
408 – 410	All (see rules)	Extra Service Code 2nd Service	Alphanumeric (3)	**2- or 3-digit extra service code** **IMpb: Refer to Appendix G, Table G-9b.** **Legacy: Refer to Appendix G, Table G-9a.**	915	Field contains one Extra Service Code. **Required when two Extra Service Codes are used.** Legacy: 2-digit extra service code with trailing space. Default is spaces.
411 – 416	All (see rules)	Extra Service Fee 2nd Service	Numeric (6) Defined as: 9999.99	Fee for 2nd Extra Service Code	$1.40 Entered as: 000140	Default is zeroes. Required when Extra Service Code 2nd Service is populated.
417 – 419	All (see rules)	Extra Service Code 3rd Service	Alphanumeric (3)	**2- or 3-digit extra service code** **IMpb: Refer to Appendix G, Table G-9b.** **Legacy: Refer to Appendix G, Table G-9a.**	935	Field contains one Extra Service Code. **Required when three Extra Service Codes are used.** Legacy: 2-digit extra service code with trailing space. Default is spaces.
420 – 425	All (see rules)	Extra Service Fee 3rd Service	Numeric (6) Defined as: 9999.99	Fee for 3rd Extra Service Code	$.85 Entered as: 000085	Default is zeroes. Required when Extra Service Code 3rd Service is populated.
426 – 428	All (see rules)	Extra Service Code 4th Service	Alphanumeric (3)	**2- or 3-digit extra service code** **IMpb: Refer to Appendix G, Table G-9b.** **Legacy: Refer to Appendix G, Table G-9a.**	921	Field contains one Extra Service Code. **Required when four Extra Service Codes are used.** Legacy: 2-digit extra service code with trailing space. Default is spaces.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
429 – 434	All (see rules)	Extra Service Fee 4th Service	Numeric (6) Defined as: 9999.99	Fee for 4th Extra Service Code	$.85 Entered as: 000085	Default is zeroes. Required when Extra Service Code 4th Service is populated.
435 – 437	All (see rules)	Extra Service Code 5th Service	Alphanumeric (3)	**2- or 3-digit extra service code** **IMpb: Refer to Appendix G, Table G-9b.** **Legacy: Refer to Appendix G, Table G-9a.**	931	Field contains one Extra Service Code. **Required when five Extra Service Codes are used.** Legacy: 2-digit extra service code with trailing space. Default is spaces.
438 – 443	All (see rules)	Extra Service Fee 5th Service	Numeric (6) Defined as: 9999.99	Fee for 5th Extra Service Code	$.85 Entered as: 000085	Default is zeroes. Required when Extra Service Code 5th Service is populated.
444 – 450	All (see rules)	Value of Article	Numeric (7) Defined as: 99999.99	Wholesale cost of article	$200.00 Entered as: 0020000	Mandatory if insurance is being included as an Extra Service. Required if insured. Default is zeroes.
451 – 456	All (see rules)	COD Amount Due Sender	Numeric (6) Defined as: 9999.99	Dollar amount due on delivery	$206.00 Entered as: 020600	Required if package is COD. Default is zeroes.
457 – 460	**Not available for PRS/eVS**	Handling Charge	Numeric (4) Defined as: 99.99	Handling charge for Registered Mail valued at more than $25,000.	$20.50 Entered as: 002050	Required if First-Class Package Service with Registered service valued more than $25,000. Default is zeroes.
461 – 462	All (see rules)	Surcharge Type	Alphanumeric (2)	**Refer to Appendix G, Table G-8b for the complete list of Surcharge Type codes.**	A1	Default is spaces.
463 – 469	File Types 1 and 3	Surcharge Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	$1.656 Entered as: 0001656	Leading zeroes required. Default is zeroes for non-applicable products. Numeric values (0-9) only.
470 – 471	File Types 1 and 3	Discount Type	Alphanumeric (2)	**Refer to Appendix G, Table G-8a for the complete list of Surcharge Type codes.**	D1	Default is spaces.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
472 – 478	File Types 1 and 3	Discount Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	$1.656 Entered as: 0001656	Leading zeroes required. Default is zeroes for non-applicable products. Numeric values (0-9) only.
479 – 480	**Not available for eVS/PRS**	Non-Incidental Enclosure Rate Indicator	Alphanumeric (2)	**Refer to Appendix G, Table G-5 for the complete list of Rate Indicator codes.**	SP	Mandatory if applicable. Default is spaces if not applicable.
481 – 482	**Not available for eVS/PRS**	Non-Incidental Enclosure Class	Alphanumeric (2)	**Refer to Appendix G, Table G-2 for the complete list of Mail Class codes.**	FC	Mandatory if applicable. Default is spaces if not applicable.
483 – 489	**Not available for eVS/PRS**	Non-Incidental Enclosure Postage	Numeric (7) Defined as: 9999.999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest tenth of cent.	$.33 Entered as: 0000330	Mandatory if applicable. Default is zeroes.
490 – 498	**Not available for eVS/PRS**	Non-Incidental Enclosure Weight	Numeric (9) Defined as: 99999.9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	Mandatory if applicable. In unit of lbs and significant to 4 decimal positions. Default is zeroes.
499	**Not available for eVS/PRS**	Non-Incidental Enclosure Processing Category	Alphanumeric (1)	**Refer to Appendix G, Table G-3 for the complete list of Processing Category codes.**	3	Default is spaces for non-applicable products.
500	File Types 1 and 3	Postal Routing Barcode	Numeric (1)	**Indicator of presence and / or type of 5-digit destination ZIP Code (postal routing barcode).** **Refer to Appendix G, Table G-7 for the complete list of Postal Routing Barcode codes.**	1	Field must contain a valid code. Default is a space.
501 – 502	File Type 1	Open and Distribute Contents Indicator	Alphanumeric (2)	**'EF' - Flats / Electronic Payment** **'PF' - Flats / Non-Electronic Payment** **'EL' - Letters / Electronic Payment** **'PL' - Letters / Manual Payment** **'EP' - Parcels / Electronic Payment** **'PP' - Parcels / Manual Payment**	EF	Required for Open and Distribute mailings. Default is spaces for non-applicable products

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
503	File Type 1	PO Box Indicator	Alphanumeric (1)	'Y' = Express Mail Manifesting addressed to a PO Box.	N	Required for Express Mail. Default value is 'N'.
504	File Type 1	Waiver of Signature	Alphanumeric (1)	'Y' = Mailer requests Waiver of Signature for Express Mail. 'N' = Mailer does not request Waiver of Signature.	N	**Required for Express Mail.** **Default value is 'Y'.**
505	File Type 1	Delivery Option Indicator	Alphanumeric (1)	**Refer to Publication 199 Appendix J, Table 4 for the complete list of Delivery Option Indicator codes.**	1	Required for Express Mail. Default value is '1'. For EMOD, the Delivery Option Indicator of "E" is required. For Critical Mail, the Delivery Option indicator of "P" is required. For Parcel Select Regional Ground, the Delivery Option Indicator of "R" is required.
506 - 507	File Types 1 and 2 (see rules)	Destination Delivery Point	Numeric (2)	Destination Delivery Point - completes the 11 digit Delivery Point ZIP Code.	02	Numeric values (0-9) only. Default zeroes if not available. For Critical Mail, the Destination Delivery Point should be included. If International, all zeroes.
508	**File Type 4**	**Removal Indicator**	**Alphanumeric(1)**	**"Y" Customer indicates the label will not be used**	**Y**	**Future Use** **Field must contain a valid code (space or "Y")** **Default is a space.**
509-510	**File Types 1 and 2 (see rules)**	**Overlabel Indicator**	**Alphanumeric(2)**	**Indicates that an overlabel number is included in field position 515 – 548.**	**01**	**Future Use for eVS** **Default is spaces.** **If a label number is included in the Overlabel number field then the value of '01' should be included**

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
511 - 514	File Types 1 and 2 (see rules)	Original Tracking Number Barcode Construct Code	Alphanumeric (4)	A 3-character code to identify the construct of the Overlabel IMpb. Refer to Publication 199 Appendix J, Table 1 for the complete list of Barcode Construct codes.	C06	Future Use for eVS Left justified, trailing spaces. File Type 1 and 3 – Legacy Barcode Construct Code – L01 only. IMPB Barcode Construct Codes – C01 through C10. File Type 1 and 3 – International Barcode Construct – I01.
515 – 548	File Types 1 and 2 (see rules)	Original Tracking Number	Alphanumeric (34)	The Original Tracking number created that is over labeled with the Tracking Number contained in Position 003-036.	9205512345678912345678	Tracking number shall be unique for 6 months from first use. 3 digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5 digits Routing ZIP Code and 4 digits Routing +4 are optional. Left justified trailing spaces.
549-578	None (see rules)	Customer Reference Number 2	Alphanumeric (30)	Customer's internal reference number.	123456	Used for customer internal identification purposes. Spaces if not applicable.
579 - 626	File Types 1 and 2	Recipient Name	Alphanumeric (48)	Ship to name of addressee.	JOHN DOE	Required for Accountable mail, International mail, and Hold For Pickup. Default is spaces.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
627 - 674	File Types 1 and 2	Delivery Address	Alphanumeric (48)	Delivery Address in the destination address.	123 MAIN ST	Required for Accountable mail and International mail. Required, however; the destination delivery address may be included in the Detail 2 Record as an alternative to providing the ZIP + 4 Code. May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) This field is not to be used for the city or state. Default Is spaces.
675 - 677	None (see rules)	Ancillary Service Endorsement	Alphanumeric(3)	Address Correction service Code and option. 'A' = Change Service Option 1 'B' = Change Service Option 2 'C' = Address Service Option 1 'D' = Address Service Option 2 'L' = Address Service Option 3 'M' = Address Service Option 4 'E' = Address Service-BPRS 'F' = Return Service Option 1 'G' = Return Service Option 2 'O' = Return Service Option 3 'H' = Temp Return Service Option 1 'I' = Temp Return Service Option 2 'J' = Shipper Paid Forward Option 1 'K' = Shipper Paid Forward Option 2 'Z' = Forwarding Service Option 1 'N' = No Endorsement		Future Use. Default is spaces.
678 - 686	None (see rules)	Address Service Participant Code	Alphanumeric(9)	6 or 9 digit Mailer ID or a 7 digit Alphanumeric code.		Future Use. Left justified, trailing spaces. Default is spaces.

DETAIL RECORD 1 - Shipping Services File Record Version 1.7 Layout for Commercial Mailers 8/08/2012						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
687 – 702	None (see rules)	Key Line	Alphanumeric(16)	The Mailer/Shippers identification to the recipient.		Future Use. Default is spaces.
703 - 750	None (see rules)	Return Address	Alphanumeric(48)	Address of Sender.	123 MAIN ST	Future Use. Default is spaces.
751 – 778	None (see rules)	Return Address City	Alphanumeric(28)	City name of Sender address	Reston	Future Use. Default is spaces.
779 - 780	None (see rules)	Return Address State	Alphanumeric(2)	Two character state code of the sender address	VA	Future Use. Default is spaces.
781 – 785	None (see rules)	Return Address ZIP Code	Numeric(5)	5-digit ZIP code for sender address.	22201	Sender's ZIP Code is required. Numeric values (0-9) only.
786 - 800	None (see rules)	Logistic Mailing Facility CRID	Alphanumeric(15)	CRID associated with the mail preparation facility where the shipment was prepared.	987987	May be provided for File type 1 and 3. Default is spaces.
801 - 888	All (see rules)	Filler	Alphanumeric(88)	Filler for Future Use.		Spaces are required.

Detail Record 2 – Shipping Services v1.7

DETAIL RECORD 2 - Shipping Services File Version 1.7 Layout……..5/17/2012						
SPECIAL PRODUCT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001 - 002	All (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D2	'D2' is required.
003 - 036	All (see rules)	Tracking Number	Alphanumeric(34)	**Tracking number encoded in the barcode on package.** **Could be legacy barcode, IMpb or International barcode.**	**420221819205512345678912345678**	**Tracking number shall be unique for 180 days from first use.** **Left justified trailing spaces.** **Shall use non-concatenated barcode for Critical Mail.** **Shall use a 9-digit ZIP Code in the IMpb for Hold for Pickup.**
037 - 132	**All (see rules)**	**Filler**	**Alphanumeric(96)**	**Filler for future use.**		**Spaces are required.**
133-160	File Types 1 and 2	City Name	Alphanumeric (28)	City name of the destination address.	Reston	Default is spaces.
161-162	File Types 1 and 2	State	Alphanumeric (2)	Two character state code of the destination address.	VA	Default is spaces for International mail.
163-167	File Types 1 and 2	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5 digits. Numeric values (0-9) only. If International, all zeroes.
168-171	File Types 1 and 2	Delivery ZIP +4	Alphanumeric (4)	Destination +4 add on of Domestic ZIP Code.	2804	Numeric values (0-9) only. Default zeroes if not available. If International, all zeroes.
172 - 235	File Types 1 and 2 (see rules)	Recipient E-mail Address	Alphanumeric(64)	E-mail address of recipient.	johnsmith@usps.gov	Required for Hold For Pickup. Required if Recipient SMS number is not provided. Default is spaces.
236 - 299	File Types 1 and 2 (see rules)	Recipient SMS Number	Alphanumeric(64)	Phone number at which recipient will receive text messages.	5555551234@wirelesscarrier.com	Required for Hold For Pickup. Required if Recipient E-mail address is not provided. Default is spaces.
300 - 347	File Types 1 and 2 (see rules)	Sender Name	Alphanumeric(48)	Name of sender.	Jane Doe	Required for Hold For Pickup. Default is spaces.

DETAIL RECORD 2 - Shipping Services File Version 1.7 Layout……..5/17/2012						
SPECIAL PRODUCT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
348 - 411	File Types 1 and 2 (see rules)	Sender E-mail Address	Alphanumeric(64)	E-mail address of sender.	janedoe@usps.gov	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification. Default is spaces.
412 - 475	File Types 1 and 2 (see rules)	Sender SMS Number	Alphanumeric(64)	Phone number at which sender will receive text messages.	5555551235@wirelesscarrier.com	Information is required for Hold For Pickup for the customer to receive the Hold for Pickup notification. Default is spaces.
476 - 500	All (see rules)	Filler	Alphanumeric(25)	For future use.		Spaces are required.

Detail Record 3 – Shipping Services v1.7 *(future)*

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001-002	**All (see rules)**	**Electronic File Detail Record ID**	**Alphanumeric(2)**	**A 2-character system constant that identifies an electronic file detail record.**	**D3**	**'D3' is required.**
003-036	**All (see rules)**	**Tracking Number**	**Alphanumeric(34)**	**Tracking number encoded in the label used on package.** **Could be legacy barcode, IMpb or International barcode.**	**4202218192 0551234567 8912345678**	**Tracking number shall be unique for 180 days from first use.** **This shall be the same PIC from Detail Record 1**
037-070	**All (see rules)**	**Customs Label Barcode Number**	**Alphanumeric(34)**	**Barcode number from the 2976 or 2976A declaration form.**	**CP1234567 89US**	**For Priority Mail International and First Class International, this will be the same as the PIC.** **For Express Mail International this number could be the same as the tracking number or different than the tracking number**
071-145	**See rules**	**Sender Last Name**	**Alphanumeric(75)**	**Last Name of sender.**	**Doe**	**Sender's Last name required unless Sender's Business name is present.** **Shall be at least 1 alpha character A-Z.** **Left justified.**

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
146 -194	See rules	Sender First Name	Alphanumeric(49)	First Name of sender.	Jane	Sender's First name required if last name is present. Shall be at least 1 alpha character A-Z. Left justified.
195 -195	None (see rules)	Sender Middle Initial	Alphanumeric(1)	Middle Initial of Sender	A	Left justified. Default is spaces.
196 -295	See rules	Sender Business Name	Alphanumeric(100)	Name of Sender's Business	Example Corporation	Sender's Business Name required if last name is not present. Shall be at least 1 alpha character A-Z. Left justified.
296 -443	All (see rules)	Sender Address	Alphanumeric(148)	Address of Sender.	123 MAIN ST	Sender's Address is required. Left justified.
444 -493	All (see rules)	Sender City	Alphanumeric(50)	City name of Sender address	Reston	Sender's City is required. Left justified.
494 -495	All (see rules)	Sender State	Alphanumeric(2)	Two character state code of the sender address	VA	Sender's State is required. Left justified.
496 -500	All (see rules)	Sender ZIP Code	Numeric(5)	5-digit ZIP code for sender address.	22201	Sender's ZIP Code is required. Numeric values (0-9) only.
501 -504	None (see rules)	Sender Zip +4	Alphanumeric(4)	+4 add on of ZIP Code for sender address	2804	Numeric values (0-9) only. Default is zeroes.
505 -506	None (see rules)	Sender Delivery Point Code	Alphanumeric(2)	Destination Delivery Point - completes the 11 digit Delivery Point ZIP Code.	02	Numeric values (0-9) only. Default zeroes if not available. If International, all zeroes.
507 -536	None (see rules)	Sender Phone	Alphanumeric(30)	Phone number associated with the sender. Format for U.S. is: nnn-nnn-nnnn	202-555-1234	Left justified.
537 -538	All (see rules)	Sender Country Code	Alphanumeric(2)	Country associated with sender's address - use 2 character ISO Code.	US	Left justified Default is spaces.

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
539 -613	See rules	Recipient Last Name	Alphanumeric(75)	Last Name of addressee.	DOE	Recipient's Last name required unless Recipient's Business name is present. Shall be at least 1 alpha character A-Z. Left justified.
614 -662	See Rules	Recipient First Name	Alphanumeric(49)	First Name of addressee.	John	Recipient's First name required if Recipient's Last name is present. Shall be at least 1 alpha character A-Z. Left justified.
663	None (see rules)	Recipient Middle Initial	Alphanumeric(1)	Middle Initial of addressee	Z	Default is spaces.
664 -763	See Rules	Recipient Business Name	Alphanumeric(100)	Ship to business name	Example Inc.	Recipient's Business Name required if Recipient's Last name is not present. Shall be at least 1 alpha character A-Z.
764 -911	All (see rules)	Recipient Delivery Address	Alphanumeric(148)	Delivery Address in the destination address. (May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) This field is not to be used for the city or state.	123 MAIN ST	Required for Accountable mail and international mail.
912 -961	None (see rules)	Recipient City Name	Alphanumeric(50)	City name of the destination address.	Reston	Default is spaces.
962-1001	None (see rules)	International Province Name	Alphanumeric(40)	International Province Name of the destination address.	Ontario	Mandatory for international mail to countries with Province Names. Left justified. Default is spaces.
1002 - 1026	None (see rules)	Delivery Postal Code	Alphanumeric(25)	Foreign country postal codes or POSTNET representation.	A0A9A0	Mandatory for international mail. Left justified. Default is spaces.

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1027 - 1028	All (see rules)	Delivery Country Code	Alphanumeric(2)	Two character standardized 2-digit ISO International country code. Required for International pieces as listed in the International Mail Manual (IMM)	JP	Mandatory for International only. Default is spaces for Domestic.
1029	See rules.	Importers Reference Type	Alphanumeric(1)	'1' = Tax Code '2' = VAT no. '3' = Importer Code	2	If the "Importers Reference" field is not spaces, then "Importers Reference Type" is mandatory. See rule above for when the default value can be a space.
1030 - 1069	None (see rules)	Importers Reference	Alphanumeric(40)	Tax code / VAT no. / Importer Code	2332568794	Left justified. Default is spaces.
1070 - 1099	None (see rules)	Importers Telephone Number	Alphanumeric(30)	Telephone number of importer	015552688000	Left justified. Default is spaces.
1100 - 1129	None (see rules)	Importers Fax Number	Alphanumeric(30)	Fax number of Importer	015552688000	Left justified. Default is spaces.
1130 - 1169	None (see rules)	Importers E-mail Address	Alphanumeric(40)	E-mail address of Importer	janedoe@usps.gov	Left justified. Default is spaces.
1170 - 1178	None (see rules)	Postage Paid	Numeric(9) Define as: 9999999v99	Total amount of postage paid, including all fees and surcharges	$12.34 Entered as 000001234	Leading zeroes required. Numeric values (0-9) only. Default is zeroes.
1179 – 1183	All (see rules)	Net Weight (Pounds)	Numeric(5) Defined as: 999v99	Total package weight in pounds. Fractions of pounds are accepted.	1.75 lbs. Entered as 00175	Either pounds or ounces shall be greater than zero.
1184 - 1185	All (see rules)	Net Weight (Ounces)	Numeric(2)	Total package weight in ounces.	2 oz. Entered as 02	Either pounds or ounces shall be greater than zero.
1186 - 1194	All (see rules)	Total Package Value	Numeric(9) Define as 9999999V99	Total value of the package in US dollars.	125.00 Entered as 000012500	Shall be greater than zero.
1195	None (see rules)	Delivery Type	Alphanumeric(1)	1 = Airmail Priority, 2 = Surface Non-Priority	1	Default is spaces.

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1196	None (see rules)	Description of Package	Alphanumeric(1)	'1' = Merchandise '2' = Gift '3' = Document '4' = Commercial Sample '5' = Returned Goods '6' = Other (explanation in package comments field below)	5	Default is spaces.
1197 - 1221	None (see rules)	Content Comments	Alphanumeric(25)	Any comments on the contents of the package.		Left justified. Default is spaces.
1222	None (see rules)	Package Restrictions	Alphanumeric(1)	'1' = Quarantine '2' = Sanitary Inspection '3' = Phytosanitary Inspection '4' = Other Restriction	1	Default is spaces.
1223 – 1247	None (see rules)	Package Restriction Comments	Alphanumeric(25)	Any restriction remarks.		Left justified. Default is spaces.
1248 – 1263	None (see rules)	License Number	Alphanumeric(16)	General export license. See the International Mail Manual, section 532.	5684351684	Left justified. Default is spaces.
1264 – 1275	None (see rules)	Certificate Number	Alphanumeric(12)	If item is accompanied by a certificate number, enter it here.	5684351684	Left justified. Default is spaces.
1276 – 1290	None (see rules)	Invoice Number	Alphanumeric(15)	If item is accompanied by an Invoice number, enter it here. All commercial items should have an invoice.	5684351684	Left justified. Default is spaces.
1291	None (see rules)	Senders Instructions in case of non-delivery	Alphanumeric(1)	"1" = Treat as abandoned "2" = Return to Sender "3" = Redirect Address	1	Default is spaces

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1292 – 1299	None (see rules)	SDR Value	Numeric(8) Defined as: 99999v999	SDR Value of mail item	$5.69 Entered as: 0005690	In unit of dollars and rounded to the nearest cent. Leading zeroes required. Numeric values (0-9) only. Default is zeroes.
1300 - 1324	None (see rules)	EEL	Alphanumeric(25)	Exemption or Exclusion Legend (EEL)	NOEEI 30.37(a)	An Exemption and Exclusion Legend (EEL) is required for international shipments valued at $2500 or less and/or not requiring an export license. Example: NOEEI 30.37(a) Left justified. Default is spaces.
1325 - 1359	None (see rules)	PFC	Alphanumeric(35)	Proof of Filing Citation (PFC).	Example of the ITN they will receive: AES X20080930 987654.	A Proof of Filing Citation (PFC) is required for international shipments valued over $2500 and/or requiring an export license. The mailer shall go to www.aesdirect.gov to obtain an Internal Transaction Number (ITN). Left justified. Default is spaces.
1360 - 1407	See Rules	Redirect Name	Alphanumeric(48)	Name of Redirect	Jane Doe	If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. See rule above for when the default value can be spaces. Left justified.
1408 - 1471	See Rules	Redirect E-mail Address	Alphanumeric(64)	E-mail address of Redirect	janedoe@usps.gov	If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. See rule above for when the default value can be spaces. Left justified.

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1472 - 1535	See Rules	Redirect SMS Number	Alphanumeric(64)	Phone number at which redirect will receive text messages.	15552688000@wirelessscarrier.com	If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. See rule above for when the default value can be spaces. Left justified.
1536 – 1583	See Rules	Redirect Address	Alphanumeric(48)	Address of Redirect. This field is not to be used for the city or state.	123 MAINT ST	If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. See rule above for when the default value can be spaces. Left justified.
1584 - 1611	See Rules	Redirect City	Alphanumeric(28)	City name of Redirect address	Reston	If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. See rule above for when the default value can be spaces. Left justified.
1612 – 1613	See Rules	Redirect State	Alphanumeric(2)	Two character state code of the Redirect address	VA	If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. See rule above for when the default value can be spaces. Left justified.
1614 – 1618	See Rules	Redirect Zip Code	Numeric(5)	5 digit ZIP code for Redirect address.	22201	If "3" is selected in the "Senders Instructions in case of non-delivery" field, then this field is mandatory. Shall be 5 digits. Numeric values (0-9) only. See rule above for when the default value can be zeros. Left justified.
1619 - 1622	None (see rules)	Redirect Zip +4	Alphanumeric(4)	+4 add on of ZIP Code for Redirect address.	2804	Numeric values (0-9) only. Default is zeroes.
1623 - 1636	None (see rules)	Sender Customs Reference Number	Alphanumeric(14)	Customs reference number.		Left justified. Default is spaces

DETAIL RECORD 3 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
1637 - 1649	None (see rules)	Insured Number	Alphanumeric(13)	Insured Number	AB0999	Left justified. Default is spaces
1650-1658	None (see rules)	Insured Amount	Numeric(9) Defined as 999999.999	SDR Value of mail item	$5.69 Entered as 0005690	Leading zeros required Numeric values (0-9) Default is zeroes.
1659 - 1675	All (see rules)	Filler	Alphanumeric(17)	For future use		Spaces are required.

Detail Record 4 – Shipping Services v1.7 *(future)*

DETAIL RECORD 4 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)* (*more than one D4 record may exist per mail piece (D1) record)*						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
001 - 002	All (see rules)	Electronic File Detail Record ID	Alphanumeric(2)	A 2-character system constant that identifies an electronic file detail record.	D4	'D4' is required.
003 - 036	All (see rules)	Tracking Number	Alphanumeric(34)	Tracking number encoded in the label used on package. Could be legacy barcode, IMpb or International barcode.	9205512345 6789123456 78	Tracking number shall be unique for 180 days from first use. This shall be the same PIC from Detail Record 1.
037 – 039	All (see rules)	Customs Item Detail Number	Numeric(3)	A sequential number of each unique item enclosed in the package.	001	Right justified, leading zeroes.
040 – 051	All (see rules)	Customs Category Article	Alphanumeric(12)	Harmonization Schedule (HS) tariff number, which shall be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization.		For commercial senders only. Left justified. Sample of actual HTS code: 6110.20 (6 digit level) & 6110.20.1010, 6110.20.1023, 6110.20.2005, etc. (10 digit level) – the periods are needed to determine the level of identification

DETAIL RECORD 4 - Shipping Services File Version 1.7 Layout……10/26/2012						
INTERNATIONAL CUSTOMS INFORMATION *(available April 2013)* *(more than one D4 record may exist per mail piece (D1) record)*						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
052 – 081	All (see rules)	Customs Description	Alphanumeric(30)	Description of article in package.		Required Detailed Description of each article. The words "Food", "Clothing", "Clothes", "Medicine" or "Toys" are not permitted as a stand alone entry. Instead enter a type of each item such as "men's shirts", "prescription drugs" or "model airplane".
082 – 085	All (see rules)	Quantity	Numeric(4)	Total number of articles in package of this customs category.	0020	Value shall be greater than zero.
086 – 093	All (see rules)	Value	Numeric(8) Defined as: 999999v99	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	$100.00 Entered as: 00010000	Value shall be greater than zero.
094 – 098	All (see rules)	Pounds	Numeric(5)	Net weight of articles in package of this customs category.	1.75 lbs. Entered as 00175	Either pounds or ounces shall be greater than zero.
099 - 100	All (see rules)	Ounces	Numeric(2)	Net weight of articles in package of this customs category.	2 oz. Entered as 02	Either pounds or ounces shall be greater than zero.
101 – 102	None (see rules)	Country of Origin of Goods	Alphanumeric(2)	Two character standardized 2-digit ISO International country code. Required for International pieces.	JP	Default is spaces.
103 - 120	All (see rules)	Filler	Alphanumeric(17)	Filler for future use.		Spaces are required.

Shipping Services Electronic File Version 1.6 Layout for Commercial Mailers

The Shipping Services Electronic File Version 1.6 for commercial mailers is the format to be used by the following types of customers:

Shipping Services customers using Intelligent Mail package barcodes / label IDs with the 3-digit service type code. This is optional for eVS use at this time, but may be required in the future.

It is recommended for mailers using the IMpb for Express Mail.

Content and Explanation

This appendix contains the flat file layout for the Header Record, Detail Record 1, and Detail Record 2 of the electronic manifest file. Detail Record 2 is currently not available for eVS mailings. Substantive changes since the previous edition of Publication 205 appear in bold lettering and underlined.

eVS mailers who require new or additional Mailer Identification (MID) numbers must request MIDs through the Business Customer Gateway. eVS mailers who have previously been assigned 9-digit MIDs that begin with other than '9' must be migrated to a conforming MID that begins with '9' no later than January 2013. The following fields use MIDs:

a. Header Record Electronic File Number (EFN)

b. Detail Record 1 Package Identification Code (PIC)

c. Detail Record 1 Client ID/MID Number

d. Detail Record 2 Package Identification Code (PIC)

The mailer may choose to use only the fields required for eVS as annotated in the "Require Code" column with "ALL" or "EVS". The fields that are *not* required for eVS are shaded in gray and do not have any annotation.

Transaction ID (header record positions 098-109) is a field that is used to group files together that are submitted with the transaction ID in reports in eVS. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation. This field must follow the format of year, date, month and sequence number to be valid. The format YYYYMMDD#### of the transaction ID includes the four digit number which is to be sequential for the date.

If the mailer chooses *not* to use the full layout, the optional fields (shaded in gray in the file layout and with the position numbers listed in the heading of each page) must be filled using the default values indicated in the "Content Rules and Limitations" column in Appendix A. Record lengths must not vary; they must be the exact size shown in the record formats. The Header Record is 130 bytes, Detail Record 1 is 532 bytes, and Detail Record 2 is 498 bytes.

Flat File Format

The flat file format used by eVS is similar to but not identical with the one used for Shipping Services:

a. No embedded spaces.

b. The file is an ASCII (American Standard Code for Information Interchange) text with a fixed field length.

c. A line feed with a carriage return is needed at the end of every Header Record and every Detail Record except the last record of the electronic file.

Header Record for file version 1.6

Mailers creating eVS electronic manifests need to be especially careful to observe the following data elements for each Header Record:

a. *Electronic File Type (position 003).* This type is “1” for original eVS files. The Electronic File Type will be the same in every Header Record in the transmission file. (Note – Corrections type is “4”)

b. *Electronic File Number (positions 004–037).* This unique number identifies the electronic manifest file with one of the following 2-digit application identifiers “92” or “93”; (“92”; 9-digit MID; “93”; 6-digit MID) with the 3-digit Service Type Code of “750”; Mailer ID unique to the mailer transmitting the manifest file; a fixed length sequential serial number (9-digit MID is 7 or 11; 6-digit MID is 10 or 14). The length of the EFN serial number should be consistent with the length that is used in the PIC barcode construct. EFNs must remain unique for 180 days from date of first use; and a 1-digit MOD 10 check digit. The Electronic File Number will vary for each Header Record in the transmission file.

c. *Entry Facility ZIP Code (positions 053-057).* This 5-digit number is the 5-digit ZIP Code of the Post Office where mail is presented by the mailer. The Entry Facility ZIP Code can vary for each Header Record in the transmission file, but more than one Header Record may have the same Entry Facility ZIP Code. The ZIP Code must be validated against the Mail Direction File.

d. *Transaction ID (positions 078*-089). This unique 12-digit number creates a new tier in the mailers data hierarchy. This allows mailers to group and organize their daily file transmissions to effectively manage postage payment in eVS/PRS.

e. *Software Vendor Code (positions 090-093).* The 4-character designation will be provided to each software vendor upon successfully completing the Postal Service file certification process. The *Software Vendor Code* (formerly the Unique Developer ID Code) will be the same for every Header Record in the transmission file.

f. *Software Vendor Product Version Number (positions 094-101).* The 8-character designation provided by the software developer. Changes made to approved Product Versions must be reported to the Postal Service and may require recertification. The *Software Vendor Product Version Number (formerly the* Shipping/Manifesting Software’s Product Version Number) will be the same for every Header Record in the transmission file.

Detail Record 1 for file version 1.6

Mailers creating eVS electronic manifests need to be especially careful to observe the following data elements for each Detail Record 1:

a. *Barcode Construct Code (positions 043-046).* This 3-digit alpha numeric code identifies which combination of ZIP, MID and serial number is used in the IMpb.
b. *Container ID; 1 (positions 093-126); 2 (positions 129-162); 3 (positions 165-198).* This is the barcode on the container. This is required for mailers using “open and distribute”.
c. *Container Type; 1 (positions 127-128); 2 (positions 163-164); 3 (positions 199-200).* This is a 2-digit alpha numeric code that describes the type of container used (i.e.; bedload, sack, tray etc.).
d. *Payment Account Number (positions 275-284).* This 10-digit number includes leading zeros and the permit imprint account number used exclusively for eVS that is linked to the postage payment account. For example, permit 12 is presented as 0000000012.
e. *Post Office of Account ZIP Code (positions 287-291).* This 5-digit number is the 5-digit ZIP Code of the Post Office that maintains the permit account linked to the mailer’s postage payment account.

Changes to Detail Record 1 for file version 1.6

In file version 1.6, three fields were moved from Detail Record 2 to Detail Record 1. An additional field was added to Detail Record 1. The affected fields are:

a. *PO Box Indicator (position 503).* This 1-digit alphanumeric code identifies mail manifested to a delivery address with a PO Box.
b. *Waiver of Signature (position 504).* This 1-digit alphanumeric code indicates if the shipper has waived delivery signature for an Express Mail package.
c. *Delivery Option Indicator (position 505).* This 1-digit alphanumeric code indicates the shipper’s preference for delivery. Required for Express Mail, Critical Mail and Parcel Select Regional Ground.
d. *Destination Delivery Point (positions 506-507).* This 2-digit numeric code completes the 11-digit Delivery Point ZIP Code when combined with the provided ZIP+4.

Header Record – Shipping Services v1.6

HEADER RECORD - Electronic File Record Formats Version 1.6 eVS…….10/26/2012						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001 - 002	All	Header Record ID	Alphanumeric (2)	A 2-character system constant that identifies a header record.	H1	'H1' is required.
003 - 003	All	Electronic File Type	Numeric (1)	'1' - Postage & Tracking File '2' - Tracking File '3' - Returns Service '4' - Corrections	1	**''1' - used for electronic Verification System (eVS).** **'3' - used for Returns Services** **'4' - used for Corrections**
004 - 037	All	Electronic File Number	Alphanumeric (34)	Unique number assigned to identify the electronic file. • 2 digits – AI (92 or 93) • 3 digits - '750' • 6 or 9 digits - Mailer ID (MID) • If 6-digit MID 10- or 14-digit serial #; if 9-digit MID, 7- or 11-digit serial # • 1 digit - check digit	9275012345 6789123456 78	Mailer ID must be that of the company transmitting the file. (all file types) 3 digits '750' indicate the service type code for electronic file number This number should be inserted on PS Form 3152 or PS Form 8125. Must be unique for 180 days from first use. Left justified. **Must be a valid barcode construct: C04, C08, C09 or C10.**
038 - 045	All	Date of Mailing	Numeric (8)	Date mail is tendered to USPS.	2008-01-27 Entered as: 20080127	YYYY-MM-DD, date must be valid. Numeric values (0-9) only.
046 - 051	All	Time of Mailing	Numeric (6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	HH:MM:SS, military format and time must be valid. Numeric values (0-9) only.
052 - 052	All (see rules)	Entry Facility Type	Alphanumeric (1)	Type of USPS facility where Mail is tendered. 'A' - ADC 'B' – NDC 'S' - SCF 'D' - DU 'F' - ASF	A	For origin or destination entry facilities. Required for Drop Ship Mailers. Required for Parcel Return Service mailers to note pick-up facility type. Default is spaces.
053 - 057	All	Entry Facility ZIP Code	Numeric (5)	5-digit ZIP Code of postal facility where the mail is tendered.	22201	Numeric only (0-9). See Section 6 for information on the FAST system.
058 - 061		Entry Facility ZIP +4	Numeric (4)	ZIP +4 Code of postal facility where mail is tendered.	4313	Numeric only (0-9). Default is zeroes.
062 - 063	File types 1 and 2 (see rules)	Direct Entry Origin Country Code	Alphanumeric (2)	Two character standardized ISO International country code where Direct Entry Mail originated.	CN	Required for Direct Entry Mailings. Default is spaces.

HEADER RECORD - Electronic File Record Formats Version 1.6 eVS…….10/26/2012						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
064 - 066	File type 1 (see rules)	Shipment Fee Code	Alphanumeric (3)	Code for a fee that applies to the entire shipment such as an on demand pickup fee.	PKF	Currently used for on-demand pickup fee. Default is spaces.
067 - 072	File type 1 (see rules)	Extra Fee for Shipment	Numeric (6)	Fee for entire shipment, such as on demand	$13.40 Entered as: 001340	Currently used for on-demand pickup fee. Default is zeroes.
073 - 074		Filler	Alphanumeric (2)	*Future use.*		Must be spaces.
075 - 077	All	USPS Electronic File Version Number	Numeric (3) Defined as: 99.9	USPS Electronic File Version Number.	01.6 Entered as: 016	Must be version 1.6.
078 - 089	File types 1 and 3 (see rules)	Transaction ID	Alphanumeric (12)	Unique 12-digit number assigned to associate manifests to file transmissions within a 24-hour period.	200806010001	Required for eVS and PRS mailers. Valid format: YYYYMMDD####.
090 - 093	All	Software Vendor Code	Alphanumeric (4)	Code from vendor software to identify the developer of the manifesting system.	1234	Required for vendors. Code provided by vendor software. Default is spaces.
094 - 101	All	Software Vendor Product Version Number	Alphanumeric (8)	Shipping/manifesting software's product version number.	5.02.3A_	Required for vendors. Left justified, trailing spaces. Provided by vendor software. Default is spaces.
102 - 110	All	File Record Count	Numeric (9)	Total number of all records in electronic file to include Header Records and all Detail Records.	000001517	Leading zeroes required.
111 - 130	All	Filler	Alphanumeric (20)	*Future use.*		Spaces are required.

Detail Record 1 – Shipping Services v1.6

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS…….10/26/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001 - 002	All	Detail Record ID	Alphanumeric (2)	A 2-character system constant that identifies a detail record.	D1	'D1' is required.
003 - 036	All	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	Tracking number used on package. May include routing information and Package Identification Code (PIC). • 3 digits - '420' • 5 digits - Routing ZIP Code • 4 digits - Routing +4 • 2 digits - AI (92 or 93) • 3 digits - Service Type Code • 6 or 9 digits - Mailer ID (MID) • If 6-digit MID, 10- or 14-digit serial #; if 9-digit MID, 7- or 11-digit serial # • 1 digit - check digit	4202218192 0551234567 8912345678 or 9205512345 6789123456 78	Tracking number must be unique for 180 days from first use. 3 digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5 digits Routing ZIP Code and 4 digits Routing +4 are optional. Left justified trailing spaces. **Must use non-concatenated barcode for Critical Mail.** **Must use a 9-digit ZIP Code in the IMpb for Hold for Pickup.**
037 - 038	All	Class of Mail	Alphanumeric (2)	A 2-character code for Class of Mail.	PM	**Refer to Appendix G, Table G-2 for the complete list of Mail Class codes.**
039 - 042	All	Service Type Code	Alphanumeric (4)	The 3-digit service type code from the tracking number.	612	**Refer to Appendix G, Table G-1b for the complete list of 3-digit Service Type Codes.**
043 - 046	All	Barcode Construct Code	Alphanumeric (4)	A 3 character code to identify the construct of the IMpb.	C03	**Left justified, trailing spaces.** **File Type 1 and 3 – Legacy Barcode Construct Code – L01 only.** **IMpb Barcode Construct Codes – C01 through C10.** **Refer to Publication 199 Appendix J, Table 1 for the complete list of Barcode Construct codes.**

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……10/26/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
047 - 051	All	Destination ZIP Code	Numeric (5)	eVS = 5-digit ZIP Code destination for delivery address on the parcel. PRS = Origin 5 digit ZIP Code	22201	Must be 5 digits. Numeric values (0-9) only.
052 - 055	File Types 1 and 2 (see rules)	Destination ZIP +4	Alphanumeric (4)	Destination +4 add on of Domestic ZIP Code.	2804	Numeric values (0-9) only. Default zeroes if not available.
056 - 056	FileType1	Destination Facility Type	Alphanumeric (1)	Type of USPS facility where Mail is tendered. 'A' - ADC 'B' - NDC 'S' - SCF 'D' - DU 'F' - ASF	A	Required for Open & Distribute mailings. Default is spaces.
057 - 058	Not available for eVS/PRS	Destination Country Code	Alphanumeric (2)	Two character standardized ISO International country code.	JP	Required for International. Default is spaces for Domestic.
059 - 069	Not available for eVS/PRS	Postal Code	Alphanumeric (11)	Foreign country postal code.	A0A9A0	Required for International. Left justified. Default is spaces for Domestic.
070 - 074	Not available for eVS/PRS	Carrier Route	Alphanumeric (5)	Carrier Route code.	C009	Default is spaces.
075 - 083	All (see rules)	Logistics Manager Mailer ID	Numeric (9)	MID of company that manages the mailing of this shipment.	123456789	This field is used for consolidators that mail for other customers. Must fill in a valid MID for Logistics Manager. Certified customers will receive a copy of the extract file if requested. Numeric values only. Default is spaces. .
084 - 092	All (see rules)	Mail Owner Mailer ID	Numeric (9)	MID of mail owner.	123456789	The mail owner MID or the Mail Owner CRID (positions 200-214) are required if there is a value in the field Logistics Manager Mailer ID. This field is used for consolidators that mail for other customers. Must fill in a valid MID for the company for which you are mailing. Certified customers will receive a copy of the extract file if requested. **6-digit MID is left justified, trailing spaces.** Numeric values only. Default is spaces.
093 – 126	All (see rules)	Container ID 1	Numeric (34)	Barcode on container. This may be a valid IMpb, IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	222010127123456789912345	Default is spaces. Required for Open and Distribute.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……10/26/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
127 – 128	All (see rules)	Container Type 1	Alphanumeric (2)	Describes type of container for Container ID 1. Possible Values: ‘BX’ - Box ‘BL’ - Truck bedload ‘PT’ – Pallet ‘RP’ -- Receptacle ‘SK’ - Sack	SK	Default is spaces.
129 – 162	All (see rules)	Container ID 2	Numeric (34)	Barcode on container. This may be a valid IMpb, IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99N123456789000012345678	Default is spaces.
163 – 164	All (see rules)	Container Type 2	Alphanumeric (2)	Describes type of container for Container ID 2 Possible Values: ‘BX’ - Box ‘BL’ - Truck bedload ‘PT’ – Pallet ‘RP’ -- Receptacle ‘SK’ - Sack	PT	Default is spaces.
165 – 198	All (see rules)	Container ID 3	Numeric (34)	Barcode on container. This may be a valid IMpb, IM Container Barcode, IM Tray Barcode, or a Trailer Placard Barcode.	99T123456789123	Default is spaces.
199 – 200	All (see rules)	Container Type 3	Alphanumeric (2)	Describes type of container for Container ID 3 Possible Values: ‘BX’ - Box ‘BL’ - Truck bedload ‘PT’ – Pallet ‘RP’ -- Receptacle ‘SK’ - Sack	BL	Default is spaces.
201 – 215	All (see rules)	Mail Owner Customer Registration ID (CRID)	Alphanumeric (15)	CRID of Mail Owner		Used by mailing agent to identify mail owner. The mail owner CRID or the mail owner MID (positions 84-92) are required if there is a value in the field Logistics Manager Mailer ID. Default is spaces.
216 – 245		Customer Reference Number	Alphanumeric (30)	Customer’s internal reference number.	123456	Used for customer internal identification purposes. Spaces if not applicable.
246 – 260	All (see rules)	FAST Reservation Number	Alphanumeric (15)	Confirmation Number received when making a scheduled appointment for mail dropped at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only. No embedded spaces. Default is spaces.
261 – 268	All (see rules)	FAST Scheduled Induction Date	Numeric (8)	Scheduled date for mail drop at a postal facility.	20080127	YYYYMMDD Date must be valid. Numeric values (0-9) only. Default is zeroes.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……10/26/2012						
TRACKING INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
269 – 274	All (see rules)	FAST Scheduled Induction Time	Numeric (6)	Scheduled time for mail drop at a postal facility.	131500	HHMMSS Military format and time must be valid. Numeric values (0-9) only. Default is zeroes.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……7/09/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
275 – 284	File Types 1 and 3 (see rules)	Payment Account Number	Numeric (10)	USPS account number from which this mailing will be paid: Permit Number Express Mail Corporate Account (EMCA) Number Federal Agency Number	0012345678	Leading zeroes required. Numeric values (0-9) only. This field required if using Permit imprint, EMCA or Federal Agency Number. If using stamps, meter, Bill Me Later, or PC Postage, then fill with zeroes. Type 1 files for eVS/PRS files must be a permit number.
285 – 286	File Types 1 and 3 (see rules)	Method of Payment	Numeric (2)	Payment system used for mailing: '01' Permit System '02' Express Mail Corporate Account '03' Federal Agency '04' PC Postage '05' Smart Meter '06' Other Meter '07' Stamps	01	Must be USPS approved payment method for mail being tendered. Default is zeroes. Type 1 files for eVS/PRS must use '01'.
287 – 291	File Types 1 and 3 (see rules)	Post Office of Account ZIP Code	Numeric (5)	5-digit ZIP Code of Post Office issuing Permit Number, meter license, EMCA, or pre-canceled stamp.	20260	Must be 5 digits. Numeric values (0-9) only. Type 1 and 3 files for eVS/PRS must be 20260.
292 – 311	File Types 1 and 3 (see rules)	Meter Serial Number	Alphanumeric (20)	Serial number of meter used for postage.	5678123598	Required if method of payment is '05' or '06'. Default is spaces.
312 – 317	File Types 1 and 3	Chargeback Code	Alphanumeric (6)	Code used with EMCA or Federal Agency Number.	12345	Code for customer's internal use. Default is spaces.
318 – 324	File Types 1 and 3	Postage	Numeric (7) Defined as: 9999.999	Postage (excluding Extra service fees and surcharges) less any work share discount.	$5.69 Entered as: 0005690	Leading zeroes required. Numeric values (0-9) only. In unit of dollars and rounded to the nearest cent. Default is zeroes.
325 – 325	File Types 1 and 3	Postage Type	Alphanumeric (1)	'P' - Published 'C' - Customized	P	Indicates whether the postage is based on published or negotiated rates. Default is spaces.
326 – 347	File Types 1 and 3	Customized Shipping Services Contracts (CSSC) Number	Alphanumeric (22)	Contract number for a negotiated rate.	AB123	Default is spaces.
348 – 361	File Types 1 and 3	Customized Shipping Services Contracts Product ID	Alphanumeric (14)	Product ID consists of the mail class, incentive, date, customer and version number.	PSR090108 AB001	Default is spaces.
362 – 362	File Types 1 and 3	Unit of Measure Code	Numeric (1)	Unit of measurement for mail piece weight: '1' - LBS '2' - OZ '3' - KILOS	1	Field must contain a USPS defined valid code. Default is '1' – LBS

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……..7/09/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
363 – 371	File Types 1 and 3	Weight	Numeric (9) Defined as: 99999.999 9	Mail piece weight. In unit of measure and significant to 4 decimal positions. (Exclude weight of non-incidental enclosure Pos. 489-497)	14.3 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0-9) only. Default is zeroes.
372 – 372	File Types 1 and 3	Processing Category	Alphanum eric (1)	Refer to Table G-3.	3	Required for eVS/PRS.
373 – 374	File Types 1 and 3	Rate Indicator	Alphanum eric (2)	Refer to Table G-5.	SP	Required for eVS/PRS.
375 – 375	File Types 1 and 3	Destination Rate Indicator	Alphanum eric (1)	'A' - Area Destination Center (ADC) 'B' - Destination Network Distribution Center (NDC) 'D' - Destination Delivery Unit (DDU/RDU) 'F' - Auxiliary Service Facility (ASF) 'S' - Destination Sectional Center Facility (SCF) 'N' - None	D	Required for destination entry packages and Priority Mail Open and Distribute. Default is 'N' for all other eVS/PRS mail class/products.
376 – 377	File Types 1 and 3	Zone	Alphanum eric (2)	Individual mail piece zone. Valid zones are: '00' - Not Applicable 'LC' - Local Zone '01' through '10'	Zone 3 Entered as: 03 Local Zone Entered as: LC	Required for products with rates based on zones. Leading zeroes required if numeric. Default is zeroes for non-applicable products.
378 – 382	File Type 1	Length	Numeric (5) Defined as: 999.99	Dimensional Length	30.25 Entered as: 03025	The length is the measurement of the longest dimension. Length in inches. Required if rate indicator DR or DN and zone 5, 6, 7, or 8; required with rate indicator CP for Cubic Tier pricing; required with rate indicator RG for Regional Ground. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces. Zero-filled if not applicable.
383 – 387	File Type 1	Width	Numeric (5) Defined as: 999.99	Dimensional Width or Girth	12.75 Entered as: 01275	Width in inches. Required if rate indicator DR or DN and zone 5, 6, 7, or 8; required with rate indicator CP for Cubic Tier pricing; required with rate indicator RG for Regional Ground. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces. Zero-filled if not applicable.
388 – 392	File Type 1	Height	Numeric (5) Defined as: 999.99	Dimensional Height	2.50 Entered as: 00250	Height in inches. Required if rate indicator DR or DN and zone 5, 6, 7, or 8; required with rate indicator CP for Cubic Tier pricing; required with rate indicator RG for Regional Ground. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces. Zero-filled if not applicable.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……..7/09/2012						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
393 – 398	File Type 1	Dimensional Weight	Numeric (6) Defined as: 9999.99	Dimensional Weight	7.88 Entered as: 000788	For GXG and domestic Priority Mail to Zones 5-8 only also required with rate indicator CP for Cubic Tier pricing. For GXG: (LL*WW*HH)/166 (zero-0 filled from left) – space-filled if calculated value of DW rate < or = value of rate of actual weight. For domestic Priority Mail: (LLL*WW*HH)/194 (zero- filled from left) – space-filled if calculated value of DW rate < or = value of rate of actual weight. Zero-filled if not applicable.
399 – 401	All (see rules)	Extra Service Code 1st Service	Alphanumeric (3)	Extra service code Refer to Table G-9b	910	Field contains one extra service code. Required when one extra service is used. Default is spaces.
402 – 407	All (see rules)	Extra Service Fee 1st Service	Numeric (6) Defined as: 9999.99	Fee for 1st Extra Service Code	$.25 Entered as: 000025	Default is zeroes. Required when Extra Service Code 1st Service is populated.
408 – 410	All (see rules)	Extra Service Code 2nd Service	Alphanumeric (3)	Extra service code. Refer to Table G-9b	915	Field contains one extra service code. Required when two extra services are used. Default is spaces.
411 – 416	All (see rules)	Extra Service Fee 2nd Service	Numeric (6) Defined as: 9999.99	Fee for 2nd Extra Service Code	$1.40 Entered as: 000140	Default is zeroes. Required when Extra Service Code 2nd Service is populated.
417 – 419	All (see rules)	Extra Service Code 3rd Service	Alphanumeric (3)	Extra service code. Refer to Table G-9b.	935	Field contains one extra service code. Required when three extra services are used. Default is spaces..
420 – 425	All (see rules)	Extra Service Fee 3rd Service	Numeric (6) Defined as: 9999.99	Fee for 3rd Extra Service Code	$.85 Entered as: 000085	Default is zeroes. Required when Extra Service Code 3rd Service is populated.
426 – 428	All (see rules)	Extra Service Code 4th Service	Alphanumeric (3)	Extra service code. Refer to Table G-9b	921	Field contains one extra service code. Required when four extra services are used. Default is spaces.
429 – 434	All (see rules)	Extra Service Fee 4th Service	Numeric (6) Defined as: 9999.99	Fee for 4th Extra Service Code	$.85 Entered as: 000085	Default is zeroes. Required when Extra Service Code 4th Service is populated.
435 – 437	All (see rules)	Extra Service Code 5th Service	Alphanumeric (3)	Extra service code. Refer to Table G-9b	931	Field contains one extra service code. Required when five extra services are used. Default is spaces.
438 – 443	All (see rules)	Extra Service Fee 5th Service	Numeric (6) Defined as: 9999.99	Fee for 5th Extra Service Code	$.85 Entered as: 000085	Default is zeroes. Required when Extra Service Code 5th Service is populated.
444 – 450	All (see rules)	Value of Article	Numeric (7) Defined as: 99999.99	Wholesale cost of article Required if insured	$200.00 Entered as: 0020000	Mandatory if insurance is being included as an extra service. Default is zeroes.
451 – 456	All (see rules)	COD Amount Due Sender	Numeric (6) Defined as: 9999.99	Dollar amount due on delivery	$206.00 Entered as: 020600	Required if package is COD. Default is zeroes.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……..7/09/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
457 – 460	Not available for PRS/eVS	Handling Charge	Numeric (4) Defined as: 99.99	Handling charge for Registered Mail valued at more than $25,000.	$20.50 Entered as: 002050	Required if First-Class Package Service with Registered service valued more than $25,000. Default is zeroes.
461 – 462	All (see rules)	Surcharge Type	Alphanumeric (2)	Surcharge type code.	1	Default is spaces. Refer to Table G-8b.
463 – 469	File Types 1 and 3	Surcharge Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	$1.656 Entered as: 0001656	Leading zeroes required. Default is zeroes for non-applicable products. Numeric values (0-9) only.
470 – 471	File Types 1 and 3	Discount Type	Alphanumeric (2)	Discount type code.	D1	Default is spaces. Refer to Table G-8a.
472 – 478	File Types 1 and 3	Discount Amount	Numeric (7) Defined as: 9999.999	In unit of dollars and rounded to 3 decimals.	$1.656 Entered as: 0001656	Leading zeroes required. Default is zeroes for non-applicable products. Numeric values (0-9) only.
479 – 480	Not available for eVS/PRS	Non-Incidental Enclosure Rate Indicator	Alphanumeric (2)	Refer to Table G-5.	SP	Mandatory if applicable. Default is spaces if not applicable.
481 – 482	Not available for eVS/PRS	Non-Incidental Enclosure Class	Alphanumeric (2)	Refer to Table G-2.	FC	Mandatory if applicable. Default is spaces if not applicable.
483 – 489	Not available for eVS/PRS	Non-Incidental Enclosure Postage	Numeric (7) Defined as: 9999.999	Postage amount for the non-incidental enclosure. In unit of dollars and rounded to the nearest cent.	$.33 Entered as: 0000330	Mandatory if applicable. Default is zeroes.
490 – 498	Not available for eVS/PRS	Non-Incidental Enclosure Weight	Numeric (9) Defined as: 99999.9999	Individual weight of the non-incidental enclosure.	0.2500 Entered as: 000002500	Mandatory if applicable. In unit of lbs. and significant to 4 decimal positions. Default is zeroes.
499 – 499	Not available for eVS/PRS	Non-Incidental Enclosure Processing Category	Alphanumeric (1)	Refer to Table G-3.	3	Default is spaces for non-applicable products.
500 – 500	File Types 1 and 3	Postal Routing Barcode	Numeric (1)	Indicator of presence and / or type of 5-digit destination ZIP Code (postal routing barcode): 0 - no barcode 1 - GS1/128 barcode 2 - POSTNET barcode	1	Field must contain a valid code. Default is a space
501 – 502	File Type 1	Open and Distribute Contents Indicator	Alphanumeric (2)	'EF' - Flats / Electronic Payment 'PF' - Flats / Non-Electronic Payment 'EL' - Letters / Electronic Payment 'PL' - Letters / Manual Payment 'EP' - Parcels / Electronic Payment 'PP' - Parcels / Manual Payment	EF	Mandatory for Open and Distribute mailings. Default is spaces for non-applicable products
503 – 503	File Type 1	PO Box Indicator	Alphanumeric (1)	'Y' = Express Mail Manifesting addressed to a PO Box.	N	Required for Express Mail. Default value is 'N'.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.6 eVS……..7/09/2012						
RATE / PAYMENT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
504 – 504	File Type 1	Waiver of Signature	Alphanumeric (1)	'Y' = Mailer requests Waiver of signature for Express Mail. 'N' = Mailer does not request Waiver of signature.	N	Required for Express Mail. Default value is 'Y'.
505 – 505	File Type 1	Delivery Option Indicator	Alphanumeric (1)	Refer to Publication 199 Appendix J Table 4. 'P' – Critical Mail 'R' – Parcel Select Regional Ground	1	Required for Express Mail, Critical Mail, and Parcel Select Regional Ground. Default value for Express Mail is '1'.
506 – 507	File Type 1	Destination Delivery Point	Numeric (2)	Destination Delivery Point completes the 11-digit Delivery Point ZIP Code.	00	Default zeroes if not available.
508 – 532	File Type 1	Filler	Alphanumeric (25)	Filler for future use.		Must be spaces.

Detail Record 2 – Shipping Services v1.6

DETAIL RECORD 2 - Electronic File Record Formats Version 1.6 eVS……..3/23/2012						
SPECIAL PRODUCT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001 - 002	All (see rules)	Electronic File Detail Record ID	Alphanumeric (2)	A 2-character system constant that identifies an electronic file detail record.	D2	'D2' is required.
003 - 036	All (see rules)	Intelligent Mail Package Barcode (IMpb)	Alphanumeric (34)	Tracking number used on package. May include routing information and Package Identification Code (PIC). • 3 digits - '420' • 5 digits - Routing ZIP Code • 4 digits - Routing +4 • 2 digits - AI (92 or 93) • 3 digits - Service Type Code • 6 or 9 digits - Mailer ID (MID) • If 6-digit MID, 10- or 14-digit serial #; if 9-digit MID, 7- or 11-digit serial # • 1 digit - check digit	420221819205512345678912345678 or 9205512345678912345678	Tracking number must be unique for 180 days from first use. 3 digits '420' are the routing application identifier. Used only when including a Routing ZIP Code. 5 digits Routing ZIP Code and 4 digits Routing +4 are optional. Left justified trailing spaces.
037 - 084	File Types 1 and 2	Recipient Name	Alphanumeric (48)	Ship to name of addressee.	JOHN DOE	Required for Accountable mail, international mail, and Hold for Pickup. Default is spaces.
085 - 132	File Types 1 and 2	Delivery Address	Alphanumeric (48)	Delivery Address in the destination address.	123 MAIN ST	Required for Accountable mail and international mail. May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) This field is not to be used for the city or state. Default Is spaces.
133 - 160	File Types 1 and 2	City Name	Alphanumeric (28)	City name of the destination address.	Reston	Default is spaces.
161 - 162	File Types 1 and 2	State	Alphanumeric (2)	Two character state code of the destination address.	VA	Default is spaces for international mail.
163 - 167	File Types 1 and 2	Delivery ZIP Code	Numeric (5)	Destination 5-digit ZIP Code.	22201	Must be 5 digits. Numeric values (0-9) only. If International, all zeroes.
168 - 171	File Types 1 and 2	Delivery ZIP +4	Alphanumeric (4)	Destination +4 add on of Domestic ZIP Code.	2804	Numeric values (0-9) only. Default zeroes if not available. If International, all zeroes.
172 - 235	File Types 1 and 2	Recipient E-mail Address	Alphanumeric (64)	E-mail address of recipient.	johnsmith@usps.gov	Required for Hold for Pickup. Default is spaces.
236 - 299	File Types 1 and 2	Recipient SMS Number	Alphanumeric (64)	Phone number at which recipient will receive text messages.	12022685000	Required for Hold for Pickup. Default is spaces.
300 - 347	File Types 1 and 2	Sender Name	Alphanumeric (48)	Name of sender.	Jane Doe	Required for Hold for Pickup. Default is spaces.

DETAIL RECORD 2 - Electronic File Record Formats Version 1.6 eVS……..3/23/2012						
SPECIAL PRODUCT INFORMATION						
Record Position	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
348 - 411	File Types 1 and 2	Sender E-mail Address	Alphanumeric (64)	E-mail address of sender.	janedoe@usps.gov	Required for Hold for Pickup. Default is spaces.
412 - 475	File Types 1 and 2	Sender SMS Number	Alphanumeric (64)	Phone number at which sender will receive text messages.	15552688000	Required for Hold for Pickup. Default is spaces.
476 - 498		Filler	Alphanumeric (20)	For future use.		Must be spaces

Shipping Services Electronic File Version 1.4c Layout for Commercial Mailers

The Shipping Services Electronic File Version 1.4c for commercial mailers is the format to be used by the following types of customers:

Existing Shipping Services customers using the legacy GS1-128 barcode. It is strongly recommended that new mailers implement the IMpb using Electronic File Version 1.6 or 1.7.

Content and Explanation

This appendix contains the flat file layout for the Header Record, Detail Record 1, and Detail Record 2 of the electronic manifest file. Detail Record 2 is currently not available for eVS mailings. Substantive changes since the previous edition of Publication 205 appear in bold lettering and underlined.

eVS mailers who require new or additional Mailer Identification (MID) numbers must request MIDs through the Business Customer Gateway. eVS mailers who have previously been assigned 9-digit MIDs that begin with other than ‘9’ must be migrated to a conforming MID that begins with ‘9’ no later than January 2011. The following fields use MIDs:

a. Header Record Electronic File Number (EFN)
b. Detail Record 1 Package Identification Code (PIC)
c. Detail Record 1 Client ID/MID Number
d. Detail Record 2 Package Identification Code (PIC)

The mailer may choose to use only the fields required for eVS as annotated in the “Require Code” column with “ALL” or “EVS”. The fields that are *not* required for eVS are shaded in gray and do not have any annotation.

Transaction ID (header record positions 098-109) is a field that is used to group files together that are submitted with the transaction ID in reports in eVS. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation. This field must follow the format of year, date, month and sequence number to be valid. The format YYYYMMDD#### of the transaction ID includes the four digit number which is to be sequential for the date.

If the mailer chooses *not* to use the full layout, the optional fields (shaded in gray in the file layout and with the position numbers listed in the heading of each page) must be filled using the default values indicated in the “Content Rules and Limitations” column in Appendix A. Record lengths must not vary; they must be the exact size shown in the record formats. The Header Record is 130 bytes, Detail Record 1 is 200 bytes, and Detail Record 2 is 352 bytes.

Flat File Format

The flat file format used by eVS is similar to but not identical with the one used for Shipping Services:

a. No embedded spaces.

b. The file is an ASCII (American Standard Code for Information Interchange) text with a fixed field length.

c. A line feed with a carriage return is needed at the end of every Header Record and every Detail Record except the last record of the electronic file.

Header Record for file version 1.4c

Mailers creating eVS electronic manifests need to be especially careful to observe the following data elements for each Header Record:

a. *Electronic File Type (position 003).* This type is always “5” for eVS files. The Electronic File Type will be the same in every Header Record in the transmission file.

b. *Electronic File Number (positions 004–025).* This 22-digit unique number identifies the electronic manifest file with the 2-digit application identifier “91”; 2-digit Service Type Code “50”; Mailer ID unique to the mailer transmitting the manifest file; an 8-digit fixed length sequential number unique for 12 months from date of first use; and a 1-digit MOD 10 check digit. The Electronic File Number will vary for each Header Record in the transmission file.

c. *Entry Facility ZIP Code (positions 040–044).* This 5-digit number is the 5-digit ZIP Code of the Post Office where mail is presented by the mailer. The Entry Facility ZIP Code can vary for each Header Record in the transmission file, but more than one Header Record may have the same Entry Facility ZIP Code.

d. *Permit Account Number (positions 045–054).* This 10-digit number includes leading zeros and the permit imprint account number used exclusively for eVS that is linked to the postage payment account. For example, permit 12 is presented as 0000000012. The Permit Account Number will be the same for every Header Record in the transmission file.

e. *Post Office of Account ZIP Code (positions 057–061).* This 5-digit number is the 5-digit ZIP Code of the Post Office that maintains the permit account linked to the mailer’s postage payment account. The Post Office of account ZIP Code will be the same for every Header Record in the transmission file. All current eVS mailers will use 20260 for this 5-digit ZIP Code after conversion.

f. *Unique Developer ID Code (positions 078–080).* The 3-character designation will be provided to each software vendor upon successfully completing the Postal Service file certification process. The Unique Developer ID Code will be the same for every Header Record in the transmission file.

g. *Shipping/Manifesting Software’s Product Version Number (positions 081–088).* The 8-character designation provided by the software developer. Changes made to approved Product Versions must be reported to the Postal Service and may require recertification. The Shipping/Manifesting Software’s Product Version Number will be the same for every Header Record in the transmission file.

Header Record – Shipping Services v1.4c

Header Record 1 (130 bytes)

Format (Size): A= ASCII text (alpha-numeric) **N=** Numeric **Number in parenthesis =** field size

Shaded Areas: The following shaded record position is not required for eVS and defaults to a space: 074.

Require Code: "ALL" indicates required for any file type; DC = Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

Changes: Changes since the previous issue of this publication are indicated with bold and underlined text.

HEADER RECORD 1 - Electronic File Record Formats Version 1.4c eVS……..3/23/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001-002	ALL	Electronic File Header Record ID	**A(2)**	2-character field to identify record as an Electronic File Header Record.	**H1**	"H1" only valid value.
003	ALL	Electronic File Type	**A(1)**	1-character field to identify file type for appropriate processing by Product Tracking System (PTS): ▪ 5 = Electronic Verification System	**5**	"5" only valid value for eVS.
004-025	ALL	Electronic File Number (EFN)	**N(22)**	Unique 22-digit number assigned to identify electronic manifest file matching GS1-128 Code symbology: ▪ 2 digits - Application Identifier (AI) ▪ 2 digits – Service Type Code (STC) ▪ 9 digits – Mailer ID ▪ 8 digits – Fixed length sequential number ▪ 1 digit – MOD 10 check digit	**9150123456789000000019** – –	Elements of EFN: ▪ Application Identifier always "91" ▪ Service Type Code: Always "50" for EFN. ▪ Mailer ID described in Chapter 1. ▪ Fixed length sequential number must be unique for 180 days from date of first use with leading zeros as needed. ▪ MOD 10 check digit described in Chapter 3.
026-033	ALL	Date of Mailing	**N(8)**	Date mail deposited into mailstream by mailer.	**20070427**	YYYYMMDD Date must be valid. If reconciling un-manifested eVS parcels from previous month, date value should be equal last day of that pervious month as described in Chapter 4.
034-039	ALL	Time of Mailing	**N(6)**	Time (estimated) mail deposited into mailstream by mailer.	**131500**	HHMMSS 24-hour time format.
040-044	ALL	Entry Facility	**N(5)**	5-digit ZIP Code of postal facility where mail is deposited into mailstream as defined by USPS *Drop Ship Product File.*	**22201**	5-digit ZIP Code for destination entry facility.

HEADER RECORD 1 - Electronic File Record Formats Version 1.4c eVS……..3/23/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
045-054	EVS, EM, IEM, BI	Payment Account Number	**N(10)**	Permit Number linked to postage payment account used to pay for mailing.	**0012345678**	Leading zeroes required.
055-056	EVS, EM, IEM, BI	Method of Payment	**N(2)**	Payment method used for mailing: 01 = Permit System	**01**	"01" only valid value for eVS.
057-061	EVS	Post Office of Account ZIP Code	**N(5)**	5-digit ZIP Code of where permit is held.	**20260**	Must use 20260 for 5-digit ZIP Code of eVS finance number unless instructed otherwise.
062-073	Drop shipments only	FAST Confirmation Number	**A(12)**	Confirmation Number received when mailer makes a scheduled appointment for depositing mail at a USPS facility.	**AB1234567856**	Leading zeros required for drop shipments. Default value spaces.
074	EM, IEM	Pickup Requested Indicator	**A(1)**	Indicator if mail (such as Priority Mail) picked up by USPS: ▪ Y = Pickup ▪ Space = No pickup	**Y**	Default value spaces.
075-077	ALL	USPS Electronic File Version Number	**N(3)**	USPS Electronic File Version Number.	**014**	" 014" only valid value for eVS
078-080	ALL	Unique Developer ID Code	**A(3)**	A unique code provided by USPS to identify developer of shipping or manifesting system.	**850**	Unique code provided by USPS.
081-088	ALL	Shipping / Manifesting Software's Product Version Number	**A(8)**	Shipping or Manifesting Software Product Version Number.	**5.02.3A _**	Unique number designated by software developer Left-justified, with trailing spaces if necessary.
089-097	ALL	File Record Count	**N(9)**	Total number of all records in this file to include Header and all Detail Records.	**000001517**	Leading zeros required.
098-109	EVS	Transaction ID	**N(12)**	This field is used to group files together that are submitted with the transaction ID within eVS. This allows mailers with multiple mailing sites or multiple daily files to group files together that may be submitted independently (by site or file) for easier reconciliation.	**200806010001**	Optional field for eVS. Must follow the format YYYYMMDD#### to be valid. The four digit number after the date is to be sequential for the date. Default is spaces if not using transaction ID.
110-115	EVS	Chargeback Code	**A(6)**	Federal Agency Cost Code	**023456**	Optional field for eVS. Must be used by Federal Agencies mailing through eVS with leading zeros. Default value spaces for non Federal Agencies.
116-130	ALL	Filler	**A(15)**	Filler for future use		Must be spaces

Detail Record 1 – Shipping Services v1.4c

Detail Record 1 (200 Bytes) – *Blank Fields are Optional, ALL indicates required for any type of file.

Format (Size): A= ASCII text (alpha-numeric), **N =** Numeric, **Number in parenthesis** = field size

Shaded Areas: The following shaded record positions are not required for eVS: 036-037 (default to spaces); 076-079 (default to zeroes); 170-171 and 172-173 (default to spaces); 174-180, 181-189, and 190-198 (default to zeroes).
Required Field: "ALL" indicates required for any file type; DC= Delivery Confirmation; SC = Signature Confirmation; EM = Express Mail; IEM = International Express Mail; BI = Bulk Insurance; EVS = Electronic Verification System

Changes: Changes since the previous issue of this publication are indicated with bold and underlined text.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
001-002	ALL	Electronic File Detail Record ID	**A(2)**	A 2-character system constant, which identifies an electronic file detail record.	**D1**	'D1' is required.
003-004	ALL	Products or Classes of Mail	**A(2)**	A 2-character code for Product or Class of Mail. Refer to Class of Mail table.	**PM**	Table G-2 (Appendix G) contains valid values for eVS
005-026	ALL	Package Identification Code (PIC)	**N(22)**	Unique 22-digit number assigned to identify a parcel and generate an associated mailing label barcoded using GS1-128 Code Symbology ▪ 2 digits - Application Identifier (AI) ▪ 2 digits – Service Type Code (STC) ▪ 9 digits – Mailer ID ▪ 8 digits – Fixed length sequential number ▪ 1 digit – MOD 10 check digit	GS1-128 **9101941233312000012348** _ _	Elements of PIC ▪ Application Identifier always "91" ▪ Service Type Code: Table G-1 (Appendix G) contains valid values for eVS. ▪ Mailer ID described in Chapter 1. ▪ Fixed length sequential number must be unique for 180 days from date of first use with leading zeros as needed. ▪ MOD 10 check digit described in Chapter 3.
027-031	ALL	Destination ZIP Code	**N(5)**	eVS = 5-digit ZIP Code destination for delivery address on the parcel.	**22201**	Valid 5-digit ZIP Code required.
032-035	ALL	Destination ZIP +4	**N(4)**	4-digit destination add-on corresponding to domestic 5-digit ZIP Code provided in record positions 027-031.	**2804**	Default spaces if not available. (4-digit add-on is never preceded by hyphen in the file).
036-037	IEM	Country Code	**A(2)**	2-character International Standards Organization (ISO) country code. Required for International pieces.	**UK**	Default value spaces for domestic mail.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
038-044	ALL	Postage	**N(7)**	Postage amount excludes: ▪ Extra Service fee amounts in record positions 082-086, 089-093, 096-100 ▪ Discount or Surcharge amount in record positions 163-169. ▪ Nonincidental Enclosure postage amount in record positions 174-180. For Standard Mail and Presorted Bound Printed Matter, compute both piece rate and pound rate and add together to obtain parcel rate (see Appendix E.) For Standard Mail, the piece-rate calculation is used if the parcel weighs 3.3 ounces (0.2063 pound) or less; the piece-pound calculation is used if the parcel weighs less more than 3.3 ounces (0.2063 pound).	**Example 1: $1.6411 Entered as: 0001641 Example 2: $1.6415 Entered as: 0001642**	Discounts are not included in postage amount in record positions 038-044. Leading zeroes required in unit of dollars and rounded off to 3 decimal positions. Chapter 1 and Appendix E contain postage computation rules.
045	EVS, EM, IEM, BI	Unit of Measure	**N(1)**	1-digit code (numeric) to identify unit of weight measurement for parcel mail: ▪ 1 – pound All parcel weights, including those for First-Class and Standard Mail parcels, must be expressed in pounds.	**1**	"1" only valid value for eVS.
046-054	EM, IEM, BI EVS	Weight	**N(9)**	Actual mailpiece weight. Physical weight, not rate weight, must be used. For example, a Parcel Select parcel weighing 1.2513 pounds is expressed as 1.2513 pounds, not 2.0000 pounds.	**14.3257 pounds Entered as: 000143257**	Weight represents actual physical weight. Leading zeroes required. In unit of measure and rounded off to 4 decimal positions. Weight of any nonincidental enclosure in positions 181-189 must be excluded.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
055	ALL	Processing Category	**A(1)**	1-character code to identify mail processing categories for eVS parcels: ▪ 2 = Flats (Priority Mail or Express Mail only) ▪ 3 = Machinable Parcels (all parcel classes and subclasses except Priority Mail) ▪ 4 = Irregular Parcels (Standard Mail, Bound Printed Matter, Media Mail, and Library Mail) ▪ 5 = Nonmachinable Parcels (all parcel classes and subclasses except Standard Mail and Priority Mail) ▪ O = Open and Distribute	**3**	Table G-3 (Appendix G) contains valid values for eVS.
056	EVS	Destination Rate Indicator	**A(1)**	1-character code (alpha) to identify Destination Rate Indicators (DRIs) for eVS parcels that designate a destination entry facility and rate ▪ A = Area Distribution Center (ADC) ▪ B = Destination Network Distribution Center (DNDC) ▪ D = Destination Delivery Unit (DDU) ▪ F = Auxiliary Service Facility (ASF) ▪ S = Destination Sectional Center Facility (DSCF) ▪ N = None	**D**	Table G-4 (Appendix G) contains valid values for eVS.
057-058	EVS, EM, IEM	Rate Indicator	**A(2)**	2-character code (alpha or alphanumeric) to identify Rate Indicator (RI) that designates a rate for a mail class or subclass available for eVS parcels and: ▪ With a few exceptions, does not contain class – or subclass – specific information. ▪ Does not contain barcoding information. Refer to Rate Indicator Code table for valid values.	**SP**	Table G-5 (Appendix G) contains valid values for eVS.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
059-060	EVS	Zone	**A(2)**	Individual mailpiece zones valid for eVS parcels are: ▪ 00 = Not applicable ▪ LC = Local Zone ▪ 01 thru 08 = Zones 1 through 8	**00**	Table G-6 (Appendix G) contains valid values for eVS. Leading zeroes required if numeric. Default value zeroes for nonapplicable mail classes, subclasses, or rate categories.
061	EVS, EM	PO Box Indicator	**A(1)**	Y = Express Mail® addressed to a PO Box.	**N**	Default value is 'N'. Mandatory for Express Mail® Manifesting and when mailing Express Mail® in eVS.
062	EVS, EM	Waiver of Signature	**A(1)**	Waiver of signature for Express Mail® ▪ Y = Mailer requests waiver of signature on delivery for Express Mail® ▪ N = Mailer does not request waiver of signature on delivery of Express Mail®	**N**	Default value is 'Y'. Mandatory for Express Mail® Manifesting and when mailing Express Mail® in eVS.
063	EVS, EM	No Weekend/ Holiday Delivery	**A(1)**	Express Mail delivery: ▪ 1 = Normal (default) for regular delivery for Express Mail® Manifesting ▪ 2 = No weekend delivery ▪ 3 = No holiday delivery ▪ 4 = No weekend or holiday delivery 'P' – Critical Mail 'R' – Parcel Select Regional Ground	**1**	Required for Express Mail, Critical Mail and Parcel Select Regional Ground. Default value for Express Mail is '1'.
064-070	EVS, BI	Value of Article if Insured	**N(7)**	Wholesale cost of article. Required if insured.	**$200.05 Entered as: 0020005**	Default value zeroes. Mandatory if insurance is being included as an Extra Service.
071-075	EVS, BI	COD Amount for Fee Calculation	**N(5)**	Dollar amount to be collected or insurance coverage desired, whichever is higher. The amount is entered in this field and is used to determine the COD fee entered in record positions 082-086, 089-093, or 096-100.	**$206.00 Entered as: 20600**	Default value zeroes. Required if parcel COD.
076-079	BI	Handling Charge	**N(4)**	Handling charge for registered mail valued at more than $25,000.00.	**$20.50 Entered as: 2050**	Default value zeroes. Required if First-Class Package Service with registered service valued more than $25,000.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
080-081	ALL	Extra Service Code 1st Service	**N(2)**	Extra Service code as defined by USPS in Table G-9a (Appendix G).	**01**	Default value spaces. Mandatory when one Extra Service used. Table G-9a (Appendix G) contains valid values
082-086	ALL	Fee for 1st Extra Service	**N(5)**	Fee for 1st Extra Service Code.	**Example 1: $0.251 Entered as: 00025** **Example 2: $0.256 Entered as: 00026**	Default value zeroes. Mandatory when 1 Extra Service used. If Extra Service code is not spaces, then fee must be numeric and greater than five zeros. If Extra Service code is 01 and Class of Mail code in positions 003-004 is PM or PS, then fee must be 00000.
087-088	ALL	Extra Service Code 2nd Service	**N(2)**	Extra Service code as defined by USPS in Table G-9a (Appendix G).	**04**	Default value spaces. Mandatory when 2 Extra Services used. Example: Integrated barcode with Delivery Confirmation and Insurance. Table G-9a (Appendix G) contains valid values for eVS.
089-093	ALL	Fee for Extra Service 2nd Fee	**N(5)**	Fee for 2nd Extra Service Code.	**See example for positions 082-086**	Default value zeroes. Mandatory when 2 Extra Services used. See content rules and limitations in positions 082-086.
094-095	ALL	Extra Service Code 3rd Service	**N(2)**	Extra Service code as defined by USPS in Table G-9a (Appendix G).	**05**	Default value spaces. Mandatory when 3 Extra Service used. Table G-9a (Appendix G) contains valid values for eVS.
096-100	ALL	Fee for Extra Service 3rd Fee	**N(5)**	Fee for 3rd Extra Service Code.	**See example for positions 082-086**	Default value zeroes. Mandatory when 3 Extra Services used. See content rules and limitations in positions 082-086.
101-105	EVS	Length	**N(5)**	Mailpiece length measured in inches, rounded off to a whole inch if dimensional weight required.	**Example: 50.30 inches** **Entered as: 05000**	Default value spaces. Required if rate indicator DR or DN and zone 5, 6, 7, or 8; required with rate indicator CP for Cubic Tier pricing; required with rate indicator RG for Regional Ground. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
106-110	EVS	Width	**N(5)**	Mailpiece width measured in inches, rounded off to a whole inch if dimensional weight required.	**Example: 20.80 inches** **Entered as: 02100**	Default value spaces. Required if rate indicator DR or DN and zone 5, 6, 7, or 8; required with rate indicator CP for Cubic Tier pricing; required with rate indicator RG for Regional Ground. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces.
111-115	EVS	Height	**N(5)**	Mailpiece height measured in inches, rounded off to a whole inch if dimensional weight required.	**Example: 5.5 inches** **Entered as: 00600**	Default value spaces. Required if rate indicator DR or DN and zone 5, 6, 7, or 8; required with rate indicator CP for Cubic Tier pricing; required with rate indicator RG for Regional Ground. If required, must be >0 and a whole number. Not required for any other parcel mail, including balloon rate and oversized rate pieces.
116-121	EVS	Dimensional Weight	**N(6)**	Postage for Priority Mail parcels for zones 5 thru 8 and exceeding 1 cubic foot (1,728 inches) is based on actual weight or dimensional weight, whichever is greater. Mailpiece dimensional weight in pounds, rounded to a whole pound is calculated as follows (as described in *Domestic Mail Manual* 123.1.0) :Multiply rounded length by rounded width by rounded height to arrive at cubic inches. 1. If the result is 1,728 cubic inches or less use actual weight to calculate postage. 2. If result exceeds 1,728 cubic inches, proceed as follows according to parcel shape to determine dimensional weight: ▪ If piece is rectangular result is divided by 194 and rounded up to next whole number. ▪ If piece is nonrectangular, multiplication result is further multiplied by an adjustment factor of 0.785. If result exceeds 1,728 cubic inches, that result is divided by 194 and rounded up to next whole number. If dimensional weight exceeds actual weight in record	**Rectangular Example:** **32.47 pounds (result from division of [50x21x6] divided by 194)** **Entered as: 003300** **Non–rectangular Example:** **25.49 pounds (result from [50x21x6x 0.785] divided by 194)** **Entered as: 002600**	Default value spaces. Required if rate indicator is DR or DN and zone is 5, 6, 7, or 8. If required, must be >0 and a whole number: also required with rate indicator CP for Cubic Tier pricing. Not required for any other parcel mail, including balloon rate and oversized rate pieces.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
				positions 046–054, then the dimensional weight is used for postage calculation.		
122-130	ALL	Client Mailer ID	**N(9)**	Used by shippers mailing for other clients: ▪ Mailer ID must be registered with USPS for client for which shipper is mailing ▪ Client must be certified by USPS to receive a copy of extract file ▪ Mailer ID must be set up with an FTP address for client to receive copy of extract file	**123456789**	Default value zeroes.
131-160	ALL	Customer Reference Number	**A(30)**	Used for customer internal identification purposes.	**123456**	Default value zeroes. If used with EM, Express Mail charge back number must be in this field.
161-162	EVS	Discount or Surcharge Type	**A(2)**	For certain classes of mail or rates, discounts are available. For First-Class and Standard Mail, surcharges might be required for certain mailpiece physical characteristics.	**D1**	Both discounts and surcharges are entered in record positions 161 and 162. Table G-8 (Appendix G) contains valid values for eVS.
163-169	EVS	Discount or Surcharge Amount	**N(7)**	Discount or surcharge in unit of dollars and rounded off to 3 decimals. Discounts and surcharges are not to be incorporated into the postage amount field (record positions 038–044) but placed in record positions 163–169. Discounts are considered "subtractions" or negative amounts when computing total postage. They reduce total postage. Surcharges are considered "additions" or positive amounts when computing total postage. They increase total postage.	**Example 1: $0.2423 Entered as: 0000242** **Example 2: $0.2426 Entered as: 0000243**	Leading zeroes required. Default value zeroes for nonapplicable products.
170-171	See rules →	Nonincidental Enclosure Rate Indicator	**A(2)**	Valid in any combination with the Class of Mail code in record position 172-173. Table G-5 (Appendix G) contains permissible rate indicators for each class of mail.	**5D**	Restrict rate indicators to those available to class of mail indicated in positions 172-173. Default value spaces if not applicable. Mandatory if applicable.

DETAIL RECORD 1 - Electronic File Record Formats Version 1.4c eVS……5/17/2012						
Record Positions	**Required Field**	**Field Name**	**Format (Size)**	**Description**	**Example**	**Content Rules and Limitations**
172-173	See rules →	Nonincidental Enclosure Class	**A(2)**	Class of Mail codes restricted to the following: ▪ FC = First-Class Package Service ▪ SA + Standard Mail Regular	**FC**	Restrict to First-Class Package Service and Standard Mail Regular. Default value spaces if not applicable. Mandatory if applicable.
174-180	See rules →	Nonincidental Enclosure Postage	**N(7)**	Postage amount of nonincidental enclosure. In unit of dollars and rounded off to 3 decimal positions.	**$.42 Entered as: 0000420**	Default value zeroes. Mandatory if applicable.
181-189	See rules →	Nonincidental Enclosure Weight	**N(9)**	Individual weight of the nonincidental enclosure. In unit of pound and rounded off to 4 decimal positions.	**0.1250 Entered as: 000001250**	Default value zeroes. Mandatory if applicable.
190-198	EVS, EM, IEM	Customer Design Agreement Number	**N(9)**	Customer Design Agreement Number for Express Mail.	**000000000**	Default value zeroes. Mandatory if Express Mail® is Customer Design and when mailing Express Mail in eVS. .
199	EVS	Postal Routing Barcode	**A(1)**	1- character code (numeric) to identify presence and type of 5-digit (destination ZIP Code) on the parcel: ▪ 0 = Absence of barcode ▪ 1 = GS1-128 barcode ▪ 2 = POSTNET or IMB barcode	1	Mandatory for eVS. Table G-7 (Appendix G) contains valid values for eVS.
200	ALL	Filler	**A(1)**	Filler area for future expansion.		Must be spaces.

Appendix B eVS Applications

eVS ® ELECTRONIC VERIFICATION SYSTEM APPLICATION

eVS manifesting is used for permit imprint parcel mail including Parcel Select, Express Mail, Priority Mail, First-Class Package Service, Standard Mail, Media Mail and Bound Printed Matter.

Mailers interested in eVS must first establish a permit account number exclusively for eVS use, obtain a CAPS Debit postage payment account, and request a Mailer Identification (MID) number from the USPS Business Customer Gateway to be used exclusively for eVS mailings and data file transmission.

Email the completed application to the *PostalOne!* Help Desk at eVS@usps.gov. If you have questions about the application, please call (877) 264-9693 Option 4 or send your questions to eVS@usps.gov.

Part A. Mailer Information

1. Company name

2. Company corporate address
Street address:
City, state, and ZIP+4:

3. Primary Contact information
Name
Title
Telephone number
Fax number
Email address

4. Company Contact – Financial
Name
Title
Telephone number
Email address

5. Company Contact - Technical
Name
Title
Telephone number
Email address

6. Desired participation date in eVS

7. Summary of package mail shipped by your company

Mail Type	**Annual Volume in Pieces**
☐ a. Express Mail	
☐ b. Priority Mail	
☐ c. First-Class Package Service	
☐ d. Standard Mail	
☐ e. Parcel Select	
☐ f. Bound Printed Matter	
☐ g. Media Mail	
☐ h. Library Mail	
☐ i. Parcel Return Service	

8. Name of person completing application *(signature not required)*	**Date**

Part B. Mailer and Client Identification

1. Mailer Identification (MID) numbers and site locations

A USPS-provided MID must be used in the package barcode and corresponding detail record in the electronic manifest files to identify the mailer or the mailer's client.

All eVS mailers must use *6-digit or 9-digit Mailer IDs (MIDs) issued by the Postal Service. Mailers who need to obtain MIDs for eVS use can request MIDs through the Business Customer Gateway at https://gateway.usps.com/bcg/login.htm. The usage of eVS MIDs is restricted to eVS packages only; they may not be used for other programs. Once issued, a **PS Form 5051, *Confirmation Services - Electronic Option Application,*** must be submitted for each MID. **PS Form 5052, *Printer Certification Submission,*** is used for barcode and label certification.

Transmissions List the "master" MID (9-digit mailer identification number) of your company to be used in all eVS manifest file header records. Header records identify the sender of eVS files. Only the "master" MID may be used for this purpose and file transmissions. The master MID used for eVS file transmissions may not be used to transmit any other file type.

Packages List any additional eVS exclusive MIDs of your company to be used in the package identification codes (PICs) in the detail records of the eVS files and as part of the package barcode printed on the mailing label. These additional numbers generally represent different company sites or divisions within your company. The master MID used for transmissions may also be used for PICs. Package MIDs used in eVS PICs may be used only for eVS mailings.

*6-digit MIDs will be only be assigned under special circumstances.

Company Site	Street Address	City	State	ZIP Code	Contact Telephone	MID
Example: ***Kansas City***	***3801 Walnut St***	***Kansas City***	***MO***	***64111***	***816-000-0000***	***123412341***
Mailer Identification (MID) number to be used in all eVS file transmission header records						
MIDs to be used in package identification codes (PICs) in detail records and barcode on labels						

2. Client identification numbers

Provide a numeric listing of each 9-digit Mailer Identification (MID) number to be used by your clients for the package identification codes (PICS) in the detail records of the eVS file transmission and as part of the package barcode printed on the mailing label.

Client Name	Street Address	City	State	ZIP Code	MID
Example: ***KC Cards***	***12 Main St***	***Kansas City***	***MO***	***64111***	***432143214***

3. Customer Registration Identification Number (CRID)

A CRID is created by the Postal Service customer registration system to uniquely identify a USPS customer at a particular location. CRIDs connect a company's information at a physical address across USPS applications. CRIDs are assigned through the Business Customer Gateway.

CRID Assigned to Company Corporate Location / Associated with Master MID

4. Mailer permit account number

eVS requires a single national permit account number that is used exclusively for all eVS mailings. This number may not be used to enter non-eVS mail. **PS Form 3615** is used to establish the new permit account. Forms and information are available at http://ribbs.usps.gov/applicationForms/index.jsp?

Name or Abbreviation to Appear in Company Permit Imprint:

eVS Permit Number	City	State	ZIP Code
	Washington	DC	20260

5. Mailer CAPS account number

eVS requires a CAPS (Centralized Account Processing System) debit account for postage payment. You may use an existing CAPS debit account or open a new one for eVS.

Do you currently have a *PostalOne!* CAPS debit account that you wish to use?

☐ No ☐ Yes If yes, what is the CAPS number?

If you need a CAPS debit account or wish to open one for eVS, please complete **PS Form 6001**, **PS Form 6002**, and **PS Form 6003** after you have been issued an exclusive eVS permit imprint account number. Forms and information are available at http://caps.usps.gov/capsform.asp

Part C. Parcel Products

1. Mail classes and price categories

Check all mail classes, subclasses, and price categories applicable to your current mailing operations (packages only). Not all products are currently available under eVS. Only the products listed in this section are available for eVS manifesting and postage payment.

a. Package Services

Mail Subclass and Price Category	Mail Processing Category	
☐ **Parcel Select**	**Machinable**	**Non-Machinable**
☐ **Presorted destination entry price**		
☐ Destination Network Distribution Center (DNDC) price	☐	☐
☐ Destination Sectional Center Facility (DSCF) price	☐	☐
☐ Destination Delivery Unit (DDU) price	☐	☐
☐ **Presorted price**		
☐ ONDC presort discount price	☐	☐
☐ NDC presort discount price	☐	☐
☐ **Nonpresort price (single-piece price)**	☐	**N/A**
☐ **Regional Ground**		
☐ Network Distribution Center (ONDC) price	☐	☐
☐ Sectional Center Facility (OSCF) price	☐	☐
☐ **Parcel Select Lightweight**	**Machinable**	**Irregular**
☐ None destination entry price	☐	☐
☐ Destination Network Distribution Center (DNDC) price	☐	☐
☐ Destination Sectional Center Facility (DSCF) price	☐	☐
☐ Destination Delivery Unit (DDU) price	☐	☐
☐ **Bound Printed Matter**	**Machinable**	**Irregular**
☐ **Presorted price (minimum 300 pieces):**		
☐ Destination Network Distribution Center (DNDC) price	☐	☐
☐ Destination Sectional Center facility (DSCF) price	☐	☐
☐ Destination Delivery Unit (DDU) price	☐	☐
☐ **Commercial Parcels - nonpresorted**	☐	☐
☐ **Media Mail – Commercial Parcels**		
☐ **Library Mail – Commercial Parcels**		

b. Standard Mail

Mail Subclass and Price Category		Mail Processing Category	
☐ **Marketing**	☐ **Marketing Nonprofit**	**Piece & lbs 3.3-oz or less**	**Piece & lbs 3.3-oz or more**
☐ None destination entry price		☐	☐
☐ Destination Network Distribution Center (DNDC) price		☐	☐
☐ Destination Sectional Center Facility (DSCF) price		☐	☐
☐ Destination Delivery Unit (DDU) price		☐	☐
☐ **Carrier Route:**		**Piece & lbs 3.3-oz or less**	**Piece & lbs 3.3-oz or more**
☐ Saturation		☐	☐
☐ High Density		☐	☐
☐ Basic		☐	☐
☐ **Standard Mail Nonprofit**			
☐ **Machinable**	☐ **Irregular**	**Piece & lbs 3.3-oz or less**	**Piece & lbs 3.3-oz or more**
☐ None destination entry price		☐	☐
☐ Destination Network Distribution Center (DNDC) price		☐	☐
☐ Destination Sectional Center Facility (DSCF) price		☐	☐
☐ Destination Delivery Unit (DDU) price		☐	☐

c. Express Mail, Priority Mail and First-Class Package Service

Mail Subclass and Price Category			
☐ **Priority Mail**	☐ **Commercial Base**	☐ **Commercial Plus**	☐ **Commercial Plus Cubic**
☐ Single-piece price		☐ Balloon	
☐ Dimensional Weight Rectangular		☐ Dimensional Weight NonRectangular	
Flat Rate Boxes (regardless of weight or domestic destination)		Flat Rate Envelopes (regardless of weight or domestic destination)	
☐ Small Flat Rate box		☐ Flat Rate envelope	
☐ Medium Flat Rate box		☐ Legal Flat Rate envelope	
☐ Large Flat Rate box		☐ Padded Flat Rate envelope	
☐ Military Flat Rate box (APO/FPO/DPO)			
☐ Regional Rate Box A	☐ Regional Rate Box B	☐ Regional Rate Box C	
☐ **Priority Mail Open & Distribute**		☐ **DDU Entry**	☐ **All Other Entry**
☐ Half Tray Box	☐ Full Tray Box	☐ EMM Tray Box	☐ Flat Tub Tray Box

☐ **Critical Mail**

☐ **Letter** ☐ **Flat**

☐ **First-Class Package Service** ☐ **Commercial Plus**

- ☐ **Non-presorted price (single-piece price)**
- ☐ **Presorted price**
  - ☐ 5-digit price
  - ☐ 3-digit price
  - ☐ ADC price

☐ **Express Mail** ☐ **Commercial Base** ☐ **Commercial Plus**

☐ **Hold for Pickup** ☐ **Post Office to Addressee**

- ☐ Flat Rate envelope (regardless of weight or domestic destination)
- ☐ Legal Flat Rate envelope (regardless of weight or domestic destination)
- ☐ Padded Flat Rate envelope (regardless of weight or domestic destination)
- ☐ Flat Rate Boxes (regardless of weight or domestic destination)
- ☐ Single-piece price (based on weight and destination zone-price)

☐ **Express Mail Open & Distribute *(IMpb, file version 1.6 or 1.7 required)***

d. Parcel Return Service

Mail Classes and Subclasses

☐ **Parcel Return Service**	**Machinable**	**Nonmachinable**
☐ Return Network Distribution Center (RNDC) price	☐	☐
☐ Return Sectional Facility (RSCF) price	☐	☐
☐ Return Delivery Unit (RDU) price	☐	☐
☐ Balloon price	☐	☐
☐ Oversized price	☐	☐

e. Combined Mailings

Mail Classes and Subclasses

- ☐ Parcel Select
- ☐ Bound Printed Matter
- ☐ Media Mail
- ☐ Library Mail
- ☐ Standard Mail

Authorization Type (Domestic Mail Manual 705.6 and 705.7)

- ☐ **DMM 705.6.2** (Combining Parcels and NFMs—DNDC Entry)
- ☐ **DMM 705.6.3** (Combining Parcels—Parcel Select ONDC Presort, NDC Presort, DSCF, DDU Rates)
- ☐ **DMM 705.6.4** (Combining Package Services, Parcel Select and Standard Mail — Optional 3-Digit SCF Entry)
- ☐ **DMM 705.7.1** (Combining Parcels—DSCF and DDU Entry)
- ☐ **DMM 705.7.2** (Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry)
- ☐ **DMM 705.20.1** (Combining Parcel Select, Package Services, and Standard Mail Parcels)

Submit a copy of appropriate authorization letter with application.

f. Extra Service Options for Domestic Mail

- ☐ **No Extra Services (passive en route barcode)**
- ☐ **Extra Services:**
  - ☐ Adult Signature *(Express Mail, Priority Mail and Parcel Select only)**
  - ☐ Adult Signature Restricted Delivery *(Express Mail, Priority Mail and Parcel Select only)**
  - ☐ Collect on Delivery (COD) (PS Form 3877 required)
  - ☐ Delivery Confirmation
  - ☐ Hold for Pickup *(Express Mail, First-Class Package Service, Priority Mail and Parcel Select only)*
  - ☐ Insured Mail *(Package Services and Standard Mail only)* (PS Form 3877 required)
  - ☐ Restricted Delivery
  - ☐ Return Receipt (COD and Insured Mail)
  - ☐ Signature Confirmation
  - ☐ Special Handling

Part D. Acceptance Points/ Mailer's Sort Facilities

1. **BMEU and DMU acceptance points**
   Please provide data for all acceptance points and sort facilities that will migrate to eVS manifesting when the certification process is complete. List by permit number and mailing site as shown by the example all business mail entry units (BMEUs) at Postal Service facilities and, if applicable, detached mail units (DMUs) in your company's production plants where mailings are currently verified and accepted by the Postal Service (attach an electronic spreadsheet if additional entries are necessary).

2. **Mailer's sort facilities**

   Provide information for all the facilities where you prepare and sort parcel mail.

1. BMEU and DMU Acceptance Points				2. Mailer's Sort Facilities	
Permit No.	**BMEU**	**DMU**	**BMEU/DMU City/State/ZIP**	**Mailer's Sort Facility Name**	**Mailer's Sort Facility Complete Physical Address**
45	☒	☐	***Denver CO 80266-9651***	***ABC Mailing House***	***1204 W Main ST Lakewood CO 80214***
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
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	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			
	☐	☐			

Part E. Entry Facilities

- **Destination and origin entry facility listing**
  Check destination entry facilities—Network Distribution Centers (NDCs), Sectional Center Facilities (SCFs), Destination Delivery Units (DDUs)—within the NDC ZIP Code ranges shown. If origin entry facilities are used including detached mail units within the mailer's plant, check the appropriate boxes within the NDC ZIP Code ranges. Send an electronic file or spreadsheet listing the destination entry facilities and city, state, and ZIP Codes of SCFs, DDUs, and origin facilities.

  a. NDC/ASF Service Area ZIP Codes subject to change, please refer to Domestic Mail Manual (DMM) Labeling List (L601—NDCs and L602—ASFs)
  b. NDC/ASF—DNDC Price Eligibility (please refer to DMM 453 exhibit 453.3.1.3)

Entry facility – Serving NDC/ASF	NDC/ASF Service Area ZIP Codes	DNDC	DSCF	DDU	Origin
NDC New Jersey NJ 00102	005, 066, 068-079, 085-119, 124-127	☐	☐	☐	☐
NDC Springfield MA 05500	010-065, 067, 120-123, 128,129	☐	☐	☐	☐
ASF Buffalo NY 140	130-136, 140-149	☐	☐	☐	☐
NDC Pittsburgh PA 15195	130-136, 140-168, 260-265, 439-449	☐	☐	☐	☐
NDC Philadelphia PA 19205	080-084, 137-139, 169-199	☐	☐	☐	☐
NDC Washington DC 20499	200-212, 214-239, 244, 254, 267, 268	☐	☐	☐	☐
NDC Greensboro NC 27075	240-243, 245-249, 270-297, 376	☐	☐	☐	☐
NDC Atlanta GA 31195	298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	☐	☐	☐	☐
NDC Jacksonville FL 32099	006-009, 299, 313-316, 320-342, 344, 346, 347, 349	☐	☐	☐	☐
NDC Memphis TN 38999	369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	☐	☐	☐	☐
NDC Cincinnati OH 45900	250-253, 255-259, 266, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	☐	☐	☐	☐
NDC Detroit MI 48399	434-436, 465-468, 480-497	☐	☐	☐	☐
NDC Des Moines IA 50999	500-516, 520-528, 570-577, 612, 680, 681, 683-689	☐	☐	☐	☐
NDC Minneapolis/St. Paul MN 55202	498, 499, 540-551, 553-567, 580-588	☐	☐	☐	☐
ASF Sioux Falls SD 570	570-577	☐	☐	☐	☐
ASF Fargo ND 580	565, 567, 580-588	☐	☐	☐	☐
ASF Billings MT 590	590-599, 821	☐	☐	☐	☐
NDC Chicago IL 60808	463, 464, 530-532, 534, 535, 537-539, 600-611, 613	☐	☐	☐	☐
NDC St. Louis MO 63299	420, 423, 424, 475-479, 614-620, 622-	☐	☐	☐	☐

Entry facility – Serving NDC/ASF	NDC/ASF Service Area ZIP Codes	DNDC	DSCF	DDU	Origin
	631, 633-639				
NDC Kansas City KS 64399	640, 641, 644-658, 660-662, 664-679, 739	☐	☐	☐	☐
ASF Oklahoma City OK 730	730, 731, 734-738, 740, 741, 743-746, 748, 749	☐	☐	☐	☐
NDC Dallas TX 75199	706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 880, 885	☐	☐	☐	☐
NDC Denver CO 80088	590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 898, 979	☐	☐	☐	☐
ASF Salt Lake City UT 840	832-834, 836, 837, 840-847, 898, 979	☐	☐	☐	☐
ASF Phoenix AZ 852	850-853, 855-857, 859, 860, 863, 864	☐	☐	☐	☐
ASF Albuquerque NM 870	865, 870-875, 877-879, 881-884	☐	☐	☐	☐
NDC Los Angeles CA 90901	889-891, 893, 900-908, 910-928, 930-935	☐	☐	☐	☐
NDC San Francisco CA 94850	894, 895, 897, 936-969	☐	☐	☐	☐
NDC Seattle WA 98000	835, 838, 970-978, 980-986, 988-999	☐	☐	☐	☐
Offshore Entry Facilities	**Service Area ZIP Codes**		**DSCF**	**DDU**	**Origin**
SCF San Juan PR 006	006-009		☐	☐	☐
SCF Honolulu HI 967	967, 968		☐	☐	☐
SCF Anchorage AK 995	995, 996 (997 – 998 – 999)		☐	☐	☐

Part F. Quality Control

1. Procedures

Attach the quality control (QC) procedures used by your company to address each of the following areas:

☐ a. Preparation and maintenance of quality control documentation
☐ b. Proper classification of mail for rate eligibility
☐ c. Assignment and maintenance of Mailer IDs for company and clients
☐ d. Maintenance of barcode read rate
☐ e. Documentation of Extra Services on PS Form 3877, *Firm Mailing Book for Accountable Mail*
☐ f. Systematic sampling process
☐ g. Maintenance of electronic file quality including transmission and updating
☐ h. Overall periodic operational quality improvement
☐ i. Management of delivery appointments with the Postal Service

2. QC Worksheets

Do you prepare and maintain quality control worksheets?

☐ a. Yes ☐ b. No

3. Weight determinations

How are parcel weights determined?

☐ a. By weighing after the package is produced.

☐ b. By predetermined weight(s). Explain how predetermined weights are calculated and how often they are updated in your system.

☐ c. Other method. Describe fully any other method used.

4 Scale maintenance

How often are the scales calibrated and certified?

☐ a. Annually

☐ b. Semiannually

☐ c. Quarterly

5. Military Addresses

Does your company mail parcels to overseas military addresses (APO/FPO)?

☐ **a. Yes**

☐ **b. No**

If you check a, your company must use the correct customs forms (PS Forms 2976 or 2976-A). Online custom forms and information are available at https://webapps.usps.com/customsforms/

6. Hazardous Materials

Will you be mailing anything that is liquid, fragile, perishable, or potentially hazardous?

☐ **a. Yes**

☐ **b. No**

Part G. Manifest System Information

1. Internal programming or vendor-provided support

Will your company develop the manifest system?

☐ a. Yes

☐ b. No, will use eVS compliant vendor

☐ c. No, will use another vendor

If b or c, provide the name and address of the vendor developing your manifest system (including internet-based systems).

If b or c, provide the name and version of the software product/manifest system.

2. Duplicate package identification numbers

Explain how your company's manifest system will ensure against the generation of duplicate package identification codes (PICs) within a 180-day period?

3. Update of rate tables and zone charts

Explain how your company's manifest system updates rate tables and zone charts?

4. Manual entry elements

Which data elements require manual input to generate your manifest?

☐ a. Unique ID number

☐ b. Class of mail

☐ c. Other (specify):

☐ d. None

5. Manifest system capabilities

☐ a. Balloon rate for Parcel Select under 20 pounds and over 84 inches in length and girth combined
☐ b. Oversized rate for Parcel Select over 108 inches up to 130 inches in length and girth combined
☐ c. Balloon rate for Priority Mail under 20 pounds and over 84 inches in length and girth combined for local and zones 1 through 4
☐ d. Dimensional-rate pricing for Priority Mail for zones 5 through 8 for packages greater than one cubic foot
☐ e. Cubic dimensional pricing for Priority Mail for packages smaller than .50 cubic foot
☐ f. Parcel barcoded discount when applicable
☐ g. Nonmachinable or Nonbarcoded Parcel Surcharge (First-Class Package Service)
☐ h. Nonbarcoded Parcel Surcharge (Standard Mail)

6. Hard copy output

If applicable, submit in electronic or scanned form with this application the following documentation for a sample mailing. These samples must be produced from the actual software and hardware that will be used.

☐ a. Current sample labels showing permit imprint and unique package identification code.
☐ b. Completed sample Form 3877, Firm Mailing Book for Accountable Mail or facsimile, if you are manifesting pieces with Extra Services.
☐ c. Sample of any privately printed Extra Service labels.

7. Barcode label production

☐ a. Internally produced
☐ b. Client produced
☐ c. Other (explain)

Note: Even if your company has previously received Delivery Confirmation certification, you must still submit eVS files and labels for eVS certification.

8. Electronic file format

☐ a. Flat file v1.6
☐ b. Flat file v1.7
☐ c. Flat file v2.0 *(available January, 2013)*
☐ d. Electronic Data Interchange (EDI)

9. Electronic file transmission

☐ a. Secure file transmission
☐ b. AS2
☐ c Internet FTP (available for outbound USPS-to-mailer transmissions only)

Note: PS Form 1357-S is required to establish connectivity for SFTP. EDI requires different forms and processes; please contact **eVS@usps.gov** for further information.

10. Barcode label production for Postal Service Shipping Services

☐ a. Print own labels ☐ b. Use labels preprinted by Postal Service

11. Postage Payment Extract

Do you wish to receive the eVS postage payment extract?

☐ a. Yes – full extract
☐ b. Yes – partial extract with postage details suppressed
☐ c. No

12. Monthly Reconciliation Extract

Do you wish to receive the eVS monthly reconciliation extracts?

☐ a. Yes
☐ b. No

Appendix C Postal Service Forms

The additional forms required to configure a mailer's eVS account are available at www.usps.com; click on *All Products and Services*; then (in the alphabetical list) on *Forms*, then on *Find a Form*, then on *All Online PDF Forms in Numeric Order*, and then on the link for the desired form:

1357-S
3615
5052

The forms necessary to configure a mailer's CAPS Debit account are available at http://caps.usps.gov/capsform.asp

6001
6002
6003

Appendix D Sample eVS Authorization

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Name of Company Contact]:

This letter and any attachments authorize [company name] to enter and pay postage, as applicable, for the mail classes/products named in your Electronic Verification System (eVS®) profile. The following terms and conditions allow the use of an electronic manifest using a unique eVS permit number as provided in the *Domestic Mail Manual* (DMM); Publication 401, *Guide to the Manifest Mailing System*; and Publication 205, *Electronic Verification System Business and Technical Guide*. Your company must maintain the following standards to keep this authorization in effect:

1. Postal Regulations: In addition to complying with the specific terms and conditions of this authorization, [Company Name] (hereafter referred to as the "mailer") will prepare all mailings pursuant to postal regulations and mailing standards that include, but are not limited to, proper preparation and sortation, appropriate mailpiece and content eligibility, and correct payment of the required postage and fees for the prices and services claimed. This authorization is therefore subordinate to, and does not supersede, any provision of the DMM or any other Postal Service regulations or rulings that apply to mail presented under this authorization or any other service agreement that the mailer has or is required to have with the Postal Service.

2. Permissible Mailpiece Types: This authorization will be limited to pay postage and fees for mailpieces in the "parcel" processing category (also known as "packages") as defined by the Postal Service in the DMM. The exception to that would be for letter size or flat size Priority Mail or Express Mail flat rate envelopes.

3. Permissible Mail Classes/Products: This authorization for mailing packages will be limited to the mail class/product approved in *PostalOne!* Packages will meet the appropriate eligibility standards and content eligibility requirements for those mail classes/products. Packages prepared and claimed at other mail classes/products will not be mailed unless approved by the Manager, Business Mailer Support.

4. Mailer Identification and Locations: Prior to mailing, the mailer will obtain a master Mailer Identification (MID) number to be used exclusively for eVS mailings presented under this authorization. Any additional MIDs obtained for the mailer, or to identify clients or facilities of the mailer must be used exclusively for eVS. Only certified MIDs may be used on packages mailed under eVS. The mailer will also provide the Postal Service with a complete listing of all mailer sort facilities, and entry postal facilities where the mailer will deposit mail. The mailer will be responsible for updating the list anytime a change is made. The mailer is responsible for payment of all packages using any of the MIDs obtained for eVS use.

5. Quality Control (QC) and Record Retention: The mailer will, at a minimum, establish and perform under this authorization, all QC procedures described in Attachment A, *Quality Control Procedures*, to ensure and maintain the accuracy of mail preparation and the correctness of postage computations. The Postal Service will reserve the right, at its discretion, to require the mailer to implement other reasonable and appropriate QC procedures if the Postal Service determines that the procedures described in Attachment A are inadequate to ensure proper payment of postage.

The Postal Service will give the mailer 30 days to correct existing QC procedures before requiring additional procedures. As part of the QC procedures, manifest files and QC records prepared under this authorization will be retained as follows:

a. All eVS manifest files will be retained for at least 90 days from the date of mailing and made available for inspection by the Postal Service.

b. QC sampling reports will be retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the corrective action taken will be described on the sampling report and the reports will be retained for at least one year.

6. Payment Process: The mailer will establish a Centralized Account Processing System (CAPS) debit account with the Postal Service, if such account has not already been established, and will authorize the Postal Service to deduct charges for postage and any fees from this CAPS account based on the mailing information reported under this authorization. The mailer will authorize the Postal Service to create the appropriate postage statements based on data transmitted in the electronic manifest files and to deduct postage and any fees automatically from the mailer's CAPS account. There must be adequate funds available to cover mailing activity and adjustments, and if debit limits are set for the debit account, the mailer must ensure that the limit is also sufficient to cover mailing activity and adjustments. The bank account is debited for the total day's postage on the next bank business day.

7. Manifest Transmission: The mailer will transmit each electronic manifest before, or on the same day, the mail represented by the manifest is deposited at entry postal facilities. The mailer will ensure the successful transmission of each electronic manifest to the Postal Service. Data in each manifest file record will be accurate and populated to the correct fields as specified in Publication 205. Manifests that cannot be accepted by the Postal Service because of problems with the transmission of the manifests or the data within the file records will be corrected, as necessary, and retransmitted within 24 hours, unless a longer period is approved by the Manager, Business Mailer Support.

8. Parcel Barcode and Payment Markings: Each package presented by the mailer under this authorization will bear a readable barcode meeting the technical standards in Publication 205; contain the required package information, and any Extra Service used by the mailer. Each package will also bear a permit imprint indicating the payment of postage and displaying all markings required by the DMM for eVS manifest mailings. Containers such as pallets or pallet boxes used to hold packages will also be appropriately marked and labeled to indicate that all packages on or in such containers are part of an eVS manifest mailing.

9. Extra Services Documentation: For mailings that contain packages with Extra Services that include insurance, the mailer will submit a copy, or approved electronic facsimile, of PS Form 3877, *Firm Mailing Book for Accountable Mail*, to the post office where the mailer presents mail. PS Form 3877 will list all Extra Service fee insured packages mailed that day and contained in the corresponding manifest file records and will include data elements from those manifest file records, such as the Package Identification Code (PIC) and those elements required by the DMM. The mailer may use the file format specified in Publication 205 for the inclusion of required information on PS Form 3877.

10. Mailer Reviews: The mailer will provide any assistance the Postal Service may require to conduct periodic monitoring and review of the accuracy of mail acceptance and payment pursuant to this authorization. Such a review will include, but is not limited to, the review of procedures for ensuring files have been transmitted; handling damaged and withdrawn pieces; proper identification and classification of mail matter; quality control; corrective actions, and production of accurate documentation.

11. Refund Requests: The mailer will submit in writing any request for a postage refund or any adjustment to the postage payment account for postage overpayment. The mailer will document and clearly explain the reason(s) for the discrepancy and the corrective action taken by the mailer to ensure the discrepancy does not recur. At a minimum, the written request should include the following information: date the system or procedural failure occurred, the number of affected pieces, the amount of the overpayment of postage, and the mailer's tax identification number (TIN). If applicable, additional information may include affected manifest Electronic File Numbers, PICs, and any pertinent information that will support the refund request. Any occurrence of postage underpayment detected by the mailer will be reported to the Postal Service within five (5) working days from the date of detection. Any postage refund request or underpayment of postage may initiate an investigation by the Postal Service to determine why the discrepancy was not detected at the time of mailing and whether proper corrective action was taken to prevent a recurrence. The Manager, Business Mailer Support, will make a decision on the validity of a postage refund request or postage payment adjustment. When the Postal Service determines postage was overpaid or underpaid because of a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. Any applicable administrative cost will be deducted from the authorized net refund amount before the refund is issued.

12. Sampling: Postage sampling data will be collected by the Postal Service at entry facilities after the deposit of mailings under this authorization. The Postal Service will reserve the right to collect postage sampling data at the mailer's plants or places of origin with proper notice to the mailer or when required by the mail class/product or rate category manifested.

13. Postage Calculation Accuracy: The Postal Service will electronically check the accuracy of the postage amount in all electronic manifest files prepared and submitted by the mailer as specified in Publication 205. The Postal Service will calculate the postage and fees for each manifest using the original data elements found in the mailer's manifest files, generate the final postage statement from this data, and display the results as a variance in a report in *PostalOne!*

14. Additional Postage Assessments and Reconciliation Period: The Postal Service will handle the calculation and assessment of any outstanding postage due as explained in Publication 205. The reconciliation period for all other adjustments will begin after the close of any postal accounting period (the corresponding calendar month). The mailer will have the first 10 days during the subsequent month (the "reconciliation month") to transmit any missing or corrected manifest records. The mailer must request a Postal Service review before the 10th of the month. After the mailer initiates a request for review, the mailer and the Postal Service will review the sampling data and determine whether any samples are to be eliminated from the reconciliation process. Any adjustments for additional postage are withdrawn on the 21st of the subsequent month. The Postal Service will handle adjustments to postage due for the following specific situations:

    a. Adjustment to Manifest Postage: The Postal Service will determine whether the mailer owes additional postage for any postal accounting period by using sampling verifications conducted throughout the accounting period to calculate a Postage Adjustment Factor (PAF). A separate PAF is calculated for each mail class/product sampled by dividing the total postage for the samples by the total postage recalculated by the Postal Service for the corresponding package records in the mailer's manifest file. The Postal Service recalculates manifest postage using price-specific data elements in the mailer's manifest. Any additional postage owed to the Postal Service will be determined by the PAF as follows:

        (1) If the monthly sampling results in a PAF less than or equal to 1.015 (1.5%), then the total manifest postage for that accounting period will not be adjusted.

        (2) If the monthly sampling results in a PAF more than 1.015 (1.5%), postage has been underpaid and the Postal Service assesses additional postage due by multiplying the total recalculated manifest postage for the month by the PAF

multiplier for each mail class/product.

b. Unmanifested Packages: Unmanifested packages are packages that were scanned by the Postal Service for which the Product Tracking System (PTS) never received or successfully processed electronic manifest records representing the packages or individual package records. These unmanifested packages are linked in databases to eVS mailers through the MID in the PIC on the mailing label affixed to the package.

The following calculations are used to determine the amount:

(1) If fewer than 10 unmanifested packages are sampled during the monthly accounting period, the postage due for those unmanifested packages is calculated using a per-unit postage price derived from the actual postage of all pieces sampled, divided by the total number of pieces sampled for the PAF, as displayed in the Monthly Sampling Summary. All unmanifested packages for which there is not a sample will be charged the average per unit postage price calculated. Actual packages sampled for which there is no manifest will be charged the actual price of the sample. The total number of pieces sampled for the PAF does not include samples that are filtered for technical or business reasons, dropped by the Postal Service because of inaccuracy, or identified as unmanifested packages.

(2) If 10 or more unmanifested packages are sampled during the monthly accounting period, the postage due for all unmanifested packages is calculated using a per-unit postage price derived from the average postage of the sampled unmanifested pieces. Pieces sampled that are unmanifested packages are not included in the total pieces sampled for the PAF. All unmanifested packages for which there is not a sample will be charged the average per-unit postage price calculated. Actual packages sampled for which there is no manifest will be charged the actual price of the sample.

The total calculated sample postage for unmanifested packages is divided by the total number of those sampled pieces to derive the average per-unit price. The total identified unmanifested packages, which include the samples, is multiplied by the average per-unit price to compute the total postage due for all unmanifested packages.

If a mailer submits a manifest containing package records matching the PICs of the sampled unmanifested packages, those sampled pieces then become part of the total pieces sampled for the PAF. Any unmanifested packages that were sampled and filtered during the month are added to the unmanifested report with an asterisk. These packages will be charged the “actual prices” based on package characteristics collected during sampling instead of the average per-unit price.

If a mailer is using the new Intelligent Mail™ Package Barcode (IMpb), the unmanifested will be separated by mail class on the eVS landing page. The unmanifested per piece charge will be based on the average price for the samples of the applicable mail class/product, following the process as stated above.

c. Mis-shipped Parcels: Parcels deposited by the mailer at an incorrect entry facility are handled as follows:

(1) Each Destination Delivery Unit (DDU) parcel is charged additional postage derived from the difference between the postage recalculated by the Postal Service for the corresponding parcel on record in the mailer’s manifest file (recalculated manifest postage) and the applicable non-destination entry single-piece price for the mis-shipped DDU parcel as defined in the DMM. In the case of Standard Mail parcels,

the mailer is charged the difference between the recalculated manifested postage and the appropriate First-Class Package Service single-piece price or the applicable 1-pound Priority Mail price for a parcel weighing more than 13 ounces.

(2) Destination Network Distribution Center (DNDC) and Destination Sectional Center Facility (DSCF) parcels are not part of the mis-shipped adjustment. Instead, the difference in postage between the recalculated manifest postage and the postage calculated for any sampled mis-shipped DNDC or DSCF parcel becomes part of the PAF for sampled parcels. Sample postage for mis-shipped DNDC and DSCF parcels is calculated at the appropriate non-destination entry price, including rezoning as necessary.

Mis-shipped parcels appear in the DDU Confirmation Services Mis-shipped Report in eVS. Postage for mis-shipped parcels is calculated daily.

d. Manifest Errors: The Postal Service uses the rate ingredients within the file to calculate postage for each package. In the event a rate ingredient combination does not produce a valid price, the PICs for these packages will be placed into the Manifest Error Report. Mailers must resubmit manifests before the 10th day of the reconciliation month to correctly pay for these packages. When packages with correct rate ingredients are manifested, they are removed from the Manifest Error Report. Any packages remaining after the 10th of the following month will be charged the average per-unit postage price for the mail class/product. If the mail class/product cannot be determined, the average per-unit postage price for all mail classes/products mailed will be charged for the packages remaining in the report.

To re-manifest the packages appearing on the Manifest Error Report, the mailer must use a new Electronic File Number. While this may result in a warning “label previously received” from the PTS on the detail record in the Confirmation Error Warning report, the packages will be accepted into eVS and billed correctly for postage payment.

If the mailer is using the IMpb, a correction file may be submitted so that packages will be accepted into eVS and billed correctly for postage payment.

e. Duplicate Packages: Packages for which there are multiple delivered scan events from PTS without corresponding payment records are considered duplicate records. Mailers are responsible for payment of all duplicate packages. Duplicate packages include packages with an eVS MID that were accepted and scanned by the Postal Service for which PTS and eVS have received either a) Delivered scan events in multiple ZIP Codes or b) Delivered scan events in the same ZIP Codes across multiple days.

If a mailer submits a manifest containing detail records matching the PICs of duplicate packages, eVS reconciles the PIC and manifest destination ZIP Code to the corresponding duplicate record in order to recognize payment and determine which of the duplicate PICs is removed from the pending adjustment. eVS also maintains a count of duplicate records for each PIC. Only those duplicates for which no matching manifest record is found will be charged as part of the duplicate packages adjustment.

f. Content Eligibility: Mailers who present content based mailings must ensure parcels meet the eligibility requirements for the intended class of mail shown on the package. eVS mailers who enter content based packages are subject to periodic classification and content eligibility audits. If any package in a product content audit is found to have ineligible content, that mailing is considered to be ineligible for content-based pricing. For purposes of the content audit, a mailing is defined as all packages from a single MID with the same mailing date and mail class. Errors found will be documented for the mailer and the cost of the adjustment will be spread across the MID for that mailing date.

g. Destination Entry Eligibility. Mailers who deposit mailings at DNDC and DSCF facilities must ensure that the packages destined for those facilities qualify to be deposited at those facilities and claim the respective destination entry prices. Postage for pieces that do not qualify for the entry prices claimed will be re-calculated to the applicable price based on the ZIP Code, entry facility, and other rate ingredients as applicable.

h. Presort Eligibility. Mailers who claim presort prices must meet presort volume and/or weight criteria. eVS considers a date of mailing and the mail class to determine if the presort criteria is met. For mailings that do not meet the minimum volume, each package is re-calculated to the appropriate qualifying single piece price.

15. Mail Transport Equipment (MTE): The mailer will ensure that all MTE loaned by the Postal Service is used only for the preparation and transportation of mail that is delivered by the Postal Service. The mailer will use its best efforts to protect and maintain in good condition any MTE loaned by the Postal Service; will return all such MTE at the times, dates, and locations prescribed by the Postal Service; and will reimburse the Postal Service for the current replacement cost of any such MTE that is damaged beyond normal wear and use, or destroyed while in the mailer's possession, custody, or control.

16. Mailer Modifications: The mailer will provide 30 days advance written notice, unless otherwise specified or approved by the Postal Service, to the Manager, Business Mailer Support, for any of the following:

    a. Any relocation or change in ownership. A change in ownership will cause the termination of this authorization and require the establishment of a new authorization with the new owner.

    b. Any addition or modification to the mailer's production equipment or computerized systems that affect mail preparation or the generation of electronic files, barcodes, or mailing documentation required under this authorization.

    c. Any addition or modification to the mailer's list of origin entry facilities.

17. Suspension: The Manager, Business Mailer Support, may suspend this authorization at any time pending review, when there is an indication that postal revenue is not fully protected.

18. Mailer Cancellation: The mailer may cancel this authorization at any time by giving written notice to the Manager, Business Mailer Support. If the mailer requests cancellation of this authorization, the mailer will continue to be responsible for payment of postage for all future packages containing the mailer's MID.

19. Postal Service Cancellation: The Manager, Business Mailer Support, may cancel this authorization upon 30 days' written notice if the manager determines that:

    a. The mailer has not complied with the terms specified in any section of article 16.

    b. The mailer has improperly performed or neglected to perform quality control procedures required by this authorization and has not taken, or refuses to take, corrective action.

    c. The mailer has consistently presented mailings improperly paid or prepared, including the misclassification of mail.

20. Mailer Obligation: This authorization will certify acceptance of liability for and authorization to pay any revenue deficiencies assessed on any mailing represented by an eVS manifest file, subject to administrative appeal. With each transmission, the mailer will certify that all information transmitted in an eVS file as specified under this authorization is accurate, truthful, and complete; the mail complies with all Postal Service standards; the mailing qualifies for the prices and fees claimed; and the mailing does not contain any matter prohibited by law or postal regulation. The mailer understands that anyone who furnishes false or misleading information in eVS manifest files

or omits material information in the manifest files may be subject to criminal penalties and/or civil penalties, including fines and imprisonment.

21. Duration: This authorization will remain in effect until such time as the Manager, Business Mailer Support, or the mailer's representative cancels it. If Postal Service eVS modifications or mailer-supplied information indicates a need for revision of this authorization, then it will be amended.

If you have any questions concerning this authorization, please contact, eVS Program Manager.

Sincerely,

Manager
Business Mailer Support

Attachment A

Quality Control Procedures

[Company Name]

1) Electronic Monitoring of Mailings

   The mailer is responsible to continuously monitor reports provided by the Electronic Verification System (eVS) to identify manifesting errors, underpayment of postage, postage variance errors, unmanifested packages, mis-shipped DDU parcel, system problems, and any other reports or messages transmitted to the mailer by the Postal Service.

2) Internal Sampling Verification

   a) The mailer will develop an electronically formatted QC sampling form approved by the Postal Service and document a postage comparison on that form.

   b) Initially, the mailer will perform postage accuracy verifications on 0.5 percent of the packages, or 100 packages, whichever is less, per day from each mailing location for the first 30 days. After that, when mailings remain within the +/- 1.5 percent accuracy level for proper postage calculation, the number of packages verified from each mailer's location can be reduced to 100 packages per week.

   c) The mailer will perform these verifications by comparing the postage documented during the QC sampling against the postage claimed in the electronic manifest files.

   d) The mailer will retain QC sampling forms electronically for at least 90 days unless errors are detected. If errors are detected during the sampling process, the mailer will document the following on the QC sampling form and retain these reports for at least 1 year:

      (1) Description of error

      (2) Root cause of error

      (3) Corrective action

      (4) Notification to production supervisor.

   e) This same procedure will also be followed when the Postal Service finds and reports errors to the mailer.

3) Quality Control Areas

   The mailer will ensure that a quality process is in place for any of the following applicable areas:

   a. The mailer will maintain and document the mailer's QC over all aspects of mail production including accurate classification of mail and system processing environments. Documentation could be represented by a QC manual or other work instructions and checklists that the Postal Service could audit if necessary.

   b. The mailer will ensure that file transmissions and package identification numbers contain certified MIDs issued for mailing eVS and are incorporated into the eVS data structure for proper identification and postage payment.

   c. The mailer will document the QC used and the reports generated that ensure accurate readability of barcode information on all packages. Barcodes include the barcodes used for the package identification codes and barcodes used as the postal routing barcodes for the destination ZIP Code of the package.

d. The mailer will have a process to validate that all insured packages or collect-on-delivery packages, whether claimed by the mailer or by clients of the mailer, are verified as being present within the mailing before including the mailer's data or the clients' data within the electronic eVS manifest mailing. The mailer will prepare electronic PS Forms 3877, *Firm Mailing Book for Accountable Mail,* or similar documentation approved by the Postal Service to record elements for these packages required for any claim of loss or damage, including the insured or declared value of the articles mailed, package identification code, and other elements required by the Domestic Mail Manual.

e. The mailer will document the frequency of errors by using an electronically formatted sampling form approved by the Postal Service. Samples will consist of mixed classes and destinations. Descriptions, root causes of those errors and the corrective action taken for files accepted from clients will be documented on the sampling form. The mailer will have client-based QC to ensure the proper rating of all material being entered by the client.

f. The mailer will ensure the inclusion of all client data files within the body of the main electronic eVS manifest mailing.

g. The mailer will ensure the proper upload of all electronic eVS manifest mailing data.

h. The mailer will ensure that file error report data returned from the Postal Service receives scrutiny, prompt correction, retransmission or other electronically documented reconciliation.

i. The mailer will provide a corrective action report regarding action being taken to improve quality if Postal Service sampling results indicate more than 1.5 percent of underpayment of postage. In addition, the mailer will provide corrective action reports for unmanifested packages and for mis-shipped DDU packages that exceed 1.5 percent of packages mailed during any monthly accounting period.

j. The mailer will arrive within one half hour of appointment schedules and provide, upon request by the Postal Service, electronic validation of monthly performance in meeting these appointment schedule times, as applicable to each destination delivery unit post office where mail is being deposited.

Appendix E Piece-Pound Parcel Rate Computations

Standard Mail

To record piece–pound postage amount in file version 1.4 Detail Record 1 positions (038–044) or file versions 1.6/1.7 Detail Record 1 positions 318-324, compute as follows:

Step 1	Use parcel weight in (A) from File Version 1.4 Detail Record 1 positions (046–054) or File Version 1.6 and 1.7 Detail Record 1 positions 363-371, rounded off to 4 decimal places (decimal point shown only for ease of illustration).
Step 2	Multiply (A) by the appropriate discounted pound rate (B) to determine the “individualized” pound postage amount (C).
Step 3	Add (C) and the corresponding piece rate (D) to determine the “interim” postage amount (E).
Step 4	Round off (E) to 3 decimal places to determine the rounded postage amount (F).
Step 5	Record (F) as shown in (G) with leading zeroes in the postage amount

Note: Postage amount excludes:

- Extra Service fee amounts.
- Barcode Surcharge amount.
- Nonincidental Enclosure postage amount.

Rate With Destination Discount	(A) weight (pound)		(B) Pound Rate		(C) A x B Pound Postage Amount		(D) Piece Rate		(E) (C+D) Interim Postage Amount		(F) Rounded Postage Amount	(G) Postage Amount Reported in file
DDU 5-digit Irregular	0.5652	x	0.289	=	0.163343	+	0.563	=	0.726343	=	$0.726	0000726
DDU 5-digit Machinable	0.5652	x	0.37	=	0.209124	+	0.44	=	0.649124	=	$0.649	0000649
DSCF 5-digit Irregular	0.5652	x	0.524	=	0.296165	+	0.563	=	0.859165	=	$0.859	0000859
DSCF SCF Irregular	0.5652	x	0.524	=	0.296165	+	0.622	=	0.918165	=	$0.918	0000918
DSCF 5-digit Machinable	0.5652	x	0.566	=	0.319903	+	0.44	=	0.759903	=	$0.760	0000760
DNDC 5-digit Irregular	0.5652	x	0.775	=	0.43803	+	0.563	=	1.00103	=	$1.001	0001001
DNDC 5-digit Machinable	0.5652	x	0.775	=	0.43803	+	0.44	=	0.87803	=	$0.878	0000878
DNDC SCF Irregular	0.5652	x	0.775	=	0.43803	+	0.622	=	1.06003	=	$1.060	0001060
DNDC NDC Irregular	0.5652	x	0.775	=	0.43803	+	1.022	=	1.46003	=	$1.460	0001460
DNDC NDC Machinable	0.5652	x	0.775	=	0.43803	+	0.879	=	1.31703	=	$1.317	0001317
None NDC Machinable	0.5652	x	0.99	=	0.559548	+	0.879	=	1.438548	=	$1.439	0001439
None NDC Irregular	0.5652	x	0.99	=	0.559548	+	1.022	=	1.581548	=	$1.582	0001582
None Mixed NDC Machinable	0.5652	x	0.99	=	0.559548	+	1.279	=	1.838548	=	$1.839	0001839
None Mixed NDC Irregular	0.5652	x	0.99	=	0.559548	+	1.497	=	2.056548	=	$2.057	0002057

Machinable NDC Rate with DNDC Destination Entry Discount
0.5652 pound x $0.

Machinable 5-Digit or 5-Digit Scheme Rate with DSCF Destination Entry Discount
At least 10 pounds of parcels to the same 5-digit or 5-digit scheme location required.

Machinable 5-Digit or 5-Digit Scheme Rate with DDU Destination Entry Discount
Standard Mail parcels entered at DDUs are eligible at any volume.

Bound Printed Matter (Presort)

To record piece–pound postage amount in File Version 1.4 Detail Record 1 positions (038–044) or File Version 1.6 and 1.7 Detail Record 1 positions 318-324, compute as follows:

Step 1	Use parcel weight in (A) from File Version 1.4 Detail Record 1 positions (046–054) or File Version 1.6 and 1.7 Detail Record 1 positions 363-371, rounded off to 4 decimal places (decimal point shown only for ease of illustration).
Step 2	Multiply (A) by the appropriate discounted pound rate (B) to determine the “individualized” pound postage amount (C).
Step 3	Add (C) and the corresponding piece rate (D) to determine the “interim” postage amount (E).
Step 4	Round off (E) to 3 decimal places to determine the rounded postage amount (F).
Step 5	Record (F) as shown in (G) with leading zeroes in the postage amount

Note: Postage amount excludes:

- Extra Service fee amounts.
- Barcode Surcharge amount.
- Nonincidental Enclosure postage amount.

Rate With Destination Discount	(A) weight (pound)		(B) Pound Rate		(C) A x B Pound Postage Amount		(D) Piece Rate		(E) (C+D) Interim Postage Amount		(F) Rounded Postage Amount	(G) Postage Amount Reported in file
Presorted Barcoded DNDC Zone 3	2.0222	x	0.102	=	0.2062	+	1.234	=	1.4402	=	$1.440	0001440
Presorted Nonbarcoded DNDC Zone 3	2.0222	x	0.102	=	0.2062	+	1.234	=	1.4402	=	$1.440	0001440
Presorted Nonbarcoded DSCF	2.0222	x	0.06	=	0.1213	+	0.836	=	0.9573	=	$0. 957	0000957
Presorted Nonbarcoded DDU	2.0222	x	0.025	=	0.0506	+	0.657	=	0.7076	=	$0.708	0000708

Machinable NDC Rate with DNDC Destination Entry Discount

Appendix F Applicable Rates for Destination Entry Mailing

Mailings Deposited at a Destination Network Distribution Center/Auxiliary Service Facility

Subclass	Rate Category
Parcel Select	▪ Parcel Select DNDC zone price if within destination NDC/ASF service area. ▪ Parcel Select Nonpresort if outside destination NDC /ASF service area.
Parcel Select Lightweight	▪ Presorted NDC price at DNDC entry discount if within NDC /ASF service area. ▪ Presorted SCF price (volume dependent) at DNDC entry discount if within NDC /ASF service area. ▪ Presorted 5-Digit price (volume dependent) at DNDC entry discount if within NDC /ASF service area. ▪ Presorted NDC price, with no destination entry price discount. ▪ Presorted Mixed NDC price, with no destination entry price discount.
Bound Printed Matter	▪ Presorted DNDC discount zone price if within NDC /ASF service area. ▪ Presorted zone price if outside NDC /ASF service area.
Media Mail	▪ Basic price if within NDC /ASF service area. ▪ 5–digit price (volume dependent).
Library Mail	▪ Basic price if within NDC /ASF service area. ▪ 5–digit price (volume dependent).
Standard Mail (Nonprofit)	▪ Presorted NDC price at DNDC entry discount if within NDC /ASF service area. ▪ Presorted SCF price (volume dependent) at DNDC entry discount if within NDC /ASF service area. ▪ Presorted 5–digit price (volume dependent) at DNDC entry discount if within NDC /ASF service area. ▪ Presorted NDC price, with no destination entry price discount. ▪ Presorted Mixed NDC price, with no destination entry price discount.
Standard Mail Marketing	▪ Presorted NDC price at DNDC entry discount if within NDC /ASF service area. ▪ Presorted SCF price (volume dependent) at DNDC entry discount if within NDC /ASF service area. ▪ Presorted 5–Digit price (volume dependent) at DNDC entry discount if within NDC /ASF service area. ▪ Presorted NDC price, with no destination entry price discount. ▪ Presorted Mixed NDC price, with no destination entry price discount.

Mailings Deposited at a Destination Sectional Center Facility

Subclass	Rate Category
Parcel Select	▪ Parcel Select DSCF price if within DSCF service area. ▪ Parcel Select DNDC zone price under DMM L607 if within DSCF service area and NDC serving DSCF.
Parcel Select Lightweight	▪ Presorted SCF DSCF price (Irregular parcels only; volume dependent) if within DSCF service area. ▪ Presorted 5–Digit DSCF price (volume dependent) if within DSCF service area.
Bound Printed Matter	▪ Presorted DSCF discount price (volume dependent) if within DSCF service area. ▪ Presorted DNDC discount zone price under DMM L607 if within DSCF service area and NDC serving DSCF.
Media Mail	▪ Basic price (volume dependent). ▪ 5–digit price (volume dependent).
Library Mail	▪ Basic price (volume dependent). ▪ 5–digit price (volume dependent).
Standard Mail (Nonprofit)	▪ Presorted 5–Digit DSCF price (volume dependent) if within DSCF service area. ▪ Presorted SCF DSCF price (volume dependent) if within DSCF service area.
Standard Mail Marketing	▪ Presorted 5–Digit DSCF price (volume dependent) if within DSCF service area. ▪ Presorted SCF DSCF price (volume dependent) if within DSCF service area.

Mailings Deposited at a Destination Delivery Unit

Subclass	Rate Category
Parcel Select	▪ Parcel Select DDU price if within DDU service area.
Parcel Select Lightweight	▪ 5-Digit price if within DDU service area.
Parcel Post	▪ Zone price.
Bound Printed Matter	▪ Presorted DDU rate if within DDU service area.
Media Mail	▪ 5–digit price if within DDU service area.
Library Mail	▪ 5–digit price if within DDU service area.
Standard Mail (Nonprofit)	▪ 5-Digit price if within DDU service area.
Standard Mail Marketing	▪ 5-Digit price if within DDU service area.

Appendix G Service Type Codes and Rate Ingredient Tables

Table G–1

2-digit Service Type Codes
The 2-digit Service Type Code consists of the two characters immediately following the Application Identifier “91” in the Package Identification Code (PIC) of a barcode using the GS1-128 barcode symbology. When 14-point type is used, you may abbreviate the text to “USPS DELIVERY CONFIRM” or “USPS SIGNATURE CONFIRM” in the human-readable text above the barcode. The term “ZIP” followed by a hyphen is used only if the barcode is concatenated to include the 5-digit postal routing code described in Chapter 3.

If Service Type Code is 05, 06, 09, 10, 13, 25, 26, 29, 30, 73 or 79, refer to Chapter 5, Subsection “Mailings with Accountable Mail.”

Service Type Code 50 must be used in the Electronic File Number field of the Header Record. Service Type Code 50 must not be used in any Detail Record.

Service Type Code (STC) 56 is used in the Package Identification Code and the corresponding parcel barcode when no extra service, including Delivery Confirmation, is claimed. The format of the barcode and the human-readable text above the barcode are described in Chapter 4. Parcel barcodes with Service Type Code 56 receive “passive scans” only if processed on parcel sorting equipment, but do not receive delivery scans, if delivery scans are desired, delivery confirmation or other service must be used.

Table G-1a 2-digit STC
(File Version 1.4 Detail Record 1 Positions: 007-008)

2-Digit STCs	Extra service*	Available for use with packages of these mail classes/products	Class of Mail Code	Human Readable Text Above GS1-128 Barcode
01	Delivery Confirmation Service Only	Priority Mail & First Class Mail Packages	PM, FC	ZIP - USPS DELIVERY CONFIRMATION™ eVS USPS DELIVERY CONFIRMATION™ eVS
02	Delivery Confirmation Service Only	Standard Mail, Nonprofit Standard Mail, Bound Printed Matter, Library Mail, Media Mail & Parcel Select Packages	SA, BB, BL, BS, LW, PS	ZIP - USPS DELIVERY CONFIRMATION™ eVS USPS DELIVERY CONFIRMATION™ eVS
05	Delivery Confirmation Service with Insurance > $200	Priority Mail & First Class Mail Packages	PM, FC	ZIP - USPS INSURED eVS USPS INSURED eVS

2-Digit STCs	Extra service*	Available for use with packages of these mail classes/products	Class of Mail Code	Human Readable Text Above GS1-128 Barcode
06	Delivery Confirmation Service with Insurance Service > $200	Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	BB, BL, BP, BS, LW, PS	ZIP - USPS INSURED eVS USPS INSURED eVS
07	Delivery Confirmation Service with Insurance Service ≤ $200	Priority Mail & First Class Mail Packages	PM, FC	ZIP - USPS DELIVERY CONFIRMATION™ eVS USPS DELIVERY CONFIRMATION™ eVS
08	Delivery Confirmation Service with Insurance Service ≤ $200	Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	BB, BL, BP, BS, LW, PS	ZIP - USPS DELIVERY CONFIRMATION™ eVS USPS DELIVERY CONFIRMATION™ eVS
09	Delivery Confirmation Service with COD Service	Priority Mail & First Class Mail Packages	PM, FC	ZIP - USPS COD eVS USPS COD eVS
10	Delivery Confirmation Service with COD Service	Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	BB, BL, BP, BS, LW, PS	ZIP - USPS COD eVS USPS COD eVS
13	Insurance ≤ $200	Priority Mail, First Class Mail, Standard Mail, Nonprofit Standard Mail, Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	PM, FC, SA, BB, BL, BP, BS, LW, PS	ZIP – USPS INSURED eVS USPS INSURED eVS
21	Signature Confirmation Service Only	Priority Mail & First Class Mail Packages	PM, FC	ZIP - USPS SIGNATURE CONFIRMATION™ eVS USPS SIGNATURE CONFIRMATION™ eVS
22	Signature Confirmation Service Only	Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	BB, BL, BP, BS, LW, PS	ZIP - USPS SIGNATURE CONFIRMATION™ eVS USPS SIGNATURE CONFIRMATION™ eVS
25	Signature Confirmation Service with Insurance (all values)	Priority Mail & First Class Mail Packages	PM, FC	ZIP - USPS INSURED eVS USPS INSURED eVS
26	Signature Confirmation Service with Insurance (all values)	Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	BB, BL, BP, BS, LW, PS	ZIP - USPS INSURED eVS USPS INSURED eVS
29	Signature Confirmation Service with COD Service	Priority Mail & First Class Mail Packages	PM, FC	ZIP - USPS COD eVS USPS COD eVS

2-Digit STCs	Extra service*	Available for use with packages of these mail classes/products	Class of Mail Code	Human Readable Text Above GS1-128 Barcode
30	Signature Confirmation Service with COD Service	Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	BB, BL, BP, BS, LW, PS	ZIP - USPS COD eVS USPS COD eVS
40	Express Mail	Express Mail	EX	ZIP - EXPRESS MAIL® eVS USPS EXPRESS MAIL® eVS
43	Express Mail Insured (Value > $100)	Express Mail	EX	ZIP - EXPRESS MAIL® /INS eVS USPS EXPRESS MAIL® /INS eVS
55	Priority Mail Open & Distribute	Priority Mail Open & Distribute	PM	ZIP - USPS SCAN ON ARRIVAL eVS USPS SCAN ON ARRIVAL eVS
56	No extra Services (Passive en route scans only)	Priority Mail, First Class Mail, Standard Mail, Nonprofit Standard Mail, Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	PM, FC, SA, BB, BL, BP, BS, LW, PS	ZIP - eVS eVS (Parallel horizontal ID bars not used above or below barcode)
58	Parcel Return Service	Parcel Return Service	RP, MR	ZIP – USPS PARCEL RETURN SERVICE
73	Insured > $200	Priority Mail, First Class Mail, Standard Mail, Nonprofit Standard Mail, Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	PM, FC, SA, BB, BL, BP, BS, LW, PS	ZIP – USPS INSURED eVS USPS INSURED eVS
79	COD only	Priority Mail, First Class Mail, Standard Mail, Nonprofit Standard Mail, Bound Printed Matter, Library Mail, Media Mail, Parcel Post & Parcel Select Packages	PM, FC, SA, BB, BL, BP, BS, LW, PS	ZIP - USPS COD eVS USPS COD eVS

*** Please note that all Service Type Codes indicating extra services require the correct Extra Service Code be included in manifest Detail Record 1. Please refer to Table G-9a for the required codes.**

3-digit Service Type Codes

The 3-digit Service Type Code consists of the three characters immediately following the Application Identifier “92” if using a 9-digit MID, and “93” if using a 6-digit MID in the Package Identification Code (PIC) of a barcode using the GS1-128 barcode symbology. When 14-point type is used, you may abbreviate the text to “USPS DELIVERY CONFIRM” or “USPS SIGNATURE CONFIRM” in the human-readable text above the barcode. The term “ZIP” followed by a hyphen is used only if the barcode is concatenated to include the 5- or 9-digit postal routing code described in Chapter 4.

If Service Type Code is 033, 034, 039, 052, 053, 058, 059, 061, 062, 066, 072, 073, 074, 078, 113, 114, 116, 117, 152, 158, 159, 164, 165, 167, 173, 174, 175, 177, 248, 253, 256, 257, 259, 265, 423, 425, 426, 431, 432, 435, 437, 455, 456, 457, 491, 494, 496, 497, 502, 503, 506, 508, 518, 519, 520, 552, 557, 558, 563, 564, 567, 569, 579, 580, 581, 613, 618, 619, 624, 625, 628, 630, 640, 641, 712, 718, 719, 720, or 721, refer to Chapter 5, Subsection “Mailings with Accountable Mail.”

Service Type Code 750 must be used in the Electronic File Number field of the Header Record. Service Type Code 750 must not be used in any Detail Record.

Mail class determined Service Type Code 025, 378, 458, 521, 582, 642, 702, 703, 742, or 789 is used in the Package Identification Code and the corresponding parcel barcode when no extra service, including Delivery Confirmation, is claimed. The format of the barcode and the human-readable text above the barcode are described in Chapter 3. Parcel barcodes with Service Type Code 025, 378, 458, 521, 582, 642, 702, 703, 742, or 789 receive “passive scans” only if processed on parcel sorting equipment, but do not receive delivery scans, if delivery scans are desired, delivery confirmation or other service must be used.

Table G-1b 3-digit STC

(File Version 1.6/1.7 Detail Record 1 Positions: 039-042 AND in the IMPB (positions 003-036 – field varies based on selected Barcode Construct)

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
001	First-Class Package Service Delivery Confirmation	FC	USPS TRACKING # eVS	920			
021	First-Class Package Service Signature Confirmation	FC	USPS SIGNATURE TRACKING # eVS	921			
023	Parcel Return Service	RP	ZIP - USPS PARCEL RETURN SERVICE				
025	Priority Mail	PM	USPS TRACKING # eVS				
033	Priority Mail COD	PM	USPS SIGNATURE TRACKING # eVS	915			
034	Priority Mail COD Delivery Confirmation	PM	USPS SIGNATURE TRACKING # eVS	915	920		
035	Priority Mail: COD, Return Receipt	PM	USPS SIGNATURE TRACKING # eVS	915	955		
039	Priority Mail COD RRE	PM	USPS SIGNATURE TRACKING # eVS	915	957		
046	Priority Mail: COD, Return Receipt Electronic, Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	915	957	950	
047	Priority Mail: COD, Return Receipt, Return Receipt Electronic	PM	USPS SIGNATURE TRACKING # eVS	915	955	957	
048	Priority Mail: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	915	955	957	950

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
049	Priority Mail: COD, Return Receipt, Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	915	955	950	
052	Priority Mail COD with Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	915	950		
053	Priority Mail COD Signature Confirmation	PM	USPS SIGNATURE TRACKING # eVS	915	921		
055	Priority Mail Delivery Confirmation	PM	USPS TRACKING # eVS	920			
058	Priority Mail Insurance ≤ $200	PM	USPS TRACKING # eVS	930			
059	Priority Mail Delivery Confirmation with Insurance <= $200	PM	USPS TRACKING # eVS	930	920		
061	Priority Mail Insurance > $200	PM	USPS SIGNATURE TRACKING # eVS	931			
062	Priority Mail Delivery Confirmation with Insurance > $200	PM	USPS SIGNATURE TRACKING # eVS	931	920		
065	Priority Mail Insurance > $200, Return Receipt	PM	USPS SIGNATURE TRACKING # eVS	931	955		
066	Priority Mail Insurance > $200 RRE	PM	USPS SIGNATURE TRACKING # eVS	931	957		
067	Priority Mail Insurance > $200, Return Receipt Electronic, Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	931	957	950	
068	Priority Mail Insurance > $200, Return Receipt, Return Receipt Electronic	PM	USPS SIGNATURE TRACKING # eVS	931	955	957	
069	Priority Mail Insurance > $200, Return Receipt, Return Receipt Electronic, Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	931	955	957	950
070	Priority Mail Insurance > $200, Return Receipt, Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	931	955	950	
072	Priority Mail Insurance > $200 with Restricted Delivery	PM	USPS SIGNATURE TRACKING # eVS	931	950		
073	First-Class Package Service Insurance > $200	FC	USPS SIGNATURE TRACKING # eVS	931			
074	Priority Mail Signature Confirmation with Insurance > $200	PM	USPS SIGNATURE TRACKING # eVS	931	921		
078	Priority Mail Signature Confirmation with Insurance ≤ $200	PM	USPS SIGNATURE TRACKING # eVS	930	921		
079	Priority Mail Signature Insurance ≤ $200 Confirmation Hold For Pickup	PM	USPS SIGNATURE TRACKING # eVS	921	930		985
108	Priority Mail Signature Confirmation	PM	USPS SIGNATURE TRACKING # eVS	921			
112	Priority Mail Delivery Confirmation Hold For Pickup	PM	USPS TRACKING # eVS	920	985		

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
113	Priority Mail Insurance ≤ $200 Delivery Confirmation Hold For Pickup	PM	USPS TRACKING # eVS	920	930	985	
114	Priority Mail Insurance > $200 Delivery Confirmation Hold For Pickup	PM	USPS SIGNATURE TRACKING # eVS	920	931	985	
115	Priority Mail Signature Confirmation Hold For Pickup	PM	USPS SIGNATURE TRACKING # eVS	921	985		
116	Priority Mail Insurance > $200 Signature Confirmation Hold For Pickup	PM	USPS SIGNATURE TRACKING # eVS	921	931	985	
118	Priority Mail Insurance ≤ $200, Return Receipt for Merchandise	PM	USPS SIGNATURE TRACKING # eVS	930	960		
119	Priority Mail Return Receipt for Merchandise	PM	USPS SIGNATURE TRACKING # eVS	960			
120	Priority Mail Delivery Confirmation, Return Receipt for Merchandise	PM	USPS SIGNATURE TRACKING # eVS	920	960		
123	Priority Mail Open & Distribute/PMOD	PM	USPS SCAN ON ARRIVAL eVS	430			
152	First-Class Package Service COD	FC	USPS SIGNATURE TRACKING # eVS	915			
153	First-Class Package Service Delivery Confirmation COD	FC	USPS SIGNATURE TRACKING # eVS	915	920		
157	First-Class Package Service COD, Return Receipt	FC	USPS SIGNATURE TRACKING # eVS	915	955		
158	First-Class Package Service COD RRE	FC	USPS SIGNATURE TRACKING # eVS	915	957		
159	First-Class Package Service COD with Restricted Delivery	FC	USPS SIGNATURE TRACKING # eVS	915	950		
160	First-Class Package Service Signature Confirmation COD	FC	USPS SIGNATURE TRACKING # eVS	915	921		
164	First-Class Package Service Insurance ≤ $200	FC	USPS TRACKING # eVS	930			
165	First-Class Package Service Delivery Confirmation with Insurance ≤ $200	FC	USPS TRACKING # eVS	930	920		
167	First-Class Package Service Delivery Confirmation with Insurance > $200	FC	USPS SIGNATURE TRACKING # eVS	931	920		
168	First-Class Package Service COD, Return Receipt, Restricted Delivery	FC	USPS SIGNATURE TRACKING # eVS	915	955	950	
169	First-Class Package Service COD, Return Receipt Electronic, Restricted Delivery	FC	USPS SIGNATURE TRACKING # eVS	915	957	950	
170	First-Class Package Service COD, Return Receipt, Return Receipt Electronic	FC	USPS SIGNATURE TRACKING # eVS	915	955	957	
171	First-Class Package Service COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	FC	USPS SIGNATURE TRACKING # eVS	915	955	957	950

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
172	First-Class Package Service Insurance > $200, Return Receipt	FC	USPS SIGNATURE TRACKING # eVS	931	955		
173	First-Class Package Service Insurance > $200 RRE	FC	USPS SIGNATURE TRACKING # eVS	931	957		
174	First-Class Package Service Insurance > $200 with Restricted Delivery	FC	USPS SIGNATURE TRACKING # eVS	931	950		
175	First-Class Package Service Signature Confirmation with Insurance > $200	FC	USPS SIGNATURE TRACKING # eVS	931	921		
177	First-Class Package Service Signature Confirmation with Insurance ≤ $200	FC	USPS SIGNATURE TRACKING # eVS	930	921		
189	First-Class Package Service Insurance > $200, Return Receipt, Restricted Delivery	FC	USPS SIGNATURE TRACKING # eVS	931	955	950	
190	First-Class Package Service Insurance > $200 Return Receipt, Return Receipt Electronic	FC	USPS SIGNATURE TRACKING # eVS	931	955	957	
191	First-Class Package Service Insurance > $200, Return Receipt, Return Receipt Electronic w/ Restricted Delivery	FC	USPS SIGNATURE TRACKING # eVS	931	955	957	950
209	First-Class Package Service Delivery Confirmation HFP	FC	USPS TRACKING # eVS	920	985		
211	First-Class Package Service Delivery Confirmation Insurance ≤ $200 HFP	FC	USPS TRACKING # eVS	930	920	985	
212	First-Class Package Service Delivery Confirmation Insurance > $200 HFP	FC	USPS SIGNATURE TRACKING # eVS	931	920	985	
213	First-Class Package Service Signature Confirmation HFP	FC	USPS SIGNATURE TRACKING # eVS	921	985		
214	First-Class Package Service Signature Confirmation Insurance ≤ $200 HFP	FC	USPS SIGNATURE TRACKING # eVS	930	921	985	
215	First-Class Package Service Signature Confirmation Insurance > $200 HFP	FC	USPS SIGNATURE TRACKING # eVS	931	921	985	
217	First-Class Package Service Return Receipt for Merchandise	FC	USPS SIGNATURE TRACKING # eVS	960			
218	First-Class Package Service Insurance ≤ $200, Return Receipt for Merchandise	FC	USPS SIGNATURE TRACKING # eVS	930	960		
219	First-Class Package Service Delivery Confirmation, Return Receipt for Merchandise	FC	USPS SIGNATURE TRACKING # eVS	920	960		
248	Standard Mail Insurance > $200	SA	USPS SIGNATURE TRACKING # eVS	931			
253	Standard Mail Insurance > $200 Delivery Confirmation	SA	USPS SIGNATURE TRACKING # eVS	931	920		

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
255	Standard Mail Insurance > $200, Return Receipt	SA	USPS SIGNATURE TRACKING # eVS	931	955		
256	Standard Mail Insurance > $200 with Restricted Delivery	SA	USPS SIGNATURE TRACKING # eVS	931	950		
257	Standard Mail Insurance > $200 RRE	SA	USPS SIGNATURE TRACKING # eVS	931	957		
259	Standard Mail Delivery Confirmation Insurance ≤ $200	SA	USPS TRACKING # eVS	930	920		
265	Standard Mail Insurance ≤ $200	SA	USPS TRACKING # eVS	930			
269	Standard Mail Delivery Confirmation	SA	USPS TRACKING # eVS	920			
285	Standard Mail Insurance > $200, Return Receipt, Return Receipt Electronic	SA	USPS SIGNATURE TRACKING # eVS	931	955	957	
286	Standard Mail Insurance > $200, Return Receipt, Restricted Delivery	SA	USPS SIGNATURE TRACKING # eVS	931	955	950	
288	Standard Mail Insurance > $200, Return Receipt, Return Receipt Electronic, Restricted Delivery	SA	USPS SIGNATURE TRACKING # eVS	931	955	957	950
306	Standard Mail Insurance ≤ $200, Return Receipt for Merchandise	SA	USPS SIGNATURE TRACKING # eVS	930	960		
307	Standard Mail Return Receipt for Merchandise	SA	USPS SIGNATURE TRACKING # eVS	960			
308	Standard Mail Delivery Confirmation, Return Receipt for Merchandise	SA	USPS SIGNATURE TRACKING # eVS	920	960		
346	Parcel Post Delivery Confirmation	BP	USPS TRACKING # eVS	920			
347	Parcel Post COD	BP	USPS SIGNATURE TRACKING # eVS	915			
348	Parcel Post Delivery Confirmation COD	BP	USPS SIGNATURE TRACKING # eVS	915	920		
349	Parcel Post Signature Confirmation	BP	USPS SIGNATURE TRACKING # eVS	921			
352	Parcel Post Insurance > $200	BP	USPS SIGNATURE TRACKING # eVS	931			
353	Parcel Post COD, Return Receipt	BP	USPS SIGNATURE TRACKING # eVS	915	955		
354	Parcel Post COD RRE	BP	USPS SIGNATURE TRACKING # eVS	915	957		
355	Parcel Post COD with Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	915	950		
356	Parcel Post Signature Confirmation COD	BP	USPS SIGNATURE TRACKING # eVS	915	921		
357	Parcel Post COD, Special Handling	BP	USPS SIGNATURE TRACKING # eVS	915	970		
359	Parcel Post Delivery Confirmation, Special Handling	BP	USPS TRACKING # eVS	920	970		

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
361	Parcel Post Insurance ≤ $200	BP	USPS TRACKING # eVS	930			
362	Parcel Post Delivery Confirmation with Insurance ≤ $200	BP	USPS TRACKING # eVS	930	920		
365	Parcel Post Insurance > $200 RRE	BP	USPS SIGNATURE TRACKING # eVS	931	957		
366	Parcel Post Insurance ≤ $200 with Special Handling	BP	USPS TRACKING # eVS	930	970		
367	Parcel Post Delivery Confirmation with Insurance > $200	BP	USPS SIGNATURE TRACKING # eVS	931	920		
371	Parcel Post COD, Return Receipt, Return Receipt Electronic	BP	USPS SIGNATURE TRACKING # eVS	915	955	957	
372	Parcel Post COD, Return Receipt Electronic, Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	915	957	950	
373	Parcel Post COD, Return Receipt, Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	915	955	950	
374	Parcel Post COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	915	955	957	950
375	Parcel Post Insurance > $200, Return Receipt	BP	USPS SIGNATURE TRACKING # eVS	931	955		
376	Parcel Post Insurance > $200 with Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	931	950		
377	Parcel Post Signature Confirmation with Insurance > $200	BP	USPS SIGNATURE TRACKING # eVS	931	921		
378	Parcel Post	BP	USPS TRACKING # eVS				
379	Parcel Post Insurance > $200, Special Handling	BP	USPS SIGNATURE TRACKING # eVS	931	970		
382	Parcel Post Signature Confirmation, Special Handling	BP	USPS SIGNATURE TRACKING # eVS	921	970		
383	Parcel Post Special Handling	BP	USPS TRACKING # eVS	970			
385	Parcel Post Insurance > $200, Return Receipt, Return Receipt Electronic	BP	USPS SIGNATURE TRACKING # eVS	931	955	957	
386	Parcel Post Insurance > $200, Return Receipt Electronic, Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	931	957	950	
387	Parcel Post Insurance > $200, Return Receipt, Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	931	955	950	
388	Parcel Post Insurance > $200, Return Receipt/ Return Receipt Electronic, Restricted Delivery	BP	USPS SIGNATURE TRACKING # eVS	931	955	957	950
389	Parcel Select Delivery Confirmation HFP	PS	USPS TRACKING # eVS	920	985		

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
390	Parcel Select Delivery Confirmation Insurance ≤ $200 HFP	PS	USPS TRACKING # eVS	930	920	985	
391	Parcel Select Delivery Confirmation Insurance > $200 HFP	PS	USPS SIGNATURE TRACKING # eVS	931	920	985	
392	Parcel Select Signature Confirmation HFP	PS	USPS SIGNATURE TRACKING # eVS	921	985		
393	Parcel Select Signature Confirmation Insurance ≤ $200 HFP	PS	USPS SIGNATURE TRACKING # eVS	930	921	985	
394	Parcel Post Signature Confirmation with Insurance ≤ $200	BP	USPS SIGNATURE TRACKING # eVS	930	921		
395	Parcel Select Signature Confirmation Insurance > $200 HFP	PS	USPS SIGNATURE TRACKING # eVS	931	921	985	
397	Parcel Post Insurance ≤ $200, Return Receipt for Merchandise	BP	USPS SIGNATURE TRACKING # eVS	930	960		
398	Parcel Post Return Receipt for Merchandise	BP	USPS SIGNATURE TRACKING # eVS	960			
399	Parcel Post Delivery Confirmation, Return Receipt for Merchandise	BP	USPS SIGNATURE TRACKING # eVS	920	960		
401	Parcel Post Special Handling, Return Receipt for Merchandise	BP	USPS SIGNATURE TRACKING # eVS	970	960		
419	Bound Printed Matter Delivery Confirmation	BB	USPS TRACKING # eVS	920			
420	Bound Printed Matter COD	BB	USPS SIGNATURE TRACKING # eVS	915			
421	Bound Printed Matter Delivery Confirmation COD	BB	USPS SIGNATURE TRACKING # eVS	915	920		
422	Bound Printed Matter Signature Confirmation	BB	USPS SIGNATURE TRACKING # eVS	921			
423	Bound Printed Matter Insurance > $200	BB	USPS SIGNATURE TRACKING # eVS	931			
424	Bound Printed Matter COD, Return Receipt	BB	USPS SIGNATURE TRACKING # eVS	915	955		
425	Bound Printed Matter COD RRE	BB	USPS SIGNATURE TRACKING # eVS	915	957		
426	Bound Printed Matter COD with Restricted Delivery	BB	USPS SIGNATURE TRACKING # eVS	915	950		
427	Bound Printed Matter Signature Confirmation COD	BB	USPS SIGNATURE TRACKING # eVS	915	921		
431	Bound Printed Matter Insurance ≤ $200	BB	USPS TRACKING # eVS	930			
432	Bound Printed Matter Delivery Confirmation with Insurance ≤ $200	BB	USPS TRACKING # eVS	930	920		
435	Bound Printed Matter Insurance > $200 RRE	BB	USPS SIGNATURE TRACKING # eVS	931	957		

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
437	Bound Printed Matter Delivery Confirmation with Insurance > $200	BB	USPS SIGNATURE TRACKING # eVS	931	920		
446	Bound Printed Matter COD, Return Receipt, Return Receipt Electronic	BB	USPS SIGNATURE TRACKING # eVS	915	955	957	
447	Bound Printed Matter COD, Return Receipt, Restricted Delivery	BB	USPS SIGNATURE TRACKING # eVS	915	955	950	
448	Bound Printed Matter COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	BB	USPS SIGNATURE TRACKING # eVS	915	955	957	950
449	Bound Printed Matter Insurance > $200, Return Receipt, Return Receipt Electronic	BB	USPS SIGNATURE TRACKING # eVS	931	955	957	
452	Bound Printed Matter Insurance > $200, Return Receipt, Restricted Delivery	BB	USPS SIGNATURE TRACKING # eVS	931	955	950	
453	Bound Printed Matter Insurance > $200, Return Receipt /Return Receipt Electronic, Restricted Delivery	BB	USPS SIGNATURE TRACKING # eVS	931	955	957	950
454	Bound Printed Matter Insurance > $200, Return Receipt	BB	USPS SIGNATURE TRACKING # eVS	931	955		
455	Bound Printed Matter Insurance > $200 with Restricted Delivery	BB	USPS SIGNATURE TRACKING # eVS	931	950		
456	Bound Printed Matter Signature Confirmation with Insurance > $200	BB	USPS SIGNATURE TRACKING # eVS	931	921		
457	Bound Printed Matter Signature Confirmation with Insurance ≤ $200	BB	USPS SIGNATURE TRACKING # eVS	930	921		
458	Bound Printed Matter	BB	USPS TRACKING # eVS				
468	Bound Printed Matter Insurance ≤ $200, Return Receipt for Merchandise	BB	USPS TRACKING # eVS	930	960		
469	Bound Printed Matter Return Receipt for Merchandise	BB	USPS TRACKING # eVS	960			
470	Bound Printed Matter Delivery Confirmation, Return Receipt for Merchandise	BB	USPS TRACKING # eVS	920	960		
490	Media Mail Delivery Confirmation	BS	USPS TRACKING # eVS	920			
491	Media Mail COD	BS	USPS SIGNATURE TRACKING # eVS	915			
492	Media Mail Delivery Confirmation COD	BS	USPS SIGNATURE TRACKING # eVS	915	920		
493	Media Mail Signature Confirmation	BS	USPS SIGNATURE TRACKING # eVS	921			
494	Media Mail Insurance > $200	BS	USPS SIGNATURE TRACKING # eVS	931			

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
495	Media Mail COD, Return Receipt	BS	USPS SIGNATURE TRACKING # eVS	915	955		
496	Media Mail COD RRE	BS	USPS SIGNATURE TRACKING # eVS	915	957		
497	Media Mail COD with Restricted Delivery	BS	USPS SIGNATURE TRACKING # eVS	915	950		
498	Media Mail Signature Confirmation COD	BS	USPS SIGNATURE TRACKING # eVS	915	921		
502	Media Mail Insurance ≤ $200	BS	USPS TRACKING # eVS	930			
503	Media Mail Delivery Confirmation with Insurance ≤ $200	BS	USPS TRACKING # eVS	930	920		
506	Media Mail Insurance > $200 RRE	BS	USPS TRACKING # eVS	931	957		
508	Media Mail Delivery Confirmation with Insurance > $200	BS	USPS SIGNATURE TRACKING # eVS	931	920		
511	Media Mail COD, Return Receipt/RRE	BS	USPS SIGNATURE TRACKING # eVS	915	955	957	
512	Media Mail COD, Return Receipt, Restricted Delivery	BS	USPS SIGNATURE TRACKING # eVS	915	955	950	
513	Media Mail COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	BS	USPS SIGNATURE TRACKING # eVS	915	955	957	950
514	Media Mail Insurance > $200, Return Receipt	BS	USPS SIGNATURE TRACKING # eVS	931	955		
515	Media Mail Insurance > $200, Return Receipt, Return Receipt Electronic	BS	USPS SIGNATURE TRACKING # eVS	931	955	957	
516	Media Mail Insurance > $200, Return Receipt, Restricted Delivery	BS	USPS SIGNATURE TRACKING # eVS	931	955	950	
517	Media Mail Insurance > $200, Return Receipt, Return Receipt Electronic, Restricted Delivery	BS	USPS SIGNATURE TRACKING # eVS	931	955	957	950
518	Media Mail Insurance > $200 with Restricted Delivery	BS	USPS SIGNATURE TRACKING # eVS	931	950		
519	Media Mail Signature Confirmation with Insurance > $200	BS	USPS SIGNATURE TRACKING # eVS	931	921		
520	Media Mail Signature Confirmation with Insurance ≤ $200	BS	USPS SIGNATURE TRACKING # eVS	930	921		
521	Media Mail	BS	USPS TRACKING # eVS				
529	Media Mail Insurance ≤ $200, Return Receipt for Merchandise	BS	USPS SIGNATURE TRACKING # eVS	930	960		
530	Media Mail Return Receipt for Merchandise	BS	USPS SIGNATURE TRACKING # eVS	960			
531	Media Mail Delivery Confirmation, Return Receipt for Merchandise	BS	USPS SIGNATURE TRACKING # eVS	920	960		
551	Library Mail Delivery Confirmation	BL	USPS TRACKING # eVS	920			

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
552	Library Mail COD	BL	USPS SIGNATURE TRACKING # eVS	915			
553	Library Mail Delivery Confirmation COD	BL	USPS SIGNATURE TRACKING # eVS	915	920		
554	Library Mail Signature Confirmation	BL	USPS SIGNATURE TRACKING # eVS	921			
555	Library Mail Insurance > $200	BL	USPS SIGNATURE TRACKING # eVS	931			
556	Library Mail COD, Return Receipt	BL	USPS SIGNATURE TRACKING # eVS	915	955		
557	Library Mail COD RRE	BL	USPS SIGNATURE TRACKING # eVS	915	957		
558	Library Mail COD with Restricted Delivery	BL	USPS SIGNATURE TRACKING # eVS	915	950		
559	Library Mail Signature Confirmation COD	BL	USPS SIGNATURE TRACKING # eVS	915	921		
563	Library Mail Insurance ≤ $200	BL	USPS TRACKING # eVS	930			
564	Library Mail Delivery Confirmation Insurance ≤ $200	BL	USPS TRACKING # eVS	930	920		
567	Library Mail Insurance > $200 RRE	BL	USPS SIGNATURE TRACKING # eVS	931	957		
569	Library Mail Delivery Confirmation with Insurance > $200	BL	USPS SIGNATURE TRACKING # eVS	931	920		
572	Library Mail COD, Return Receipt, Return Receipt Electronic	BL	USPS SIGNATURE TRACKING # eVS	915	955	957	
573	Library Mail COD, Return Receipt, Restricted Delivery	BL	USPS SIGNATURE TRACKING # eVS	915	955	950	
574	Library Mail COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	BL	USPS SIGNATURE TRACKING # eVS	915	955	957	950
575	Library Mail Insurance > $200, Return Receipt	BL	USPS SIGNATURE TRACKING # eVS	931	955		
576	Library Mail Insurance > $200, Return Receipt, Return Receipt Electronic	BL	USPS SIGNATURE TRACKING # eVS	931	955	957	
577	Library Mail Insurance > $200, Return Receipt, Restricted Delivery	BL	USPS SIGNATURE TRACKING # eVS	931	955	950	
578	Library Mail Insurance > $200, Return Receipt, Return Receipt Electronic, Restricted Delivery	BL	USPS SIGNATURE TRACKING # eVS	931	955	957	950
579	Library Mail Insurance > $200 with Restricted Delivery	BL	USPS SIGNATURE TRACKING # eVS	931	950		
580	Library Mail Signature Confirmation with Insurance > $200	BL	USPS SIGNATURE TRACKING # eVS	931	921		
581	Library Mail Insurance ≤ $200 Signature Confirmation	BL	USPS SIGNATURE TRACKING # eVS	930	921		
582	Library Mail	BL	USPS TRACKING # eVS				

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
590	Library Mail Insurance ≤ $200, Return Receipt for Merchandise	BL	USPS SIGNATURE TRACKING # eVS	930	960		
591	Library Mail Return Receipt for Merchandise	BL	USPS SIGNATURE TRACKING # eVS	960			
592	Library Mail Delivery Confirmation, Return Receipt for Merchandise	BL	USPS SIGNATURE TRACKING # eVS	920	960		
612	Parcel Select Delivery Confirmation	PS	USPS TRACKING # eVS	920			
613	Parcel Select COD	PS	USPS SIGNATURE TRACKING # eVS	915			
614	Parcel Select Delivery Confirmation COD	PS	USPS SIGNATURE TRACKING # eVS	915	920		
615	Parcel Select Signature Confirmation	PS	USPS SIGNATURE TRACKING # eVS	921			
616	Parcel Select Insurance > $200	PS	USPS SIGNATURE TRACKING # eVS	931			
617	Parcel Select COD, Return Receipt	PS	USPS SIGNATURE TRACKING # eVS	915	955		
618	Parcel Select COD RRE	PS	USPS SIGNATURE TRACKING # eVS	915	957		
619	Parcel Select COD with Restricted Delivery	PS	USPS SIGNATURE TRACKING # eVS	915	950		
620	Parcel Select Signature Confirmation COD	PS	USPS SIGNATURE TRACKING # eVS	915	921		
624	Parcel Select Insurance ≤ $200	PS	USPS TRACKING # eVS	930			
625	Parcel Select Delivery Confirmation Insurance ≤ $200	PS	USPS TRACKING # eVS	930	920		
628	Parcel Select Insurance > $200 RRE	PS	USPS SIGNATURE TRACKING # eVS	931	957		
630	Parcel Select Insurance > $200 Delivery Confirmation	PS	USPS SIGNATURE TRACKING # eVS	931	920		
633	Parcel Select COD, Return Receipt, Return Receipt Electronic	PS	USPS SIGNATURE TRACKING # eVS	915	955	957	
634	Parcel Select COD, Return Receipt, Restricted Delivery	PS	USPS SIGNATURE TRACKING # eVS	915	955	950	
635	Parcel Select COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	PS	USPS SIGNATURE TRACKING # eVS	915	955	950	957
636	Parcel Select Insurance > $200, Return Receipt, Return Receipt Electronic	PS	USPS SIGNATURE TRACKING # eVS	931	955	957	
637	Parcel Select Insurance > $200, Return Receipt, Restricted Delivery	PS	USPS SIGNATURE TRACKING # eVS	931	955	950	

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
638	Parcel Select Insurance > $200, Return Receipt, Return Receipt Electronic w/ Restricted Delivery	PS	USPS SIGNATURE TRACKING # eVS	931	955	950	957
639	Parcel Select Insurance > $200, Return Receipt	PS	USPS SIGNATURE TRACKING # eVS	931	955		
640	Parcel Select Insurance > $200 with Restricted Delivery	PS	USPS SIGNATURE TRACKING # eVS	931	950		
641	Parcel Select Insurance > $200 Signature Confirmation	PS	USPS SIGNATURE TRACKING # eVS	931	921		
642	Parcel Select	PS	USPS TRACKING # eVS				
650	Parcel Select Insurance ≤ $200, Return Receipt for Merchandise	PS	USPS SIGNATURE TRACKING # eVS	930	960		
651	Parcel Select Return Receipt for Merchandise	PS	USPS SIGNATURE TRACKING # eVS	960			
652	Parcel Select Delivery Confirmation, Return Receipt for Merchandise	PS	USPS SIGNATURE TRACKING # eVS	920	960		
655	Express Mail with Adult Signature Return Receipt	EX	USPS ADULT SIGNATURE eVS	922	955		
656	Express Mail with Adult Signature Restricted Delivery Return Receipt	EX	USPS ADULT SIG/RESTR DEL eVS	923	955		
657	Express Mail with Adult Signature Return Receipt Hold For Pickup	EX	USPS ADULT SIGNATURE eVS	922	955	985	
658	Express Mail with Adult Signature Restricted Delivery Return Receipt Hold For Pickup	EX	USPS ADULT SIG/RESTR DEL eVS	923	955	985	
659	Priority Mail with Adult Signature Return Receipt	PM	USPS ADULT SIGNATURE eVS	922	955		
660	Priority Mail with Adult Signature Restricted Delivery Return Receipt	PM	USPS ADULT SIGNATURE/RESTR DEL eVS	923	955		
681	Priority Mail with Adult Signature	PM	USPS ADULT SIGNATURE eVS	922			
682	Priority Mail with Adult Signature Restricted Delivery	PM	USPS ADULT SIGNATURE/RESTR DEL eVS	923			
687	Priority Mail Insurance ≤ $200 with Adult Signature	PM	USPS ADULT SIGNATURE eVS	922	930		
688	Priority Mail Insurance ≤ $200 with Adult Signature Restricted Delivery	PM	USPS ADULT SIGNATURE/RESTR DEL eVS	923	930		
689	Priority Mail Insurance > $200 with Adult Signature	PM	USPS ADULT SIGNATURE eVS	922	931		
690	Priority Mail Insurance > $200 with Adult Signature Restricted Delivery	PM	USPS ADULT SIGNATURE/RESTR DEL eVS	923	931		
691	Parcel Select (non-presort) with Adult Signature	PS	USPS ADULT SIGNATURE eVS	922			

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
692	Parcel Select (non-presort) with Adult Signature Restricted Delivery	PS	USPS ADULT SIGNATURE/RESTR DEL eVS	923			
696	Parcel Select (non-presort) Insurance ≤ $200 with Adult Signature	PS	USPS ADULT SIGNATURE eVS	922	930		
697	Parcel Select (non-presort) Insurance ≤ $200 with Adult Signature Restricted Delivery	PS	USPS ADULT SIGNATURE/RESTR DEL eVS	923	930		
698	Parcel Select (non-presort) Insurance > $200 with Adult Signature	PS	USPS ADULT SIGNATURE eVS	922	931		
699	Parcel Select (non-presort) Insurance > $200 with Adult Signature Restricted Delivery	PS	USPS ADULT SIGNATURE/RESTR DEL eVS	923	931		
702	Standard Mail	SA	USPS TRACKING # eVS				
703	Standard Mail Marketing	S2	USPS TRACKING # eVS				
704	Standard Mail Marketing Delivery Confirmation	S2	USPS TRACKING # eVS	920			
705	Standard Mail Marketing with Special Handling	S2	USPS TRACKING # eVS	970			
706	Standard Mail Marketing Delivery Confirmation with Special Handling	S2	USPS TRACKING # eVS	920	970		
707	Parcel Select Lightweight with Insurance > $200	LW	USPS SIGNATURE TRACKING # eVS	931			
708	Parcel Select Lightweight Delivery Confirmation with Insurance > $200	LW	USPS SIGNATURE TRACKING # eVS	920	931		
709	Parcel Select Lightweight with Insurance > $200 Return Receipt	LW	USPS SIGNATURE TRACKING # eVS	931	955		
710	Express Mail PO-Add	EX	USPS SIGNATURE TRACKING # eVS				
712	Express Mail PO-Add with Insurance	EX	USPS SIGNATURE TRACKING # eVS	925			
716	Express Mail - Hold For Pickup	EX	USPS SIGNATURE TRACKING # eVS	985			
717	Express Mail – Hold For Pickup Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	985	955		
718	Express Mail - HFP with Insurance	EX	USPS SIGNATURE TRACKING # eVS	925			
719	Express Mail - Hold For Pickup with Insurance Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	925	985	955	
723	Express Mail Open & Distribute (EMOD)	EX	USPS SCAN ON ARRIVAL eVS	430			
724	Express Mail with Adult Signature	EX	USPS ADULT SIGNATURE eVS	922			
725	Express Mail with Adult Signature Restricted Delivery	EX	USPS ADULT SIGNATURE/RESTR DEL eVS	923			
726	Express Mail with Adult Signature and Extra Insurance	EX	USPS ADULT SIGNATURE eVS	922	925		

3-Digit STC	DESCRIPTION	CLASS OF MAIL	BANNER TEXT	1ST Extra Service Code	2ND Extra Service Code	3RD Extra Service Code	4TH Extra Service Code
727	Express Mail with Adult Signature Restricted Delivery and Extra Insurance	EX	USPS ADULT SIGNATURE/RESTR DEL eVS	923	925		
742	First-Class Package Service	FC	USPS TRACKING # eVS				
743	Parcel Select Lightweight with Insurance > $200 Restricted Delivery	LW	USPS SIGNATURE TRACKING # eVS	931	950		
744	Parcel Select Lightweight with Ins > $200 RRE	LW	USPS SIGNATURE TRACKING # eVS	931	957		
745	Parcel Select Lightweight Delivery Confirmation Insurance ≤ $200	LW	USPS SIGNATURE TRACKING # eVS	920	930		
746	Parcel Select Lightweight with Insurance ≤ $200	LW	USPS SIGNATURE TRACKING # eVS	930			
747	Parcel Select Lightweight Delivery Confirmation with Special Handling	LW	USPS SIGNATURE TRACKING # eVS	920	970		
748	Parcel Select Lightweight Delivery Confirmation	LW	USPS SIGNATURE TRACKING # eVS	920			
749	Parcel Select Lightweight with Ins > $200 Return Receipt/RRE	LW	USPS SIGNATURE TRACKING # eVS	931	955	957	
784	Parcel Select Lightweight with Ins > $200 Return Receipt Restricted Delivery	LW	USPS TRACKING # eVS	931	950	955	
785	Parcel Select Lightweight with Ins > $200 Return Receipt / RRE Restricted Delivery	LW	USPS TRACKING # eVS	931	950	955	957
786	Parcel Select Lightweight with Ins ≤ $200 Return Receipt for Merchandise	LW	USPS TRACKING # eVS	930	960		
787	Parcel Select Lightweight Return Receipt for Merchandise	LW	USPS TRACKING # eVS	960			
788	Parcel Select Lightweight Delivery Confirmation Return Receipt for Merchandise	LW	USPS TRACKING # eVS	920	960		
789	Parcel Select Lightweight	LW	USPS TRACKING # eVS				

Table G–2a eVS/PRS Class of Mail Codes - Domestic

(File Version 1.4 Detail Record 1 Positions: 003–004; File Version 1.6/1.7 Detail Record 1 Positions: 037–038)

eVS Mail Class Code	eVS Mail Class/Product
BB	Bound Printed Matter
BL	Library Mail
BP	Parcel Post
BS	Media Mail
EX	Express Mail
FC	First–Class Package Service
LW	Parcel Select Lightweight
PM	Priority Mail
PS	Parcel Select
SA	Standard Mail Nonprofit
S2	Standard Mail Marketing

PRS Mail Class Code	Mail Class or Subclass Name
RP	Parcel Select Return Service
MR	Priority Mail Return Service

Table G–3 Processing Category Codes

(File Version 1.4 Detail Record 1 Positions: 055; File Version 1.6/1.7 Detail Record 1 Positions: 372)

Processing Category Code	Processing Category Name	Possible Mail Classes/Products
1	Letters	PM
2	Flats	EX, PM, MR
3	Machinable	FC; BB, BL, BP, BS, LW,PS; SA, S2, RP
4	Irregular	SA, S2, BB, BL, BS
5	Nonmachinable	FC; BB, BL, BP, BS, LW, PS, RP
O	Open and Distribute	EX, PM

Table G–4 Destination Rate Indicator Codes

(File Version 1.4 Detail Record 1 Positions: 056; File Version 1.6/1.7 Detail Record 1 Positions: 375)

Destination Rate Indicator Code	Destination Rate Indicator Name	Possible Mail Classes or Subclasses
N	None	EX, FC, PM; BB, BL, BP, BS; LW, SA, S2, RP, MR
B	Destination Network Distribution Center (DNDC)	EX, PM, BB, LW, PS; SA, S2, RP
S	Destination Sectional Center Facility (DSCF)	EX, PM, BB, LW, PS; SA, S2, RP
A	Destination Area Distribution Center (ADC)	PM
F	Destination Auxiliary Service Facility (ASF)	PM
D	Destination Delivery Unit (DDU)	EX, PM, BB, LW, PS; SA, S2, RP

Table G–5 Rate Indicator Codes

(File Version 1.4 Detail Record 1 Positions: 057-058; File Version 1.6/1.7 Detail Record 1 Positions: 373-374)

Rate Indicator Code	Rate Indicator Name	Possible Mail Classes
3D	3–digit price	FC; PS; SA, S2
5D	5–digit price	FC; BL, BS, PS; SA, S2
AD	ADC price	FC
AF	Critical Mail Flat price	PM
AL	Critical Mail Letter price	PM
B3	Balloon 3–digit price	PS
BA	Basic price	BL, BS
BB	Mixed NDC price	LW
BM	NDC price	SA, S2
BN	Balloon price	BP, PM; PS, RP, MR
C6	Regional Rate Box A	PM
C7	Regional Rate Box B	PM
C8	Regional Rate Box C	PM
CB	Carrier Route Basic price	S2
CH	Carrier Route High Density price	S2
CP	Cubic Tier price	PM
CS	Carrier Route Saturation	S2
DC	NDC price	LW
DE	SCF price	LW
DF	5-digit price	LW
DN	Dimensional nonrectangular price	PM, MR
DR	Dimensional rectangular price	PM, MR
E3	Flat Rate Envelope (Hold for Pickup)	EX
E4	Flat Rate Envelope (PO to Addressee)	EX
E5	Legal Flat Rate Envelope (Hold for Pickup)	EX
E6	Legal Flat Rate Envelope (PO to Addressee)	EX
E7	Legal Flat Rate Envelope (Sunday/Holiday Delivery)	EX
E8	Flat Rate Box (PO to Addressee)	EX

Rate Indicator Code	Rate Indicator Name	Possible Mail Classes
E9	Flat Rate Box (Hold for Pickup)	EX
EE	Flat Rate Box (Sunday/Holiday Delivery)	EX
FA	Legal Flat Rate Envelope	PM
FB	Medium Flat Rate Box	PM, MR
FE	Flat Rate Envelope	PM, MR
FP	Padded Flat Rate Envelope	EX, PM, MR
FS	Small Flat Rate Box	PM, MR
MA	Mixed ADC price	FC; SA
MB	Mixed NDC price	SA, S2
N5	Nonprofit 5-digit price	SA, S2
NB	Nonprofit Carrier Route Basic price	S2
ND	Nonprofit NDC price	SA, S2
NH	Nonprofit Carrier Route High Density price	S2
NM	Nonprofit Mixed NDC price	SA, S2
NP	Nonpresorted price	BB
NR	Nonprofit Carrier Route Saturation price	S2
NT	Nonprofit SCF price	SA, S2
O1	PMOD Full Tray Box	PM
O2	PMOD Half Tray Box	PM
O3	PMOD Extended Managed Mail (EMM) Tray Box	PM
O4	PMOD Flat Tub Tray Box	PM
O5	PMOD Surface Transported Pallet (NSA only)	PM
O6	PMOD Full Pallet Box (NSA only)	PM
O7	PMOD Half Pallet Box (NSA only)	PM
OS	Oversized price	BP, PS, RP, MR
P5	Cubic Soft Pack Tier 1 (.10)	PM
P6	Cubic Soft Pack Tier 2 (.20)	PM
P7	Cubic Soft Pack Tier 3 (.30)	PM
P8	Cubic Soft Pack Tier 4 (.40)	PM

Rate Indicator Code	Rate Indicator Name	Possible Mail Classes
P9	Cubic Soft Pack Tier 5 (.50)	PM
PA	Single–piece price (PO to Addressee)	EX
PL	Large Flat Rate Box	PM, MR
PM	Large Flat Rate Box APO/FPO/DPO	PM, MR
PP	Single–piece price (Hold for Pickup)	EX
PR	Presorted price	BB
RG	Regional Ground price	PS
S2	Single-piece retail price	FC
SP	Single–piece price	FC, PM; BL, BP, BS, PS, RP, MR
U3	Under 1 lb. 3–digit price	FC
U5	Under 1 lb. 5–digit price	FC
UA	Under 1 lb. ADC price	FC
US	Under 1 lb. single-piece price	FC

Table G–6 Zone Codes

(File Version 1.4 Detail Record 1 Positions: 059-060; File Version 1.6/1.7 Detail Record 1 Positions: 376-377)

Zone Code	Zone Name	Possible Mail Classes or Subclasses
00	No zone	PM, FC; BB, BL, BS, LW, PS; SA, S2, RP, MR
01—05	Zones 1 through 5	EX, PM; BB, BP, PS, RP, MR
06—08	Zones 6 through 8	EX, PM; BB, BP, RP, MR
LC	Local Zone	EX, PM, PS

Table G–7 Postal Routing Barcode Codes

(File Version 1.4 Detail Record 1 Positions: 199; File Version 1.6/1.7 Detail Record 1 Positions: 500)

Postal Routing Barcode Code	Postal Routing Barcode Name	Possible Mail Classes or Subclasses
0	No barcode	EX, FC, PM; BB, BL, BP, BS, LW, PS; SA, S2, RP, MR
1	GS1-128 barcode	EX, FC, PM; BB, BL, BP, BS, LW, PS; SA, S2, RP, MR
2	POSTNET	EX, FC, PM; SA, RP, MR

Table G–8

Table G-8a Discount Type Codes

(File Version 1.4 Detail Record 1 Positions: 161-162; File Version 1.6/1.7 Detail Record 1 Positions: 470-471)

Discount Code	Discount Name	Possible Mail Classes or Subclasses
D2	ONDC Presort Discount	PS
D3	NDC Presort Discount	PS
D6	Nonmachinable Discount (DNDC Parcel Select) for Special Handling	PS
D7	Nonmachinable Discount (3–Digit DSCF Parcel Select) for Special Handling	PS

Table G–8b Surcharge Type Codes

(File Version 1.4 Detail Record 1 Positions: 161-162; File Version 1.6/1.7 Detail Record 1 Positions: 461-462)

Surcharge Code	Surcharge Name	Possible Mail Classes or Subclasses
N1	Nonmachinable or Nonbarcoded Parcel Surcharge	FC
N2	Nonbarcoded Parcel Surcharge	SA

Table G–9

Table G-9a Extra Service Codes for 2-digit STC

(File Version 1.4 Detail Record 1 Positions: 080–081, 087–088, and 094–095)

Extra Service Code	Extra Service Name	Possible Mail Classes or Subclasses
01	Delivery Confirmation	FC, PM, BB, BL, BP, BS, LW, PS, SA, S2
02	Signature Confirmation	FC, PM, BB, BL, BP, BS, PS
04	Insured Mail	FC, PM, BB, BL, BP, BS, LW, PS
05	COD (Collect on Delivery)	FC, PM, BB, BL, BP, BS, PS
06	Return Receipt	FC, PM, BB, BL, BP, BS, LW, PS, SA
07	Return Receipt for Merchandise	PM, BB, BL, BP, BS, LW, PS, SA
08	Restricted Delivery	FC, PM, BB, BL, BP, BS, LW, PS, SA
11	Special Handling (≤ 10 pounds)	FC, PM, BB, BL, BP, BS, PS
12	Special Handling (> 10 pounds)	PM, BB, BL, BP, BS, PS
13	Bulk Insurance	SA
19	Express Mail Insurance	EX

Table G-9b Extra Service Codes for 3-digit STC
(File Version 1.6/1.7 Detail Record 1 Positions: 399-401, 408-410, 417-419, 426-428, and 435-437)

Extra Service Code	Extra Service Name	Possible Mail Classes or Subclasses
430	Open and Distribute	PM
915	COD (Collect on Delivery)	FC, PM, BB, BL, BP, BS, PS
920	Delivery Confirmation	FC, PM, BB, BL, BP, BS, LW, PS, SA, S2
921	Signature Confirmation	FC, PM, BB, BL, BP, BS, PS
922	Adult Signature	EX, PM, PS
923	Adult Signature Restricted Delivery	EX, PM, PS
925	Express Mail Insurance	EX
930	Insurance ≤ $200	FC, PM, BB, BL, BP, BS, LW, PS, SA
931	Insurance > $200	PM, BB, BL, BP, BS, LW, PS, SA, S2
950	Restricted Delivery	FC, PM, BB, BL, BP, BS, LW, PS, SA
955	Return Receipt	EX, FC, PM, BB, BL, BP, BS, LW, PS, SA
957	Return Receipt Electronic	FC, PM, BB, BL, BP, BS, LW, PS, SA
960	Return Receipt for Merchandise	PM, BB, BL, BP, BS, LW, PS; SA
970	Special Handling	FC, PM, BB, BL, BP, BS, PS
985	Hold For Pickup	EX, FC, PM, PS

Table G–10

eVS Valid Rate Ingredient Combinations

eVS supports the parcel subclasses and rate categories identified in each of the subsequent G tables.

Exhibit G-10 identifies all the products available in eVS. Additions to this table will be announced in the *Postal Bulletin* as the number of supported parcel products increases.

Exhibit G–10

Available eVS Parcel Products

Table	Mail Class/Product
G-10a	First-Class Package Service
G–10b	Priority Mail (includes Critical Mail and PMOD)
G–10c	Standard Mail Nonprofit
G–10d	Standard Mail Marketing
G–10e	Standard Mail Marketing Nonprofit
G–10f	Parcel Select (includes Parcel Select Lightweight)
G-10g	Parcel Post
G-10h	Bound Printed Matter
G-10i	Media Mail
G-10j	Library Mail
G-10k	Express Mail
G-10l	Parcel Return Service

eVS Valid Rate Ingredient Combinations

Table G–10a.1 First–Class Package Service

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
FC	3	N	3D	00	0	N1	0000050	**3-Digit/Surcharge**
FC	3	N	3D	00	1, 2		0000000	3-Digit
FC	3	N	5D	00	0, 1, 2		0000000	5-Digit
FC	3	N	AD	00	0	N1	0000050	**ADC/Surcharge**
FC	3	N	AD	00	1, 2		0000000	ADC
FC	3	N	MA	00	0, 1, 2		0000000	Single-Piece
FC	3	N	SP	00	0, 1, 2		0000000	Single-Piece
FC	5	N	3D	00	0	N1	0000050	**3-Digit/Surcharge**
FC	5	N	3D	00	1, 2		0000000	3-Digit
FC	5	N	5D	00	0, 1, 2		0000000	5-Digit
FC	5	N	AD	00	0	N1	0000050	**ADC/Surcharge**
FC	5	N	AD	00	1, 2		0000000	ADC
FC	5	N	MA	00	0, 1, 2		0000000	Single-Piece
FC	5	N	SP	00	0, 1, 2		0000000	Single-Piece

Table G–10a.2 First–Class Package Service Commercial Plus - Under 1 lb. Parcels

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
FC	3	N	U3	00	0	N1	0000050	3-Digit Commercial Plus /Nonbarcoded Surcharge
FC	3	N	U3	00	1, 2		0000000	3-Digit Commercial Plus
FC	3	N	U5	00	0, 1, 2		0000000	5-Digit Commercial Plus
FC	3	N	UA	00	0	N1	0000050	ADC Commercial Plus /Nonbarcoded Surcharge
FC	3	N	UA	00	1, 2		0000000	ADC Commercial Plus
FC	3	N	US	00	0, 1, 2		0000000	Single-Piece Commercial Plus

Table G–10a.3 First–Class Mail Retail Packages

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
FC	3	N	S2	00	0, 1, 2	Retail Single-Piece
FC	5	N	S2	00	0, 1, 2	Retail Single-Piece

Table G–10b.1 Priority Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	2	N	FE	00	0, 1, 2	Flat Rate Envelope
PM	2	N	FA	00	0, 1, 2	Legal Flat Rate Envelope
PM	5	N	FP	00	0, 1, 2	Padded Flat Rate Envelope
PM	5	N	FS	00	0, 1, 2	Small Flat Rate Box
PM	5	N	FB	00	0, 1, 2	Medium Flat Rate Box
PM	5	N	PL	00	0, 1, 2	Large Flat Rate Box
PM	5	N	PM	00	0, 1, 2	Large Flat Rate Box APO/FPO/ DPO
PM	3	N	C6	LC,01-08	0, 1, 2	Regional Rate Box A
PM	3	N	C7	LC,01-08	0, 1, 2	Regional Rate Box B
PM	3	N	C8	LC,01-08	0, 1, 2	Regional Rate Box C
PM	1	N	SP	LC, 01-08	0, 1, 2	Single-Piece
PM	2	N	SP	LC, 01-08	0, 1, 2	Single-Piece
PM	5	N	SP	LC, 01-08	0, 1, 2	Single-Piece
PM	5	N	BN	LC, 01-04	0, 1, 2	Balloon
Length, Height, and Width required for all Priority Mail packages claiming Dimensional or Cubic Prices						
PM	5	N	DR	05-08	0, 1, 2	Rectangular Dimensional Weight
PM	5	N	DN	05-08	0, 1, 2	Nonrectangular Dimensional Weight
PM	3	N	CP	LC, 01-08	0, 1, 2	Cubic Tier
PM	3	N	P5	LC, 01-08	0, 1, 2	Cubic Tier Soft Pack Tier 1 (.10)
PM	3	N	P6	LC, 01-08	0, 1, 2	Cubic Tier Soft Pack Tier 2 (.20)
PM	3	N	P7	LC, 01-08	0, 1, 2	Cubic Tier Soft Pack Tier 3 (.30)
PM	3	N	P8	LC, 01-08	0, 1, 2	Cubic Tier Soft Pack Tier 4 (.40)
PM	3	N	P9	LC, 01-08	0, 1, 2	Cubic Tier Soft Pack Tier 5 (.50)

Table G–10b.2 Critical Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	1	N	AL	01-08	0, 1, 2	Critical Mail Letter
PM	2	N	AF	01-08	0, 1, 2	Critical Mail Flat

Table G–10b.3 Priority Mail Open and Distribute (PMOD)

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	O	B	SP	00	0, 1, 2	PMOD – NDC destination
PM	O	B	SP	01-08	0, 1, 2	PMOD – NDC destination
PM	O	D	SP	00	0, 1, 2	PMOD – DDU destination
PM	O	D	SP	01-08	0, 1, 2	PMOD – DDU destination
PM	O	S	SP	00	0, 1, 2	PMOD –SCF destination
PM	O	S	SP	01-08	0, 1, 2	PMOD –SCF destination
PM	O	A	SP	00	0, 1, 2	PMOD –ADC destination
PM	O	A	SP	01-08	0, 1, 2	PMOD –ADC destination
PM	O	F	SP	00	0, 1, 2	PMOD –ASF destination
PM	O	F	SP	01-08	0, 1, 2	PMOD –ASF destination

Table G–10b.4 Priority Mail Open and Distribute (PMOD) Containers

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding Discounts or Barcoding or Machinability Surcharges
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	O	B	O1	01-08	0, 1, 2	PMOD Full Tray Box – NDC
PM	O	D	O1	01-08	0, 1, 2	PMOD Full Tray Box – DDU
PM	O	S	O1	01-08	0, 1, 2	PMOD Full Tray Box –SCF
PM	O	A	O1	01-08	0, 1, 2	PMOD Full Tray Box –ADC
PM	O	F	O1	01-08	0, 1, 2	PMOD Full Tray Box –ASF
PM	O	B	O2	01-08	0, 1, 2	PMOD Half Tray Box – NDC
PM	O	D	O2	01-08	0, 1, 2	PMOD Half Tray Box – DDU
PM	O	S	O2	01-08	0, 1, 2	PMOD Half Tray Box –SCF
PM	O	A	O2	01-08	0, 1, 2	PMOD Half Tray Box –ADC
PM	O	F	O2	01-08	0, 1, 2	PMOD Half Tray Box –ASF
PM	O	B	O4	01-08	0, 1, 2	PMOD Flat Tub Tray Box – NDC

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding Discounts or Barcoding or Machinability Surcharges
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	O	D	O4	01-08	0, 1, 2	PMOD Flat Tub Tray Box – DDU
PM	O	S	O4	01-08	0, 1, 2	PMOD Flat Tub Tray Box –SCF
PM	O	A	O4	01-08	0, 1, 2	PMOD Flat Tub Tray Box –ADC
PM	O	F	O4	01-08	0, 1, 2	PMOD Flat Tub Tray Box –ASF
PM	O	B	O3	01-08	0, 1, 2	PMOD EMM Tray Box – NDC
PM	O	D	O3	01-08	0, 1, 2	PMOD EMM Tray Box – DDU
PM	O	S	O3	01-08	0, 1, 2	PMOD EMM Tray Box –SCF
PM	O	A	O3	01-08	0, 1, 2	PMOD EMM Tray Box –ADC
PM	O	F	O3	01-08	0, 1, 2	PMOD EMM Tray Box –ASF

Table G–10b.5 Priority Mail Open and Distribute (PMOD) Containers – NSA Only

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding Discounts or Barcoding or Machinability Surcharges
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PM	O	B	O6	01-05	0, 1, 2	PMOD Full Pallet Box – NDC
PM	O	D	O6	01-05	0, 1, 2	PMOD Full Pallet Box – DDU
PM	O	S	O6	01-05	0, 1, 2	PMOD Full Pallet Box –SCF
PM	O	A	O6	01-05	0, 1, 2	PMOD Full Pallet Box –ADC
PM	O	F	O6	01-05	0, 1, 2	PMOD Full Pallet Box –ASF
PM	O	B	O7	01-05	0, 1, 2	PMOD Half Pallet Box – NDC
PM	O	D	O7	01-05	0, 1, 2	PMOD Half Pallet Box – DDU
PM	O	S	O7	01-05	0, 1, 2	PMOD Half Pallet Box –SCF
PM	O	A	O7	01-05	0, 1, 2	PMOD Half Pallet Box –ADC
PM	O	F	O7	01-05	0, 1, 2	PMOD Half Pallet Box –ASF
PM	O	B	O5	01-05	0, 1, 2	PMOD Surface Transported Pallet – NDC
PM	O	D	O5	01-05	0, 1, 2	PMOD Surface Transported Pallet – DDU
PM	O	S	O5	01-05	0, 1, 2	PMOD Surface Transported Pallet –SCF
PM	O	A	O5	01-05	0, 1, 2	PMOD Surface Transported Pallet –ADC
PM	O	F	O5	01-05	0, 1, 2	PMOD Surface Transported Pallet –ASF

Table G–10c.1 Standard Mail Nonprofit Piece Rate: 3.3 ounces (0.2063 pound) or less

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
SA	4	B	N5	00	0, 1, 2		0000000	DNDC 5-Digit
SA	4	B	ND	00	0	N2	0000064	DNDC NDC /Surcharge
SA	4	B	ND	00	1, 2		0000000	DNDC NDC
SA	4	B	NT	00	0	N2	0000064	DNDC SCF /Surcharge
SA	4	B	NT	00	1, 2		0000000	DNDC SCF
SA	4	D	N5	00	0, 1, 2		0000000	DDU 5-Digit
SA	4	N	ND	00	0	N2	0000064	NDC/Surcharge
SA	4	N	ND	00	1, 2		0000000	NDC
SA	4	N	NM	00	0	N2	0000064	Mixed NDC /Surcharge
SA	4	N	NM	00	1, 2		0000000	Mixed NDC
SA	4	S	N5	00	0, 1, 2		0000000	DSCF 5-Digit
SA	4	S	NT	00	0	N2	0000064	DSCF SCF /Surcharge
SA	4	S	NT	00	1, 2		0000000	DSCF SCF

Table G–10c.2 Standard Mail Nonprofit Piece–Pound Rate: more than 3.3 ounces (0.2063 pound)

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
SA	3	B	N5	00	0, 1			DNDC 5–Digit
SA	3	B	ND	00	0	N2	0000064	DNDC NDC/Surcharge
SA	3	B	ND	00	1			DNDC NDC
SA	3	D	N5	00	0, 1			DDU 5–Digit
SA	3	N	ND	00	0	N2	0000064	NDC/Surcharge
SA	3	N	ND	00	1			NDC
SA	3	N	NM	00	0	N2	0000064	Mixed NDC/Surcharge
SA	3	N	NM	00	1			Mixed NDC
SA	3	S	N5	00	0, 1			DSCF 5–Digit
SA	4	B	N5	00	0, 1, 2			DNDC 5–Digit
SA	4	B	ND	00	0	N2	0000064	DNDC NDC /Surcharge
SA	4	B	ND	00	1, 2			DNDC NDC

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
SA	4	B	NT	00	0	N2	0000064	DNDC SCF/Surcharge
SA	4	B	NT	00	1, 2			DNDC SCF
SA	4	D	N5	00	0, 1, 2			DDU 5–Digit
SA	4	N	ND	00	0	N2	0000064	NDC/Surcharge
SA	4	N	ND	00	1, 2			NDC
SA	4	N	NM	00	0	N2	0000064	Mixed NDC /Surcharge
SA	4	N	NM	00	1, 2			Mixed NDC
SA	4	S	N5	00	0, 1, 2			DSCF 5–Digit
SA	4	S	NT	00	0	N2	0000064	DSCF SCF /Surcharge
SA	4	S	NT	00	1, 2			DSCF SCF

Table G–10d.1 Standard Mail Marketing

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
S2	3	N	MB	00	0, 1, 2			Machinable Mixed NDC
S2	3	N	BM	00	0, 1, 2			Machinable NDC
S2	3	B	BM	00	0, 1, 2			Machinable DNDC NDC
S2	3	B	5D	00	0, 1, 2			Machinable DNDC 5-Digit
S2	3	S	5D	00	0, 1, 2			Machinable DSCF 5-Digit
S2	3	D	5D	00	0, 1, 2			Machinable DDU 5-Digit
S2	3	N	MB	00	0, 1, 2			Machinable Mixed NDC
S2	4	B	5D	00	0, 1, 2			Irregular DNDC 5-Digit
S2	4	S	5D	00	0, 1, 2			Irregular DSCF 5-Digit
S2	4	D	5D	00	0, 1, 2			Irregular DDU 5-Digit
S2	4	B	3D	00	0	N2	0000064	Irregular DNDC SCF/Surcharge
S2	4	B	3D	00	1, 2			Irregular DNDC SCF

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
S2	4	S	3D	00	0	N2	0000064	Irregular DSCF SCF/Surcharge
S2	4	S	3D	00	1, 2			Irregular DSCF SCF
S2	4	N	BM	00	0	N2	0000064	Irregular NDC/Surcharge
S2	4	N	BM	00	1, 2			Irregular NDC
0S2	4	B	BM	00	0	N2	0000064	Irregular DNDC NDC/Surcharge
S2	4	B	BM	00	1, 2			Irregular DNDC NDC
S2	4	N	MB	00	0	N2	0000064	Irregular Mixed NDC
S2	4	N	MB	00	1, 2			Irregular Mixed NDC

Table G–10d.2 Standard Mail Marketing Carrier Route

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
S2	3	N	CS	00	0, 1, 2	Carrier Route Saturation machinable
S2	4	N	CS	00	0, 1, 2	Carrier Route Saturation irregular
S2	3	B	CS	00	0, 1, 2	Carrier Route Saturation DNDC machinable
S2	4	B	CS	00	0, 1, 2	Carrier Route Saturation DNDC irregular
S2	3	S	CS	00	0, 1, 2	Carrier Route Saturation DSCF machinable
S2	4	S	CS	00	0, 1, 2	Carrier Route Saturation DSCF irregular
S2	3	D	CS	00	0, 1, 2	Carrier Route Saturation DDU machinable
S2	4	D	CS	00	0, 1, 2	Carrier Route Saturation DDU irregular
S2	3	N	CH	00	0, 1, 2	Carrier Route High Density machinable
S2	4	N	CH	00	0, 1, 2	Carrier Route High Density irregular
S2	3	B	CH	00	0, 1, 2	Carrier Route High Density DNDC machinable
S2	4	B	CH	00	0, 1, 2	Carrier Route High Density DNDC irregular
S2	3	S	CH	00	0, 1, 2	Carrier Route High Density DSCF machinable
S2	4	S	CH	00	0, 1, 2	Carrier Route High Density DSCF irregular
S2	3	D	CH	00	0, 1, 2	Carrier Route High Density DDU machinable
S2	4	D	CH	00	0, 1, 2	Carrier Route High Density DDU irregular

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
S2	3	N	CB	00	0, 1, 2	Carrier Route Basic machinable
S2	4	N	CB	00	0, 1, 2	Carrier Route Basic irregular
S2	3	B	CB	00	0, 1, 2	Carrier Route Basic DNDC machinable
S2	4	B	CB	00	0, 1, 2	Carrier Route Basic DNDC irregular
S2	3	S	CB	00	0, 1, 2	Carrier Route Basic DSCF machinable
S2	4	S	CB	00	0, 1, 2	Carrier Route Basic DSCF irregular
S2	3	D	CB	00	0, 1, 2	Carrier Route Basic DDU machinable
S2	4	D	CB	00	0, 1, 2	Carrier Route Basic DDU irregular

Table G–10e.1 Standard Mail Marketing Nonprofit

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
S2	3	B	N5	00	0, 1, 2			Machinable DNDC 5-Digit
S2	3	S	N5	00	0, 1, 2			Machinable DSCF 5-Digit
S2	3	D	N5	00	0, 1, 2			Machinable DDU 5-Digit
S2	3	N	ND	00	0, 1, 2			Machinable NDC
S2	3	B	ND	00	0, 1, 2			Machinable DNDC NDC
S2	3	N	NM	00	0, 1, 2			Machinable Mixed NDC
S2	4	B	N5	00	0, 1, 2			Irregular DNDC 5-Digit
S2	4	S	N5	00	0, 1, 2			Irregular DSCF 5-Digit
S2	4	D	N5	00	0, 1, 2			Irregular DDU 5-Digit
S2	4	B	NT	00	0	N2	0000064	Irregular DNDC SCF/Surcharge
S2	4	B	NT	00	1, 2			Irregular DNDC SCF
S2	4	S	NT	00	0	N2	0000064	Irregular DSCF SCF/Surcharge
S2	4	S	NT	00	1, 2			Irregular DSCF SCF
S2	4	N	ND	00	0	N2	0000064	Irregular NDC/Surcharge
S2	4	N	ND	00	1, 2			Irregular NDC
S2	4	B	ND	00	0	N2	0000064	Irregular DNDC NDC/Surcharge

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
S2	4	B	ND	00	1, 2			Irregular DNDC NDC
S2	4	N	NM	00	0	N2	0000064	Irregular Mixed NDC/Surcharge
S2	4	N	NM	00	1, 2			Irregular Mixed NDC

Table G–10e.2 Standard Mail Marketing Nonprofit Carrier Route

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
S2	3	N	NR	00	0, 1, 2	Carrier Route Saturation machinable
S2	4	N	NR	00	0, 1, 2	Carrier Route Saturation Irregular
S2	3	B	NR	00	0, 1, 2	Carrier Route Saturation DNDC machinable
S2	4	B	NR	00	0, 1, 2	Carrier Route Saturation DNDC
S2	3	S	NR	00	0, 1, 2	Carrier Route Saturation DSCF machinable
S2	4	S	NR	00	0, 1, 2	Carrier Route Saturation DSCF
S2	3	D	NR	00	0, 1, 2	Carrier Route Saturation DDU machinable
S2	4	D	NR	00	0, 1, 2	Carrier Route Saturation DDU irregular
S2	3	N	NH	00	0, 1, 2	Carrier Route High Density machinable
S2	4	N	NH	00	0, 1, 2	Carrier Route High Density irregular
S2	3	B	NH	00	0, 1, 2	Carrier Route High Density DNDC machinable
S2	4	B	NH	00	0, 1, 2	Carrier Route High Density DNDC irregular
S2	3	S	NH	00	0, 1, 2	Carrier Route High Density DSCF machinable
S2	4	S	NH	00	0, 1, 2	Carrier Route High Density DSCF irregular
S2	3	D	NH	00	0, 1, 2	Carrier Route High Density DDU machinable
S2	4	D	NH	00	0, 1, 2	Carrier Route High Density DDU irregular
S2	3	N	NB	00	0, 1, 2	Carrier Route Basic machinable
S2	4	N	NB	00	0, 1, 2	Carrier Route Basic irregular
S2	3	B	NB	00	0, 1, 2	Carrier Route Basic DNDC machinable
S2	4	B	NB	00	0, 1, 2	Carrier Route Basic DNDC irregular
S2	3	S	NB	00	0, 1, 2	Carrier Route Basic DSCF machinable
S2	4	S	NB	00	0, 1, 2	Carrier Route Basic DSCF irregular
S2	3	D	NB	00	0, 1, 2	Carrier Route Basic DDU machinable
S2	4	D	NB	00	0, 1, 2	Carrier Route Basic DDU irregular

Table G–10f.1 Parcel Select

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PS	3	B	BN	01–05	0	Intra–NDC Mach NBC
PS	3	B	BN	01–05	1	DNDC Mach Balloon
PS	3	B	SP	01–05	0	Intra–NDC Mach NBC
PS	3	B	SP	01–05	1	DNDC Mach
PS	3	D	BN	00	0, 1	DDU Balloon
PS	3	D	SP	00	0, 1	DDU
PS	3	S	BN	00	0, 1	DSCF Mach Balloon
PS	3	S	SP	00	0, 1	DSCF Mach
PS	5	B	BN	01–05	0, 1	DNDC Nonmach Balloon
PS	5	B	OS	01–05	0, 1	DNDC Nonmach Oversized
PS	5	B	SP	01–05	0, 1	DNDC Nonmach
PS	5	D	BN	00	0, 1	DDU Balloon
PS	5	D	OS	00	0, 1	DDU Oversized
PS	5	D	SP	00	0, 1	DDU
PS	5	S	3D	00	0, 1	DSCF Nonmach 3–Digit
PS	5	S	5D	00	0, 1	DSCF Nonmach 5–Digit
PS	5	S	B3	00	0, 1	DSCF Nonmach 3–Digit Balloon
PS	5	S	BN	00	0, 1	DSCF Nonmach 5–Digit Balloon
PS	5	S	OS	00	0, 1	DSCF Nonmach Oversized

Table G–10f.2 Parcel Select – NDC/ONDC Presort

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
PS	3	N	BN	01–08	0	D2	0000000	ONDC Presort balloon mach
PS	3	N	BN	01–08	0	D3	0000000	NDC Presort balloon mach
PS	3	N	BN	01–08	1	D2	0000000	ONDC Presort balloon machinable

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Discount and Surcharge	Discount or Surcharge Amount	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	161-162	163-169	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	D:470-471 S: 461-462	D:472-478 S: 463-469	1.6/1.7 file version detail record 1
PS	3	N	BN	01–08	1	D3	0000000	NDC Presort balloon machinable
PS	3	N	SP	01–08	0	D2	0000000	ONDC Presort mach
PS	3	N	SP	01–08	0	D3	0000000	NDC Presort mach
PS	3	N	SP	01–08	1	D2	0000000	ONDC Presort machinable
PS	3	N	SP	01–08	1	D3	0000000	NDC Presort machinable
PS	5	N	BN	01–08	0	D2	0000000	ONDC Presort balloon nonmach
PS	5	N	BN	01–08	1	D2	0000000	ONDC Presort balloon nonmach
PS	5	N	BN	01–08	0	D3	0000000	NDC Presort balloon nonmach
PS	5	N	BN	01–08	1	D3	0000000	NDC Presort balloon nonmach
PS	5	N	OS	01–08	0	D2	0000000	ONDC Presort oversize nonmach
PS	5	N	OS	01–08	1	D2	0000000	ONDC Presort oversize nonmach
PS	5	N	OS	01–08	0	D3	0000000	NDC Presort oversize nonmach
PS	5	N	OS	01–08	1	D3	0000000	NDC Presort oversize nonmach
PS	5	N	SP	01–08	0, 1	D2	0000000	ONDC Presort nonmach
PS	5	N	SP	01–08	0, 1	D3	0000000	NDC Presort nonmach

Table G–10f.3 Parcel Select –Nonpresort

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	**Rate (Including Barcoding or Machinability Surcharges)**
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
PS	3	N	SP	01-08	0, 1, 2	Parcel Select nonpresort machinable
PS	5	N	SP	01-08	0, 1, 2	Parcel Select nonpresort nonmachinable
PS	3	N	BN	01-08	0, 1, 2	Parcel Select nonpresort balloon mach
PS	5	N	BN	01-08	0, 1, 2	Parcel Select nonpresort balloon nonmach
PS	3	N	OS	01-08	0, 1, 2	Parcel Select nonpresort balloon mach
PS	5	N	OS	01-08	0, 1, 2	Parcel Select nonpresort balloon nonmach

Table G–10f.4 Parcel Select – Regional Ground

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
Length, Height, and Width required for all Parcel Select Regional Ground packages						
PS	3	S	RG	LC, 01–03	1	Regional Ground basic
PS	3	B	RG	LC, 01–03	1	Regional Ground ONDC price

Table G–10f.5 Parcel Select Lightweight

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
LW	3	B	DF	00	0, 1, 2	Parcel Select Lightweight Mach DNDC 5-Digit
LW	3	S	DF	00	0, 1, 2	Parcel Select Lightweight Mach DSCF 5-Digit
LW	3	D	DF	00	0, 1, 2	Parcel Select Lightweight Mach DDU 5-Digit
LW	3	N	DC	00	0, 1, 2	Parcel Select Lightweight Mach NDC
LW	3	B	DC	00	0, 1, 2	Parcel Select Lightweight Mach DNDC NDC
LW	3	N	BB	00	0, 1, 2	Parcel Select Lightweight Mach Mixed NDC
LW	4	B	DF	00	0, 1, 2	Parcel Select Lightweight Irreg DNDC 5-Digit
LW	4	S	DF	00	0, 1, 2	Parcel Select Lightweight Irreg DSCF 5-Digit

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
LW	4	D	DF	00	0, 1, 2	Parcel Select Lightweight Irreg DDU 5-Digit
LW	4	B	DE	00	0, 1, 2	Parcel Select Lightweight Irreg DNDC SCF
LW	4	S	DE	00	0, 1, 2	Parcel Select Lightweight Irreg DSCF SCF
LW	4	N	DC	00	0, 1, 2	Parcel Select Lightweight Irreg NDC
LW	4	B	DC	00	0, 1, 2	Parcel Select Lightweight Irreg DNDC NDC
LW	4	N	BB	00	0, 1, 2	Parcel Select Lightweight Irreg Mixed NDC

Table G–10g Parcel Post

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BP	3	N	BN	01–08	0, 1	Mach Balloon
BP	3	N	SP	01–08	0, 1	Machinable
BP	5	N	BN	01–08	0, 1	Nonmachinable Balloon
BP	5	N	OS	01–08	0, 1	Nonmachinable Oversized
BP	5	N	SP	01–08	0, 1	Nonmachinable

Table G–10h.1 Bound Printed Matter — Nonpresorted

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BB	3	N	NP	01–08	0, 1	Machinable nonpresorted
BB	4	N	NP	01–08	0, 1	Irregular nonpresorted
BB	5	N	NP	01–08	0, 1	Nonmachinable nonpresorted

Table G–10h.2 Bound Printed Matter — Presorted

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BB	3	N	PR	01–08	0, 1	Machinable presorted
BB	4	N	PR	01–08	0, 1	Irregular presorted
BB	5	N	PR	01–08	0, 1	Nonmachinable Presorted
BB	3	B	PR	01–05	0, 1	Machinable DNDC Presorted
BB	4	B	PR	01–05	0, 1	Irregular DNDC Presorted
BB	5	B	PR	01–05	0, 1	Nonmachinable DNDC Presorted
BB	3	S	PR	00	0, 1	Machinable DSCF Presorted
BB	4	S	PR	00	0, 1	Irregular DSCF Presorted
BB	5	S	PR	00	0, 1	Nonmachinable DSCF Presorted
BB	3	D	PR	00	0, 1	Machinable DDU Presorted
BB	4	D	PR	00	0, 1	Irregular DDU Presorted
BB	5	D	PR	00	0, 1	Nonmachinable DDU Presorted

Table G–10i Media Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BS	3	N	SP	00	0, 1	Machinable single–piece
BS	4	N	SP	00	0, 1	Irregular single–piece
BS	5	N	SP	00	0, 1	Nonmachinable single–piece
BS	3	N	BA	00	0, 1	Machinable basic
BS	4	N	BA	00	0, 1	Irregular basic
BS	5	N	BA	00	0, 1	Nonmachinable basic
BS	3	N	5D	00	0, 1	Machinable 5–Digit
BS	4	N	5D	00	0, 1	Irregular 5–Digit
BS	5	N	5D	00	0, 1	Nonmachinable 5–Digit

Table G–10j Library Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
BL	3	N	SP	00	0, 1	Machinable single–piece
BL	4	N	SP	00	0, 1	Irregular single–piece
BL	5	N	SP	00	0, 1	Nonmachinable single–piece
BL	3	N	BA	00	0, 1	Machinable basic
BL	4	N	BA	00	0, 1	Irregular basic
BL	5	N	BA	00	0, 1	Nonmachinable basic
BL	3	N	5D	00	0, 1	Machinable 5–Digit
BL	4	N	5D	00	0, 1	Irregular 5–Digit
BL	5	N	5D	00	0, 1	Nonmachinable 5–Digit

Table G–10k.1 Express Mail

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
003-004	055	056	057-058	059-060	199	1.4 file version detail record 1
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
EX	2	N	E3	00	0, 1, 2	Flat Rate Envelope – Hold for Pickup
EX	2	N	E4	00	0, 1, 2	Flat Rate Envelope – PO to Addressee
EX	2	N	E5	00	0, 1, 2	Legal Flat Rate Envelope – Hold for Pickup
EX	2	N	E6	00	0, 1, 2	Legal Flat Rate Envelope – PO to Addressee
EX	2	N	E7	00	0, 1, 2	Legal FRE – Sunday/Holiday Delivery
EX	3	N	FP	00	0, 1, 2	Padded Flat Rate Envelope – Hold for Pickup
EX	3	N	FE	00	0, 1, 2	Padded Flat Rate Envelope – PO to Addressee
EX	3	N	E8	00	0, 1, 2	Flat Rate Box – PO to Addressee
EX	3	N	E9	00	0, 1, 2	Flat Rate Box – Hold for Pickup
EX	3	N	EE	00	0, 1, 2	Flat Rate Box – Sunday/Holiday Delivery
EX	5	N	PA	01-08	0, 1, 2	Single Piece – PO to Addressee
EX	5	N	PP	01-08	0, 1, 2	Single Piece – Hold for Pickup

Table G–10k.2 Express Mail Open & Distribute (EMOD)

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
EX	O	B	PA	01-08	0, 1, 2	EMOD – NDC Destination
EX	O	F	PA	01-08	0, 1, 2	EMOD – ASF Destination
EX	O	S	PA	01-08	0, 1, 2	EMOD – SCF Destination
EX	O	A	PA	01-08	0, 1, 2	EMOD – ADC Destination
EX	O	D	PA	01-08	0, 1, 2	EMOD – DDU Destination

Table G–10l Parcel Return Service

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
RP	3	B	SP	01-05	0	RNDC machinable
RP	3	B	BN	01-05	0	RNDC machinable balloon
RP	5	B	SP	01-05	0	RNDC nonmachinable
RP	5	B	BN	01-05	0	RNDC nonmachinable balloon
RP	5	B	OS	01-05	0	RNDC nonmachinable oversized
RP	3	S	SP	00	0	RSCF machinable
RP	3	S	BN	00	0	RSCF machinable balloon
RP	5	S	SP	00	0	RSCF C nonmachinable
RP	5	S	BN	00	0	RSCF nonmachinable balloon
RP	5	S	OS	00	0	RSCF nonmachinable oversized
RP	3	D	SP	00	0	RDU machinable
RP	5	D	SP	00	0	RDU nonmachinable
RP	5	D	OS	00	0	RDU nonmachinable oversized
RP	3	N	SP	01-08	0	Offshore machinable (Parcel Post retail)
RP	3	N	BN	01-08	0	Offshore machinable balloon (Parcel Post retail)
RP	5	N	SP	01-08	0	Offshore nonmachinable (Parcel Post retail)
RP	5	N	BN	01-08	0	Offshore nonmachinable balloon (Parcel Post retail)
RP	5	N	OS	01-08	0	Offshore nonmachinable oversized (Parcel Post retail)
MR	1	N	SP	01-08	0, 1, 2	Priority Mail
MR	2	N	SP	01-08	0, 1, 2	Priority Mail
MR	5	N	SP	00, 01-08	0, 1, 2	Priority Mail
MR	5	N	BN	01-04	0, 1, 2	Priority Mail Balloon

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate (Including Barcoding or Machinability Surcharges)
037-038	372	375	373-374	376-377	500	1.6/1.7 file version detail record 1
MR	5	N	DR	05-08	0, 1, 2	Priority Mail Rectangular Dimensional
MR	5	N	DN	05-08	0, 1, 2	Priority Mail Nonrectangular Dimensional
MR	5	N	FE	00	0, 1, 2	Priority Mail Flat Rate Envelope
MR	5	N	FA	00	0, 1, 2	Priority Mail Legal Flat Rate Envelope
MR	5	N	FP	00	0, 1, 2	Priority Mail Padded Flat Rate Envelope
MR	5	N	FS	00	0, 1, 2	Priority Mail Small Flat Rate Box
MR	5	N	FB	00	0, 1, 2	Priority Mail Medium Flat Rate Box
MR	5	N	PL	00	0, 1, 2	Priority Mail Large Flat Rate Box

Appendix H Express Mail in eVS

Express Mail in eVS®

This provides a quick reference for customers who want to mail Express Mail in eVS:

- Use file version 1.4c, 1.6 or 1.7.
- Place the appropriate Rate Ingredients in the file (see Table G-10k.1).
- Create labels that match the manifest files following the label specifications.
- Present 3152E at the time of mailing.

Waiver of Signature and Signature Required Manifest and Label Changes. Effective January 22, 2012, the Postal Service will change the Express Mail signature waiver standard for domestic items. In the Waiver of Signature field, the former default value of 'N' is now set to 'Y' with the required label endorsement. Manifest mailers have until February 1, 2013 to upgrade their systems

- When signature waiver is requested, the shipping label is required to contain the 'WAIVER OF SIGNATURE' endorsement.
- When a signature is requested, the shipping label must contain the 'SIGNATURE REQUIRED' endorsement.
- Express Mail Hold For Pickup service always requires the signature of the addressee or addressee's agent. Therefore, Express Mail Hold For Pickup shipments should always reflect 'SIGNATURE REQUIRED' on the label and in the electronic file.
- Express Mail does not allow signature waiver for insured pieces. The shipping label must contain the 'SIGNATURE REQUIRED' endorsement.

2-digit Service Type Codes

Class of Mail Code	Service Type Code	Mail Class and Subclass	Other or Extra Service	Human Readable Text Above GS1-128 Barcode
EX	40	Express Mail	None	ZIP – USPS EXPRESS MAIL eVS USPS EXPRESS MAIL eVS
EX	43	Express Mail	Insured (Value> $100)	ZIP – USPS EXPRESS MAIL eVS USPS EXPRESS MAIL eVS

Additional Detail Record values for Express Mail PICs using file version 1.4c:

Waiver of Signature (062):Default value is 'Y'.

Extra Service Code 1st,2nd,3rd (080-081, 087-088, 094-095): The following Extra Service Code can be used with Express Mail: '19': Express Mail Insurance (Domestic)

3-digit Service Type Codes

3-digit STC	Mail Class and Extra Services Description	Class of Mail	Human Readable Text Above GS1-128 Barcode	1st Extra Service Code	2nd Extra Service Code	3rd Extra Service Code
655	Express Mail PO-Add with Adult Signature Return Receipt	EX	USPS ADULT SIGNATURE eVS	922	955	
656	Express Mail PO-Add with Adult Signature Restricted Delivery Return Receipt	EX	USPS ADULT SIG/RESTR DEL eVS	923	955	
657	Express Mail with Adult Signature Return Receipt Hold For Pickup	EX	USPS ADULT SIGNATURE eVS	922	955	985
658	Express Mail with Adult Signature Restricted Delivery Return Receipt Hold For Pickup	EX	USPS ADULT SIG/RESTR DEL eVS	923	955	985
710	Express Mail PO-Add	EX	USPS TRACKING # eVS			
712	Express Mail PO-Add with Insurance	EX	USPS TRACKING # eVS	925		
716	Express Mail – Hold For Pickup	EX	USPS TRACKING # eVS			
717	Express Mail – Hold For Pickup Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	955	985	
718	Express Mail - HFP with Insurance	EX	USPS TRACKING # eVS	925		
719	Express Mail - Hold For Pickup with Insurance Return Receipt	EX	USPS SIGNATURE TRACKING # eVS	925	955	985
724	Express Mail with Adult Signature	EX	USPS ADULT SIGNATURE eVS	922		
725	Express Mail with Adult Signature Restricted Delivery	EX	USPS ADULT SIGNATURE/RESTR DEL eVS	923		
726	Express Mail with Adult Signature and Extra Insurance	EX	USPS ADULT SIGNATURE eVS	922	925	
727	Express Mail with Adult Signature Restricted Delivery and Extra Insurance	EX	USPS ADULT SIGNATURE/RESTR DEL eVS	923	925	

Additional Detail Record 2 values for Express Mail PICs using file version 1.6 or 1.7:

Waiver of Signature (504): Default value is ‘Y’.

Manifest Rate Ingredients

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
EX	2	N	E3	00	0	Flat Rate Envelope – Hold for Pickup
EX	2	N	E4	00	0	Flat Rate Envelope – PO to Addressee
EX	5	N	PA	01-08	0	Single Piece – PO to Addressee
EX	5	N	PP	01-08	0	Single Piece – Hold for Pickup
EX	2	N	E3	00	1	Flat Rate Envelope – Hold for Pickup
EX	2	N	E4	00	1	Flat Rate Envelope – PO to Addressee
EX	5	N	PA	01-08	1	Single Piece – PO to Addressee
EX	5	N	PP	01-08	1	Single Piece – Hold for Pickup
EX	2	N	E3	00	2	Flat Rate Envelope – Hold for Pickup
EX	2	N	E4	00	2	Flat Rate Envelope – PO to Addressee
EX	5	N	PA	01-08	2	Single Piece – PO to Addressee
EX	5	N	PP	01-08	2	Single Piece – Hold for Pickup
EX	2	N	E7	00	0, 1, 2	Legal Flat Rate Envelope – Sun/Hol Delivery
EX	3	N	E9	00	0, 1, 2	Flat Rate Box – Hold for Pickup
EX	3	N	E8	00	0, 1, 2	Flat Rate Box – PO to Addressee
EX	3	N	EE	00	0, 1, 2	Flat Rate Box – Sunday/Holiday Delivery
EX	3	N	FP	00	0, 1, 2	Padded Flat Rate Envelope – Hold for Pickup
EX	3	N	FE	00	0, 1, 2	Padded Flat Rate Envelope – PO to Addressee

Note: The barcode labels depicted in this section are for *illustration* purposes only.

Appendix I Express Mail Open and Distribute in eVS

Express Mail Open and Distribute (EMOD) in eVS®

Express Mail Open and Distribute is a premium service that allows mailers to expedite movement of shipments of any class or subclass of mail between the acceptance unit and domestic postal facilities using Express Mail. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately for the mail class.

This provides a quick reference for customers who want to mail EMOD using eVS:

- Customers using eVS for postage payment must use barcode symbology GS1-128 and the human-readable text "USPS SCAN ON ARRIVAL eVS" above the barcode.
- Assign an Intelligent Mail Package Barcode (IMpb) with the correct 3-digit Service Type Code (STC) for each EMOD container.
- Create an eVS manifest using file version 1.6 or 1.7 (see Appendix A).
- Place the appropriate Rate Ingredients in the file (see Table G-10k.2t).
- Create labels that match the manifest files following the label specifications.
- Generate a PS 3152E to obtain Start the Clock information for the EMOD container only.
- Label the EMOD container with the appropriate tags as identified in the DMM.

For Express Mail Open and Distribute (EMOD) mailings postage is paid based on the weight of the entire contents of the EMOD container and is zone priced from the physical address of the accepting Post Office to the physical address of the destination facility. Mailers prepare EMOD shipments according to standards for the enclosed class of mail and present their shipments for acceptance using the electronic format on address labels in accordance with requirements in Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers,*

Note: Dimensional weight does not apply to EMOD.

3-digit Service Type Codes

3-digit Service Type Code	**Mail Class and Extra Services Description**	Class of Mail	**Human Readable Text Above GS1-128 Barcode**	1st Extra Service Code
723	Express Mail Open & Distribute/EMOD	EX	USPS SCAN ON ARRIVAL eVS	430

Express Mail Open and Distribute (EMOD)

Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
EX	O	B	PA	01-08	0	EMOD – NDC destination
EX	O	B	PA	01-08	1	EMOD – NDC destination
EX	O	B	PA	01-08	2	EMOD – NDC destination
EX	O	F	PA	01-08	0	EMOD – ASF Destination
EX	O	F	PA	01-08	1	EMOD – ASF Destination
EX	O	F	PA	01-08	2	EMOD – ASF Destination
EX	O	S	PA	01-08	0	EMOD –SCF destination
EX	O	S	PA	01-08	1	EMOD –SCF destination
EX	O	S	PA	01-08	2	EMOD –SCF destination
EX	O	A	PA	01-08	0	EMOD – ADC Destination
EX	O	A	PA	01-08	1	EMOD – ADC Destination
EX	O	A	PA	01-08	2	EMOD – ADC Destination
EX	O	D	PA	01-08	0	EMOD – DDU destination
EX	O	D	PA	01-08	1	EMOD – DDU destination
EX	O	D	PA	01-08	2	EMOD – DDU destination

The appropriate USPS approved EMOD, container, tag and label will be used in accordance with DMM 705.16.5.

Mail enclosed in the EMOD container must meet the eligibility and preparation standards for the class and price.

Note: The barcode label depicted in this section is for *illustration* purposes only.

Express Mail Open and Distribute service provides the date, time, city, state, and ZIP Code of the location where the container was received. Mailers should expect to see a scan event, “Received at Opening Unit,” for their Express Mail Open and Distribute containers. The container may also be tracked using the Postal Service Track & Confirm Web site at *www.usps.com;* click *Track & Confirm.*

Specifications for barcodes, electronic files, and certification, are included in Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers,*

Appendix J Priority Mail Open and Distribute in eVS

PMOD in eVS®

This provides a quick reference for customers who want to mail PMOD in eVS:

- Use file version 1.4c, 1.6 or 1.7.
- Place the appropriate Rate Ingredients in the file (see Table G-10b.3).
- Create labels that match the manifest files following the label specifications.
- PS 3152 must be created by the mailer to obtain Start the Clock information for the PMOD container only.

For Priority Mail Open and Distribute (PMOD) mailings postage is paid based on the weight of the entire contents of the PMOD container and is zone priced from the accepting Post Office to the destination facility for the container (not the destination Post Office for the enclosed mail). Mailers prepare PMOD shipments according to standards for the enclosed class of mail and present their shipments for acceptance using the electronic format on address labels in accordance with requirements in Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers.*

Note: Dimensional weight does not apply to PMOD.

2-digit Service Type Codes

Class of Mail Code	Service Type Code	Mail Class and Subclass	Other or Extra Service	Human Readable Text Above GS1-128 Barcode
PM	55	Priority Mail Open and Distribute (PMOD)	None	ZIP - USPS SCAN ON ARRIVAL eVS USPS SCAN ON ARRIVAL eVS

3-digit Service Type Codes

3-digit Service Type Code	Mail Class and Extra Services Description	Class of Mail	Human Readable Text Above GS1-128 Barcode	1st Extra Service Code (399-401)
123	Priority Mail Open & Distribute/PMOD	PM	ZIP - USPS SCAN ON ARRIVAL eVS USPS SCAN ON ARRIVAL eVS	430

Priority Mail Open and Distribute (PMOD)

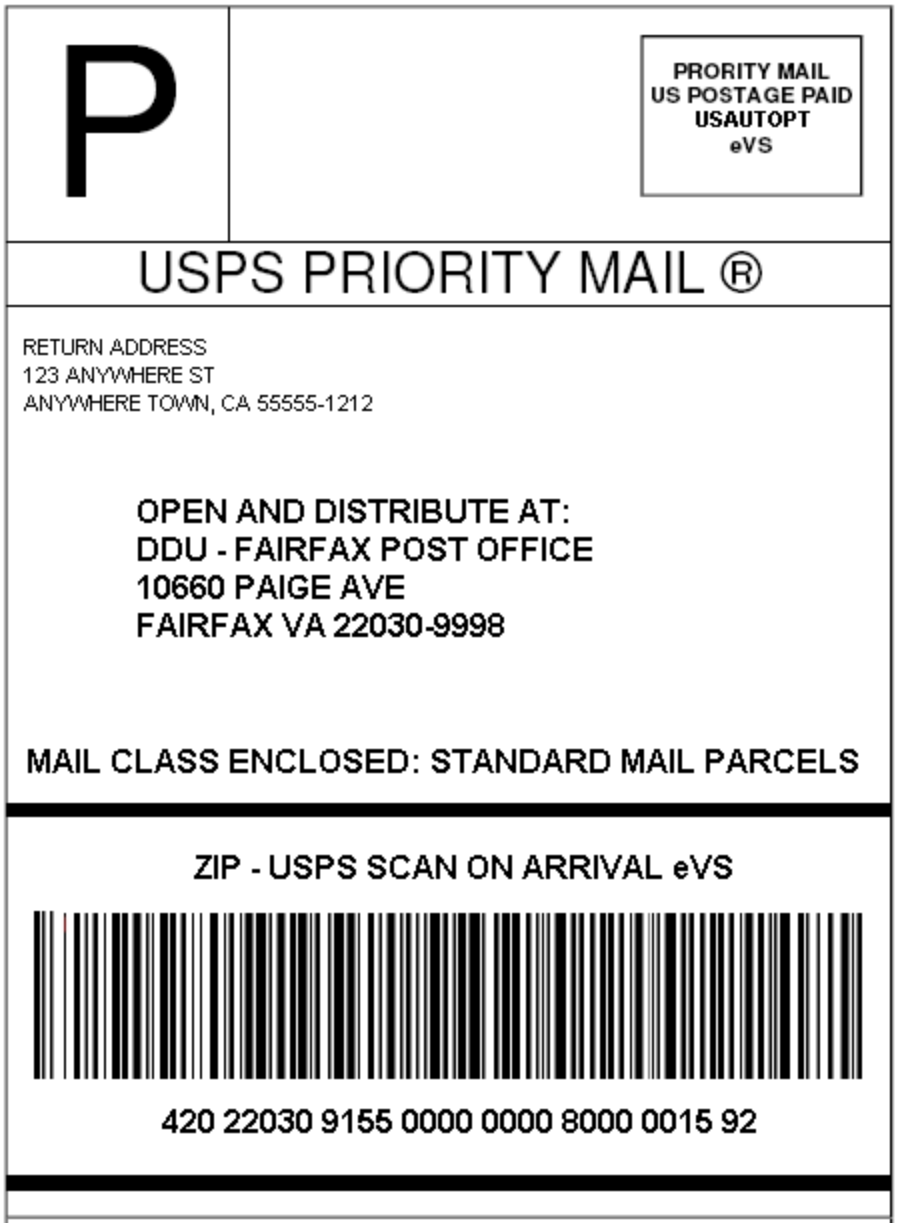
Mail Class	Processing Category	Destination Rate Indicator	Rate Indicator	Zone	Parcel Routing Barcode	Rate
PM	O	B	SP	00	0	PMOD – NDC destination
PM	O	B	SP	01-08	0	PMOD – NDC destination
PM	O	B	SP	00	1	PMOD – NDC destination
PM	O	B	SP	01-08	1	PMOD – NDC destination
PM	O	B	SP	00	2	PMOD – NDC destination
PM	O	B	SP	01-08	2	PMOD – NDC destination
PM	O	D	SP	00	0	PMOD – DDU destination
PM	O	D	SP	01-08	0	PMOD – DDU destination
PM	O	D	SP	00	1	PMOD – DDU destination
PM	O	D	SP	01-08	1	PMOD – DDU destination
PM	O	D	SP	00	2	PMOD – DDU destination
PM	O	D	SP	01-08	2	PMOD – DDU destination
PM	O	S	SP	00	0	PMOD –SCF destination
PM	O	S	SP	01-08	0	PMOD –SCF destination
PM	O	S	SP	00	1	PMOD –SCF destination
PM	O	S	SP	01-08	1	PMOD –SCF destination
PM	O	S	SP	00	2	PMOD –SCF destination
PM	O	S	SP	01-08	2	PMOD –SCF destination
PM	O	A	SP	00	0	PMOD –ADC destination
PM	O	A	SP	01-08	0	PMOD –ADC destination
PM	O	A	SP	00	1	PMOD –ADC destination
PM	O	A	SP	01-08	1	PMOD –ADC destination
PM	O	A	SP	00	2	PMOD –ADC destination
PM	O	A	SP	01-08	2	PMOD –ADC destination
PM	O	F	SP	00	0	PMOD –ASF destination
PM	O	F	SP	01-08	0	PMOD –ASF destination
PM	O	F	SP	00	1	PMOD –ASF destination
PM	O	F	SP	01-08	1	PMOD –ASF destination
PM	O	F	SP	00	2	PMOD –ASF destination
PM	O	F	SP	01-08	2	PMOD –ASF destination

The appropriate USPS –approved/provided PMOD, container, tag and label will be used in accordance with DMM 705.16.5; Tag 161, Tag 190 or Label 23.

Mail enclosed in the PMOD container must meet the eligibility and preparation standards for the class and price.

eVS requires the standardized GS1-128 symbology for the barcodes that identify every eVS package and meet all the required elements. Each barcode used for eVS must display human-readable text above and

below the actual barcode to identify the service requested and to provide a numeric representation of the barcode.



Appendix K Postage Payment Extract

This section describes the process and file format specifications for the **postage payment** extract files **created** to provide status and payment information feedback to the eVS/PRS mailers.

Payment Extract

Extract Data Record Formats

eVS will provide **an** extract file containing all header records submitted by the mailer along with the associated detail records. Multiple header records may be combined in a single extract file. A partial group of detail records associated with a single header record may also be sent in multiple extract files. This grouping may not match the consolidated manifest files submitted by the mailer due to the timing and processing of the manifest data by the tracking and payment systems. Mailers may indicate their preference (set in **Program Registration**) to receive…

1. No payment extract
2. Complete payment extract
3. Partial payment extract (without any postage fields)

The payment extract files will contain all rate ingredients reflecting any updates or changes made by eVS along with the postage rate calculated and charged by eVS. The payment life cycle in eVS typically processes the payment for all manifest data received as a one step process. Hence a single payment extract reflecting the payment status of 'PROCESSED' will be generated by eVS. However, in exceptional scenarios, the payment process may involve multiple or interim steps (i.e. ERROR, PENDING, CLOSED). In these exceptional scenarios, multiple payment extracts may be generated by eVS any time a change in status occurs for payment of specific detail records.

Table K-1 Postage Payment Extract File Format v1.1

Payment Extract File Format v1.1 - Payment Extract Header Line, comma delimited				
Position #	Field Name	Format / Max Size	Description	Example
1	Record Type	Alphanumeric (2)	Record Type	H1
	Delimiter	Alphanumeric (1)	Comma	,
2	File Version Number	Alphanumeric(3)	Version Control Number	1.0
	Delimiter	Alphanumeric (1)	Comma	,
3	Transaction ID	Alphanumeric (12)	Transaction ID from the Manifest File YYYYMMDD####	200911060001
	Delimiter	Alphanumeric (1)	Comma	,
4	EFN (Main Header Record)	Alphanumeric (34)	**EFN of first header record processed in the batched files**	9150128212375050403731 (V1.4) 9275001010101010000000121 (V1.6 or V1.7)
	Delimiter	Alphanumeric (1)	Comma (,)	
5	EFN (Sub Header Record)	Alphanumeric (34)	**EFN of header record associated with detail record**	9150128212375050403731 (V1.4) 9275001010101010000000121 (V1.6 or V1.7)

Payment Extract File Format v1.1 - Payment Extract Header Line, comma delimited				
Position #	Field Name	Format / Max Size	Description	Example
	Delimiter	Alphanumeric (1)	Comma (,)	
6	Mailing Date/Time	Alphanumeric (14)	Mailing Date/Time from the Manifest File	YYYYMMDDHHMISS
	Delimiter	Alphanumeric (1)	Comma (,)	
7	Processing Date/Time	Alphanumeric (14)	Date/Time when manifest file was processed by the payment system.	YYYYMMDDHHMISS
	Delimiter	Alphanumeric (1)	Comma (,)	
8	Entry Facility ZIP	Alphanumeric (5)	Entry Facility ZIP Code from the Manifest File	22201
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Entry Facility ZIP+4	Alphanumeric (4)	Entry Facility ZIP+4 Code from the Manifest File	9998

Payment Extract File Format v1.1 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
1	Record Type	Alphanumeric (2)	D1	
	Delimiter	Alphanumeric (1)	Comma (,)	
2	PIC	Alphanumeric (34)	**IMpb or legacy barcode on package**	9156010101010131776161 (V1.4) 9202302020202010000001161 (V1.6 or V1.7)
	Delimiter	Alphanumeric (1)	Comma (,)	
3	Mail Class	Alphanumeric (2)		PM etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
4	Processing Category	Alphanumeric (1)		3 (Machinable) etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
5	Weight	Numeric (9)	Defined as 99999.9999	14.3 lbs entered as 000143000
	Delimiter	Alphanumeric (1)	Comma (,)	
6	Dim Weight	Numeric (6)	Defined as 9999.99	7.88 lbs entered as 000788
	Delimiter	Alphanumeric (1)	Comma (,)	
7	Length	Numeric (5)	Defined as 999.99	30.25 entered as 03025
	Delimiter	Alphanumeric (1)	Comma (,)	
8	Width	Numeric (5)	Defined as 999.99	12.75 entered as 01275
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Height	Numeric (5)	Defined as 999.99	2.50 entered as 00250
	Delimiter	Alphanumeric (1)	Comma (,)	
10	Package Destination ZIP	Alphanumeric (5)		22201
	Delimiter	Alphanumeric (1)	Comma (,)	
11	Destination ZIP+4	Alphanumeric (4)		1234
	Delimiter	Alphanumeric (1)	Comma (,)	
12	Destination Rate Indicator	Alphanumeric (1)		'D' – DDU etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
13	Rate Indicator	Alphanumeric (2)		SP
	Delimiter	Alphanumeric (1)	Comma (,)	
14	Zone	Alphanumeric (2)		Zone 3 entered as 03

Payment Extract File Format v1.1 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
	Delimiter	Alphanumeric (1)	Comma (,)	
15	Postal Routing Barcode	Numeric (1)		0 no barcode etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
16	Extra Service Code- 1st Service	Alphanumeric (3)		01
	Delimiter	Alphanumeric (1)	Comma (,)	
17	Fee for Extra Service Code- 1st Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	
18	Extra Service Code- 2nd Service	Alphanumeric (3)		915
	Delimiter	Alphanumeric (1)	Comma (,)	
19	Fee for Extra Service Code- 2nd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140
	Delimiter	Alphanumeric (1)	Comma (,)	
20	Extra Service Code- 3rd Service	Alphanumeric (3)		935
	Delimiter	Alphanumeric (1)	Comma (,)	
21	Fee for Extra Service Code- 3rd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140
	Delimiter	Alphanumeric (1)	Comma (,)	
22	Discount Type	Alphanumeric (2)		D1
	Delimiter	Alphanumeric (1)	Comma (,)	
23	Discount Amount	Numeric (7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
24	Surcharge Type	Alphanumeric (2)		N1
	Delimiter	Alphanumeric (1)	Comma (,)	
25	Surcharge Amount	Numeric(7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
26	Customer Reference Number[1]	Alphanumeric (30)	Customer's Internal Reference Number	
	Delimiter	Alphanumeric (1)	Comma (,)	
Fields 27 through 31 are not included in the partial payment extract.				
27	Price Type (Commercial, Commercial Plus etc)	Alphanumeric(3)		'P' – Published 'CB' – Commercial Base (For PM/EX) 'CP' – Commercial Plus (For PM/EX) ' 'CPC' – Commercial Plus Cubic (For PM) 'C' - Contract
	Delimiter	Alphanumeric (1)	Comma (,)	
28	Mailer Postage	Numeric(7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
29	USPS Calculated Manifest Postage	Numeric(7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
30	Payment Status	Alphanumeric (20)		'PROCESSED'

[1] Customer Reference Number field was added with eVS Data Extracts version 1.1.

Payment Extract File Format v1.1 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
				'PENDING' 'ERROR' 'CLOSED'
	Delimiter	Alphanumeric (1)	Comma (,)	
31	CAPS Transaction ID	Alphanumeric (19)		'2010032217250900M2'

File naming convention:
The payment system (eVS) will generate the payment extract files using the following naming convention. These files will be sent to the tracking system (PTS) to be forwarded on to the appropriate mailers. The file names received by the mailers may not match this convention depending on the data exchange interface (SFTP, EDI, etc.) used for the transfer.

File Type v1.1	*Naming Standard/Example*	*Corresponding PTS Manifest file*
eVS Postage Extract - Complete	eVSPaymentComplete-MID-YYYYMMDD######.pse example: eVSPaymentComplete-010101010-20091028123456.pse	PTSManifest-20091028123456.raw PTSManifest-20091028123456.cew

Sample File v1.1

eVS Postage Extract – Complete

H1,1.0,201004280001,9150010101010050403731,9150010101010050403731,20100428094800,20100428181032,22201,**9998**
D1,9156010101010131776161,EX,2,000010000,000000,000000,000000,000000,22201,1234,N,E3,00,0,,000000,,000000,,000000,,0000000,,0000000,C,0016630,0016630,PROCESSED,2010032217250900ME
D1,9156010101010131345616,FC,3,000001000,000000,000000,000000,000000,22201,1234,N,SP,00,1,,000000,,000000,,000000,,0000000,,0000000,0123456789,P,0001460,0001560,ERROR

Table K-2 Postage Payment Extract File Format v2.0

Payment Extract File Format v2.0 - Payment Extract Header Line, comma delimited				
Position #	**Field Name**	**Format / Max Size**	**Description**	**Example**
1	**Record Type**	**Alphanumeric (2)**	**H1**	
	Delimiter	**Alphanumeric (1)**	**Comma (,)**	
2	**File Version Number**	**Alphanumeric(3)**	**Version Control Number**	**2.0**
	Delimiter	**Alphanumeric (1)**	**Comma (,)**	
3	**Transaction ID**	**Alphanumeric (12)**	**Transaction ID from the Manifest File**	**YYYYMMDD####, 200911060001**
	Delimiter	**Alphanumeric (1)**	**Comma (,)**	
4	**EFN (Main Header Record)**	**Alphanumeric (34)**	**EFN of first header record processed in the batched files**	**9275001010101010000000121 (V1.6 or V1.7)**
	Delimiter	**Alphanumeric (1)**	**Comma (,)**	
5	**EFN (Sub Header Record)**	**Alphanumeric (34)**	**EFN of header record associated with detail record**	**9275001010101010000000121 (V1.6 or V1.7)**
	Delimiter	**Alphanumeric (1)**	**Comma (,)**	
6	**Mailing Date/Time**	**Alphanumeric (14)**	**Mailing Date/Time from the Manifest File**	**YYYYMMDDHHMISS**
	Delimiter	**Alphanumeric (1)**	**Comma (,)**	
7	**Processing Date/Time**	**Alphanumeric (14)**	**Date/Time when manifest file was processed by the payment system.**	**YYYYMMDDHHMISS**
	Delimiter	**Alphanumeric (1)**	**Comma (,)**	

Payment Extract File Format v2.0 - Payment Extract Header Line, comma delimited				
Position #	Field Name	Format / Max Size	Description	Example
8	Entry Facility ZIP	Alphanumeric (5)	Entry Facility ZIP Code from the Manifest File	22201
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Entry Facility ZIP+4	Alphanumeric (4)	Entry Facility ZIP+4 Code from the Manifest File	9998

Payment Extract File Format v2.0 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
1	Record Type	Alphanumeric (2)	D1	
	Delimiter	Alphanumeric (1)	Comma (,)	
2	PIC	Alphanumeric (34)	IMpb or legacy barcode on package	9202302020202010000000116 1
	Delimiter	Alphanumeric (1)	Comma (,)	
3	Mail Class	Alphanumeric (2)		PM etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
4	Processing Category	Alphanumeric (1)		3 (Machinable) etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
5	Weight	Numeric (9)	Defined as 99999.9999	14.3 lbs entered as 000143000
	Delimiter	Alphanumeric (1)	Comma (,)	
6	Dim Weight	Numeric (6)	Defined as 9999.99	7.88 lbs entered as 000788
	Delimiter	Alphanumeric (1)	Comma (,)	
7	Length	Numeric (5)	Defined as 999.99	30.25 entered as 03025
	Delimiter	Alphanumeric (1)	Comma (,)	
8	Width	Numeric (5)	Defined as 999.99	12.75 entered as 01275
	Delimiter	Alphanumeric (1)	Comma (,)	
9	Height	Numeric (5)	Defined as 999.99	2.50 entered as 00250
	Delimiter	Alphanumeric (1)	Comma (,)	
10	Package Destination ZIP	Alphanumeric (5)		22201
	Delimiter	Alphanumeric (1)	Comma (,)	
11	Destination ZIP+4	Alphanumeric (4)		1234
	Delimiter	Alphanumeric (1)	Comma (,)	
12	Destination Rate Indicator	Alphanumeric (1)		'D' – DDU etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
13	Rate Indicator	Alphanumeric (2)		SP
	Delimiter	Alphanumeric (1)	Comma (,)	
14	Zone	Alphanumeric (2)		Zone 3 entered as 03
	Delimiter	Alphanumeric (1)	Comma (,)	
15	Postal Routing Barcode	Numeric (1)		0 no barcode etc.
	Delimiter	Alphanumeric (1)	Comma (,)	
16	Extra Service Code- 1st Service	Alphanumeric (3)		01
	Delimiter	Alphanumeric (1)	Comma (,)	
17	Fee for Extra Service Code- 1st Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	

Payment Extract File Format v2.0 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
18	Extra Service Code- 2nd Service	Alphanumeric (3)		915
	Delimiter	Alphanumeric (1)	Comma (,)	
19	Fee for Extra Service Code- 2nd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140
	Delimiter	Alphanumeric (1)	Comma (,)	
20	Extra Service Code- 3rd Service	Alphanumeric (3)		935
	Delimiter	Alphanumeric (1)	Comma (,)	
21	Fee for Extra Service Code- 3rd Service	Numeric (6)	Defined as 9999.99	$1.40 entered as 000140
	Delimiter	Alphanumeric (1)	Comma (,)	
22	Extra Service Code- 4th Service	Alphanumeric (3)		940
	Delimiter	Alphanumeric (1)	Comma (,)	
23	Fee for Extra Service Code- 4th Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	
24	Extra Service Code- 5th Service	Alphanumeric (3)		950
	Delimiter	Alphanumeric (1)	Comma (,)	
25	Fee for Extra Service Code- 5th Service	Numeric (6)	Defined as 9999.99	$0.19 entered as 000019
	Delimiter	Alphanumeric (1)	Comma (,)	
26	Destination Country Code	Alphanumeric (2)		CH
	Delimiter	Alphanumeric (1)	Comma (,)	
27	Foreign Postal Code	Alphanumeric (10)		A0A9A0
	Delimiter	Alphanumeric (1)	Comma (,)	
28	Customer Reference Number 2	Alphanumeric (30)	Customer's 2nd Internal Reference Number	30567898765
	Delimiter	Alphanumeric (1)	Comma (,)	
29	Discount Type	Alphanumeric (2)		D1
	Delimiter	Alphanumeric (1)	Comma (,)	
30	Discount Amount	Numeric (7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
31	Surcharge Type	Alphanumeric (2)		N1
	Delimiter	Alphanumeric (1)	Comma (,)	
32	Surcharge Amount	Numeric(7)	Defined as 9999.999	$1.656 entered as 0001656
	Delimiter	Alphanumeric (1)	Comma (,)	
33	Customer Reference Number	Alphanumeric (30)	Customer's Internal Reference Number	
	Delimiter	Alphanumeric (1)	Comma (,)	
Fields 34 through 38 are not included in the partial payment extract.				
34	Price Type (Commercial, Commercial Plus etc)	Alphanumeric(3)		'P' – Published 'CB' – Commercial Base (For PM/EX) 'CP' – Commercial Plus (For PM/EX) 'CPC' – Commercial Plus Cubic (For PM) 'C' - Contract

Payment Extract File Format v2.0 - Payment Extract Detail Line, comma delimited				
Position #	Field Name	Format / Max Size	Description/	Example
	Delimiter	Alphanumeric (1)	Comma (,)	
35	Mailer Postage	Numeric(7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
36	USPS Calculated Manifest Postage	Numeric(7)	Defined as 9999.999	$5.69 entered as 0005690
	Delimiter	Alphanumeric (1)	Comma (,)	
37	Payment Status	Alphanumeric (20)		'PROCESSED' 'PENDING' 'ERROR' 'CLOSED'
	Delimiter	Alphanumeric (1)	Comma (,)	
38	CAPS Transaction ID	Alphanumeric (19)		'2010032217250900M2'

File naming convention:
The payment system (eVS) will generate the payment extract files using the following naming convention. These files will be sent to the tracking system (PTS) to be forwarded on to the appropriate mailers. The file names received by the mailers may not match this convention depending on the data exchange interface (SFTP, EDI, etc.) used for the transfer.

File Type v2.0	*Naming Standard/Example*	*Corresponding PTS Manifest file*
eVS Postage Extract	eVSPaymentComplete-MID-YYYYMMDD######.pse example: eVSPaymentComplete-010101010-20091028123456.pse	PTSManifest-20091028123456.raw PTSManifest-20091028123456.cew

Sample File v2.0

eVS Postage Extract – Complete

H1,2.0,201004280001,9150010101010050403731,9150010101010050403731,20100428094800,20100428181032,22201,1234
D1,9156010101010131776161,EX,2,000010000,000000,000000,000000,000000,22201,1234,N,E3,00,0,,000000,,000000,,000000,,000000,,000000,JP,A0A9A0,30567898765,,0000000,,0000000,C,0016630,0016630,PROCESSED,201003221725090M,
D1,9156010101010131345616,FC,3,000001000,000000,000000,000000,000000,22201,1234,N,SP,00,1,,000000,,000000,,000000,,000000,,000000,LP,A0A9A4,30567898766,,0000000,,0000000,P,0001460,0001560,ERROR,,

Appendix L Monthly Reconciliation Extract

This section describes the process and file format specifications for the new reconciliation extract files being developed to provide status and payment information to the eVS/PRS mailers for proposed and actual monthly adjustments.

Monthly Reconciliation Extract

Reconciliation Extract Data Record Formats

eVS will provide a new extract file containing all pending adjustments for the mailer as a result of eVS monthly reconciliation procedures. Each extract file will contain the data for a pending adjustment including a Header Record (H1) summarizing the pending adjustment, a Summary Record (S1) describing the type of adjustment, and one to many Detail Records (D1) for individual PICs identified in the adjustment, if applicable.

Extracts are generated only if an adjustment is pending for that type of additional postage. eVS will generate reconciliation extracts at three milestones in the monthly reconciliation period:

- Proposed Adjustment – *Notice (N)* – 1st of the month (end of the mailing month)
- Pending Adjustment – *Interim (I)* – 11th of the month (end of the mailer reconciliation period)
- Actual Adjustment – *Advice (A)* – 21st of the month/transaction date (adjustment processed)

Each adjustment file created will follow this eVS naming convention (no-spaces):
eVSReconciliationExtract-9-digit Master MID-8-digit Date (YYYYMMDD)6-digit Time (HHMMSS).rxt (file extension)

- Example: eVSReconciliationExtract-987654321-20110720142630.rxt

Receipt of the Monthly Reconciliation Extracts is optional. Mailers may contact the eVS Helpdesk to indicate their preference (set in **Program Registration**) to receive the Monthly Reconciliation Extracts.

The monthly reconciliation extract file format is pipe-delimited and consists of standard fields for each extract file type, although the values and fields used within the file type will vary based on the type of adjustment described.

- H1 Header – 33 fields – similar for all adjustment types with one per file.
- S1 Summary – **23 fields** – varies by adjustment type, one per file, one mail class per file.
- D1 Detail – 81 fields – specific to adjustment type with one to many records per file.

Each field will have one of the following data types:

1) Alphanumeric – variable length field containing letters, numbers, or possibly punctuation
2) Numeric (12,4) – fixed-width field containing only numbers. Implied decimal point between 8th and 9th characters. There will be 8 digits to the left of the implied decimal point, 4 digits to the right. For example, the value 99,999,999.9999 will be written as 999999999999; the value 0.1 will be written as 000000001000.
3) Numeric (8) – fixed-width field containing only numbers. No implied decimal point.
4) Null fields – Fields with Field Name of “null” will always be empty and have no data type.

Exhibit L–1
Monthly Reconciliation Extract Record Formats

Table	Mail Class/Product
L-1a	Adjustment Header Record
L-1b	Postage Adjustment Factor (PAF) Summary and Detail Records
L-1c	Manifest Error Summary and Detail Records
L-1d	Unmanifested Summary and Detail Records
L-1e	Mis-shipped Summary and Detail Records
L-1f	Duplicate Packages Summary and Detail Records
L-1g	Presort Eligibility Summary and Detail Records
L-1h	Content Eligibility Summary and Detail Records
L-1i	Ad hoc Adjustment Summary Record

Table L-1a eVS Adjustment Header Record
Header (H1) record will be similar for all adjustment types with one per file.

eVS Reconciliation Extract Adjustment Header Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	H1
2	Master Mailer ID	Alphanumeric	9	
3	Version ID	Alphanumeric	3	Default to 010
4	null			
5	Document ID	Alphanumeric	4	210R
6	Record Position	Alphanumeric	2	00
7	Business Type Indicator	Alphanumeric	1	"N" – Notice “I” – Interim "A" – Advice
8	Business Purpose Indicator	Alphanumeric	1	"S" - Supplemental
9	File Processing Date	Alphanumeric	8	YYYYMMDD
10	File Processing Number	Alphanumeric	19	If Notice or Interim, YYYYMM of USPS fiscal year, followed by usage indicator, followed by, if applicable, mail class value. If Advice, CAPS transaction ID.
11	null			
12	CRID	Alphanumeric	15	CRID of master mailer.
13	Master Mailer ID	Alphanumeric	9	
14	Permit Number	Numeric (8)	8	
15	null			
16	null			
17	Net Amount Due	Numeric (12,4)	12	If Notice or Interim, the Total Proposed Amount for all adjustments in the file. If Advice, the Total Actual Amount for all adjustments in the file.
18	null			
19	null			
20	Permit Holder Name	Alphanumeric	50	

eVS Reconciliation Extract Adjustment Header Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
21	Permit Holder Address	Alphanumeric	100	
22	Permit Holder City	Alphanumeric	100	
23	Permit Holder State	Alphanumeric	10	
24	Permit Holder ZIP	Alphanumeric	20	
25	Permit Holder Contact Name	Alphanumeric	100	
26	Permit Holder Contact Number	Alphanumeric	20	
27	Null			
28	Null			
29	Null			
30	Null			
31	Null			
32	Null			
33	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1b eVS Postage Adjustment Factor (PAF) Summary and Detail Records

This summary (S1) record will describe the fields for the **Postage Adjustment Factor (PAF)**. There will be one PAF/one mail class per file.

eVS Reconciliation Extract PAF Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PA" - Postage Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM (USPS fiscal year and month).
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	null			
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code			
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	if business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	Total Pieces of Mail Class Sample for PAF	Numeric (12,4)	12	
19	Total eVS Calculate Manifest Postage	Numeric (12,4)	12	
20	Total eVS Calculated Samples' Postage	Numeric (12,4)	12	
21	Total Manifest Files Processed	Numeric (12,4)	12	null
22	Calculated Manifest Adjustment Factor	Numeric (12,4)	12	
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

he corresponding detail (D1) record will describe the fields for the **Postage Adjustment Factor (PAF)**. There will be zero to many records per postage adjustment file.

eVS Reconciliation Extract PAF Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PA" - Postage Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	Sampling Date	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	USPS ZIP Location of Sample	Alphanumeric	5	
23	Manifest Mail Class	Alphanumeric	2	
24	Sample Mail Class	Alphanumeric	2	
25	null			
26	null			
27	eVS Processing Category	Alphanumeric	1	
28	Sample Piece Processing Category	Alphanumeric	1	
29	Mailer Routing Barcode	Alphanumeric	1	Original mailer value.
30	Sample Pre-barcoded	Alphanumeric	1	
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	Sample Piece Weight	Numeric (12,4)	12	
34	Manifest DIM Weight	Numeric (12,4)	12	
35	Sample DIM Weight	Numeric (12,4)	12	
36	Manifest Length	Numeric (12,4)	12	
37	Sample Length	Numeric (12,4)	12	
38	Manifest Width	Numeric (12,4)	12	
39	Sample Width	Numeric (12,4)	12	
40	Manifest Height	Numeric (12,4)	12	
41	Sample Height	Numeric (12,4)	12	
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	Sample Destination Rate Indicator	Alphanumeric	1	Sample Destination Rate Indicator.
45	Mailer Rate Indicator	Alphanumeric	2	Original mailer value.

eVS Reconciliation Extract PAF Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
46	Sample Rate indicator	Alphanumeric	2	
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	Original mailer value.
50	eVS Sample Piece Zone	Alphanumeric	2	Zone based on sample data.
51	null			
52	null			
53	null			
54	eVS Manifest Postage	Numeric (12,4)	12	
55	Sample Piece Postage	Numeric (12,4)	12	
56	Null			
57	Null			
58	Null			
59	Null			
60	Null			
61	Null			
62	Null			
63	Null			
64	Null			
65	Null			
66	Null			
67	Null			
68	Null			
69	Null			
70	Null			
71	Null			
72	Null			
73	Null			
74	Null			
75	Null			
76	Null			
77	Null			
78	Null			
79	Null			
80	Null			
81	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1c eVS Manifest Error Summary and Detail Records

This summary (S1) record will describe the fields for the **Manifest Error Adjustment**. There will be one adjustment/one mail class per file.

eVS Reconciliation Extract Manifest Error Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"ME" – Manifest Error Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	null			

eVS Reconciliation Extract Manifest Error Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code	Alphanumeric	2	'NA' for unknown mail class.
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	if business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

The corresponding detail (D1) record will describe the fields for the **Manifest Error Adjustment**. There will be zero to many records per file.

eVS Reconciliation Extract Manifest Error Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"ME" – Manifest Error Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	PTS Transmission Date	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	Entry Facility ZIP	Alphanumeric	5	
23	null			
24	Mail Class	Alphanumeric	2	
25	null			
26	null			
27	eVS Processing Category	Alphanumeric	1	
28	null			

eVS Reconciliation Extract Manifest Error Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
29	Manifest Postal Routing Barcode	Alphanumeric	1	Original mailer value.
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	Manifest Length	Numeric (12,4)	12	
37	null			
38	Manifest Width	Numeric (12,4)	12	
39	null			
40	Manifest Height	Numeric (12,4)	12	
41	null			
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	null			
45	null			
46	Revised Rate Indicator	Alphanumeric	2	
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	null			
53	null			
54	null			
55	null			
56	Extra Service Code- 1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	
58	null			
59	Extra Service Code- 2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	
61	null			
62	Extra Service Code- 3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	
64	null			
65	Extra Service Code - 4th Service	Alphanumeric	3	
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	
67	null			
68	Extra Service Code - 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	
70	null			
71	null			
72	null			

eVS Reconciliation Extract Manifest Error Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1d eVS Unmanifested Summary and Detail Records

This summary (S1) record will describe the fields for the Unmanifested Packages Adjustment. There will be one adjustment/one mail class per file.

eVS Reconciliation Extract Unmanifested Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"UP" – Unmanifested Postage
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	null			
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code			'NA' for unknown mail class.
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	if business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

The corresponding detail (D1) record will describe the fields for the Unmanifested Packages Adjustment. There will be zero to many records per file.

eVS Reconciliation Extract Unmanifested Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"UP" – Unmanifested Postage
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	null			
11	null			
12	null			
13	null			
14	PTS Transmission Date	Alphanumeric	8	YYYYMMDD
15	Package Scan Date	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	null			
21	null			
22	Scan ZIP Code	Alphanumeric	5	
23	null			
24	Mail Class	Alphanumeric	2	‘NA’ for unknown mail class.
25	null			
26	null			
27	null			
28	null			
29	null			
30	null			
31	null			
32	null			
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	null			
44	null			
45	null			
46	null			
47	null			
48	null			
49	null			
50	null			
51	null			

eVS Reconciliation Extract Unmanifested Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
52	null			
53	null			
54	null			
55	Sample Piece Postage	Numeric (12,4)	12	Postage if the piece was sampled; else null.
56	null			
57	null			
58	null			
59	null			
60	null			
61	null			
62	null			
63	null			
64	null			
65	null			
66	null			
67	null			
68	null			
69	null			
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1e eVS Mis-shipped Summary and Detail Records

This summary (S1) record will describe the fields for the **Mis-Shipped Adjustment**. There will be one adjustment/one mail class per file.

eVS Reconciliation Extract Mis-shipped Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"MS" – Mis-Shipped Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	Mail Class Code	Alphanumeric	2	'NA' for unknown mail class.
14	null			
15	null			
16	Mail Class Adj Amt	Numeric (12,4)	12	if business type indicator is "A", this field contains

eVS Reconciliation Extract Mis-shipped Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
	Actual			the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

The corresponding detail (D1) record will describe the fields for the **Mis-Shipped Adjustment**. There will be zero to many records per file.

eVS Reconciliation Extract Mis-shipped Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"MS" – Mis-Shipped Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	Date of Mailing	Alphanumeric	8	YYYYMMDD
15	Date of Acceptance Scan	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	ZIP Location of scan	Alphanumeric	5	
23	Manifest Mail Class	Alphanumeric	2	Original mailer value.
24	null			
25	Re-shipped Mail Class	Alphanumeric	2	
26	Manifest Processing Category	Alphanumeric	1	Original mailer value.
27	eVS Processing Category	Alphanumeric	1	Value used by eVS to compute postage statement.
28	Re-shipped Processing Category	Alphanumeric	1	Value used to determine adjusted postage based on mis-shipped information.
29	Manifest Postal Routing Barcode	Alphanumeric	1	Original mailer value.
30	null			

eVS Reconciliation Extract Mis-shipped Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	Manifest Destination Rate Indicator	Alphanumeric	1	Original mailer value.
43	eVS Destination Rate Indicator	Alphanumeric	1	Value eVS used on original postage statement.
44	Re-shipped Destination Rate Indicator	Alphanumeric	1	Value used to determine adjusted postage based on mis-shipped information.
45	Manifest Rate Indicator	Alphanumeric	2	Original mailer value.
46	Revised Rate Indicator	Alphanumeric	2	Value eVS used on original postage statement.
47	Re-shipped Rate Indicator	Alphanumeric	2	Value used to determine adjusted postage based on mis-shipped information.
48	Manifest Zone	Alphanumeric	2	Original mailer value.
49	eVS Calculated Zone	Alphanumeric	2	Value eVS used on original postage statement.
50	null			
51	null			
52	null			
53	Calculated Mis-Shipped Postage - Excluding Extra Services	Numeric (12,4)	12	
54	eVS Manifest Postage	Numeric (12,4)	12	Value eVS used on original postage statement.
55	Additional Postage Due	Numeric (12,4)	12	
56	Extra Service Code-1st Service	Alphanumeric	3	
57	Manifest Fee Amt for 1st Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
58	Re-shipped Fee Amt for 1st Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
59	Extra Service Code-2nd Service	Alphanumeric	3	
60	Manifest Fee Amt for 2nd Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
61	Re-shipped Fee Amt for 2nd Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
62	Extra Service Code-3rd Service	Alphanumeric	3	
63	Manifest Fee Amt for 3rd Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
64	Re-shipped Fee Amt for 3rd Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
65	Extra Service Code - 4th Service	Alphanumeric	3	

eVS Reconciliation Extract Mis-shipped Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
66	Manifest Fee Amt for 4th Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
67	Re-shipped Fee Amt for 4th Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
68	Extra Service Code - 5th Service	Alphanumeric	3	
69	Manifest Fee Amt for 5th Extra Service	Numeric (12,4)	12	Value eVS used on original postage statement.
70	Re-shipped Fee Amt for 5th Extra Service	Numeric (12,4)	12	Value used to determine adjusted postage based on mis-shipped information.
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1f eVS Duplicate Packages Summary and Detail Records

This summary (S1) record will describe the fields for the **Duplicate Packages Adjustment**. There will be one adjustment/one mail class per file.

eVS Reconciliation Extract Duplicate Packages Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"DP" – Duplicate Package Postage
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	null			
12	Average Per-Piece Postage for Mail Class	Numeric (12,4)	12	
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	if business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			

eVS Reconciliation Extract Duplicate Packages Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

The corresponding detail (D1) record will describe the fields for the Duplicate Packages Adjustment. There will be zero to many records per file.

eVS Reconciliation Extract Duplicate Packages Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"DP" – Duplicate Package Postage
8	Piece Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	null			
11	null			
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	PTS Transmission Date	Alphanumeric	8	YYYYMMDD
15	Package Scan Date	Alphanumeric	8	YYYYMMDD
16	null			
17	null			
18	null			
19	null			
20	null			
21	null			
22	Scan ZIP Code	Alphanumeric	5	
23	null			
24	Mail Class	Alphanumeric	2	
25	null			
26	null			
27	null			
28	null			
29	null			
30	null			
31	null			
32	null			
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	null			
44	null			
45	null			
46	null			

eVS Reconciliation Extract Duplicate Packages Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
47	null			
48	null			
49	null			
50	null			
51	null			
52	null			
53	null			
54	null			
55	null			
56	null			
57	null			
58	null			
59	null			
60	null			
61	null			
62	null			
63	null			
64	null			
65	null			
66	null			
67	null			
68	null			
69	null			
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1g eVS Presort Eligibility Summary and Detail Records

This summary (S1) record will describe the fields for the **Presort Eligibility Adjustment**. There will be one adjustment/one mail class per file.

eVS Reconciliation Extract Presort Eligibility Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PS" – Presort Eligibility Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			

eVS Reconciliation Extract Presort Eligibility Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	if business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	Total Pieces of Mailing	Numeric (12,4)	12	
19	Total eVS Manifest Postage Paid	Numeric (12,4)	12	
20	null			
21	null			
22	null			
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

The corresponding detail (D1) record will describe the fields for the **Presort Eligibility Adjustment**. There will be zero to many records per file.

eVS Reconciliation Extract Presort Eligibility Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"PS" – Presort Exception Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	30	
11	Customer Manifest Transaction ID	Alphanumeric	12	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	null			
15	null			
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	null			
23	Manifest Mail Class	Alphanumeric	2	
24	Presort-Based Mail Class	Alphanumeric	2	
25	null			
26	null			
27	null			
28	null			
29	null			

eVS Reconciliation Extract Presort Eligibility Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	null			
45	Manifest Rate Indicator	Alphanumeric	2	[originally Mailer]
46	Revised Rate Indicator	Alphanumeric	2	Rate indicator based on presort eligibility.
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	null			
53	Presort Exception eVS Postage	Numeric (12,4)	12	
54	USPS eVS Manifest Postage	Numeric (12,4)	12	
55	Additional Postage Due	Numeric (12,4)	12	
56	null			
57	null			
58	null			
59	null			
60	null			
61	null			
62	null			
63	null			
64	null			
65	null			
66	null			
67	null			
68	null			
69	null			
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			

eVS Reconciliation Extract Presort Eligibility Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
80	null			
81	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1h eVS Content Eligibility Summary and Detail Records

This summary (S1) record will describe the fields for the **Content Eligibility Adjustment**. There will be one adjustment/one mail class per file.

eVS Reconciliation Extract Content Eligibility Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"CE" – Content Eligibility Adjustment
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	Null			
12	null			
13	Mail Class Code	Alphanumeric	2	
14	null			
15	null			
16	Mail Class Adj Amt Actual	Numeric (12,4)	12	if business type indicator is "A", this field contains the actual amount, else null
17	Mail Class Adj Amt Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

The corresponding detail (D1) record will describe the fields for the Content Eligibility Adjustment. There will be zero to many records per file.

eVS Reconciliation Extract Content Eligibility Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	D1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"CE" – Content Eligibility Adjustment
8	Package Identification Code (PIC)	Alphanumeric	34	
9	Piece Mailer ID	Alphanumeric	9	
10	Customer Reference Number	Alphanumeric	19	

eVS Reconciliation Extract Content Eligibility Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
11	Customer Manifest Transaction ID	Alphanumeric	10	
12	Main EFN	Alphanumeric	34	
13	Sub EFN	Alphanumeric	34	
14	null			
15	null			
16	null			
17	null			
18	null			
19	null			
20	Manifest Package Destination ZIP	Alphanumeric	5	
21	null			
22	null			
23	Manifest Mail Class	Alphanumeric	2	
24	Content-Based Mail Class	Alphanumeric	2	
25	null			
26	null			
27	null			
28	null			
29	null			
30	null			
31	null			
32	Manifest Weight	Numeric (12,4)	12	
33	null			
34	null			
35	null			
36	null			
37	null			
38	null			
39	null			
40	null			
41	null			
42	null			
43	eVS Destination Rate Indicator	Alphanumeric	1	
44	null			
45	Manifest Rate Indicator	Alphanumeric	2	[originally Mailer]
46	Revised Rate Indicator	Alphanumeric	2	Rate indicator based on content eligibility.
47	null			
48	null			
49	eVS Calculated Zone	Alphanumeric	2	
50	null			
51	null			
52	null			
53	Content-Based eVS Postage	Numeric (12,4)	12	
54	eVS Manifest Postage	Numeric (12,4)	12	
55	Additional Postage Due	Numeric (12,4)	12	
56	null			
57	null			
58	null			
59	null			

eVS Reconciliation Extract Content Eligibility Detail Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
60	null			
61	null			
62	null			
63	null			
64	null			
65	null			
66	null			
67	null			
68	null			
69	null			
70	null			
71	null			
72	null			
73	null			
74	null			
75	null			
76	null			
77	null			
78	null			
79	null			
80	null			
81	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Table L-1i eVS Ad hoc Adjustment Summary Record

This summary (S1) record will describe the fields for the **Ad-Hoc Adjustment**. There will be one adjustment/one mail class per file.

eVS Reconciliation Extract Ad hoc Adjustment Summary Record				
Position	**Field Name**	**Data Type**	**Size (Bytes)**	**Definition**
1	Record Type	Alphanumeric	2	S1
2	Master Mailer ID	Alphanumeric	9	
3	File Version ID	Alphanumeric	3	010
4	null			
5	Document ID	Alphanumeric	4	210
6	Record Position	Alphanumeric	2	00
7	Usage Indicator	Alphanumeric	2	"AH" – Ad-Hoc Charges
8	Reporting Year/Month	Alphanumeric	6	YYYYMM
9	CAPS Transaction ID	Alphanumeric	19	
10	CAPS Transaction Status Code	Alphanumeric	10	
11	null			
12	null			
13	null			
14	null			
15	null			
16	Miscellaneous Charges	Numeric (12,4)	12	if business type indicator is "A", this field contains the actual amount, else null
17	Miscellaneous Proposed	Numeric (12,4)	12	if business type indicator is not "A", this field contains the proposed amount, else null
18	null			
19	null			
20	null			
21	null			
22	null			
23	**x**	**Alphanumeric**	**1**	**'x' character at end of line**

Appendix M eVS Terms and Definitions

The following eVS Terms and Definitions are provided to promote understanding of the eVS program. This list is not inclusive and may be updated as needed.

Detail Record – This is a record within in the eVS file that provides the details for each package for payment. There must be a detail record for every package in the mailing.

Duplicate packages – Multiple eVS package(s) with the same PIC used within the 180 day window.

EFN - Electronic File Number must be unique for a period of 180-days and is located in the header record of the eVS file.

eVS landing page – This is the monthly account summary page; the first page launched when a customer logs onto their eVS account.

Header Record – This is the first record in the eVS file that identifies the mailer information and eVS Electronic File Number (EFN).

Manifest Errors – A manifest error occurs when a file is received with detail or header records that have incorrect rate ingredients and cannot be processed. Mailers have the ability to correct these errors for proper postage payment.

Master MID – The master MID is used for file transmissions from the eVS mailer and must be the MID used in the EFN submitted for all eVS files.

Master Permit Imprint Account – The master permit account number is selected and identified during the application process. This account is used to collect postage for any adjustments due to postage adjustment factors, unmanifested packages, mis-shipped packages, manifest errors or duplicate packages.

MID – Mailer Identification Number is a unique number that identifies the eVS mailer or the eVS mailer's client. Each eVS mailer must have a single master MID and may have multiple package MIDs. The MID is assigned for exclusive use on eVS packages and when used on packages requires payment of postage through eVS.

MID tool – The MID tool is the application on the Business Customer Gateway used by customers to obtain MIDs for use in eVS.

Missing Manifest – Pieces that have been sampled for which there has not been an associated manifest file received appear on the missing manifest report and will be charged as unmanifested if no manifest files are received for these packages.

Permit Imprint Account – The eVS applicant must establish a unique permit imprint account number used exclusively for eVS. This account is used for postage payment in eVS.

Postage Adjustment Factor (PAF) – This factor is calculated by dividing the actual postage of pieces sampled by the recalculated manifest postage of the pieces sampled. If this results in underpayment of more than 1.5%, a PAF will be due for the mail class that is underpaid.

Rate Ingredients – The details in the manifest file used determine the price of the package; these ingredients include mail class/product, weight, processing category, dimensions and zones as needed by mail class/product.

Unmanifested packages – Packages for which the USPS has scan events and no associated manifest are considered unmanifested. These packages are displayed in the unmanifested report and eVS mailers have the opportunity to manifest these packages.

Appendix N Abbreviations

The following abbreviations are used within Publication 205.

BCG	Business Customer Gateway
BSA	Business Services Administrator
CAPS	Centralized Account Processing System
CRID	Customer Registration ID
DDU	Destination Delivery Unit
DNDC	Destination Network Distribution Center
DMM	Domestic Mail Manual
DSCF	Destination Sectional Center Facility
EDI	Electronic Data Interchange
EFN	Electronic File Number
eVS	Electronic Verification System
FAST	Facility Access & Shipment Tracking
FTP	File Transfer Protocol
MID	Mailer ID
NCSC	National Customer Support Center
NDC	Network Distribution Center
PAF	Postage Adjustment Factor
PIC	Package Identification Code
PRS	Parcel Return Service
PTS	Product Tracking System
RDU	Return Delivery Unit
RNDC	Return Network Distribution Center
SFTP	Secure File Transfer Protocol
STC	Service Type Code

Appendix O Recent Changes

Section	Date of update	Subsection	Summary of change
New information is bold and underlined throughout Publication 205			
Section 1	October 2012	1.3.8	Revised instructions for eVS permit application.
	October 2012	1.4.4	Added clarification to 1.4.4.h for rounding off of pound-based prices and rounding up of ounce-based prices.
Section 2	October 2012	2.3.7	Revised instructions for PRS permit application.
Section 4	October 2012	4.3.5	Added clarification on the calculation of manifest error adjustment postage.
	October 2012	4.3.6	Added clarification on the recalculation of Parcel Select Lightweight parcels that do not meet the minimum requirements for Presort Eligibility.
	October 2012	4.3.7	Added clarification on the recalculation of Parcel Select Lightweight parcels that do not meet the minimum requirements for Destination Entry Eligibility.
Section 6	October 2012	6.4.2	Updated to include availability of a weekly version of the current month's reconciliation extract.
Appendix A	October 2012	File version 1.7	Updated the file layout to clarify the eligible barcode constructs valid for use as an EFN.
	October 2012	File version 1.6	Updated the file layout to clarify the eligible barcode constructs valid for use as an EFN.
Appendix K	October 2012	Table K-1	Updated Payment Extract file format v1.1 with position numbers for individual fields.
	October 2012	Table K-2	Added Payment Extract file format v2.0 as an available layout to accommodate IMpb parcels with up to 5 Extra Services and to accommodate International products (future).
Appendix L	October 2012	Reconciliation Extract	Modified with revision to Postage Adjustment Factor (PAF) Summary (S1) record; includes updated end characters as 'x' rather than a null field with a space for all records.
The following updates were made in the previous revision August 19, 2012.			
Pub 205	August 2012	-	Added references to Shipping Services File Format Version

Section	Date of update	Subsection	Summary of change
			1.7 as appropriate throughout. The initial implementation of 1.7 is for domestic products manifested using Detail Records 1 and 2 only. Detail Records 3 and 4 are for future use with International products.
Section 1	August 2012	1.5.3	Added an additional option for the Regular permit imprint.
Appendix A	August 2012	File version 1.7	Added the file layout for the newest supported Shipping Services file format for mailers.
Appendix G	August 2012	Table G-1b	Corrected the banner text for Parcel Select Lightweight STCs.
Appendix L	August 2012	Tables L-1	Corrected the closing character in all Header, Summary and Detail Record layouts to use the 'x' character.
The following updates were made in the previous revision June 24, 2012.			
Pub 205	June 2012	-	Removed Chapter 4: Barcode Requirements. Please refer to the Publication 199 and the USPS Parcel Labeling Guide (available on RIBBS) for all information related to the correct layout and printing of the Intelligent Mail Package Barcode (IMpb) and eVS barcoded labels.
Section 1	June 2012	1.3.2	Updated Business Customer Gateway registration instructions
	June 2012	1.3.3	Provided additional clarification on the management of CAPS postage payment accounts; corrected dates for compliance of conforming MIDs; clarified eVS policy for use of MIDs to identify mailer clients
	June 2012	1.3.4	Modifier mailer information to specify use of Program Registration as replacement for AMDC profile
	June 2012	1.3.7	Modified eVS Participant Checklist to reflect changes in 1.3.2
	June 2012	1.4.4	Clarified rounding instructions for piece weight calculation; updated Destination Entry Validation postage recalculation
	June 2012	1.6	Added reference to USPS Parcel Labeling Guide
Section 2	June 2012	2.3.2	Updated Business Customer Gateway registration instructions
	June 2012	2.3.3	Provided additional clarification on the management of CAPS postage payment accounts; corrected dates for compliance of conforming MIDs; clarified PRS policy for use of MIDs to identify mailer clients
	June 2012	2.3.4	Modifier mailer information to specify use of Program Registration as replacement for AMDC profile
	June 2012	2.3.7	Modified eVS Participant Checklist to reflect changes in 2.3.2
	June 2012	2.4.3	Clarified rounding instructions for piece weight calculation; updated Destination Entry Validation postage recalculation
	June 2012	2.5	Added reference to USPS Parcel Labeling Guide
Section 3	June 2012	3.3.5 3.3.6	Updated references to the Publication 91 to the appropriate Publication 199 for file version 1.6
	June 2012	3.3.7	Added information on TEM usage

Section	Date of update	Subsection	Summary of change
Section 4	June 2012	4.3.7	Provided additional detail on the logic used for Destination Entry Validation, based on the Mail Direction File and Address File products
Section 5	June 2012	5.3.2	Added monitoring of the Unregistered MIDs report to recommended quality control activities
Section 6	June 2012	6.2.3	Added references to Duplicate PICs adjustment
	June 2012	6.2.7	Added additional reports
	June 2012	6.3.6	Modified Mailer ID Report to include current information
	June 2012	6.3.9	Modified Manifest Search to include current information
Appendix A	June 2012	File version 1.6	Added minor instructional clarifications; no format or specification changes
	June 2012	File version 1.4c	Added minor instructional clarifications; no format or specification changes
Appendix B	June 2012	Application	Updated list of available Parcel Products, Manifest System Information
Appendix D	June 2012	Authorization	Updated sample authorization letter to reflect current products and potential additional postage monthly adjustments
Appendix G	June 2012	Table G-1a	Removed ‘57’ as this 2-digit STC is no longer assigned to Parcel Return Service
	June 2012	Table G-1b	Removed ‘024’ as this 3-digit STC is no longer assigned to Parcel Return Service
	June 2012	Table G-10k.1	Added Express Mail Padded Flat Rate Envelope as a supported eVS product
The following updates were made in the previous revision April 1, 2012.			
Section 1	April 2012	1.3.2	Updated Business Customer Gateway registration instructions
Section 3	April 2012	3.3.7	Updated TEM access instructions
Section 5	April 2012	5.3.7	Added information on the Destination Entry Eligibility validation and postage adjustment
Section 7	April 2012	7.3.2	Added information on the Destination Entry Eligibility Report
Section 7	April 2012	7.3.14	Added information on the Postage Statements Daily Download Summary
The following updates were made in the previous revision January 22, 2012.			
Pub 205	January 2012	-	Removed all references to Shipping Services File Format Version 1.5 as it is no longer supported for eVS or PRS. Removed all references to PRS in Shipping Services File Format Version 1.4 as it is no longer supported in that file type.

Section	Date of update	Subsection	Summary of change
Section 2	January 2012	2.1	Added references to RSCF which is available to all PRS mailers with the January 2012 price change
	January 2012	2.2.1	Added references to RSCF.
	January 2012	2.3.3	Removed references to file versions 1.4 and 1.5 which are no longer supported for PRS
	January 2012	2.4.3	Removed references to file versions 1.4 and 1.5. Added references to RSCF.
Section 3	January 2012	3.1.4	Corrected Electronic File Type for file version 1.6
	January 2012	3.2.3	Corrected eVS PS Form 3877 process to identify Post Office of Mailing vs. Post Office of Account responsibilities
Section 4	January 2012	4.8.1	Updated to include reference to Barcode Construct C10
	January 2012	4.9.1	Added Exhibit 4-9.1k for IMpb Barcode Construct C10
Section 6	January 2012	6.2.3	Corrected to direct eVS mailers to file claims for lost or damaged accountable mail at the Post Office of Mailing
Appendix A	January 2012	File Version 1.4	Removed references to PRS in Shipping Service File Format Version 1.4. PRS no longer supports this format.
	January 2012	File Version 1.5	Removed Shipping Service File Format Version 1.5. eVS no longer supports this format. All eVS and PRS mailers using the IMpb must use Shipping Services File Format Version 1.6.
Appendix G	January 2012	Table G-1a	Added ‘LW’ to indicate 2-digit STCs to be used in Legacy barcode formats for Parcel Select Lightweight
	January 2012	Table G-1b	Added 3-digit STCs to be used with new Express Mail and Priority Mail products, Parcel Select Lightweight, and Standard Mail Marketing
	January 2012	Table G-2	Added mail class codes for Parcel Select Lightweight, Standard Mail Marketing, and Standard Mail Nonprofit
	January 2012	Table G-3	Updated processing categories with new mail classes
	January 2012	Table G-4	Updated destination rate indicators with new mail classes
	January 2012	Table G-5	Updated rate indicator codes with new products
	January 2012	Table G-6	Updated zone codes with new mail classes
	January 2012	Table G-7	Updated postal routing barcode codes with new mail classes
	January 2012	Table G-8a	Removed obsolete discount type codes
	January 2012	Table G-9a	Updated extra service codes for 2-digit STCs with new mail classes
	January 2012	Table G-9b	Updated extra service codes for 3-digit STCs with new mail classes
	January 2012	Table G-10	Modified G-10 tables to reflect mail classes and products available with the January 2012 price change
The following updates were made in the previous revision November 6, 2011.			
Pub 205	November 2011	-	Updated product name from First-Class Mail to First-Class Package Service in all references
Section 5	November 2011	5.3.6	Added information on the Presort Eligibility adjustment
	November 2011	5.3.7	Added information on the Ineligible Content adjustment

Section	Date of update	Subsection	Summary of change
Section 7	November 2011	7.3.3	Added description of the Ineligible Content Report
	November 2011	7.3.4	Added description of the Mail Class Detail Report
	November 2011	7.3.7	Added description of the Manifest Header Error Report
	November 2011	7.3.16	Added description of the Presort Eligibility Exception Report
	November 2011	7.4.2	Added Information on the Reconciliation Extract
Appendix L	**NEW** – November 2011	ALL	Added new Appendix L for file layout of monthly reconciliation extract file.
The following updates were made in the previous revision June 26, 2011.			
Section 1	June 2011	1.3.2, 1.3.4	Added information on the Test Environment for Mailers (TEM)
	June 2011	Exhibit 1-3.8	Updated the eVS Participant Checklist to include the access instructions for the eVS TEM and to clarify the Parallel Test
	June 2011	1.4.1	Updated policy for required use of eVS
	June 2011	1.4.3	Updated policy for separation and containerization of eVS mail
	June 2011	1.4.4	Added Destination Entry Validation rules to postage calculation
	June 2011	1.4.5	Updated FAST appointment policy for eVS mailings
Section 2	June 2011	2.3.2, 2.3.4	Added information on the Test Environment for Mailers (TEM)
	June 2011	2.4.2	Added clarification on PRS offshore locations
	June 2011	2.4.3	Added clarification on use of Origin and Pickup facility ZIPs
	June 2011	Exhibit 2-3.7	Updated the PRS Participant Checklist to include the access instructions for the PRS TEM
Section 3	June 2011	3.2.1	Added clarification for payment of permits opened in the eVS Post Office of Account ZIP 20260
	June 2011	3.3.5	Added information on the submission of 1.5/1.6 Corrections
	June 2011	3.3.7	Added information on the Test Environment for Mailers (TEM) and instructions for TEM access
Section 4	June 2011	4.8.6	Added clarification on nonconforming MID policy
	June 2011	Exhibit 4-9.1k	Added the barcode construct information for the 'L01' or legacy barcode when included in file formats 1.5 or 1.6
Section 5	June 2011	5.3.3	Added information on the Duplicate Packages adjustment
	June 2011	5.4	Added information on the Content Eligibility Review policy
Appendix A	June 2011	File versions 1.5 and 1.6	Added legacy barcode construct 'L01' rules for use with IMpb.
Appendix D	June 2011	Authorization Letter	Updated with current policy, postage calculation, and adjustment information

The following updates were made in the previous revision April 17, 2011.			
Section 1	April 2011	1.3.1	Added First-Class packages

	April 2011	1.3.3; 1.3.8	Added information about the eVS Washington DC 20260 Finance Number for eVS/PRS mailer permits
	April 2011	Exhibit 1-3.8	Updated the eVS Participant Checklist to include the new options and procedure to apply and pay for a permit imprint application and fee.
	April 2011	1.4.3e	Added: Content Based Prices (Bound Printed Matter, Media Mail and Library) are subject to inspection and review.
Section 2	April 2011	2.3.3a(5)	Added information about the eVS Washington DC 20260 Finance Number for eVS/PRS mailer permits
	April 2011	Exhibit 2-3.7	Updated the PRS Participant Checklist to include the new options and procedure to apply and pay for a merchandise return permit application and fee.
Section 5	April 2011	5.4	Moved section 5.4 to section 3.2
	April 2011	5.4	Added information about origin and onsite content reviews.
Appendix A	April 2011	File versions 1.5 and 1.6	Added Delivery Option Indicator required values for Express Mail Open & Distribute, Critical Mail and Parcel Select Regional Ground.
Appendix B	April 2011	eVS Application	Updated with newly supported products: Critical Mail, First-Class Mail Commercial Plus, Parcel Select Regional Ground and Adult Signature Extra Services.
Appendix G	April 2011	Table G-1b	Updated with 3-Digit Service Type Codes (STC) for new product and extra service combinations; includes First-Class Mail and Parcel Select Hold for Pickup and extra service combinations including COD (multiple mail classes).
	April 2011	Table G-10	Updated with valid Rate Ingredient Combinations for new products: First-Class Mail Commercial Plus (G-10a), Critical Mail (G-10b), and Parcel Select Regional Ground (G-10o). Updated Priority Mail (G-10b) and Parcel Return Service (G-10v) with additional Processing Category codes. Updated Express Mail Open & Distribute (G-10u) with additional rate indicator codes for Destination Entry Facilities.
Appendix I	April 2011	EMOD Rate Ingredient Combination s	Updated Express Mail Open & Distribute with destination rate indicators for ASF and ADC destination entry.
Appendix J	April 2011	PMOD Rate Ingredient Combination s	Updated Priority Mail Open & Distribute with rate ingredients that supersede obsolete Processing Category codes.
Appendix K	April 2011	Surcharge Type	Corrected surcharge type field in Payment Extract from a 1-character alphanumeric value to the correct 2-character alphanumeric value.

The following updates were made in the previous revision February 24, 2011.			
Section 4	February 2011		Updated barcode specifications for Legacy GS1-128 format

			and Intelligent Mail Package Barcode (IMpb) to current standards.
Appendix A	February 2011	File versions 1.4, 1.5 and 1.6	Minor corrections and clarifications.
Appendix G	February 2011	Table G-1b	Corrected 3-Digit Service Type Codes (STC) ‘079’ and ‘116’ for Priority Mail Hold for Pickup Signature Confirmation with Insurance. Added First-Class Mail and Package Services STCs to identify COD with Delivery Confirmation or Signature Confirmation.