



Presort Accuracy, Validation and Evaluation (PAVE™) On-line Order Form

**User Guide
version 1.00**

December 2012

BMA Certification Department
National Customer Support Center
United States Postal Service
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Memphis, TN 38188-1001

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Purpose

The National Customer Support Center Business Mail Acceptance (NCSC BMA) Certification Department created the PAVE On-line Order Form to facilitate easier transfer of Certification Cycle Orders, avoiding challenges with misinterpreted entries on the PDF Forms delivered as hardcopy or softcopy via email or fax. The intent with this enhancement is for PAVE Certification applicants to satisfy preliminary processing, access this on-line application, select their respective Presort Software Package parameters for Certification Processing, and receive indicated orders with faster turnaround

We continue to solicit feedback that could improve upon the PAVE Certification Processes so please provide any recommendations through mail, email, or phone exchange as feasible.

References

[PAVE™ Technical Guide](#) (current version)

Domestic Mail Manual (DMM)

Federal Register Notices (FRNs)

Overview

PAVE Certification applicants will use this document to

- Learn how to gain access to PAVE Information
- Learn how to provide entries for PAVE On-line Order Form Preliminary Processes
- Determine differences between Electronic Product Fulfillment (EPF) and EPF/PAVE On-line Order Form
- Use the PAVE On-line Order Form to indicate respective Product Certification Cycle Processing

Support Contacts

The NCSC EPF Website Support Group provides Technical Support for this PAVE On-line Order Form. They are responsible for accessibility and functionality of the order form. Should users encounter problems with logging in or site crashes, they should click the **Contact** link at the bottom of the site, using the information indicated by the **RED Arrow**.

The BMA Certification PAVE Group is responsible for the PAVE On-line Order Form site content and data with its further processing. Users that experience excessive delays in receiving anticipated orders should click the **Contact** link at the bottom of the site, using the information indicated by the **GREEN Arrow**.

The screenshot shows the PAVE website interface. At the top, it features the United States Postal Service logo and the text 'Presort Accuracy Validation & Evaluation PAVE'. Below this is a welcome message and a warning for official use only. The main content area is divided into 'Important Information' and 'Application Access'. A 'Contact' button is highlighted with a green box. An inset window titled 'EPF Product Contact Information' displays a table with columns for Product, Support Department, Phone, and Email. A green arrow points to the 'BMA Certification Department' row, and a red arrow points to the 'EPF Website' row.

Product	Support Department	Phone	Email
AJG Product	AJG Department	011-040-0124, option 1	ajg@usps.gov
AEC Product	AEC Department	800-238-3150	aec@usps.gov
AS Viewer Product	Customer Care Department	800-238-3150	inccs@usps.gov
AS Product	Customer Care Department	800-238-3150	inccs@usps.gov
CASS - MASS Product	CASS - MASS	800-642-2914	casstms.ncsc@usps.gov
ONS Product	ONS Department	800-210-1150	ons.ncsc@usps.gov
Labeling List Product	Labeling Lists Department	800-238-3150, option 6	labelist.ncsc@usps.gov
Licensing	NOAA Product Licensing	800-580-5766	noaonline@usps.gov
MAC Baluh	BMA Certification Department	800-238-3150	mac_baluh.ncsc@usps.gov
PAVE Product	BMA Certification Department	800-238-3150	paue.ncsc@usps.gov
Zone Charls Product	Zone Charls	800-238-3150, option 6	labelist.ncsc@usps.gov
EPF Website	National Customer Support Center	1-800-331-5717	810MMK@email.usps.gov

Gain access to PAVE Information

RIBBS PAVE Certification Page

1. Go to RIBBS (<http://ribbs.usps.gov>)
2. Click to expand the **Certification** left navigation panel
3. Click the PAVE™ link

Review PAVE Certification criteria

4. In the PAVE window, read the opening screen, specifically the **Important Information** section items
 - 4.1 PAVE Publications & Information =
provides links to documents and sites that help customers understand the PAVE Certification criteria and process
 - 4.2 PAVE Test Files =
directs customers to EPF for login access to PAVE Certification Cycle materials
 - 4.3 PAVE Certified Products List =
displays current PAVE-certified Developers and their Products with software capabilities
 - 4.4 PAVE Forms =
provides links to documents and sites to adequately satisfy PAVE Certification intentions and requests for certification processes
5. If necessary, pursue further information from the **Contact Information** provided onscreen to become either
 - 5.1 a new PAVE Certification applicant (customer) or
 - 5.2 continue as an existing customer

Decision to pursue PAVE Certification

6. Upon confirmation that PAVE Certification is warranted,
 - 6.1 From the **Important Links** section, click the **PAVE Forms** link
 - 6.2 Under the new window, click either the
 - 6.2.1 **PAVE Order Form** (PDF) link, *downloading, filling out, and sending (email or fax), or*
 - 6.2.2 **PAVE On-line Order Form** Link

- 6.3 For [only](#) the PAVE On-line Order Form, follow the instructions provided either to:
 - 6.3.1 As an [existing customer](#), log into the EPF application under the Application Access section, using your Login ID and Password combination; or,
 - 6.3.2 As a [new customer](#), click the [Electronic Product Fulfillment Web Access Request Form](#) link, filling out and returning the PDF as recommended

PAVE On-line Order Form Preliminary Processes

Request EPF account

7. Customers –
 - 7.1 [Existing customer](#) have nothing more to do than to login to the EPF or EPF / PAVE site(s)
 - 7.2 [New customers](#) must obtain an EPF account to obtain access to
 - 7.2.1 the PAVE On-line Order Form and
 - 7.2.2 PAVE Certification materials needed for certification processing
8. Completely filling in and submitting the **Electronic Product Fulfillment Web Access Request Form** satisfies this request

Set access features for EPF account

9. BMA Certification Department PAVE Group staff enters forms and validates all customer eligibility for the PAVE Certification Program, sending confirmation to the EPF Website staff
10. EPF Website staff grants access to EPF and EPF/PAVE

NOTE: Please review the information in the [Appendix](#) below to understand the differences in access between the two web sites. Understanding those differences would aid in getting users to the correct site for the proper set of conditions.

Use the PAVE On-line Order Form

Access EPF / PAVE On-line Order Form

11. The EPF Website staff sends the customer notification that they have been granted access to EPF

12. The BMA Certification Department PAVE Group staff send notifications/advisories related to
 - 12.1 PAVE Certification Cycle Plans
 - 12.2 The customer's status regarding PAVE Certification, and
 - 12.3 Instructions for the customer to access EPF or EPF/PAVE(*as available or necessary*)

Receive EPF link

13. In the notification from the EPF Website staff, alerting the new customer of their granted access to EPF, will be a link that takes the customer to the EPF Login screen
14. After clicking and arriving at the EPF Login screen, the customer should
 - 14.1 click the **Reset Password** button
 - 14.2 Receive and activate the link provided from the EPF Reset Password email
 - 14.3 Enter (reset) the password to one the customer will remember for future access of the site
15. Existing customers should use
 - 15.1 saved links or
 - 15.2 web browser Favorites/Bookmark features to activate EPF access

Receive EPF / PAVE On-line Order Form link

16. BMA Certification Department PAVE Group staff provides notification to
 - 16.1 existing customers or
 - 16.2 new customers
17. In the notification will either be
 - 17.1 a link that goes to the EPF / PAVE On-line Order Form Login screen, or
 - 17.2 instructions for reaching the available link, such as *go to the RIBBS PAVE site*

Login to EPF / PAVE On-line Order Form

18. Follow the instructions provided either to:

18.1 Existing customers who should

18.1.1 activate PAVE Group-provided, saved, or web browser Favorites/Bookmark links to the EPF / PAVE On-line Order application

UNITED STATES POSTAL SERVICE

Presort Accuracy Validation & Evaluation **PAVE**

Welcome to Presort Accuracy, Validation, and Evaluation (PAVE)

The PAVE program is a process, designed in cooperation with the mailing industry, to evaluate presort software and determine its accuracy in sorting and hardware developers, i.e., companies that develop presort software or manufacture presorting equipment for resale or internal use. PAVE provides a common platform to measure the quality of presort products, including an evaluation of standardized documentation, container labels and postage statement facsimiles that support presorted mailings, and, by doing so, improves the accuracy of presorted mailings.

WARNING! FOR OFFICIAL USE ONLY

This is a U. S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S. C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with US Postal Service policies and these terms.

Important Information	Application Access
<p>The PAVE Order website is designed to provide customers the ability to submit Presort Accuracy Validation and Evaluation (PAVE) orders for PAVE certification. To begin using this process, new customers must complete and submit the Electronic Product Fulfillment Web Access Request Form. Existing PAVE customers that have EPF access may log in to use the online PAVE Order Form from this screen.</p>	<p>Login</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Enter Application"/></p>

Brought to you by the National Customer Support Center

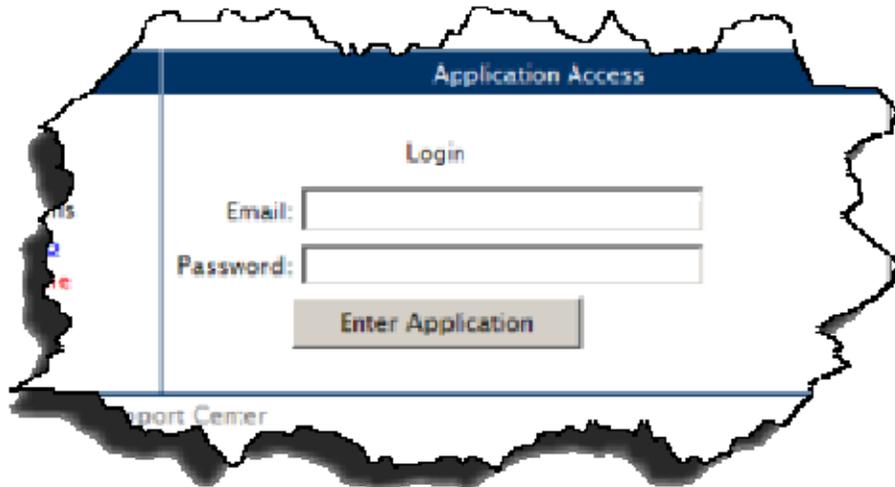
PAVE Order Form v1.00.2

Contact | Additional Products and Services | USPS Privacy Policy | EPF

18.2 New customers who should

18.2.1 click the link leading them to the EPF / PAVE On-line Order Form application

Use EPF Registration data to log on



19. Existing customers would

19.1 login under the **Application Access** Login section with their

19.1.1 Email: = *existing email address the customer uses for EPF access, and*

19.1.2 Password: = *the established password the customer uses for login*

20. New customers would

20.1 login under the **Application Access** Login section with their

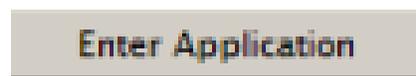
20.1.1 Email: = *Email address identified from their EPF Access Request, and*

20.1.2 Password: = *the reset password customer provided **after** initial login*

Initiate PAVE On-line Order Form

21. Customers should

21.1 click the **Enter Application** button



21.2 prepare to fill-in information related to PAVE Certification

Complete PAVE Order

22. Upon successful login, customers should proceed with filling out the PAVE On-line Order Form

23. The customer type (existing or new) will determine available selections on the various entry screens

Existing PAVE Certification applicant

24. Existing customers should use the following sequence of instructions to complete their Order Form for PAVE Certification

Order Form – Screen 1 = Product Information tab

UNITED STATES POSTAL SERVICE®

Presort Accuracy Validation & Evaluation PAVE

Product Information | Contact Information | Certified Product Listing | Sortation & Presort Options | Additional Licenses & Product Names

Load Data From Previous Product? Yes No

Previous Product Name: Previous Version: Load

New Product Name:*

New Product Version:*

Max Addresses (optional):

Certification Type:*

Price Range:*

Developer Type:*

Hardware/Software:

Note: Select ALL hardware and software combinations for this product and version. Your primary hardware platform will be tested for all presort categories selected and additional platforms will be tested randomly.

Primary:*	Hardware:*	Software:*	Delete:
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✖"/>

Add More

*required field

Previous Next

PAVE Order Form v1.00.2
 Contact | Additional Products and Services | USPS Privacy Policy | EPF

24.1 Make sure the **Product Information** tab is active

NOTE: Other tabs will remain deactivated until successful completion of the tab/screen(s) that precede it.

- 24.2 Take note of ***required field** entries, ensuring availability of those items for entry
- 24.3 Answer initial question *Load Data from Previous Product?* as either
- 24.3.1 **No** = Select or leave this as the default radio button selection, continuing to fill in appropriate responses, starting with **New Product** entry, or
- 24.3.2 **Yes** = Select this radio button option to retrieve previous Company Products available by following the next step

Loading Previous Product and Version

Load Data From Previous Product? Yes No

Previous Product Name: Previous Version: 5.06

New Product Name:*

New Product Version:*

Max Addresses (optional):

Certification Type:*

Price Range:*

- 24.4 Users must select available items from the menu dropdown boxes that include
- 24.4.1 **Previous Product Name** and
- 24.4.2 **Previous Version** then
- 24.4.3 Click the **Load** button when the appropriate *Previous Product Name* with *Previous Version* selection is complete to proceed to the next data entry point.

New Product

- 24.5 Enter the **New Product Name** in the textbox.
This entry allows users to modify the Product Name as given from past certifications. Same as Step 25.4 below; click provided link to review the Section Step.

New Product Version

- 24.6 Enter the **New Product Version** in the textbox.
This entry allows users to choose a different Version Number to coincide with the New Product Name. Same as Step 25.5 below; click provided link to review the Section Step.

Max Addresses (optional)

- 24.7 Enter the **Maximum Number of Addresses supported**, if any, in the textbox.
Same as Step 25.6 below; click provided link to review the Section Step

Certification Type

- 24.8 Select the **Certification Type** from the menu dropdown.
Same as Step 25.7 below; click provided link to review the Section Step

Price Range

- 24.9 Select the **Price Range** of the software from the menu dropdown.
Same as Step 25.8 below; click provided link to review the Section Step

Developer Type

- 24.10 Select the appropriate **Developer Type** from the menu dropdown.

Same as Step 25.9 below; click provided link to review the Section Step

Hardware/Software

- 24.11 Enter the **Hardware and Software supported** from the menu dropdowns.
Same as Step 25.10 below; click provided link to review the Section Step

Readiness to proceed

- 24.12 When completely satisfying all entries for this screen, users should activate the
- 24.12.1 **Next** (button; when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens.

Order Form – Screen 2 = Contact Information tab

Company Info

Same as Step 25.12 below; click provided link to review Section Step

Program Manager

Same as Step 25.13 below; click provided link to review Section Step

Technical Manager (if different from the Program Manager)

Same as Step 25.14 below; click provided link to review Section Step

Readiness to proceed

- 24.13 When completely satisfying all entries for this screen, users should activate the
- 24.13.1 **Next** button when ready to proceed to the subsequent Order Form screens; when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or
- 24.13.2 **Previous** button to make changes on previous screen(s)

Order Form – Screen 3 = Certified Product Listing tab

Sales / Marketing Contact

Same as Step 25.16 below; click provided link to review Section Step

Readiness to proceed

- 24.14 When completely satisfying all entries for this screen, users should activate the
- 24.14.1 **Next** button when ready to proceed to the subsequent Order Form screens; when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or
- 24.14.2 **Previous** button to make changes on previous screen(s)

Order Form – Screen 4 = Sortations & Presort Options tab

First-Class Mail

Similar as Step 25.18 below (click link to review); however, user should activate or deactivate listed **First-Class Mail** Sortation entries to match the new or revised Product submitted for current PAVE Certification

Periodicals

Similar as Step 25.19 below (click link to review); however, user should activate or deactivate listed **Periodicals** Sortation entries to match the new or revised Product submitted for current PAVE Certification

Standard Mail

Similar as Step 25.20 below (click link to review); however, user should activate or deactivate listed **Standard Mail** Sortation entries to match the new or revised Product submitted for current PAVE Certification

Presort Options

Similar as Step 25.21 below (click link to review); however, user should activate or deactivate listed **Presort Options** entries to match the new or revised Product submitted for current PAVE Certification

Postage Statements

Similar as Step 25.22 below (click link to review); however, user should activate or deactivate listed **Postage Stat** entries to match the new or revised Product submitted for current PAVE Certification

Readiness to proceed

- 24.15 When completely satisfying all entries for this screen, users should activate the
- 24.15.1 **Next** button when ready to proceed to the subsequent Order Form screens; *when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or*
 - 24.15.2 **Previous** button to make changes on previous screen(s)

**Order Form – Screen 5 =
Additional Licenses & Product Names tab****Additional Licenses**

Same as Step 25.24 below; click provided link to review Section Step

Additional Product Names

Same as Step 25.25 below; click provided link to review Section Step

Readiness to proceed

- 24.16 When completely satisfying all entries for this screen, users should activate the
- 24.16.1 **Next** button when ready to proceed to the subsequent Order Form screens; *when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or*
 - 24.16.2 **Previous** button to make changes on previous screen(s)

**Order Form – Screen 6 =
PAVE On-line Order Form Review and Submission****Review with hyperlinks to tabbed sections**

- 24.17 Users should
- 24.17.1 Scroll through the entire screen to ensure correct entries are ready for order submission
 - 24.17.2 Activate the available hyperlinked **Tab Sections** when changes to the listed order is warranted

Readiness to proceed

- 24.18 When completely satisfying all entries for this screen, users should activate the
- 24.18.1 **Cancel** button to discard the order information,
 - 24.18.2 **Print** button to capture and send to a local/network printer for proof of order (*recommended before submitting order*), or
 - 24.18.3 **Submit** button when ready to send the order for PAVE Group to accept and process

**Order Form – Screen 7 =
PAVE On-line Order Form Order Confirmation
with additional Order or Logout option**

- 24.19 After activating the **Submit** button, users should receive a/an
- 24.19.1 Order confirmation screen with links to
 - 24.19.1.1 **Home** (Login) screen *to create additional order(s)*
 - 24.19.1.2 **Logout** *to close out the PAVE On-line Order Form application, returning users to the Login screen*
 - 24.19.2 Receive an email with PAVE On-line Order Form in PDF *via the user's email utility*

New PAVE Certification applicant

25. New customers should use the following sequence of instructions to complete their Order Form for PAVE Certification

Order Form – Screen 1 = Product Information tab

Logout

UNITED STATES POSTAL SERVICE

Presort Accuracy Validation & Evaluation PAVE

Product Information | Contact Information | Certified Product Listing | Certifications & Presort Options | Additional Licenses & Product Names

Load Data From Previous Product? Yes No

New Product Name:*

New Product Version:*

Max Addresses (optional):

Certification Type:*

Price Range:*

Developer Type:*

Hardware/Software:

Note: Select ALL hardware and software combinations for this product and version. Your primary hardware platform will be tested for all presort categories selected and additional platforms will be tested randomly.

Primary*	Hardware*	Software*	Delete:
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Add More...

*required field

Previous Next

PAVE Order Form v1.00.2
 Contact | Additional Products and Services | USPS Privacy Policy | EPF

- 25.1 Make sure the **Product Information** tab is active

NOTE: Other tabs will remain deactivated until successful completion of the tab/screen(s) that precede it.

- 25.2 Take note of ***required field** entries, ensuring availability of those items for entry

- 25.3 Answer initial question *Load Data from Previous Product?* as

- 25.3.1 **No** = Leave this as the default radio button selection, continuing to fill in appropriate responses to the next available **Product Information** screen prompts/entries

New Product

- 25.4 Enter the **New Product Name** in the textbox.
This Product Name should reflect the PAVE Certification Software Package name intended for the purposes identified below.

Click [here](#) to return to the **Existing Customer** step

New Product Version

- 25.5 Enter the **New Product Version** in the textbox.
This Version Number should reflect the PAVE Certification Software Package version or release.

Click [here](#) to return to the **Existing Customer** step

Max Addresses (optional)

- 25.6 Enter the **Maximum Number of Addresses supported**, if any, in the textbox.
The number reflects the software's limitations for processing addresses. If there are no limitations, leave this entry BLANK.

Click [here](#) to return to the **Existing Customer** step

Certification Type

- 25.7 Select the **Certification Type** from the menu dropdown.
Choose the appropriate reason for the Certification Processing Order, referring to the PAVE Technical Guide for details about each option as necessary.

Click [here](#) to return to the **Existing Customer** step

Price Range

- 25.8 Select the **Price Range** of the software from the menu dropdown.
From the options available, identify the intended sale or cost of the PAVE Software after successful certification.

Click [here](#) to return to the **Existing Customer** step

Developer Type

- 25.9 Select the appropriate **Developer Type** from the menu dropdown.
Choose the intended use, processing, handling, or disposition of the PAVE Software after successful certification, referring to the PAVE Technical Guide for details about each option as necessary.

Click [here](#) to return to the **Existing Customer** step

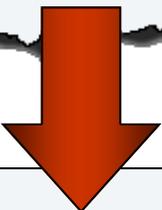
Hardware/Software

25.10 Enter the **Hardware and Software supported** from the menu dropdowns. *Make certain to designate Hardware/Software submitted for PAVE Certification Processing as Primary. Multiple hardware and software entries are possible by activating the **Add More** button.*

Hardware/Software:

Note: Select ALL hardware and software combinations for this product and version. Your primary hardware platform will be tested for all presort categories selected and additional platforms will be tested randomly.

Primary:*	Hardware:*	Software:*	Delete:
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>



Hardware/Software:

Note: Select ALL hardware and software combinations for this product and version. Your primary hardware platform will be tested for all presort categories selected and additional platforms will be tested randomly.

Primary:*	Hardware:*	Software:*	Delete:
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>
<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>



Also, hardware/software removal happens with clicking the **Deletion** () button for the listed row combination.

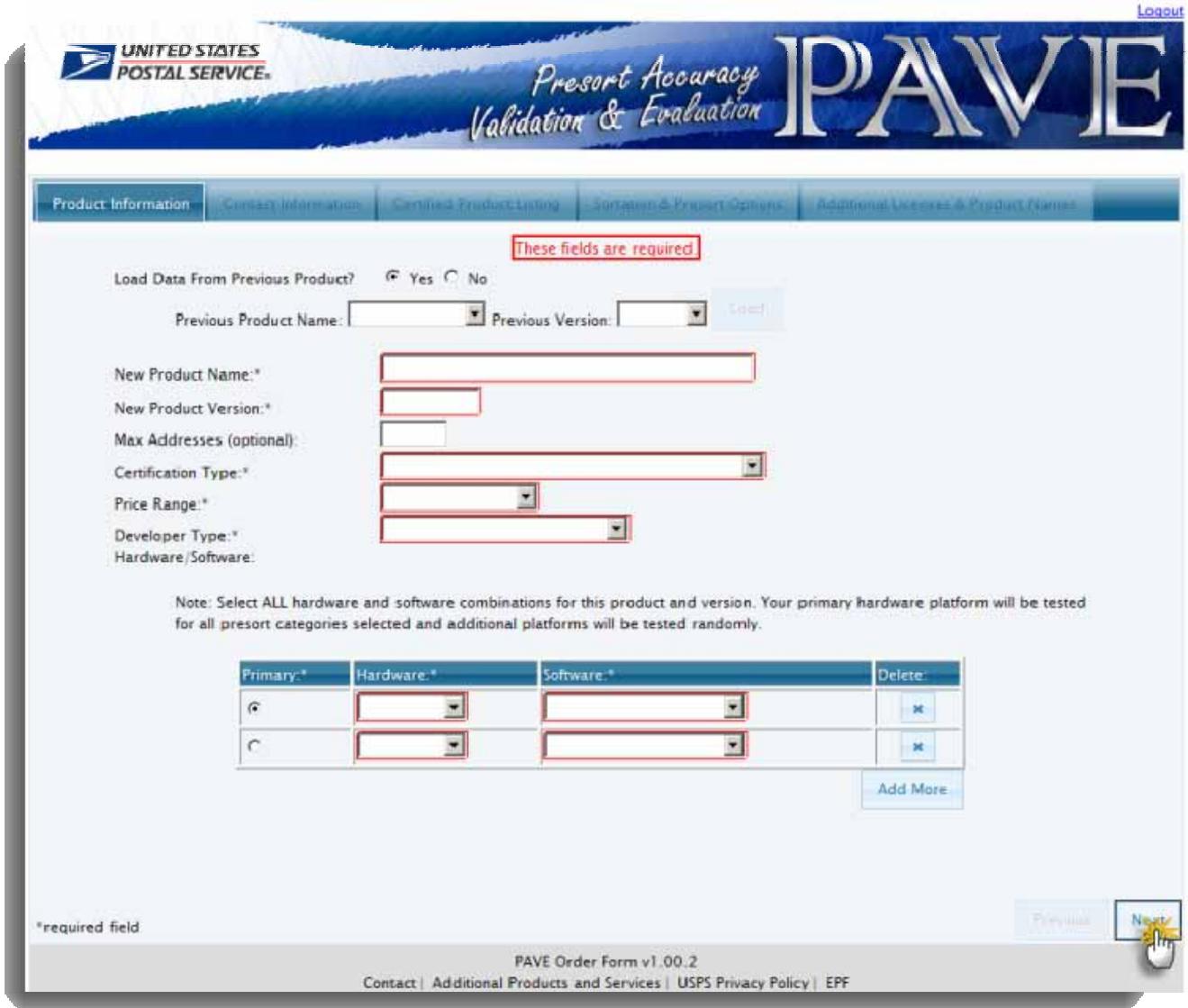
Click [here](#) to return to the **Existing Customer** step

Readiness to proceed

25.11 When completely satisfying all entries for this screen, users should activate the



Next () button; when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens.

A screenshot of the PAVE On-line Order Form. The header features the United States Postal Service logo and the text "Presort Accuracy Validation & Evaluation PAVE". A navigation bar includes tabs for "Product Information", "Contact Information", "Certified Product Listing", "Software & Presort Options", and "Additional Licenses & Product Names". The main form area contains a "Load Data From Previous Product?" section with "Yes" and "No" radio buttons. Below this are fields for "Previous Product Name" and "Previous Version". A red box highlights the text "These fields are required" above a list of required fields: "New Product Name*", "New Product Version*", "Max Addresses (optional)", "Certification Type*", "Price Range*", and "Developer Type*". A table below lists hardware and software combinations with "Primary*", "Hardware:", "Software:", and "Delete:" columns. A "Next" button is highlighted with a mouse cursor. The footer includes "PAVE Order Form v1.00.2" and links for "Contact", "Additional Products and Services", "USPS Privacy Policy", and "EPF".

Order Form – Screen 2 = Contact Information tab

The PAVE online process is designed to certify the accuracy of presort software for identical mail pieces. The information requested will be used for custom test creation, certified product listing, and will be posted on the [RIBBS](#) website.

Company Info:

Company Name:*

Address:*

City:*

State:* ZIP-4:*

Program Manager:

First/Last Name:*

Phone:* Ext:

Fax:

Email:*

Is the Technical Contact the same as the Program Manager? Yes No

*required field

PAVE Order form v1.00.2
 Contact | Additional Products and Services | USPS Privacy Policy | EPF
 11/21/2012 2:27:34 PM

Company Info

- 25.12 Enter appropriate data within the listed **Company Info** section with menu dropdown or textbox entry.

This information allows the PAVE Group to successfully send/receive correspondence through the PAVE Certification process as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use.

Click [here](#) to return to the **Existing Customer** step

Program Manager

- 25.13 Enter appropriate **Program Manager** contact information within the available textboxes.

This information allows the PAVE Group to successfully send/receive correspondence through the PAVE Certification process as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use.

Click [here](#) to return to the **Existing Customer** step

Technical Manager (if different from the Program Manager)

Is the Technical Contact the same as the Program Manager? Yes No

Technical Contact:

First/Last Name:*

Address:*

City:*

State:* ZIP+4:*

Phone:* Ext.

Fax:

Email:*

*required field

Previous Next

25.14 Answer the question *Is the Technical Contact the same as the Program Manager?* as either

25.14.1 **Yes** = Select or leave this as the default radio button selection when the Technical Contact is the same as the Program Manager for PAVE Certification purposes, consistent with the display in the Screen 2 image above

25.14.2 **No** = Select this radio button option when a different person other than the Program Manager will be the Technical Contact for PAVE Certification purposes. Ensure all required contact data prompts/textboxes provided receive appropriate entries.

Click [here](#) to return to the **Existing Customer** step

Readiness to proceed

25.15 When completely satisfying all entries for this screen, users should activate the

25.15.1 **Next** button when ready to proceed to the subsequent Order Form screens; *when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or*

25.15.2 **Previous** button to make changes on previous screen(s)

Order Form – Screen 3 = Certified Product Listing tab

United States Postal Service

Presort Accuracy
Validation & Evaluation

PAVE

Logout

Product Information | Contact Information | **Certified Product Listing** | Sortation & Presort Options | Additional Licenses & Product Names

After successful completion of testing, certified products are listed in the PAVE Certified Products List. Please provide the following information for inclusion in this list.

Sales/Marketing Contact:

First/Last Name or Company Name:*

Address:*

City:*

State:*

ZIP+4:*

Phone:*

Ext:*

Fax:*

Email:*

Web Address(URL):*

*required field

Previous Next

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Contact | Additional Products and Services | USPS Privacy Policy | EPF

Sales / Marketing Contact

25.16 Enter appropriate data within the listed **Sales / Marketing Contact** section with textbox or menu dropdown entry.

This information allows the PAVE Group to successfully send/receive correspondence through the PAVE Certification process as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use.

Click [here](#) to return to the **Existing Customer** step

Readiness to proceed

25.17 When completely satisfying all entries for this screen, users should activate the

25.17.1 **Next** button when ready to proceed to the subsequent Order Form screens; *when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or*

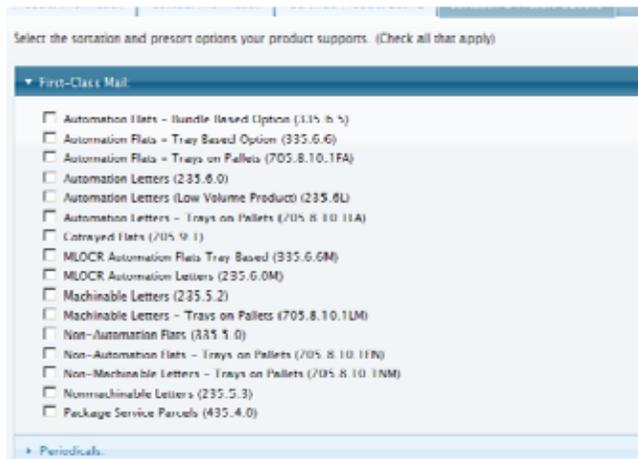
25.17.2 **Previous** button to make changes on previous screen(s)

Order Form – Screen 4 = Sortations & Presort Options tab



First-Class Mail

25.18 Select appropriate **First-Class Mail** Sortations by activating the available checkboxes. *This information allows the PAVE Group to determine proper tests with other processes as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use. Screenshot options may differ depending on Certification Cycles.*



Click [here](#) to return to the **Existing Customer** step

Periodicals

- 25.19 Select appropriate **Periodicals** Sortations by activating the available checkboxes. *This information allows the PAVE Group to determine proper tests with other processes as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use. Screenshot options may differ depending on Certification Cycles.*

Select the sortation and presort options your product supports. (Check all that apply)

▶ First-Class Mail:

▼ Periodicals:

- Automation Letters (707.24)
- Barcoded Machinable Flats (707.25.3)
- Bundles on Pallets (705.8.10.2)
- Carrier Route Flats (707.23.4)
- Carrier Route Letters (707.23.3)
- Cosacked Flats (705.9.2)
- Merged Bundles in Sacks (705.10.1.4)
- Merged Bundles on Pallets (705.10.1.5)
- Merged Pallets-5% Threshold (705.12.1)
- Merged Pallets-5% Threshold & CSF (705.13.1)
- Non-Automation Letters (707.22.5)
- Non-Barcoded Machinable Flats (707.22.6)
- Non-Machinable Flat Bundles on Pallets (705.8.10.2U)

▶ Standard Mail:

Click [here](#) to return to the **Existing Customer** step

Standard Mail

- 25.20 Select appropriate **Standard Mail** Sortations by activating the available checkboxes. *This information allows the PAVE Group to determine proper tests with other processes as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use. Screenshot options may differ depending on Certification Cycles.*

Select the sortation and presort options your product supports. (Check all that apply)

▶ First-Class Mail:

▶ Periodicals:

▼ Standard Mail:

- Automation Flats (345.7.0)
- Automation Letters (245.7.0)
- Automation Letters (Low Volume Product) (245.7.5L)
- Bundles on Pallets (705.8.10.3)
- Cosacked Flats (705.9.3)
- ECR Flats (345.6.0)
- ECR Letters <= 3.0 Ounces (245.6.7)
- ECR Letters > 3.0 Ounces (245.6.6)
- Irregular Parcels (Mrkting Prcls < 6 oz) (445.5.4)
- Machinable Letters (245.5.3)
- Machinable Parcels (Mrkting Prcls => 6 oz) (445.5.3)
- Merged Bundles in Sacks (705.10.2.4)
- Merged Bundles on Pallets (705.10.2.5)
- Merged Pallets-5% Threshold (705.12.2)
- Merged Pallets-5% Threshold & CSF (705.13.2)
- Non-Automation Flats (345.5.0)
- Nonmachinable Letters (245.5.4)

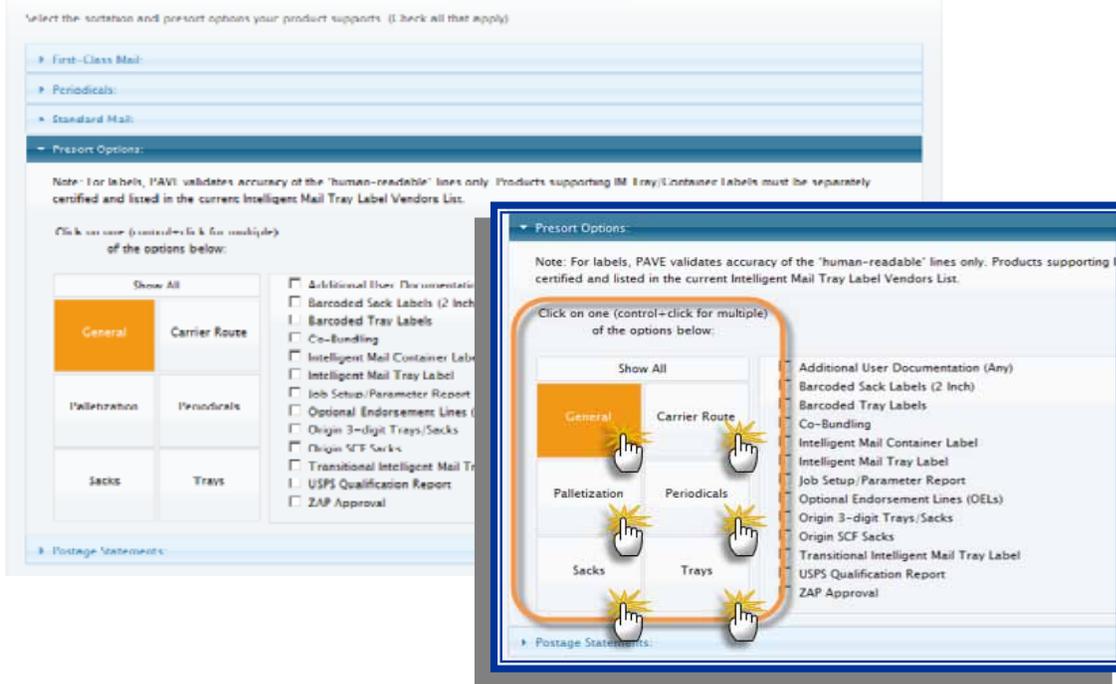
▶ Presort Options:

Click [here](#) to return to the **Existing Customer** step

Presort Options

25.21 Select appropriate **Presort Options supported** by activating the available sections with their available checkboxes.

This information allows the PAVE Group to determine proper tests with other processes as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use. Screenshot options may differ depending on Certification Cycles.



Click [here](#) to return to the **Existing Customer** step

Postage Statements

25.22 Select appropriate **Postage Statements supported** by activating the available checkboxes.

This information allows the PAVE Group to determine proper tests with other processes as well as display that information for potential reviewers of the RIBBS-posted PAVE Certified Products Lists (CPLs) to use. Screenshot options may differ depending on Certification Cycles.



Click [here](#) to return to the **Existing Customer** step

Readiness to proceed

25.23 When completely satisfying all entries for this screen, users should activate the

25.23.1 **Next** button when ready to proceed to the subsequent Order Form screens; *when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or*

25.23.2 **Previous** button to make changes on previous screen(s)

**Order Form – Screen 5 =
Additional Licenses & Product Names tab**

UNITED STATES POSTAL SERVICE. Presort Accuracy Validation & Evaluation PAVE

Logout

Product Information | Contact Information | Certified Product Listing | Sortation & Presort Options | **Additional Licenses & Product Names**

Additional Licenses:

Is this product/presort engine licensed to another company? Yes No

Is this product/presort engine licensed from another company? Yes No

Additional Product Names:

Is this product/presort engine marketed under another product name? Yes No

*required field

Previous Review Entry

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Contact | Additional Products and Services | USPS Privacy Policy | EPF

Additional Licenses

25.24 Answer the question *Is the product presort engine licensed to another company?* as either

25.24.1 **No** = Select or leave this as the default radio button selection when the presort engine is not licensed to use by another company for the submitted Order; or,

25.24.2 **Yes** = Select this radio button option when the product for this application has another company licensed to use the same presort engine then entering the applicable **Company** and **Product Names**, continuing to the next entry

25.24.3 When choosing **Yes** as the previous question choice, users must answer the question *Is this product presort engine licensed from another company?* as either

25.24.3.1 **No** = Select or leave this as the default radio button selection when this presort engine is not licensed from another company for the submitted Order; or,

25.24.3.2 **Yes** = Select this radio button option when the product for this application the same presort engine is licensed from another company then entering the applicable **Company** and **Product Names**, continuing to the next entry

Click [here](#) to return to the **Existing Customer** step

Additional Product Names

25.25 Answer the question *Is this product/presort engine marketed under another product name?* as either

25.25.1 **No** = Select or leave this as the default radio button selection when the product/presort engine is not marketed under another product name. Ensure all required contact data prompts/textboxes provided receive appropriate entries.

25.25.2 **Yes** = Select this radio button option when the product/presort engine is marketed under another product name, continuing on to the next entry

- 25.25.3 When choosing **Yes** as the previous question choice, users must answer the question *Is this the primary product?* as either
- 25.25.3.1 **No** = *Select this radio button when if the product/presort engine does not remain the Primary for all elements within this application. Consult the PAVE Technical Guide for details on how to determine the proper answer for this question or contact the PAVE Group for assistance.*
- 25.25.3.2 **Yes** = *Select this radio button if the product/presort engine remains the Primary for all elements within this application. Consult the PAVE Technical Guide for details to determine the proper answer for this question or contact the PAVE Group for further assistance.*

Additional Product Names:

Is this product/presort engine marketed under another product name? Yes No
Is this the primary product? Yes No

Click [here](#) to return to the **Existing Customer** step

Readiness to proceed

- 25.26 When completely satisfying all entries for this screen, users should activate the
- 25.26.1 **Next** button when ready to proceed to the subsequent Order Form screens; *when activating this button, the application will identify any omitted required entries and will not allow access to or processing of the next screens, or*
- 25.26.2 **Previous** button to make changes on previous screen(s)

Order Form – Screen 6 = PAVE On-line Order Form Review and Submission

Review Entry:

Click on the links in blue to go back to that section.

[Product Information:](#)

New Product Name:*	ACCUZIP UltraLine
New Product Version:*	1.00
Max Addresses (optional):	
Certification Type:*	Gold
Price Range:*	\$501 - \$1,000
Developer Type:*	RETAIL SOFTWARE DEVELOPER
Hardware/Software:	
Primary:	PC,64 BIT WINDOWS
Secondary:	MAC,OSX

[Contact Information:](#)

Company Name:*	ACCUZIP, INC
Address:*	3216 El Camino Real
City:*	Atascadero
State:*	CAUFORNIA
ZIP+4:*	93422-2500
Program Manager:	
First/Last Name:*	James C
Phone:*	(805) 821-8188
Ext:	
Fax:	
Email:*	james.c@usps.gov
Is the Technical Contact the same as the Program Manager?	yes
Technical Contact:	
First/Last Name:*	James C
Address:*	3216 El Camino Real
City:*	Atascadero
State:*	CAUFORNIA
ZIP+4:*	93422-2500

Submit Cancel Print

required field

PAVE Order Form v1.00.2
Contact: Additional Products and Services | USPS Privacy Policy | EFF
1/13/12 10:23:20 AM

Review with hyperlinks to tabbed sections

25.27 Users should

- 25.27.1 Scroll through the entire screen (as represented by the **Dark Gray dotted arrow**) to ensure correct entries are ready for order submission
- 25.27.2 Activate the available hyperlinked **Tab Sections** when changes to the listed order is warranted (as represented by the **Red Arrows, Rectangle, and Information callout**)

Readiness to proceed

25.28 When completely satisfying all entries for this screen, users should activate the



- 25.28.1 **Cancel** button to discard the order information,
- 25.28.2 **Print** button to capture and send to a local/network printer for proof of order (recommended before submitting order), or
- 25.28.3 **Submit** button when ready to send the order for PAVE Group to accept and process

Order Form – Screen 7 = PAVE On-line Order Form Order Confirmation with additional Order or Logout option

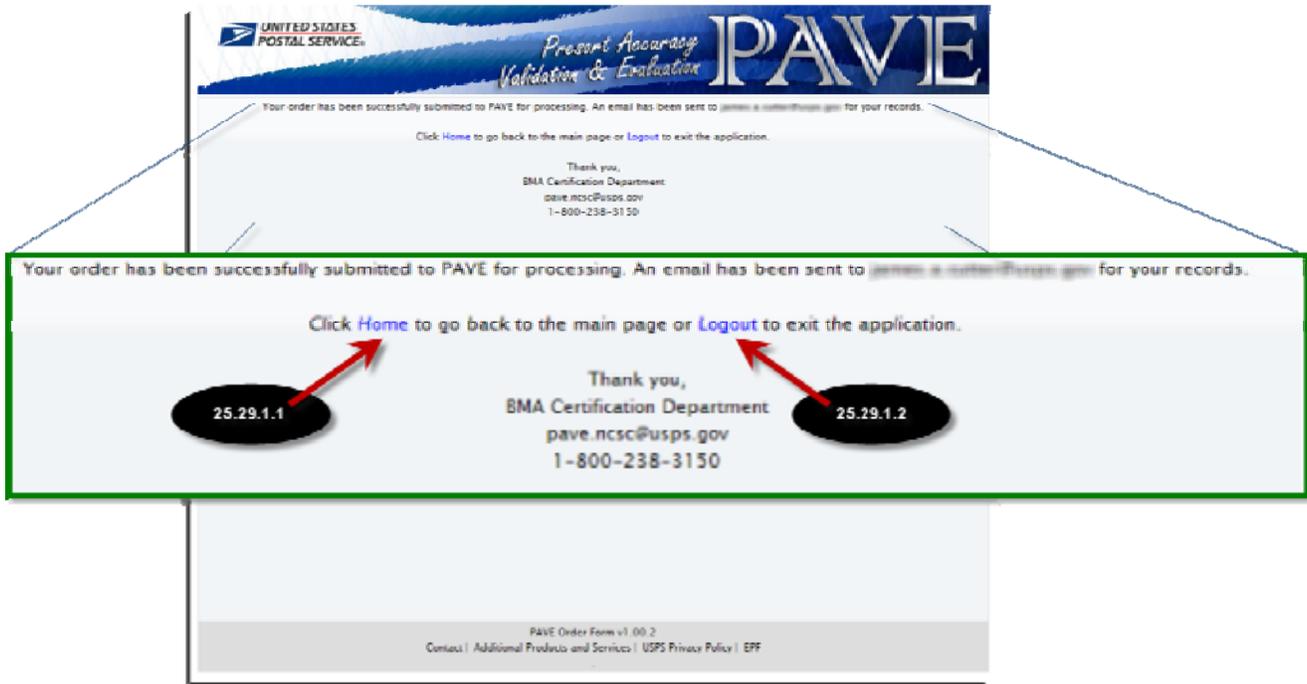
Logout or Start New Order

25.29 After activating the **Submit** button, users should receive a/an

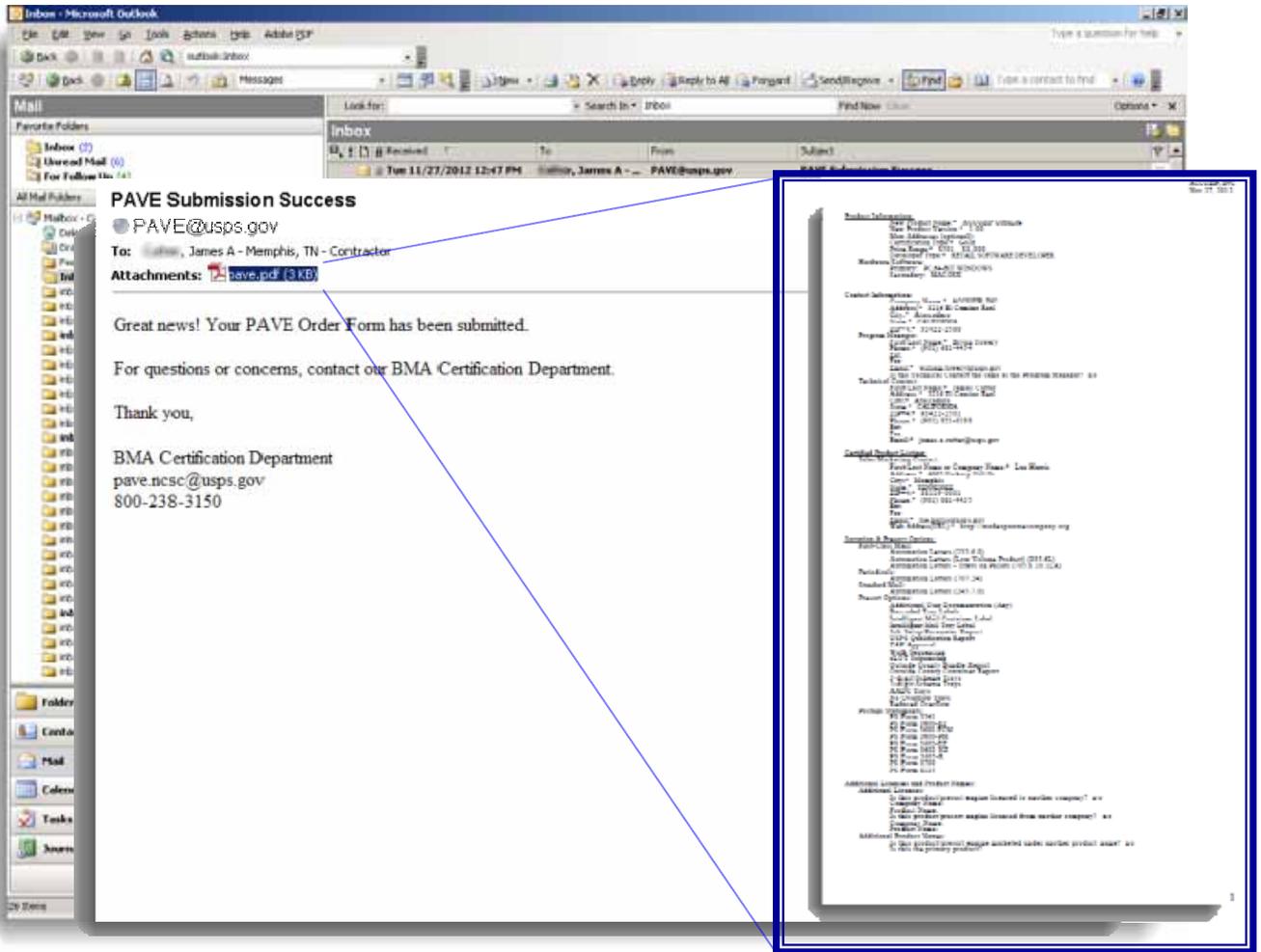
25.29.1 Order confirmation screen with links to

25.29.1.1 **Home** (Login) screen *to create additional order(s)*

25.29.1.2 **Logout** *to close out the PAVE On-line Order Form application, returning users to the Login screen*



25.29.2 Receive an email with PAVE On-line Order Form in PDF *via the user's email utility*



Appendix



Differences between EPF and EPF/PAVE On-line Order Form

EPF does and does not

EPF does allow customers the electronic means for download of PAVE Certification materials necessary for certification processing. These materials include:

1. Certification Cycle Freeze File data (i.e., Address Management System (AMS) data and files set for a specific time and Fulfillment Product that remains constant for certification purposes)
2. Electronic data files
3. Hardcopy data files
4. Other materials necessary to complete PAVE Certification processes

EPF does not currently allow customers

- electronic upload (exchange) of data,
- direct access to the PAVE On-line Order Form, or
- direct access to RIBBS or other USPS Certification sites

EPF / PAVE On-line Order Form does and does not

EPF/PAVE does allow customers a/an

1. Electronic method for submission of PAVE Certification Cycle Orders
2. Direct access to EPF for download of PAVE Certification materials as described *above*

EPF/PAVE does not currently allow customers direct access to

- RIBBS or other USPS Certification sites