

# Seamless Acceptance: Mailer Fact Sheet

Seamless Acceptance allows the USPS and mailers to answer 3 key questions:

**Have all of the pieces been paid for?**

**Are the pieces addressed accurately?**

**Is the mailing prepared correctly?**

by comparing information submitted in the electronic postage statement to mailpiece characteristic data obtained during mail processing.

During Seamless Parallel, there will be no changes to current acceptance and verification processes — mailings will continue to be accepted without interruption— while Seamless monitoring and reporting features are activated so that mail quality is available to you. This ensures that your electronic documentation and mail quality are at levels that will allow you to become familiar with the Seamless verification process and prepare you for a successful transition.

When Seamless is activated there are areas on which you should focus:

**eDoc Upload**

**Statement Finalization**

**Verifications**

**Communication**

## eDoc Upload

To participate in Seamless electronic documentation must be submitted for all automation mailings. While in Seamless Parallel, eDoc validations will be performed for informational purposes only. If there are problems, a warning will be logged in *PostalOne!*.

If not corrected during Parallel, some warnings will be converted to errors in Seamless, as they are required per the program standards.

- Submit eDoc for all automation mailings
- Ensure that eDoc include piece level detail (.pdr, .pbc, MailPieceBlock)
- Work toward barcoding 100% pieces with unique IMb (Auto and Non-Auto)

## Statement Finalization

In Seamless, electronic postage statements will no longer be finalized by a BME clerk. On the Postage Statement Mailing Date the statement will be **auto-finalized**, which allows you greater control over postage payment.

- *PostalOne!* will perform balance checks on the payment account listed, for eDocs in UPD status, every 24 hours beginning 2 days before the mailing date
- In the event of insufficient funds an email will be sent to the VAE address defined by you in the Business Customer Gateway
- On the mailing date, *PostalOne!* will attempt to auto-finalize the mailing at 04:00; 10:00, 16:00, and 22:00 CST
- If the statement does not auto-finalize on the mailing date, *PostalOne!* will attempt to auto-finalize 4x per day for the next 14 days
- On the 15th day the statement must be manually finalized by a BME clerk after funds have been added to the account

## Benefits of Seamless

Verifications are performed electronically, reducing complexity

Auto-finalization puts control of postage payment into your hands

Longer mail production cycle

Control over mail release timing without USPS intervention

Standardized acceptance and verification process

Allows for improved feedback and identification of trends

Trend-based quality measurements mean you won't be penalized for a problem with a single mailing

## How do I know I am ready for these changes?

Pay attention to warnings during eDoc upload and resolve while in Seamless Parallel

Test auto-finalization functionality in TEM

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## Verifications

While in Seamless Parallel, BME clerks will continue to perform current verification processes as outlined by the USPS mail acceptance procedures.

After Seamless is activated BME clerks will only perform Seamless Sampling on mailings flagged for Seamless. A standardized manual verification will be performed on non-automation mailings. Special procedures tied to USPS incentives will continue to be performed.

BME clerks will:

- Check that auto-finalization is occurring as expected
- Continue to perform DSMS release procedures, when applicable
- Monitor mail quality reports

## Communication

When Seamless is activated your USPS contact will continue to work with you to jointly monitor mail quality and address any questions or concerns.

Initially there will be 2 sets of Seamless thresholds: **Mailer Contact** and **Egregious**.

- Mailer Contact = declining mail quality; at risk for reaching Egregious threshold
- Egregious = errors above this threshold are subject to collection of additional postage

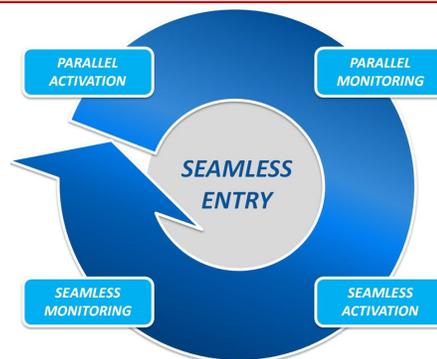
### How do I know I am ready for these changes?

Your mail quality must be below Mailer Contact thresholds for 1 calendar month to move from Parallel to Seamless  
Any concerns would have been discussed and resolved while on Parallel

**Ready to get started in the transition to Seamless?**

**Contact your local BME!**

For additional information refer to materials posted on RIBBS under Intelligent Mail Services > Seamless



## Seamless Verification Thresholds

	Mailer Contact	Egregious		Mailer Contact	Egregious
Undocumented (Piece)	≤0.5%	≤0.8%	Nesting/Sortation (Sampling)	≤3%	≤5%
Move/Update (MPE)	≤0.5%		Mail Characteristic (Sampling)	≤0.1%	≤0.5%
Delivery Point (eDoc)	≤2%	≤5%	Postage (Sampling)	≤2%	≤5%
Nesting/Sortation (eDoc)	≤2%	≤4%	Weight (Sampling)	≤3%	≤5%
Nesting/Sortation (MPE)	≤1%	≤3%	Barcode Scan Rate (Piece)	Class & Shape Specific	