A Guide to Intelligent Mail for Letters and Flats

DRAFT

August 2009
V6.3

Mail.dat®, Mail.XML® and IDEAlliance® are trademarks owned by the International Digital Enterprise Alliance.

The following trademarks are among the many trademarks owned by the United States Postal Service: ACS®, CASS™, Cass Certified™, Confirm®, DMM®, FAST®, First-Class™, First-Class Mail®, Full-Service ACS™, IM™, IMb™, IMbc™, IMcb™, IMcl™, IMtb™, IMtl™, Intelligent Mail®, OneCode ACS®, OneCode Confirm®, OneCode Solution®, PLANET Code®, *PostalOne!*®, POSTNET™, Postal Service™, RIBBS™, Standard Mail®, The Postal Service®, United States Postal Service®, USPS®, USPS.COM®, ZIP®, ZIP Code™, ZIP + 4® and ZIP+4™.

TABLE OF CONTENTS

Change Log **5**
1 Purpose **8**
2 Intelligent Mail Requirements **8**
2.1 Container Visibility and Start-the-Clock Information 12
2.2 Address Correction Information 12
2.2.1 Future Release: Charges for Repeated Full-Service ACS Notifications 12
2.3 Mailer Identifier 13
2.4 Unique Intelligent Mail Barcodes 14
2.4.1 Unique Intelligent Mail Barcodes on Mailpieces 14
2.4.2 Unique Intelligent Mail Barcodes on Full-Service Option Trays/Sacks and Containers 15
2.5 Service Type Identifiers (STIDs) 15
2.5.1 Service Type Identifier Exceptions and Transition to Full-Service 17
2.5.2 Use of Ancillary Service Endorsements and Service Type IDs to Receive Address Corrections 18
2.5.3 Forms of Address Corrections and Options for Handling Undeliverable-as-Addressed Mail with Intelligent Mail Barcode 19
2.5.4 Ancillary Service Endorsements with Basic or Full-Service Mailings 20
2.5.5 Precedence of Ancillary Service Endorsements and Service Type ID Values 20
2.5.6 Electronic Service Requested 21
2.5.7 Quick Service Guide Listing of Service Type Identifiers 21
2.5.8 First-Class Mail Service Type Identifiers 23
2.5.9 Standard Mail Service Type Identifiers 27
2.5.10 Periodicals Service Type Identifiers 30
2.5.11 Bound Printed Matter Service Type Identifiers 34
3 Electronic Mailing Documentation and Postage Statements **39**
3.1 Mixed Mailings 41
3.2 Pilot Program: Combined Mailings of Standard Mail and Periodicals 41
3.3 Copalletization 42
3.3.1 Periodicals Scenario 42
3.3.2 Standard Mail Flat-size Bundles Scenario 44
3.3.3 First-Class Mail in Trays Scenario 45
3.3.4 Standard Mail in Trays Scenario 47
3.3.5 Virtual Sack Scenarios 48
3.3.6 Physical Sibling Scenarios 48
3.3.7 Container Linkage Updates 49
3.3.8 Post Finalization Updates 49
3.4 Manifest Mailings 49
3.5 Spoilage and Shortage 50
3.5.1 Piece Level Spoilage and Shortage 51
3.6 Multi-Line Optical Character Reader (MLOCR) Mailers 51
3.7 Continuous Mailers 53
3.8 The *PostalOne!* Transportation Management Systems (TMS) 55
3.8.1 *PostalOne!* TMS and Full-Service 55
3.8.2 *PostalOne!* TMS and Mail.dat 56
3.8.3 ***PostalOne!*** TMS Contingency Plans and Full-Service Qualification 56
3.9 Customer/Supplier Agreements (CSA) 57
3.9.1 Using *PostalOne!* TMS with CSAs 57
3.9.2 CSAs and the FAST System 58
3.10 Creating Appointments 59
3.10.1 Joint Scheduling: 59
3.11 Mail.dat 61
3.11.1 Mail.dat 09-1 – *PostalOne!* System Implementation 62
3.11.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes 62
3.11.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes 63
3.11.4 Handling Unit Information 63

DRAFT

3.11.5 Container Information (Pallets or APC) 65
3.11.6 Postage Information....67
3.11.7 Future Release: Mail.dat Owner/Mailing Agent Updates 69
3.12 Mail.XML 69
3.13 November 2009 Release: Electronic Documentation Using Mail.XML (formerly Wizard Web Services) 69
3.13.1 Mail.XML Changes for November 2009 69
3.13.2 Mailing Group Request and Response....70
3.13.3 Qualification Report Information 70
3.13.4 Postage Information....73
3.13.5 Piece Information 74
3.13.6 Container Status Messages....74
3.13.7 Appointment Information....74
3.13.8 Container Bundle Report 74
3.13.9 Reconciliation Report....75
3.13.10 Bundle Detail Information 75
3.13.11 Combined Mailing Information 75
3.13.12 Postage Adjustment....75
3.13.13 Copalletization Mail Information....75
3.13.14 Mixed mailing (Full-Service and Non Full-Service)....75
3.13.15 Consolidated Periodical Statements....75
3.14 Postal Wizard (PW)....75
3.14.1 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes....76
3.14.2 Piece Electronic Documentation Using Mailing ID 76
3.14.3 Postage Information....76
3.15 Mail Owner and Mail Preparer Identification in Electronic Documentation....76
3.15.1 Mail Owner and Mail Preparer Identification in Electronic Documentation 76
3.15.2 Obtaining a Mailer ID 77
3.15.3 Obtaining Customer Registration IDs (CRID)....78
3.15.4 Non-Sequential Piece Identifiers 79
3.15.5 Sequential Piece Identifiers 81
3.15.6 Order of Precedence 82
4 Full-Service Feedback 85
4.1 Three Kinds of ACS Now Available, Including Full-Service ACS 85
4.2 Full-Service ACS....86
4.2.1 Full-Service Change-of-Address (COA) Feedback 86
4.2.2 Full-Service Nixie Feedback....86
4.3 Full-Service Start-the-Clock Feedback 87
4.3.1 Full-Service Start-the-Clock Feedback for BMEU-Entered Mail....87
4.3.2 Full-Service Start-the-Clock Feedback for Drop Ship and Origin-Entered Mail Transported by the Mailer 87
4.3.3 Full-Service Start-the-Clock Feedback for Plant-Load Mail 87
4.4 Full-Service Container Visibility Induction Scans....88
4.5 How to Get Full-Service Feedback 88
4.6 Full-Service Data Distribution....89
4.6.1 Data Distribution to Multiple Parties....89
4.6.2 Data Distribution to Third Parties....89
4.7 Full-Service Electronic Documentation Quality Feedback....92
Appendix A: Service Type Identifier (STID) Matrix....94
Appendix B: Data Distribution Scenarios 133
Appendix C: Data Distribution Scenario Chart 141
Appendix D: Intelligent Mail Resources....144

DRAFT

Change Log

Change Log – Version 3

- Section 2: Added nonautomation definition for Intelligent Mail barcoded mailpieces.
- Section 2.2: Added BPM defintion for Address Correction Information.
- Section 2.2: Updated Periodicals ACS data matching rules.
- Section 2.4: Clarified rules for Intelligent Mail barcode uniqueness.
- Section 2.5.2: Clarified the section applies to pieces with Intelligent Mail barcodes.
- Section 2.5.6: Added columns for Service Type IDs for nonautomation mailpieces.
- Section 2.5.8.3.5: Updated Service Type IDs for ECR mailpieces.
- Section 3: Updated language for Postal Wizard.
- Section 3.8.2.1: Clarified how to update eDoc for unscheduled trips.
- Section 3.9.2: Clarified required piece documentation for POSTNET mailpieces.
- Section 3.9.3: Removed restriction on including ECR mailpieces in IMR file.
- Section 4.4.9: Clarified timing rules for submitting electronic documentation and Cast of Characters for third-party data distribution.
- Various: Removed references to PDR.XML.

Change Log – Version 4

- Change Request 001: Clarification of Uniqueness Between Basic and Full-Service
- Change Request 003: Add Agency Scenario to Cast of Characters
- Change Request 004: Wording Change to 3.4 (IM Barcode Lower Repeated)
- Change Request 005: Add Appendix D “Future Capabilties and Development Resource Mapping”
- Change Request 006: Replace Mail.XML 5.0 with Mail.XML 6.0
- Change Request 007: Clarification of Spoilage Section
- Change Request 008: Update to Feedback Methods
- Change Request 009: Update to Reflect IMR
- Change Request 011: Better Define Nonautomation
- Change Request 012: Add FAST system Joint Scheduling Details
- Change Request 013: Update Mail.XML Message Names
- Change Request 014: Update to Reflect Release 1
- Change Request 015: Cast of Characters Timing

Change Log – Version 5

- Change Request 016: Clarification of Postal Wizards Requirements for Full-Service
- Change Request 017: Update Manifest Mailings business rules in May 2009
- Change Request 018: Clarification of .IMR and .PDR file

DRAFT

- Change Request 019: Spoilage related postage adjustments
- Change Request 020: Clarification of Uniqueness for ACS data

Change Log – Version 5 (continued)

- Change Request 021: Update Customer Supplier Agreements (CSA) – Add Palletization rules for First-Class Mail
- Change Request 022: Create a section for "*PostalOne!* Transportation Management Systems (TMS)"
- Change Request 023: Add Service Type Identifier Exception Section 2.5.1
- Change Request 024: Update Creating Appointments using the FAST system
- Change Request 026: Intelligent Mail Requirements – Update Full-Service Discount in November 29, 2009.
- Change Request 027: Intelligent Mail Requirements – Update "Not eligible for Full-Service benefits or discounts".
- Change Request 028: Update Mailer ID – Update Mailer ID
- Change Request 029: Update Unique Intelligent Mail Barcodes – Clarification of 45 days.
- Change Request 030: Update Periodicals Nonmachinable Service Type Identifiers
- Change Request #031 - Electronic Mailing Doc – *PostalOne!* account will change
- Change Request #032 - Setup of Non-Subscriber Delegates in Confirm
- Change Request 033: Update Copalletization – Will be supported in a future release
- Change Request 034: Update Piece Level Spoilage and Shortage - Clarification of May 2009 release vs. Future Release
- Change Request 035: Update Electronic Mailing Documentation and Postage Statements
- Change Request 036: Update Figure 3, Specification and Guide Reference – Replace Mail.XML specification 6.0 A with 6.0 B, & remove Web Service Appointments and *PostalOne!* Technical Guide for Mail.XML 6.0 from Mail.XML (future release)
- Change Request 037: Clarification of Full-Service IMB Requirement
- Change Request 038 Update Customer Supplier Agreements (CSA) – Add Palletization rules for First-Class Mail
- Change Request 039: Update the eDoc grammar and formatting
- Change Request 040: Add Confirm Transition, Basic and Full-Service options
- Change Request 041: Modify text to clarify usage of range record for co-mailing/copalletization
- Change Request 042: Update Mailer ID numbers examples – Appendix B
- Change Request 043: Change field names of Full-Service nixie Detail Report

Change Log – Version 6.0

- Change Request 044: Add clarity to Full-Service ACS (Figure 5, Section 4, Appendix A)
- Change Request 045: Full-Service mailings using Postal Wizard: only the permit holder will receive Start-the-Clock information
- Change Request 046: New section 3.11.6.1 for Periodicals Postage Payment

DRAFT

- Change Request 046: New section 3.11.6.2 for Centralized Postage Payment (CPP) customers
- Change Request 047: Update Postal Wizard information 3.14

Change Log – Version 6 (continued)

- Change Request 048: Clarify Intelligent-Mail Barcode (Mailpiece) Uniqueness in Section 2.4

Change Log – Version 6.2

- Change Request 049: Clarify Full-Service Feedback Descriptions and Methods in Sections 4.2-4.6
- Change Request 050: Update 3.15.4, Obtaining Mailer ID and Customer Registration ID
- Change Request 051: Update 3.12 and 3.13 with overview of Mail.XML Messages
- Change Request 052: Additional information on Copalletization in *PostalOne!* Release 20
- Change Request 053: Update Service-Type ID Section 2.5 to Include Transition-Period Information
- Change Request 054: Add Subsection in Section 4 Describing Quality Feedback via Mail.XML
- Change Request 055: Change "Future Release" to "November 2009 Release" for Copalletization

Change Log – Version 6.3

- Change Request 056: Change Three STIDs in Figure 5 - Update Appendix A to reflect change
- Change Request 057: Update and simplify section 3.13 (Mail.XML) for November release
- Change Request 058: Change Figure 5 to have one STID per cell; clarify STIDs for reply mail
- Change Request 059: Ensure references to ACS are for Full-Service are called Full-Service ACS
- Change Request 060: Clarify Section 3.3 (Copalletization) Bullets
- Change Request 061: Clarify batching requirements in section 3.6 (single word insert: "individually")
- Change Request 062: Clarify how to use Traditional ACS in a Full-Service mailing in Section 4
- Change Request 063: Update figure 1 (and add language) to show Basic-option eligibility in Section 2
- Change Request 064: Make clear that two MIDs are required to use Traditional and FS ACS in a single mailing (Section 4)
- Change Request 065: Section 2: state explicitly that IMb can replace POSTNET now
- Change Request 066: Include Full-Service Feedback descriptions of eDoc-Quality reports' validations available in November 2009
- Change Request 067: Insert November 2009 approach for MLOCR and continuous mailers
- Change Request 068: Change Figure 5 for Periodicals to request NCSC contact before using ASR/ASE
- Change Request 069: Note that the Guide will refer to three-volume *Postal Service Mail.XML Technical Specification* collectively as the *Postal Service Mail.XML Technical Specification*
- Change Request 070: Add chart and text in 2.3 to explain the default ACS profile created for newly assigned MIDs and how to change the default profile

DRAFT

1 Purpose

A Guide to Intelligent Mail for Letters and Flats provides technical solutions to questions arising from the Federal Register Notice "Implementation of New Standards for Intelligent Mail Barcodes." The notice can be found at http://pe.usps.com/FRN/IMB_Final_rule.pdf. Readers of this guide should be familiar with that notice because the solutions in this guide are intended for implementation concurrently with the requirements set forth in the notice. Those requirements, along with several revisions, have been incorporated into *Mailing Standards of the U.S. Postal Service* and the Domestic Mail Manual (DMM), section 705.22 and other sections appropriate to the class and shape of the mailpieces.

The USPS offers two important options for preparing mail using the Intelligent Mail barcode(IMb): a Basic option and a Full-Service option. The Basic and Full-Service options are applicable to all letter and flat automation-price mailings and most Carrier Route-price mailings (Saturation Standard Mail Flats are not eligible). This guide provides the following:

- Details about changes to existing electronic documentation solutions required to support Full-Service option and Basic-option mailings.
- Guidance on preparing mail and electronic documentation in compliance with Full-Service option and Basic-option requirements.
- Information about Service Type Identifier and ancillary service endorsement usage under the Full-Service and Basic options.
- Details about the information the USPS will provide about mailings, at no additional charge, when mailings meet the requirements of the Full-Service option.

This guide also describes what is now available with the first release of the Intelligent Mail Program, as well as the functionality that will be included in future releases.

Those unfamiliar with Intelligent Mail and electronic documentation should refer to the *User Access to Electronic Information and Reports Guide* on RIBBS. Another source is *A Beginner's Overview to Intelligent Mail Services* which can be found at http://www.usps.com/postalone/guides.htm. In this Overview you will find fundamental information on what Intelligent Mail services offer and require, Intelligent Mail barcodes and their benefits, the two service level options being offered, how to get started with Intelligent Mail services, and where to find additional resources to help you. Additional resources can be found under Guides on the RIBBS Website at http://ribbs.usps.gov/.

For those familiar with existing electronic documentation solutions, this guide describes how to populate electronic documentation files and how to create or update appointments electronically using the FAST system, as required for Full-Service option compliance. It also explains how to obtain the information available to Full-Service mailers at no additional charge, such as Start-the-Clock and Container Visibility for containers, and address-correction information for individual mailpieces that are undeliverable as addressed. Address-correction information includes Change of Address (COA) data when a new address is available for the intended recipient, and nixie data (the reason for nondelivery) when the piece is not deliverable at all.

Note: All references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

2 Intelligent Mail Requirements

The Intelligent Mail barcode (IMb) can be used in place of the POSTNET barcode on any letters (including First-Class Mail cards) and flats currently prepared for automation prices. This includes insured mail, Certified Mail, and other services currently available as appropriate for the class of letters and flats prepared for automation prices. Registered Mail cannot receive automation prices because of the way it is handled.

DRAFT

It should be noted that mailers also have the option of submitting mailpieces that carry an IMb but that do not receive automation pricing. These pieces fall into two categories:

- Carrier Route pieces (except Saturation Standard Mail flats)
- All other non-automation price categories for letters and flats.

The Carrier Route pieces (except Saturation Standard Mail Flats) can carry a Full-Service option IMb or a Basic-option IMb. At a minimum, the IMb on the other nonautomation price-category pieces must include a USPS-assigned Mailer ID (see Section 2.3), the class of mail indicated in a nonautomation Service Type Identifier (Section 2.5 and Appendix A), and the optional endorsement line information in the Barcode Identifier if an optional endorsement line is printed on a flat-sized mailpiece. Publication 8b, *OneCode ACS Technical Guide*, has details on the use of the Barcode Identifier.

The mailer may choose to populate the destination information in the ZIP Code field and/or use the Serial Number field, which may be populated with any number the nonautomation mailer chooses.

The Basic Option
At a minimum, the Basic-option IMb must include the same CASS-certified delivery-point ZIP Code information used to populate the current POSTNET barcode, a USPS-assigned Mailer ID, the class of mail indicated in a Basic-option Service Type Identifier, and the optional endorsement line information in the Barcode Identifier if an optional endorsement is printed on a flat-sized mailpiece. There is also a Serial Number field that may be populated with any numbers the mailer chooses.

The Full-Service Option
Full-Service option mailings require a unique Intelligent Mail barcode on each mailpiece (see Section 2.4). The Full-Service option IMb must include the same CASS-certified delivery-point ZIP Code information used to populate the current POSTNET barcode, a USPS-assigned Mailer ID, the class of mail indicated in a Full-Service option Service Type Identifier, and the optional endorsement line information in the Barcode Identifier if an optional endorsement is printed on a flat-sized mailpiece.

The Full-Service IMb's Serial Number field, in conjunction with the mail class and the Mailer ID, is used to make the IMb unique. Unique, Full-Service IMbs should not be reused for a minimum of 45 days.

Additional Full-Service requirements include the use of an approved electronic method to transmit mailing documentation to the USPS. This documentation describes, among other things, how mailpieces are linked to trays or sacks (if mail is prepared using trays or sacks), and to containers (if mail is palletized or placed in other containers). The electronic documentation must match the preparation of the mail to qualify for the Full-Service option.

The FAST system will be used, as defined in the Customer/Supplier Agreement (CSA), to create appointments for origin-entered mail that is transported by the mailer. The FAST system is also used to schedule appointments for drop shipment mailings (except for mailings entered at a DDU), which typically do not require a CSA.

Full-Service option requirements also include a unique Intelligent Mail tray barcode (IMtb), when mail is prepared using trays or sacks, on each handling-unit label, and a unique Intelligent Mail container barcode (IMcb) on labels placed on pallets or other containers when mail is containerized in that manner.

Complete information on how to populate and create Intelligent Mail barcodes for your mailpieces, Intelligent Mail tray barcodes for handling units, and Intelligent Mail container barcodes for containers can be found at http://ribbs.usps.gov/.

Summary of Full-Service Option Features and Benefits, and Basic Option Eligibility
Figure 1, *Mail Eligible for Full-Service Option Features and Eligible for the Basic Option*, shows, by mail category, the availability of Full-Service features and eligibility for the Basic option.

A checkmark in the ACS column means that pieces in the mail category shown in the left column that are prepared in accordance with Full-Service requirements can receive Full-Service ACS notifications at no additional

DRAFT

charge. An X in the table means that if ACS is available, the applicable Traditional ACS or OneCode ACS prices apply.

A checkmark in the Discount – Fall 2009 column means that pieces in the mail category in the left column that are prepared in accordance with the Full-Service requirements are eligible for the applicable discount effective November 29, 2009.

- First-Class Mail Letters, Cards, and Flats: Subtract $0.003 for each automation letter that meets the requirements of the Full-Service Intelligent Mail option (effective November 29, 2009).
- Standard Mail Regular and Nonprofit Letters: Subtract $0.001 for each letter that meets the requirements of the Full-Service Intelligent Mail option (effective November 29, 2009).
- Standard Mail Regular and Nonprofit Flats: Subtract $0.001 for each flat that meets the requirements of the Full-Service Intelligent Mail option (not available for Saturation) (effective November 29, 2009).
- Periodicals Letters and Flats: Subtract $0.001 for each addressed piece that meets the requirements of the Full-Service Intelligent Mail option (effective November 29, 2009).
- Bound Printed Matter Flats: Subtract $0.001 for each flat that meets the requirements of the Full-Service Intelligent Mail option (effective November 29, 2009).

Start-the-Clock and Container Visibility apply to the physical containers in a qualified Full-Service mailing. A checkmark means that Start-the-Clock and Container Visibility information will be available to the Mail Owner and Mail Preparer; an X in the table means that a mailing made up exclusively of this mail category is not eligible for the Full-Service option.

A checkmark in the Basic-option eligibility column means that pieces in the mail categories in the left column can be designated as Basic Service in the electronic documentation; an X means they cannot.

DRAFT

Mail Category		Full-Service Option Features			Basic Option Eligibility
		Start-the-Clock and Container Visibility	ACS	Discount - Fall 2009	
First-Class Mail					
	Automation Letters	✓	✓	✓	✓
	Automation Flats	✓	✓	✓	✓
	Automation Cards	✓	✓	✓	✓
Standard Mail					
	Automation Letters	✓	✓	✓	✓
	Automation Flats	✓	✓	✓	✓
	Basic ECR Letters	✓	✓	✓	✓
	High-Density ECR Letters	✓	✓	✓	✓
	Saturation ECR Letters	✓	✓	✓	✓
	Basic ECR Flats	✓	x	✓	✓
	High-Density ECR Flats	✓	x	✓	✓
	Saturation ECR Flats	x	x	x	x
Periodicals - Outside-County					
	Barcoded Letters	✓	✓	✓	✓
	Barcoded Machinable Flats	✓	✓	✓	✓
	Barcoded Nonmachinable Flats	✓	✓	✓	✓
	Carrier Route Basic Letters/Flats	✓	✓	✓	✓
	Carrier Route HD Letters/Flats	✓	✓	✓	✓
	Carrier Route Sat. Letters/Flats	✓	✓	✓	✓
Periodicals - In-County					
	Automation Letters	✓	✓	✓	✓
	Automation Flats	✓	✓	✓	✓
	Carrier Route Basic Letters/Flats	✓	✓	✓	✓
	Carrier Route HD Letters/Flats	✓	✓	✓	✓
	Carrier Route Sat. Letters/Flats	✓	✓	✓	✓
Bound Printed Matter					
	Barcoded Presort Flats - non-DDU	✓	✓	✓	✓
	Barcoded Presort Flats - DDU	✓	x	✓	✓
	Barcoded CR Flats	✓	x	✓	✓

DRAFT

Figure 1: Mail Eligible for Full-Service Option Features and Eligible for the Basic Option

Note: For Full-Service mailings using the Postal Wizard, only the owner of the mailing permit will receive Start-the-Clock information. Postal Wizard cannot be used with Full-Service Periodicals and BPM mailings, even if under 10,000 pieces. See Section 3.14.

The following categories cannot be designated as Full-Service option or Basic option in the electronic documentation. These categories are not eligible for Full-Service benefits or discounts:

- First-Class Mail letters, postcards, and flats mailed at nonautomation presorted prices
- First-Class Mail letters, postcards, and flats mailed at single-piece prices
- Letters of any class mailed at nonautomation prices (either machinable or nonmachinable)
- Periodicals nonbarcoded letters and flats
- Standard Mail flats mailed at nonautomation prices
- Standard Mail flats mailed at Saturation ECR prices
- Bound Printed Matter nonbarcoded flats

2.1 Container Visibility and Start-the-Clock Information

Full-Service mailers will receive container-level information stating when their mail is inducted. This Start-the-Clock and Container Visibility / Induction Scan information is available via online reports and Mail.XML electronic exchange messages after the mailing has been verified and accepted by the USPS. Sample data files illustrating Intelligent Mail Full-Service feedback formats are posted on RIBBS.

Full-Service Mail.dat and Mail.XML mailers will receive container induction scan information for the physical containers identified in their electronic documentation. The Container Visibility information will be provided to the Mail Preparer and the Mail Owner shown in the By/For section of the electronic documentation submitted with the mailing, or by data distribution profiles. Container Visibility will not be sent until container scans have been received and associated to electronic documentation.

Priority Mail Open and Distribute (PMOD) customers should be aware that Start-the-Clock and Container visibility information are not currently available for PMOD containers in a Full-Service mailing. However, PMOD's special barcoded label allows mailers to track the PMOD containers to the opening unit through USPS.com.

DRAFT

2.2 Address Correction Information

Full-Service mailers can receive address correction information at no additional charge for mail-class specific lengths of time. Address-correction information includes Change of Address (COA) data when a new address is available for the intended recipient, and nixie data (the reason for nondelivery) when the piece is not deliverable at all. Mailers must use the address correction information to update their address records or, as described below, may be subject to charges for subsequent notices.

2.2.1 Future Release: Charges for Repeated Full-Service ACS Notifications

Mailers who do not update an address record after receiving address-correction notifications may be charged for subsequent change-of-address (COA) and Undeliverable as Addressed (UAA) nixie notices for that address.

A COA notice will be considered a duplicate if the name and address on the record matches the name and address of another record previously sent to the Mail Owner (or the Mail Owner's delegate) of the mailpiece as identified in the electronic documentation (see section 3.14 for a description of how the Mail Owner is identified).

A nixie record will be considered a duplicate if the delivery point of the nixie record is the same as the delivery point of another nixie record previously sent to the Mail Owner (or the Mail Owner's delegate) of the mailpiece as identified in the electronic documentation.

Mailers of First-Class Mail Full-Service pieces will receive all COA and nixie address correction records without additional charges for subsequent notices. There will be no limit on the number or the length of time that address correction notices will be provided. Compliance with the Move Update standard is required, and mailers must meet this requirement regardless of their receipt of address correction notices at no additional charge.

Mailers of Standard Mail and Bound Printed Matter (BPM) Full-Service pieces will receive the first unique COA/nixie notice at no additional charge. Subsequent notices for the same COA record or nixie notice will

continue to be provided at no additional charge for 30 calendar days after the initial notice. Beginning on the 31st day after the COA/nixie notice is first made available to the mailer, the mailer may be charged for subsequent notices provided for the same COA record or nixie notice. The price will be the current price in effect for additional automated notices for Standard Mail letters and for electronic notices for Standard Mail or Bound Printed Matter flats. Compliance with the Move Update standard for Standard Mail mailpieces remains required, and mailers must meet this requirement regardless of their receipt of address correction notices at no additional charge.

Periodicals Full-Service mailers will receive the first unique COA/nixie notice at no additional charge. Subsequent notices for the same COA record or nixie will be at no additional charge for 60 calendar days after the initial notice. Beginning on the 61st day after the COA/nixie notice is first made available to the mailer, the mailer will be charged for subsequent notices provided for the same COA record or nixie notice. The price will be the current price in effect for electronic notices.

Address correction notices provided for one class of mail will not be considered in determining charges for address correction notices within another class of mail.

The ACS notifications belong to the mail owner. In order to receive the COA information the Mail Owner must have either a permit account or an ACS account with the *PostalOne!* system. Once the ACS record no longer qualifies for the no-cost status, owners will be charged for those records and any subsequent records processed against that address. If the Mail Owner fails to establish an ACS account in the *PostalOne!* system then the charges for the records will be assessed against the Permit number that was used to pay for the postage on the mailing.

Under the Full-Service option, COA/nixie records are provided to mail owners (or designated recipients). Tracking the number of notices over time, determining the additional charges due and transmitting the appropriate permit information and fees is a function of the *PostalOne!* system. The keyline information, if included in the electronic documentation, is also part of the address correction information under the Full-Service option. Refer to the *User Access to Electronic Information and Reports Guide* on RIBBS to learn how to receive and retrieve COA and nixie information.

DRAFT

2.3 Mailer Identifier

The Mailer Identifier (MID) is a six-digit or nine-digit numeric code assigned to a mailer based on annual mail volume as verified by the USPS. Mailers may have multiple Mailer IDs. A Mailer ID is required in all Intelligent Mail barcodes, including Intelligent Mail Container Barcodes (IMcb), Intelligent Mail Tray Barcodes (IMtb), and Intelligent Mail Barcodes (IMb) on mail pieces. The Mailer ID is used to identify the Mail Owner or Mail Preparer and to help determine the recipient(s) of information regarding the mailing.

Under the Full-Service option the Mail Owner must be identified as such in the electronic documentation regardless of whether the Mailer ID appears in the IMb (see section 3.15).

New Mailer IDs are assigned through centralized USPS processes, generally the Business Customer Gateway. The Intelligent Mail Mailer ID Application page on RIBBS explains the few exceptions to the use of the Business Customer Gateway for obtaining new Mailer IDs, such as requests for multiple Mailer IDs or when Mailing Agents are acting on behalf of Mail Owners. Refer to the *User Access to Electronic Mailing Information and Reports Guide* on RIBBS for a step-by-step approach to requesting access to the Mailer ID System through the gateway.

New Mailer IDs assigned through the Business Customer Gateway will automatically receive a default ACS profile enabling OneCode ACS and Full-Service ACS. Figure 2, the *Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile*, shows that a new Mailer ID is set to a default ACS option of First-Class Mail, Address Service Option 2. By applying the appropriate Service Type ID (see Section 2.5) in your IM barcode, mailers can also use the default profile for First-Class Mail Change Service Option 1 and Standard Mail Address Service or Change Service.

Mailers wishing to use either First-Class Mail Address Service Option 1 or First-Class Mail Change Service Option 2 must complete PS Form 3573 send it to the ACS department at acs@usps.gov to register those changes. See DMM 507.1.5 for a full descriptions of these services, and Appendix A of this Guide for complete

descriptions of Service Type IDs.

Mailers wishing to receive no electronic address corrections at all, or wanting only Traditional ACS records should contact the ACS department by email at acs@usps.gov.

Type of ACS	Ancillary Service Endorsement Services	Class	Assigned
No Address Corrections	None	First-Class Mail or Standard Mail	Email ACS at acs@usps.gov to deactivate MID from ACS
Traditional	ASR or CSR	First-Class Mail or Standard Mail	Email ACS at acs@usps.gov to deactivate MID from ACS
OneCode for Basic	ASR or CSR	First-Class Mail or Standard Mail	Email ACS at acs@usps.gov PS Form 3573
OneCode/Full-Service Option 1	ASR	First-Class Mail	Email ACS at acs@usps.gov PS Form 3573
OneCode/ Full-Service Option 1	CSR	First-Class Mail	Automatically with MID
OneCode/ Full-Service Option 2	ASR	First-Class Mail	Automatically with MID
OneCode /Full-Service Option 2	CSR	First-Class Mail	Email ACS at acs@usps.gov PS Form 3573
One Code /Full-Service	ASR	Standard Mail	Automatically with MID
OneCode/ Full-Service	CSR	Standard Mail	Automatically with MID

Figure 2: Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile

DRAFT

2.4 Unique Intelligent Mail Barcodes

2.4.1 Unique Intelligent Mail Barcodes on Mailpieces

Basic-option mailpieces may carry a unique Intelligent Mail barcode but uniqueness is not required. Full-Service option mailpieces are required to have a unique Intelligent Mail barcode on the mailpiece. The mailing must use unique tray/sack and container barcodes as well, and the mailing must have electronic mailing information submitted to the Postal Service. There is an exception to the electronic mailing information requirement explained in 3.14.

On a mailpiece, the barcode's uniqueness is determined by the six- or nine-digit Mailer ID and nine- or six-digit Serial Number, ***in conjunction with the mailpiece's class as indicated by the Service Type Identifier***. The 15-digit Mailer ID / Serial Number combination must not be repeated in mailings of the same class within 45 calendar days of the mailing date, defined in Figure 3, *Barcode Uniqueness Mailing Dates by Electronic Documentation Type*.

Barcode Uniqueness Mailing Date			
EDoc Type	**Source**	**Field**	**Description**
Mail.dat	.csm file	Postage Statement Mailing Date	Based on the parent container .csm record
Mail.XML	Postage Statement Create Requests	Postage Statement Mailing Date	Based on the last postage statement finalized for the container
Postal Wizard	Postage Statements	Mailing Date	N/A

Figure 3: Barcode Uniqueness Mailing Dates by Electronic Documentation Type

Mailers may choose to use piece ranges in the electronic documentation to represent mailpieces. This includes: Mail.dat Intelligent Mail Range (IMR) records, Mail.XML MailPiece Create Request PieceRange Block, Postal Wizard ranges. The range used for uniqueness per mail class includes the six- or nine-digit Mailer ID which must be the same within the upper and lower range and the six- or nine-digit serial number. The upper serial number must be equal to or greater than the lower serial number provided in the range. In addition, the upper and lower serial number must equal the range count provided in the electronic documentation.

Mailpiece uniqueness is not enforced across mail classes, meaning a piece of First-Class Mail and a piece of Standard Mail could carry the same 15-digit Mailer ID / Serial Number combination within the 45 day uniqueness period. However, two pieces of First-Class Mail (for example) must not have the same 15-digit Mailer ID / Serial Number combination if the pieces are to qualify for the Full-Service option.

Note: A 15-digit Mailer ID / Serial Number combination used on a **Basic**-option mailpiece (unique or otherwise within the Basic-option mailing) may not be reused on a **Full-Service** mailpiece of the same class within the 45-day uniqueness period.

2.4.2 Unique Intelligent Mail Barcodes on Full-Service Option Trays/Sacks and Containers

Full-Service option requirements also include a unique Intelligent Mail tray barcode (IMtb), when mail is prepared using trays or sacks, on each handling-unit label, and a unique Intelligent Mail container barcode (IMcb) on labels placed on pallets or other containers when mail is containerized in that manner. These barcodes must also remain unique for the same 45-day period. Full-Service uniqueness for these labels is based on the entire 24-digit (trays/sacks) or 21-digit (container) barcode.

2.5 Service Type Identifiers (STIDs)

The Service Type Identifier (STID) is used to identify the class of mail and any additional or special services requested for that mailpiece. In addition, the STID defines whether the Full-Service or Basic option has been

DRAFT

selected for a given mailpiece, or whether the mailpiece is nonautomation. It is also used to determine the disposition of undeliverable-as-address (UAA) mail and the form of address correction (if any) that a mailer desires. This section explains the business rules for using STIDs (both legacy, when necessary, and new) in IMbs, when mailers can start using Full-Service STIDs, and the final deadline for transitioning from legacy to new STIDs. This section also discusses how ACS and Confirm service customers are affected by the transition to the new STIDs and what USPS administrative processes mailers must use to continue using legacy STIDs.

Mailers who have not completed the Test Environment for Mailers (TEM) process should be using Basic option STIDs on their mailings. Mailers who have problems transitioning to the new STIDs may use legacy STIDs but must call the *PostalOne!* help desk to ensure they still receive ACS data. Confirm users may continue to use legacy STIDs until November 2009 as explained in the Confirm Transition section. USPS will require mailers to have successfully passed the Full-Service testing in the Testing Environment for Mailers (TEM) before certifying mailers to use Full-Service STIDs in their mailings' IMbs.

Figure 4, below, depicts when mailers should transition from legacy STIDs to the new STIDs through the different software release dates and Full-Service certification dates.

Until Nov 2009	Starting Nov 2009
*Legacy STIDs	Basic option/Full-Service STIDs
Basic option STIDs	Basic option STIDs
Full-Service STIDs**	Full-Service STIDs**

Figure 4: Service Type ID Transition Table

* Mailers can still use legacy STIDs but they need to inform *PostalOne!* Help Desk
** Mailers must pass the Full-Service testing in TEM before using Full-Service STIDs.

The main business attributes that determine which STID mailers should use for their Intelligent Mail mailings are the ACS service(s) selected for the mailing, the mail class, and the IMb service option. When mailers are deciding which STID to use in their IMb they should determine:

- The address correction service (if any) that is desired
- The mail class
- The IMb service option (Basic option, Full-Service, or nonautomation)
- The processing category (letters, flats, cards, etc.)
- For Confirm service subscribers, whether Confirm service is desired for this piece
- The fees, if any, that will be associated with the use of each STID and/or ancillary service endorsement

Having made these decisions, mailers can reference this Guide's Figure 5 and Appendix A, which have the comprehensive information needed to determine the appropriate STID, keeping in mind that many STIDs changed in May 2009. The new set of STIDs for the Basic and Full-Service options appear in Appendix A of this document.

Those interested in the OneCode Confirm service for Full-Service option or Basic mailpieces must still purchase a Confirm service subscription and indicate the request for the Confirm service in the STID on the mailpiece. Those interested in receiving address correction data on Basic mailpieces should obtain a OneCode ACS subscription and indicate the request for that service in the STID.

DRAFT

This section describes how to populate the STID field in the Intelligent Mail barcode for both Full-Service and Basic mailpieces. Full-Service option mailpieces using the appropriate STID will receive address correction information, subject to Postal Service specified conditions. Address correction services can also be purchased for a Basic or nonautomation mailpiece using the appropriate STID. Start-the-Clock information will be provided for Full-Service mailings regardless of the STID used. Use the STID Reference Matrix in Appendix A to identify the correct STID reference for your Full-Service and Basic mailpieces. .

A mailpiece that is downgraded to Basic service or nonautomation after an Intelligent Mail barcode with a Full-Service STID is applied to the mailpiece will not receive electronic ACS information.

2.5.1 Service Type Identifier Exceptions and Transition to Full-Service

Mailers may need to predetermine or print the Intelligent Mail barcode prior to presorting for mail preparation. This may be a result of pre-assigning a Full-Service Intelligent Mail barcode as part of database architecture, or may be the result of commingling of prebarcoded pieces, as well as other situations.

Exceptions to the use of different barcodes for the automation and nonautomation portions of the mailing are:

The Full-Service Option
On mailings using the Full-Service option, a mailer may use the same STIDs for both the Full-Service and Nonautomation portions of the mailing under the following conditions:

- All pieces, both Full-Service and nonautomation, are identified in the electronic documentation
- The nonautomation pieces are trayed separately (as they currently are under mail preparation rules)
- No Address Change Service (ACS) data for the nonautomation portion will be provided as of May 2009. The Postal Service cannot commit to a specific time when ACS data, and the appropriate charges, might be available.
- Full-Service compliance includes verification that the STID provided in the piece level data is valid for the mail class and service level indicated in the electronic documentation. The following electronic documentation records include:
  - Mail.dat PDR
  - Mail.XML Piece Range messages (optional)
  - Mail.XML Mail Piece messages

Basic Mailings
On mailings using the Basic option, if the mailer uses the Basic-option STID, it will be treated the same as a mailing with a POSTNET barcode is currently treated.

General Transition Before Full-Service Certification
Until certified for the Full-Service option in the Testing Environment for Mailers, mailers should use only Basic-option STIDs to get address-correction information.

Mailers who are unable to convert to Basic-option STIDs immediately should contact the *PostalOne!* help desk to ensure the continued receipt of their ACS data.

CONFIRM Transition

Effective May 18, 2009, the Confirm service allows the use of the nine-digit and the full range of six-digit Mailer IDs within the Intelligent Mail barcode (IMb) used for the Destination Confirm service. The Confirm service system will still support the existing Confirm six-digit Mailer IDs with a leading zero. The Confirm service will no longer *issue* or *assign* Mailer IDs. Customers will obtain Mailer IDs for their Confirm subscription via centralized USPS processes, generally the Business Customer Gateway. Confirm Customer Assistance can help facilitate this process for Confirm subscribers, but will not actually assign the codes.

It will continue to be the case that customers must contact the Confirm Help desk to register any new MIDs or add/change any new STIDs in their subscription. Mailers who still have questions regarding the Confirm STID transition should contact the Confirm Help Desk at (800)238-3150.

DRAFT

The Confirm service has new STIDs with the same service functionality as old STIDs in order to support IMbs and the Full-Service and Basic options. This means all the legacy Confirm services will be supported with new STIDs. Confirm has implemented a transition strategy to enable mailers to switch from legacy STIDs to new STIDs.

Mailers can view the new STIDs in the *Confirm Service Supplement to Confirm User Guide* (Publication 197, April 2009) located on the USPS website at
http://www.usps.com/mailtracking/_pdf/SUPPLEMENT_Confirm_User_Guide.pdf
Basic and Full-Service options – Service providers may want to be prepared to support both of these options for their customers; however, mail owners have a choice that needs to be made after careful consideration of their internal cost/benefits calculations. Does it make good economic sense to switch from POSTNET barcodes now or plan a longer implementation strategy? USPS will not require the use of an Intelligent Mail barcode until May 2011, so there is time to plan a smooth transition.

2.5.2 Use of Ancillary Service Endorsements and Service Type IDs to Receive Address Corrections

Different mail classes have different default treatments for UAA mail. Within First-Class Mail, the default treatment for mail that cannot be delivered as addressed is for it to be either forwarded or returned to the sender. In Periodicals class, the default treatment of UAA mail is to forward mailpieces for the first 60 calendar days following a customer's move date and dispose any UAA periodicals after that period. For Standard Mail and Bound Printed Matter, the default treatment of UAA mail is to dispose of it.

Mailers can request to receive address corrections for any UAA mailpieces. In addition, a mailer can also instruct the Postal Service on how they want any UAA mailpieces to be handled. For example, a mailer can indicate their desire to have any UAA mailpieces either forwarded, returned-to-sender, or disposed of.

A mailer can instruct the Postal Service to handle any UAA mailpieces in a manner different than the default treatment provided for the class of mail. For example, First-Class Mail mailers can tell the Postal Service to dispose of UAA mailpieces rather than forwarding or returning them, and Standard Mail mailers can indicate their desire to have any UAA mail that can be forwarded sent to the addressee's new address.

Mailers must use ancillary service endorsements to indicate how they want UAA mail to be handled by the USPS. Ancillary service endorsements are printed on a mailpiece and recognized by the Postal Service when processing UAA mail. The valid ancillary service endorsements and their common abbreviations used within this document are below (see also DMM 507.4):

- Address Service Requested (ASR)
- Change Service Requested (CSR)
- Forwarding Service Requested (FSR)
- Return Service Requested (RSR)
- Temp-Return Service Requested (TRSR) – for First-Class Mail mailpieces only
- Electronic Service Requested (ACS or OneCode ACS only) (ESR)

When mailers use an ancillary service endorsement on a mailpiece, they are requesting additional services in conjunction with the handling of their UAA mail. The presence of an ancillary service endorsement is also the mailers' acknowledgement of an agreement to pay a fee to receive these additional services if a charge applies. As an example, the use of Address Service Requested on a Standard Mail mailpiece will provide forwarding if a change-of-address is on file and return of undeliverable mailpieces at a weighted fee. Since forwarding is not provided as part of Standard Mail processing, the mailer pays a weighted fee for any pieces that are not forwardable and are subsequently returned. The weighted fee paid for returned pieces accounts for a certain percentage of Standard Mail that is forwardable.

Ancillary service endorsements work either standalone or in conjunction with the Postal Service's ACS and OneCode ACS programs. When an ancillary service endorsement is used outside of the ACS and OneCode ACS programs, the process of notifying a mailer that a mailpiece was UAA is done via a hard copy (PS Form 3547) notice or by returning the mailpiece. This hard copy notice provides a photocopy of the UAA mailpiece with either the moving customer's new address or the reason why the mailpiece could not be delivered. When an ancillary

DRAFT

service endorsement is used in conjunction with either the ACS or the OneCode ACS program, an electronic notification of the UAA occurrence is provided. This electronic notice also provides the moving customer's new address or the reason why a mailpiece could not be delivered. The only ancillary service endorsements available within ACS or OneCode ACS are Address Service Requested and Change Service Requested (see also DMM 507.4)

2.5.3 Forms of Address Corrections and Options for Handling Undeliverable-as-Addressed Mail with Intelligent Mail Barcode

Mailers have several options to receive address corrections and to instruct the Postal Service on how to handle their UAA mail that carries an Intelligent Mail barcode. The various means by which a mailer can receive address corrections are:

- None
- Manual address corrections
- Traditional ACS
- OneCode ACS
- Full-Service ACS

2.5.3.1 Indicating "None" as the Form of Address Correction

A mailer that does not want to receive any address correction notices would prepare their mail without including a printed ancillary service endorsement on the mailpiece and would not use a Service Type ID that is associated with the provision of address corrections. Note that pieces with an alternative addressing format (such as the addressee's name and "Or Current Resident" and the delivery address) must not use an ancillary service endorsement.

2.5.3.2 Indicating "Manual Address Corrections" as the Form of Address Correction

DMM 507 details the valid ancillary service endorsements and the action(s) they trigger. In brief, mailers who want to receive manual address corrections can do so by printing an ancillary service endorsement on the mailpiece to trigger the fulfillment of a hard-copy correction notice. For example, a First-Class Mail mailer wanting hard copy address correction notices for forwarded mailpieces would use "Address Service Requested." This would cause a hard copy address correction notice (PS Form 3547) to be provided. A fee would be charged for the provision of the hard copy address correction notice in this example. In another example, a First-Class Mail mailer that wants all UAA mail to be returned would print "Return Service Requested" on the mail. This would result in all UAA mail being returned-to-sender with the reason for non-delivery or the moving customer's new address affixed to the mailpiece.

If manual address correction notices are desired, be sure to use the correct Service Type ID (Figure 5 (2.5.7) and Appendix A have summary and comprehensive listings, respectively). If the Service Type ID reflects either Traditional ACS or OneCode ACS, the correction notice will be provided electronically and not usually in hard copy format.

2.5.3.3 Indicating "Traditional ACS" as the Form of Address Correction

Traditional ACS describes the original ACS program that uses a separate Participant ID and optional Keyline printed on the mailpiece to fulfill an electronic address correction. The Participant ID is always a 7-character alpha structure that is preceded by a pound sign symbol, for example, #BWNABCD.

To trigger fulfillment of electronic address corrections through the Traditional ACS program, a mailer must print an ancillary service endorsement on the mailpiece **and** show the Service Type ID associated with Traditional ACS. In addition, the Mailer ID used in the barcode on these pieces must not be registered for ACS. Publication 8A has further information on Traditional ACS.

DRAFT

2.5.3.4 Indicating "OneCode ACS" as the Form of Address Correction

OneCode ACS refers to the program that fulfills address corrections based on information specified in the Intelligent Mail barcode Service Type ID field. The OneCode ACS infrastructure and processing methodology is used as the basis for fulfilling address corrections provided as part of Basic and Full-Service mailings when a mailpiece is correctly formatted with the required elements.

For address corrections through the OneCode ACS program to work properly, mailers must use a Service Type ID that instructs the Postal Service on how to treat UAA mailpieces and the Mailer ID must be registered with ACS. In addition, mailpieces may also require the printing of an ancillary service endorsement on the mailpiece. Appendix A provides details regarding the ancillary service endorsements that may be used or required for each Service Type ID.

It is important to fully understand the effect that the presence of a printed ancillary service endorsement will have on the processing of UAA mailpieces and how printed ancillary service endorsements will be treated when used with a Service Type ID that does not provide an electronic or automated address correction. For example, using "Change Service Requested" on a Standard Mail mailpiece without using a Service Type ID to trigger an electronic or automated address correction will result in a hard copy address correction notice and the applicable charge for each UAA mailpiece. Mailers must pay careful attention to the ancillary service endorsement shown on a mailpiece to insure it provides the desired results. See section 2.5.2.

DRAFT

2.5.4 Ancillary Service Endorsements with Basic or Full-Service Mailings

Mailings made under either Basic or Full-Service must use either a printed ancillary service endorsement or a Service Type ID, or both, to indicate the desired handling of any UAA mailpieces **whenever a handling other than the default handling of UAA mail is desired**. A printed ancillary service endorsement is **always** required to be present on Standard Mail or Bound Printed Matter mailpieces in addition to being specified in the Service Type ID whenever handling other than the default UAA treatment is desired. This is true regardless of whether the mailer is seeking hard copy address correction notices or electronic address correction notices through ACS or OneCode ACS.

First-Class Mail mailpieces require a printed ancillary service endorsement on the mailpiece if the mailer desires to receive hard copy address correction notices. If the mailer desires electronic address correction notices through the traditional ACS program the mailer must use both a printed ancillary service endorsement and a matching Service Type ID. First-Class Mail letter mailers that want to receive electronic address corrections through OneCode ACS, or as part of Full-Service mailings, are not required to have a printed ancillary service endorsement but must have the appropriate Service Type ID. First-Class Mail flats mailers must use a printed ancillary service endorsement and the appropriate Service Type ID in order to receive address correction notices through OneCode ACS as part of Basic or Full-Service for mailpieces that are undeliverable for reasons other than a customer move. See Appendix A for additional information.

Any First-Class Mail mailpieces that the mailer prefers to have the Postal Service dispose rather than return-to-sender must have a Service Type ID that indicates "Change Service Requested" and the Mailer ID must be enrolled in either the Traditional ACS or the OneCode ACS programs.

On Basic mailings for which address correction is not desired, mailers must not include a printed ancillary service endorsement.

2.5.5 Precedence of Ancillary Service Endorsements and Service Type ID Values

> **When a mailpiece bears a printed ancillary service endorsement, the printed endorsement takes <u>priority</u> over the Service Type ID contained in the Intelligent Mail barcode.**

If a conflict exists between a printed ancillary service endorsement and the UAA disposition indicated in the Service Type ID, <u>the handling of the UAA mailpiece will be done according to the printed ancillary endorsement.</u>

For example, a Standard Mail mailpiece with “Address Service Requested” printed on it will cause a UAA mailpiece to be forwarded and all other UAA to be returned even if the Service Type ID is for “Change Service Requested” to suggest the mailer’s intention that any UAA mailpieces should be disposed. Or, a First-Class Mail mailpiece bearing the printed endorsement of “Address Service Requested” will result in all UAA mail’s being forwarded and returned regardless of any other indication made in the Service Type ID.

> **Where a UAA mailpiece has a printed ancillary service endorsement that conflicts with the Service Type ID, the <u>mailer will be responsible for all appropriate fees</u> associated with the handling provided based on the printed ancillary service endorsement.**

Mailers must be careful when using any printed ancillary service endorsement to make certain that it matches their intended use and does not conflict with the Service Type ID. This is especially true within Standard Mail and Bound Printed Matter. Care should also be taken if envelopes are pre-printed with an ancillary service endorsement and then used on multiple mailings or for different classes of mail to make certain the endorsement is valid in all uses.

2.5.6 Electronic Service Requested

"Electronic Service Requested" is an umbrella endorsement that requires the presence of another ancillary service endorsement value to have meaning. A mailer indicates the ancillary service endorsement to describe how to treat UAA mailpieces in the Service Type ID as part of OneCode ACS, or in the mailer profile data when used on mail as part of the traditional ACS program.

To help minimize the potential for conflicts between the printed ancillary service endorsement and the Service Type ID in the Intelligent Mail barcode, mailers should consider using the alternative ancillary service endorsement “Electronic Service Requested”. Using "Electronic Service Requested" enables a mailer to have greater flexibility in using the same envelope for mailings in different mail classes or to obtain different UAA treatments for mail in the same mail class. Mailers should not use "Electronic Service Requested" on any envelope that is not requesting address correction services.

This endorsement can only be used in conjunction with the ACS and OneCode ACS programs. Using "Electronic Service Requested" on any mailpiece with an Intelligent Mail barcode requires the inclusion of a Service Type ID that identifies the specific mailpiece treatment and address correction desired. "Electronic Service Requested" cannot be used to acquire manual address corrections or for mail for which no address corrections are desired. Use of "Electronic Service Requested" outside of ACS or OneCode ACS causes unnecessary and costly additional workload for the Postal Service.

To determine if using "Electronic Service Requested" is appropriate and will meet the mailer’s desired handling of UAA mail; see the Constraints, Notes and Action columns in Appendix A Service Type Identifier Matrix.

2.5.7 Quick Service Guide Listing of Service Type Identifiers

Figure 5, *Table of Service Type Identifiers*, serves as a quick reference to enable you identify the appropriate STID for your mailing, based on how you will present your mail, the disposition desired for any UAA mailpieces, how you wish to (or wish not to) receive address correction notices, and whether you will be receiving Confirm information. For a more complete description of address correction options by class of mail see Appendix A Service Type Identifier Matrix. Use the reference shown in Figure 5 to locate the equivalent description in Appendix A Service Type Identifier Matrix.

DRAFT

Class of Mail	Address Correction Option	Basic option w/o Confirm[1]	Basic option w/ Confirm[1]	Full-Service w/o Confirm[1]	Full-Service w/ Confirm[1]	Non-Auto w/o Confirm[2]	Non-Auto w/ Confirm[2]
First-Class Mail	No Address Corrections	300	310	260	270	300	310
	Manual Corrections *	700	040	036	041	700	040
	Traditional ACS – ASR *	080	140	081	141	080	140
	Traditional ACS – ASR Opt 2 *	080	140	081	141	080	140
	Traditional ACS – CSR *	082	240	083	241	082	240
	Traditional ACS – CSR Opt 2 *	082	240	083	241	082	240
	OneCode ACS – ASR	080	140			080	140
	OneCode ACS – ASR Option 2	080	140			080	140
	OneCode ACS – CSR	082	240			082	240
	OneCode ACS – CSR Option 2	082	240			082	240
	Full-Service ACS – ASR			**081**	**141**		
	Full-Service ACS – ASR Opt 2			**081**	**141**		
	Full-Service ACS – CSR			**083**	**241**		
	Full-Service ACS – CSR Opt 2			**083**	**241**		
Periodicals	Manual Corrections	704	044	264	274	704	044
	Traditional ACS	784	244	038	045	784	244
	Traditional ACS – ASR w/ printed Ancillary Service Endorsement *	***	***	***	***	***	***
	OneCode ACS	784	244			784	244
	OneCode ACS – ASR w/ printed Ancillary Service Endorsement *	***	***			***	***
	Full-Service ACS			**038**	**045**		
	Full-Service ACS– ASR w/ printed Ancillary Service Endorsement *			***	***		
Standard Mail	No Address Corrections	301	311	261	271	301	311
	Manual Corrections *	702	042	037	043	702	042
	Traditional ACS – ASR *	090	142	091	143	090	142
	Traditional ACS – CSR *	092	242	093	243	092	242
	OneCode ACS – ASR *	090	142			090	142
	OneCode ACS – CSR *	092	242			092	242
	Full-Service ACS – ASR *			**091**	**143**		
	Full-Service ACS – CSR *			**093**	**243**		

DRAFT

Figure 5: Table of Service Type Identifiers – continued on next page
(* Requires printed text ancillary service endorsement)
(call ACS at 877-640- 0724 Option 1 for additional information and the correct STID for this service)***

[1] For Periodicals, the following could carry a Full-Service or Basic Service Type Identifier: 1) Outside-County barcoded letters, 2) Outside-County Machinable barcoded flats, 3) Outside-County Nonmachinable barcoded flats, 4) In-County automation letters and flats

[2] For Periodicals, the following are included in nonautomation: 1) Outside-County nonbarcoded letters, 2) Outside-County Machinable nonbarcoded flats, 3) Outside-County Nonmachinable nonbarcoded flats, 4) In-County nonautomation letters and flats.

Class of Mail	Address Correction Option	Basic option w/o Confirm[1]	Basic option w/ Confirm[1]	Full-Service w/o Confirm[1]	Full-Service w/ Confirm[1]	Non-Auto w/o Confirm[2]	Non-Auto w/ Confirm[2]
Bound Printed Matter	No Address Corrections	401		265		401	
	Manual Corrections *	706		466		706	
	Traditional ACS – ASR *	424		423		424	
	Traditional ACS – CSR *	431		430		431	
	OneCode ACS – ASR *	424				424	
	OneCode ACS – CSR *	431				431	
	Full-Service ACS – ASR *			**423**			
	Full-Service ACS – CSR *			**430**			

Reply Mail – Special IMb Instructions	**No Address Corrections For Reply Mail**	**Reply Mail Without Confirm**	**Reply Mail With Confirm**
Courtesy Reply Mail / Metered Reply Mail / Permit Reply Mail	No Address Corrections	700	050
Business Reply Mail / QBRM	No Address Corrections	708	052

Figure 5: Table of Service Type Identifiers -- Continued
*(* Requires printed text ancillary service endorsement)*

DRAFT

Figure 5 highlights the Service-Type IDs that can generate the no-fee, Full-Service ACS feedback for mailpieces in mailings (or portions of mailings) that fulfill Intelligent Mail Full-Service option requirements.

As you can see in Figure 5, Service-Type IDs are contextual: depending on mailpiece and Intelligent-Mail barcode characteristics, the same Service-Type ID can produce either Traditional ACS feedback or Full-Service ACS feedback.

For example, Service-Type ID 081 produces Traditional ACS feedback if the Mailer ID in the Intelligent-Mail barcode is NOT registered with ACS and the mailpiece is prepared with the Participant ID and Keyline in accordance with Publication 8A. Service-Type 081 produces no-fee Full-Service ACS feedback if the mailpiece is part of a mailing that fulfills Intelligent Mail Full-Service option requirements and the Mailer ID ***is*** registered with ACS.

Basic, Non-Auto, and Traditional ACS records generated under their specific Service Type IDs and circumstances are not part of the Full-Service product and will be delivered and invoiced through the existing ACS program.

2.5.8 First-Class Mail Service Type Identifiers

First-Class Mail mailpieces should use one of the following STIDs unless additional services are requested (e.g., Confirm). The STID is used as the mail is processed to determine how an UAA mailpiece should be handled.

[1] For Periodicals, the following could carry a Full-Service or Basic Service Type Identifier: 1) Outside-County barcoded letters, 2) Outside-County Machinable barcoded flats, 3) Outside-County Nonmachinable barcoded flats, 4) In-County automation letters and flats

[2] For Periodicals, the following are included in nonautomation: 1) Outside-County nonbarcoded letters, 2) Outside-County Machinable nonbarcoded flats, 3) Outside-County Nonmachinable nonbarcoded flats, 4) In-County nonautomation letters and flats.

For example, the sender can request to have all First-Class Mail UAA mailpieces disposed of and receive an address correction notice if they are undeliverable, regardless of whether there is a change of address record on file. The Appendix A contains a comprehensive table that illustrates the information below and provides additional STIDs to use if requesting the Confirm service.

2.5.8.1 First-Class Mail Nonautomation Service Type Identifiers

These STIDs apply to nonautomation and single-piece First-Class Mail as defined in the Domestic Mail Manual (DMM).

2.5.8.1.1 First-Class Mail Nonautomation **Not Purchasing Address Correction**

If the mailer does not want to purchase electronic address correction or hard copy address correction notices for nonautomation mailpieces that have an Intelligent Mail barcode, use a Service Type ID shown below.

- Nonautomation First-Class Mail where the sender requests no ancillary services (therefore the normal handling that First-Class Mail mailpieces are forwarded if a change of address record is on file or returned to the sender if not forwardable) must use **Service Type ID 300**. A printed ancillary service endorsement must not be present on the envelope.

2.5.8.1.2 First-Class Mail Nonautomation **Purchasing Manual Address Correction** Notices

If the mailer wants to receive hard copy address correction notices based on the printing of an ancillary service endorsement for nonautomation mailpieces, use the Service Type ID shown below.

- Nonautomation mailers that want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers that wish to obtain hard copy address corrections must use **Service Type ID 700**. The mailer must include the printed ancillary service endorsement on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Additional fees for hard copy address correction notices may apply.

2.5.8.1.3 First-Class Mail Nonautomation **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information through use of the Traditional ACS program.

- Nonautomation First-Class Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 080, and a MID that is not registered with ACS.** A printed ancillary service endorsement must be shown on the envelope. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.8.1.4 First-Class Mail Nonautomation **Purchasing Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of electronic address correction information.

- Nonautomation First-Class Mail for which the sender desires to purchases electronic address correction information for mailpieces that are UAA must use a Service Type ID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the sender's OneCode ACS subscription. Fees are applicable for any mailpiece dispositions and address corrections as may be appropriate. To understand the impact of the different Service Type IDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.
    - Address Service Requested – use **Service Type ID 080**
    - Address Service Requested Option 2 – use **Service Type ID 080**

DRAFT

- o Change Service Requested – use **Service Type ID 082**
- o Change Service Requested Option 2 – use **Service Type ID 082**

2.5.8.2 First-Class Mail Basic Service Type Identifiers

2.5.8.2.1 First-Class Mail Basic Option **Not Purchasing Address Correction**

If the mailer does not want to purchase electronic address correction or hard copy address correction notices as part of the Basic option, use a Service Type ID shown below.

- Basic First-Class Mail where the sender requests no ancillary services (mailpieces are forwarded if a change of address record is on file or returned to the sender if not forwardable) must use **Service Type ID 300**.

2.5.8.2.2 First-Class Mail Basic Option **Purchasing Manual Address Correction** Notices

If the mailer wants to receive hard copy address correction notices based on the printing of an ancillary service endorsement as part of the Basic option, use the Service Type ID shown below.

- Basic mailers that want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers that wish to obtain hard copy address corrections must use **Service Type ID 700**. The mailer must include the printed ancillary service endorsement on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Additional fees for hard copy address correction notices may apply.

2.5.8.2.3 First-Class Mail Basic Option **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information through use of the Traditional ACS program.

- Basic First-Class Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 080 or 082 and a MID that is not registered with ACS.** A printed ancillary service endorsement must be present on the envelope to match the desired disposition. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.8.2.4 First-Class Mail Basic Option **Purchasing Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of electronic address correction information.

- Basic First-Class Mail for which the sender desires to purchases electronic address correction information for mailpieces that are UAA must use a Service Type ID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the sender's OneCode ACS subscription. Fees are applicable for any mailpiece dispositions and address corrections as may be appropriate. To understand the impact of the different Service Type IDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A.
  - o Address Service Requested – use **Service Type ID 080**
  - o Address Service Requested Option 2 – use **Service Type ID 080**
  - o Change Service Requested – use **Service Type ID 082**
  - o Change Service Requested Option 2 – use **Service Type ID 082**

DRAFT

2.5.8.3 First-Class Mail Full-Service Service Type Identifiers

Electronic address correction information will be provided for Full-Service mailpieces under the ACS option and using one of the STIDs defined in this section.

2.5.8.3.1 First-Class Mail Full-Service **Not Purchasing Address Correction** Notices

If the mailer does not want to receive any electronic address correction or hard copy address correction notices as part of the Full-Service option, use a Service Type ID shown below.

- Full-Service First-Class Mail where the sender wants mailpieces to be forwarded if a change of address record is on file or returned to the sender if not forwardable must use **Service Type ID 260**. A printed ancillary service endorsement must not be shown on the mailpiece.

2.5.8.3.2 First-Class Mail Full-Service **Purchasing Manual Address Correction** Notices

If the mailer wants to receive hard copy address correction notices based on the printing of an ancillary service endorsement as part of the Basic option, use the Service Type ID shown below.

- Full-Service mailers that want all of their First-Class Mail UAA handled according to an on-piece endorsement or mailers that wish to obtain hard copy address corrections must use **Service Type ID 036**. The mailer must include the printed ancillary service endorsement on the mailpiece that is applicable for the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Additional fees for hard copy address correction notices may apply.

2.5.8.3.3 First-Class Mail Full-Service **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information through use of the Traditional ACS program.

- Full-Service First-Class Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 081 or 083 and a MID not registered with ACS.** A printed ancillary service endorsement must be shown on the mailpiece. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.8.3.4 First-Class Mail Full-Service Option **Receiving Full-Service Address Correction Information**

Electronic address correction will be provided as specified by the Postal Service for First-Class Mail UAA mail when provided using the appropriate Full-Service ACS Service Type ID. This includes address corrections due to a customer's change-of-address or other reason.

The STIDs defined in this section identify when the sender is requesting the receipt of electronic address correction information.

- Full-Service First-Class Mail for which the sender wants electronic address correction information for mailpieces that are UAA must use a Service Type ID that provides the mailpiece disposition and address correction option desired. Address correction information will be provided through the Full-Service program. To understand the impact of the different Service Type IDs and how they will affect the treatment of UAA mailpieces, refer to Appendix A. The following are the Service Type IDs eligible for

DRAFT

receiving address corrections as part of First-Class Mail Full-Service:

- Address Service Requested Option 2 – use **Service Type ID 081**
- Change Service Requested – use **Service Type ID 083**
- Change Service Requested Option 2 – use **Service Type ID 083**

Receiving electronic address corrections as part of Full-Service mailing does not eliminate the mailer's requirement to comply with the Move Update standards.

2.5.9 Standard Mail Service Type Identifiers

Standard Mail should use one of the following STIDs unless additional services are requested (i.e. Confirm). The STID is used as the mail is processed to determine how an UAA mailpiece should be handled. For example, the sender can request to have their Standard Mail forwarded and receive an address correction notice. Appendix A contains a comprehensive table that illustrates the information below and provides additional STIDs to use if requesting the Confirm service.

Where any disposition of a UAA mailpiece is chosen that does not result in the Standard Mail UAA mailpiece being disposed, additional fees will apply. This is true even when address correction is provided as part of a Full-Service mailing.

DRAFT

2.5.9.1 Standard Mail Nonautomation Service Type Identifiers

The following STIDs apply to nonautomation, machinable and nonmachinable Standard Mail as defined in the DMM. Saturation Enhanced Carrier Route Flats should also use these Service Type IDs.

2.5.9.1.1 Standard Mail Nonautomation **Not Purchasing Address Correction** Notices

Standard Mail nonautomation mailers that do not want any address correction service must use **Service Type ID 301 without any ancillary service endorsement printed** on the mailpiece.

The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.5.9.1.2 Standard Mail Nonautomation **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Standard Mail nonautomation mailpieces. Mailers that want to receive a hard copy address correction notice must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Nonautomation Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 702.** The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.5.9.1.3 Standard Mail Nonautomation **Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Standard Mail nonautomation mailpieces.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction

information on the mailpiece based on participation in the Traditional ACS program.

- Nonautomation Standard Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 090 or 092 and a MID not registered with ACS.** A printed ancillary service endorsement that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.9.1.4 Standard Mail Nonautomation **Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for Standard Mail nonautomation mailpieces.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Nonautomation Standard Mail mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 090** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.
- Nonautomation Standard Mail mailpieces for which the sender purchases address correction information and the sender requests that mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 092** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ancillary service endorsements may impact the treatments of UAA mail and fees that may be associated with such treatments.

DRAFT

2.5.9.2 Standard Mail Basic Service Type Identifiers

2.5.9.2.1 Standard Mail Basic Option **Not Purchasing Address Correction** Notices

Standard Mail Basic mailers that do not want any address correction service must use **Service Type ID 301 without any ancillary service endorsement printed** on the mailpiece.

The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.5.9.2.2 Standard Mail Basic Option **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Standard Mail Basic mailpieces. Mailers that want to receive a hard copy address correction notice must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Basic Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 702.** The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.5.9.2.3 Standard Mail Basic **Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Standard Mail Basic mailpieces.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Basic Standard Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 090 or 092 and a MID not registered with ACS.** A printed ancillary service endorsement that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.9.2.4 Standard Mail Basic Option **Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for Standard Mail Basic mailpieces.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic Standard Mail mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 090**and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.
- Basic Standard Mail mailpieces for which the sender purchases address correction information and the sender requests that mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 092** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ancillary service endorsements may impact the treatments of UAA mail and fees that may be associated with such treatments.

DRAFT

2.5.9.3 Standard Mail Full-Service Service Type Identifiers

2.5.9.3.1 Standard Mail Full-Service **Not Purchasing Address Correction** Notices

Standard Mail Full-Service mailers that do not want any address correction service must use **Service Type ID 261 without any ancillary service endorsement printed** on the mailpiece.

The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.5.9.3.2 Standard Mail Full-Service **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Standard Mail Full-Service mailpieces. Mailers that want to receive a hard copy address correction notice must use the appropriate Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Full-Service Standard Mail mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 037**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy

address corrections and mailpiece handling dispositions are associated with this option.

2.5.9.3.3 Standard Mail Full-Service **Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Standard Mail Full-Service mailpieces using the Traditional ACS program.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Full-Service Standard Mail for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 091 or 093 and a MID not registered in ACS.** A printed ancillary service endorsement that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.9.3.4 Standard Mail Full-Service Option **Requesting Full-Service Address Correction**

Electronic address correction information will be provided within a Full-Service mailing, as specified by the Postal Service, for Standard Mail Full-Service option mailpieces using the STID defined below.

- Full-Service Standard Mail mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 093** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the Full-Service program.
- Full-Service Standard Mail mailpieces for which the sender purchases address correction information and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 091** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the Full-Service program. Note: Additional charges for mailpiece handling are associated with this option to pay for the forwarding and return of undeliverable Standard Mail.

2.5.9.3.5 Standard Mail Full-Service Option **Enhanced Carrier Route Mailpieces**

Electronic address correction information will not be provided for any additional charge for Standard Mail enhanced carrier route flats within a Full-Service mailing. Standard Mail Full-Service enhanced carrier route flats should use the STID defined below.

- Full-Service Standard Mail enhanced carrier route mailpieces for which the sender does not wish to purchase address correction information should use **Service Type ID 093** and must **NOT** bear an ancillary printed endorsement on the mailpiece. No address correction information will be provided for these mailpieces.
- Full-Service Standard Mail enhanced carrier route mailpieces for which the sender wishes to purchase address correction information should use **Service Type ID 093** and must bear an ancillary printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided for these mailpieces for existing charges.

Mailers should carefully review Appendix A and understand how ancillary service endorsements may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.5.10 Periodicals Service Type Identifiers

Periodicals mailpieces should use one of the following STIDs unless additional services are requested (i.e. Confirm). The STID is used as the mail is processed to determine how a UAA mailpiece should be handled. For example, the sender can request to have an unforwardable UAA mailpiece returned to the sender. Appendix A

DRAFT

contains a comprehensive table that illustrates the information below and provides additional STIDs to use if requesting the Confirm service.

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

The absence of any printed ancillary service endorsement on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA mail to be disposed.

The presence of the printed ancillary service endorsement "Address Service Requested" and the coordinating Service Type ID on a mailpiece indicate the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and all other UAA to be returned-to-sender with postage due.

Note: Figure 5, above, does NOT display several Address-Service-Requested STIDs for Periodicals. It suggests that mailers contact ACS at 877-640-0724 (Option 1) to discuss the implications of using this endorsement and Service Type ID.

2.5.10.1 Periodicals Mail Nonbarcoded / Nonautomation Service Type Identifiers

2.5.10.1.1 Periodicals Mail Nonbarcoded/Nonautomation **Purchasing Manual Address Correction** Notices

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

- Nonbarcoded/Nonautomation Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved and have all other UAA mailpieces disposed and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704** without any ancillary service endorsement printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Nonbarcoded/Nonautomation Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved and have all other UAA mailpieces returned and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704 and print "Address Service Requested"** and show their return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

2.5.10.1.2 Periodicals Mail Nonbarcoded/Nonautomation **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece.

- Nonbarcoded/Nonautomation Periodicals mailpieces for which the sender receives address correction information through Traditional ACS and that the sender **want UAA mailpieces forwarded for the first 60** calendar days after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784 and a MID not registered with ACS**. The mailpiece must not show a printed ancillary service endorsement on the mailpiece. Fees for address correction apply.
- Nonbarcoded/Nonautomation Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782, a MID not registered with ACS, print "Address Service Requested,"** and show their return address on the front of the mailpiece. Fees for address correction and return of mailpieces apply. See DMM 507 for these requirements.

Note: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for nonmachinable Periodicals mailers. These options will provide the mailer with an electronic address

DRAFT

correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.10.1.3 Periodicals Mail Nonbarcoded/Nonautomation **Purchasing Electronic Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the sender is receiving address correction information based on use of the OneCode ACS program.

- Nonbarcoded/Nonautomation Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784**. The mailpiece **must not show** a printed ancillary service endorsement. Fees for address correction apply.
- Nonbarcoded/Nonautomation Periodicals mailpieces for which the sender purchases address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782 and must print "Address Service Requested"** and must show their return address on the front of the mailpiece. Additional requirements and fees apply. See DMM 507 for these requirements.

Note: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for nonmachinable Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.10.2 Periodicals Mail Basic Option Service Type Identifiers

2.5.10.2.1 Periodicals Mail Basic Option **Purchasing Address Manual Correction** Notices

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

- Basic Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved and have all other UAA mailpieces disposed and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704** without any ancillary service endorsement printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Basic Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved and have all other UAA mailpieces returned and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 704 and print "Address Service Requested"** and show their return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

2.5.10.2.2 Periodicals Mail Basic Option **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece.

- Basic Periodicals mailpieces for which the sender receives address correction information through Traditional ACS and that the sender **want UAA mailpieces forwarded for the first 60** calendar days after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784 and a MID not registered with ACS**. The mailpiece must not show a printed ancillary service endorsement on the mailpiece. Fees for address correction apply.

DRAFT

- Basic Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782, a MID not registered with ACS, print "Address Service Requested,"** and show their return address on the front of the mailpiece. Fees for address correction and return of mailpieces apply. See DMM 507 for these requirements.

Note: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publications 8a and 8a, are provided for Basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.10.2.3 Periodicals Mail Basic Option **Purchasing Electronic Address Correction Using OneCode ACS**

The STIDs defined in this section identify when the sender is receiving address correction information based on use of the OneCode ACS program.

- Basic Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 784**. The mailpiece **must not show** a printed ancillary service endorsement. Fees for address correction apply.
- Basic Periodicals mailpieces for which the sender purchases address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 782 and must print "Address Service Requested"** and must show their return address on the front of the mailpiece. Additional requirements and fees apply. See DMM 507 for these requirements.

Note: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for Basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.10.3 Periodicals Mail Full-Service Service Type Identifiers

Mailing at Periodicals class requires that the mailer take address corrections through either electronic address correction services, via hard copy PS Form 3579, or through physical return of the mailpiece.

The <u>absence of a printed ancillary service endorsement</u> on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and <u>all other UAA to be disposed</u>.

The <u>presence of a printed ancillary service endorsement</u> on a mailpiece indicates the mailer wants UAA mail to be forwarded for the first 60 calendar days after a customer's move and <u>all other UAA to be returned-to-sender</u>.

2.5.10.3.1 Periodicals Mail Full-Service **Purchasing Address Manual Correction** Notices

The STIDs defined in this section identify when the sender is requesting the purchase of hard copy address correction information on the mailpiece.

- Full-Service Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved and have all other UAA mailpieces disposed and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 264** without any ancillary service endorsement printed on the mailpiece. Manual address correction notice fee associated with undeliverable Periodicals mailpieces charged.
- Full-Service Periodicals Mail where the mailer wishes to have forwardable mailpieces forwarded for the first 60 calendar days after the customer has moved and have all other UAA mailpieces returned and receives hard copy address correction notices for all undeliverable mail must use **Service Type ID 264 and print "Address Service Requested"** and show their return address on the front of the mailpiece. Manual address correction notice fee and returned mailpiece fees associated with undeliverable Periodicals mailpieces charged.

DRAFT

2.5.10.3.2 Periodicals Mail Full-Service **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction based on use of the Traditional ACS program.

- Full-Service Periodicals mailpieces for which the sender receives address correction information through Traditional ACS and that the sender **want UAA mailpieces forwarded for the first 60** calendar days after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 038 and a MID not registered with ACS**. The mailpiece must not show a printed ancillary service endorsement on the mailpiece. Fees for address correction apply.
- Full-Service Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 038, a MID not registered with ACS, print "Address Service Requested,"** and show their return address on the front of the mailpiece. Fees for address correction and return of mailpieces apply. See DMM 507 for these requirements.

Note: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for Basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices provided under this service.

2.5.10.3.3 Periodicals Mail Full-Service Option **Requesting Full-Service ACS**

Electronic address correction information will be provided within a Full-Service mailing, as specified by the Postal Service, for Periodicals Mail Full-Service mailpieces using the STID defined below.

The STIDs defined in this section identify when the sender is receiving address correction information based on use of the OneCode ACS program under the Full-Service option.

- Full-Service Periodicals mailpieces for which the sender receives address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be disposed** must use **Service Type ID 038**. The mailpiece **must not show** a printed ancillary service endorsement.
- Full Periodicals mailpieces for which the sender purchases address correction information and that the sender wants **UAA mail to be forwarded for the first 60 calendar days** after the customer moves and to have **all other UAA be returned to the sender** must use **Service Type ID 783 and must print "Address Service Requested"** and must show their return address on the front of the mailpiece. Additional requirements and fees apply. See DMM 507 for these requirements.

Note: Periodicals address notification Options 2, 4, 5, and 6 only, as shown in Publication 8a and 8b, are provided for Basic Periodicals mailers. These options will provide the mailer with an electronic address correction notice only. No PS Form 3579 hard copy address correction notices are provided under this service.

2.5.11 Bound Printed Matter Service Type Identifiers

Bound Printed Matter mailpieces should use one of the following STIDs. The STID is used as the mail is processed to determine how a UAA mailpiece should be handled. For example, the sender can request to have UAA mailpieces disposed of and receive an electronic address correction notice that provides the new address information or specifies the reason for non-delivery.

While there is no Move Update requirement for Bound Printed Matter, address correction information will be made available for flat-size mailpieces entered as Full-Service mailings and eligible for the barcode discount when they carry an Intelligent Mail barcode. Appendix A contains a comprehensive table that illustrates the information below.

DRAFT

2.5.11.1 Bound Printed Matter Nonautomation Service Type Identifiers

2.5.11.1.1 Bound Printed Matter Nonautomation **Not Purchasing Address Correction** Notices

If the mailer does not want to receive any electronic address correction or hard copy address correction notices as part of the nonautomation mailpieces, use a Service Type ID below.

- Nonautomation Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and no electronic or hard copy address correction notice must use **Service Type ID 401 without the presence of any printed ancillary service endorsement on the mailpiece.**

The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.5.11.1.2 Bound Printed Matter Nonautomation **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Bound Printed Matter Flat mailpieces. Mailers that want to receive a hard copy address correction must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address correction notices and additional postage due fees to handle UAA mailpieces.

- Nonautomation Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and a hard copy address correction notice provided must use **Service Type ID 706.** The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

2.5.11.1.3 Bound Printed Matter Nonautomation **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Nonautomation Bound Printed Matter for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 424 or 431 and a MID not registered with ACS.** A printed ancillary service endorsement that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS and postage due fees as appropriate are applicable.

2.5.11.1.4 Nonautomation Bound Printed Matter **Requesting Full-Service ACS**

Electronic address correction information may be purchased separately for Bound Printed Matter nonautomation mailpieces.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Nonautomation Bound Printed Matter mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 431** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.

DRAFT

- Nonautomation Bound Printed Matter mailpieces for which the sender purchases address correction information and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 424** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ancillary service endorsements may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.5.11.2 Bound Printed Matter Basic Service Type Identifiers

2.5.11.2.1 Bound Printed Matter Basic **Not Purchasing Address Correction** Notices

If the mailer does not want to receive any electronic address correction or hard copy address correction notices as part of the Basic option, use a Service Type ID below.

- Basic Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and no electronic or hard copy address correction notice must use **Service Type ID 401 without the presence of any printed ancillary service endorsement on the mailpiece.**

2.5.11.2.2 Bound Printed Matter Basic **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Bound Printed Matter Flat mailpieces. Mailers that want to receive a hard copy address correction must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address correction notices and additional postage due fees to handle UAA mailpieces.

- Basic Bound Printed Matter where the sender wants any undeliverable mailpieces disposed of as waste and a hard copy address correction notice provided must use **Service Type ID 706.** The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.5.11.2.3 Bound Printed Matter Basic **Purchasing Electronic Address Correction Using Traditional ACS**

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Basic Bound Printed Matter for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 424 or 431 and a MID not registered with ACS.** A printed ancillary service endorsement that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS and postage due fees as appropriate are applicable.

2.5.11.2.4 Basic Option Bound Printed Matter **Requesting Electronic Address Correction Using OneCode ACS**

Electronic address correction information may be purchased separately for Bound Printed Matter Basic

DRAFT

mailpieces.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the OneCode ACS program.

- Basic Bound Printed Matter mailpieces for which the sender purchases address correction information and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 431** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription.
- Basic Bound Printed Matter mailpieces for which the sender purchases address correction information and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 424** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the sender's OneCode ACS subscription. Note: Additional charges for mailpiece handling are associated with this option.

Mailers should carefully review Appendix A and understand how ancillary service endorsements may impact the treatments of UAA mail and fees that may be associated with such treatments.

2.5.11.3 Bound Printed Matter Full-Service Service Type Identifiers

DRAFT

2.5.11.3.1 Bound Printed Matter Flats Full-Service **Not Purchasing Address Correction** Notices

Bound Printed Matter Flats Full-Service mailers that do not want any address correction service must use **Service Type ID 265 without any ancillary service endorsement printed** on the mailpiece.

2.5.11.3.2 Bound Printed Matter Flats Full-Service **Purchasing Manual Address Correction** Notices

Address correction information may be purchased separately for Bound Printed Matter Full-Service mailpieces. Mailers that want to receive a hard copy address correction notice must use the below Service Type ID(s). Note: The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

- Full-Service Bound Printed Matter Flats mailers that want all of their UAA mail handled according to an on-piece endorsement must use **Service Type ID 466**. The mailer must include the printed ancillary service endorsement on the mailpiece to indicate the desired mailpiece disposition. No electronic address correction information is provided with this Service Type ID. Note: Additional charges for hard copy address corrections and mailpiece handling dispositions are associated with this option.

The presence of a printed ancillary service endorsement on the mailpiece is the mailer's indication that they are requesting manual address correction and that they agree to pay for any hard copy address corrections and additional postage due fees to handle UAA mailpieces.

2.5.11.3.3 Bound Printed Matter Full-Service **Purchasing Electronic Address Correction Using Traditional ACS**

Electronic address correction information may be purchased separately for Bound Printed Matter Full-Service mailpieces.

The STIDs defined in this section identify when the sender is requesting the purchase of address correction information on the mailpiece based on participation in the Traditional ACS program.

- Full-Service Bound Printed Matter for which the sender purchases electronic address correction information through the Traditional ACS process must use **Service Type ID 423 or 430 and a MID not**

registered with ACS. A printed ancillary service endorsement that matches the desired mailpiece disposition is required. The mailer must use the appropriate ACS Participant ID to match the UAA disposition desired. Address correction information will be provided through the sender's ACS subscription. Fees associated with the fulfillment of address corrections as part of the mailer's use of Traditional ACS are applicable.

2.5.11.3.4 Bound Printed Matter Full-Service Option **Requesting Full-Service ACS**

Electronic address correction information will be provided within a Full-Service mailing, as specified by the Postal Service, for Bound Printed Matter Full-Service mailpieces using the STID defined below.

- Full-Service Bound Printed Matter mailpieces for which the sender will receive address correction information as a function of Full-Service and for which the sender requests disposal for all UAA mailpieces must use **Service Type ID 430** and must bear the printed endorsement Electronic Service Requested or Change Service Requested on the mailpiece. Address correction information will be provided through the Full-Service program.
- Full-Service Bound Printed Matter mailpieces for which the sender will receive address correction information as a function of Full-Service and the sender requests that those mailpieces be forwarded if a change of address record is on file or returned to the sender when it cannot be forwarded must use **Service Type ID 423** and must bear the endorsement Electronic Service Requested or Address Service Requested on the mailpiece. Address correction information will be provided through the Full-Service program. Note: Additional charges for mailpiece handling are associated with this option to pay for the forwarding and return of undeliverable Bound Printed Matter Mail.

Mailers should carefully review Appendix A and understand how ancillary service endorsements may impact the treatments of UAA mail and fees that may be associated with such treatments.

DRAFT

3 Electronic Mailing Documentation and Postage Statements

Today, mailings that claim discounts and require minimum volumes must be accompanied by a postage statement and presort documentation (when documentation is required). Mailers typically furnish hard copy postage statements and documentation or supply a computer terminal at their site for Postal Service acceptance personnel to view their documentation. For the Full-Service option, mailers will be required to use one of three methods, namely Mail.dat, Mail.XML (which will replace Wizard Web Services), or Postal Wizard (PW), to send their electronic mailing information to the *PostalOne!* system. The *PostalOne!* system is an information-management system that translates customer-generated electronic information into postage statements and supporting documentation, such as qualification and container reports. This electronic mailing information is used for business mail verification, acceptance, and induction processes. By submitting documents electronically, mailers will be able to avoid the creation of paper-based forms and use this technology to manage their mailing data. Some mailers have already transitioned to electronic submission of their postage statements and mailing documentation.

The *PostalOne!* system can be accessed through the Business Customer Gateway through the Manage Mailing Activity service. The new Business Customer Gateway replaces the National & Premier Accounts page and is intended for all business mailers. It is accessed via a link on the USPS home page: https: //gateway.usps.com/bcg/login.htm. The Business Customer Gateway gives customers a single, unified landing point to access the online business offerings from the Postal Service. These channels include the services that support the Intelligent Mail Full-Service option, such as the *PostalOne!* system, the FAST system, CLDS (Customer Label Distribution System), and Mailer IDs (MIDs).

Access to the *PostalOne!* system is required to submit electronic documentation using any of the three methods outlined above (Mail.dat, Mail.XML, and PW). Detailed instructions on how to access the Business Customer Gateway can be found in the *User Access to Electronic Information and Reports* on RIBBS at http: //ribbs.usps.gov/index.cfm?page=intellmailguides. Those interested in using the PW should contact their BMEU directly to obtain access.

As referenced in the Federal Register, Full-Service implementation began in May 2009. Those interested in understanding how the specifications and system requirements will change to support the Full-Service option should refer to the Full-Service version of the technical guides which are posted at http: //ribbs.usps.gov/.

Note: All references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

With the Full-Service option, you will need to submit postage statement and other mailing documentation electronically using one of three options. The Mail.dat and Postal Wizard options are available now; the Mail.XML option will be available starting in November 2009.

1. Mail.dat: Mail.dat is an industry-defined database structure consisting of files linked by key fields. For information about Mail.dat refer to http: //www.maildat.org/. For information on how you can use Mail.dat to submit electronic information for Full-Service, refer to http: //ribbs.usps.gov/ where you will find the *Postal Service Mail.dat Technical Specification*. **NOTE:** As of December 2009, support for Mail.dat version 08-01 will be discontinued. Only Mail.dat versions 08-2 and 09-1 will be accepted. The Full-Service option is only available with Mail.dat version 09-1.

2. Mail.XML (formerly Wizard Web Services (WWS)): The Mail.XML specification, which will replace the Wizard Web Services, enables secure electronic submission of mailing information to the Postal Service using eXtensible Markup Language (XML) messaging technology. For more information about using Mail.XML for communicating with the *PostalOne!* system for Full-Service, refer to the *PostalOne!* system product guides and tools and the *Postal Service Mail.XML Technical Specification* on http: //ribbs.usps.gov/.

NOTE: For ease of use, the *Postal Service Mail.XML Technical Specification* consists of three separate documents, based on subject matter:

The *Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc)*
The *Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST)*
The *Postal Service Mail.XML Technical Specification for Full-Service Feedback and Profile Management*

This guide will usually refer to these documents collectively as the *Postal Service Mail.XML Technical Specification*

3. Postal Wizard: The *PostalOne!* system provides the Postal Wizard (PW) tool that provides a secure way to submit postage statements online. This tool may be used when no electronic documentation is necessary for compliance with Full-Service requirements. (Qualification reports for mailings of less than 10,000 First-Class Mail postcards, letters, or flats pieces or Standard Mail letters or flats pieces are not required when postage is affixed to each piece at the correct price, or when each piece is of identical weight and the mailpieces are separated by price). Mailers can not submit Postal Wizard electronic postage statement to the Detached Mail Unit. The Final Rule of the August 2008 Federal Register Notice (New Pricing Eligibility, Intelligent Mail, and Move Update Standards for Domestic Mailing Services and Shipping Services (Final Rule), in the section on the Postal Wizard, sets the eligibility requirements for using Postal Wizard. Postal Wizard cannot be used for Periodicals or Bound Printed Matter mailings.

Data Exchange Specification	Business Data/Functions	What you need to develop your software (Specifications and Guides)	Where the information will be available
Mail.dat (May 2009)	eDoc/Postage Statements	Mail.dat	www.maildat.org
		Postal Service Mail.dat Technical Specification	http: //ribbs.usps.gov/
Mail.XML (May 2009)	Full-Service Data Distribution /Appointments	Mail.XML Specification	www.mailxml.org
		Postal Service Mail.XML Technical Specification	http: //ribbs.usps.gov/
Mail.XML (November 2009)	eDoc/Postage Statements	Mail.XML Specification	www.mailxml.org

Figure 6: Specification and Guide Reference

If you are a mailer interested in Full-Service and electronic documentation, we provide a Test Environment for Mailers (TEM) and encourage you to practice in the TEM for as long as you need. In the TEM we provide you with a utility to verify files before transferring them to the USPS. This tool checks the validity of the data elements in the file you submit and records error messages and warnings. During your practice in the TEM, you are enabled to understand file warnings and can fix your errors before you begin the actual test validations with the USPS Help Desk. The TEM will support Mail.dat Versions 08-2 and 09-1. Mail.dat version 08-1 will no longer be supported for new mailers not currently engaged with the USPS.

The Intelligent Mail Full-Service and Electronic Documentation checklist assists mailers in preparing for electronic documentation, Basic and Full-Service options. The entire checklist can be found here: http: //ribbs.usps.gov/index.cfm?page=intellmailgateway.

At a high level, the checklist includes the following verifications:

DRAFT

1. Review the Guides & Specifications
2. Plan Barcodes and Feedback
3. Access USPS Business Customer Gateway
4. Validate Barcodes
5. Enter the Test Environment for Mailers (TEM) for Mail.dat
6. Full-Service mailings using the Postal Wizard only
7. Establish Feedback Profiles through the Business Customer Gateway

In addition to the presort documentation required today, the Full-Service mailer's electronic documentation will contain information about Intelligent Mail barcodes applied to mailpieces, trays, sacks, and containers (where required as part of a customer/supplier agreement). The documentation must include the unique Intelligent Mail barcode applied to each mailpiece in a mailing, the unique Intelligent Mail Tray barcode applied to each tray or sack, as well as the unique Intelligent Mail Container barcode applied to each container in a mailing (when containerization is required). The documentation must also describe how mailpieces are linked to (or nested within) handling units, such as trays and sacks, and how mailpieces and handling units are linked to containers (when containerization is required). The documentation must also identify the preparer of the mailing and the mailer for whom the mailing is prepared (i.e., Mail Owner, if applicable). Both the Mail.dat and Mail.XML file specifications will support this required nesting and barcode information.

3.1 Mixed Mailings

DRAFT

The USPS will allow Full-Service and Basic-option mailpieces with Intelligent Mail barcodes as well as pieces with POSTNET barcodes to be combined in a single mailing, including copalletized mailings, when appropriate documentation is provided.

Mailers who mix POSTNET, Basic and Full-Service mailpieces in a bundle, sack, tray or pallet and who wish to qualify the Full-Service mailpieces as Full-Service must meet the following requirements:

1) Include a mailpiece record in the mailpiece electronic documentation for each POSTNET and Basic-option mailpiece in the mailing (see the Piece Electronic Documentation sections of this document for details on what must be included). This includes identifying each piece in the electronic documentation as Full-Service, Basic or POSTNET.

2) Include a value of "M" for "Mixed" in the Full-Service Participation Indicator field of the Segment (SEG) record for Mail.dat. Starting in November 2009, a value of "M" would be included in the Full-Service Participation Indicator field in the MailingGroupData message for Mail.XML.

3) Follow all of the requirements for Full-Service mailings with the exception that the POSTNET and Basic-option mailpieces in the mailing are not required to include a unique Intelligent Mail barcode.

3.2 Pilot Program: Combined Mailings of Standard Mail and Periodicals

For Combined Mailings of Periodicals and Standard Mail Flats, the mailer enters a service agreement approved by Business Mailer Support. This agreement includes the mailing standards requirements for the Pilot Program Combined Mailings of Periodicals and Standard Mail Flats that defines the mail preparation, the standardized documentation, and the postage calculations. Outside county containers are prorated by the weight of the Periodicals in the container. Outside county chargeable bundles are prorated by the copies of Periodicals in the bundle. If the pilot program is approved then in a future release, mailers may use Mail.dat version 09-1 to send the data for these mailings. They would populate the following fields:

File	Field	Appropriate Values
MPU	Surcharge	N = Not Oversized
SEG	Principle Processing Category	FL = Flats

MPU	Flat Machinability	Y = Machinable on ASFM 100 or U = Machinable on USFM 100
SEG	Class Defining Preparation	6 = Std/Periodical Comailings
SEG	Mailing Agreement Type	E = Combined Mail, Full-Service, Basic option

Figure 7: Mail.dat for Combined Mailings

If the pilot program is approved then in a future release, mailers may also use Mail.XML to provide this data and would populate the following:

File	Field	Appropriate Values
LineItemSummaryData	Surcharge Type	N = No Surcharge
SubmitPostageStatementData	Form Type	SM = Standard Mailing
PeriodicalLineItemData	Machinable Flag Indicator	Y = Machinable

Figure 8: Mail.XML for Combined Mailings

Periodicals pending application may be included in the Mail.dat file for this combined mailing. For each Outside County container and Outside County bundle, the container types, container levels, entry levels and package levels must be the ones supported for Outside County chargeable containers. If Full-Service mailpieces are included, the PDR file or the IMR file will be processed for these pieces and shall support the service measurement, ACS and Confirm services if applicable.

DRAFT

3.3 Copalletization

Copalletization must conform to the usual Mail.dat configuration in the *Postal Service Mail.dat Technical Specification*. For all classes of mail, if the copalletization is done at the original acceptance office then the version 08-2, or 09-1 Mail.dat file is accepted and processed using the features available in the May 2009 release. Comail or copalletized mail contains mail from one or many Mail Owners.

The copalletized portion of a mailing job is either:

- bundles (flat-size mailpieces) of multiple Periodicals publications or issues on pallets;
- bundles (flat-size pieces) of Standard Mail;
- trays containing First-Class Mail letters;
- trays containing Standard Mail letters.

Copalletized pallets may contain a mixture of any combination of Full-Service, Basic, POSTNET automation, and nonautomation bundles/trays/sacks. Electronic documentation, as described in sections 3.9, 3.10 , 3.11 and 3.12 of this document, will be required starting in November 2009 for all copalletized bundles/trays regardless of whether Full-Service bundles/trays/sacks are included.

Although copalletization for trays requires that postage statements be finalized at the origin site, under certain circumstances (agreed upon with Business Mailer Support) downgrades may occur at a consolidation site, from an SCF to a BMC for example. In the current release and in release 22, Postage Adjustments for the trays copalletized on pallets can only be by a manual process resulting in the acceptance clerk making an adjustment transaction (as we do today).

To allow the Postal Service to process copalletized jobs, the original electronic documentation must be received prior to the copalletized electronic documentation submitted by the consolidator.

3.3.1 Periodicals Scenario

For copalletization, the Mail Preparer or Mail Owner at the originating site, the consolidator at the copalletization site and the Postal Service enter a service agreement approved by Business Mailer Support. For purposes of this guide, a consolidator may be the same party as Mail Preparer. For Periodicals, the DMM 707.27.2.1 states that this agreement shall include: the mailer's name and address, the mailing office, procedures and quality control measures for the copalletized mailing, the expected date of the first mailing, and a sample of the standardized

documentation.

For copalletization of bundles on pallets, the copalletization site shall send the Mail.dat files for the entire job using ready-to-pay container status or submit Mail.XML messages with Postage Statement Create Requests. This job will be verified and paid at the copalletization site. See the *Postal Service Mail.dat Technical Specification* and the *Postal Service Mail.XML Technical Specification* for the supported features.

Periodicals mailers preparing Full-Service mailpieces in bundles that will be copalletized at the ADC (or finer) level must follow all of the requirements for the Full-Service option. Periodicals mailers preparing Basic mailpieces in bundles that will be copalletized at the ADC (or finer) level will create the electronic documentation and postage statements, but they are not required to create mailpiece level documentation. The bundles shall be sorted to the sack level called the virtual sack. The bundles may be physically in the sacks or on a pallet to be shipped to the consolidator.

Starting in November 2009, the electronic documentation will also indicate, at the virtual sack level, which bundles will be sent to a consolidator for copalletization. In Mail.dat version 09-1, the creator of the Periodicals bundle will place an "O" in the "Included in Other Documentation" field in the CSM record to indicate the original documentation. Starting in November 2009, this is accomplished in Mail.XML by placing an "O" in the "IncludedinOtherDoc" field in the ContainerInfoData block in the QualificationReport block in the QualificationReportCreateRequest message. This will indicate which bundles will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The copalletized bundles and the electronic documentation are then sent to the consolidation site.

Consolidators at the consolidation site will receive the original electronic data for the Periodicals bundles that will be copalletized. The consolidator will move the bundles onto the correct pallets. When creating a copalletized Periodicals mailing, the consolidator will use the electronic data received from the creator of the Periodicals mailing to create a new set of electronic data. The new set of electronic documentation must include all files or messages necessary to generate qualification reports and postage statements. The original container information marked as "O" must be linked with the new container information marked as "L". The consolidator will need to prepare the linked container information using the same container type as the original.

Starting in November 2009, Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (OCI) file created by the consolidator using the following fields.

November 2009 Release: Mail.dat		
File	**Field**	**Appropriate Values**
CSM	Included in other documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user that submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if existed)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned be the consolidator

Figure 9: Mail.dat for Periodicals Copalletization

Starting in November 2009, Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator.

November 2009 Release: Mail.XML		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The Mailer ID, Customer Registration ID, or Scheduler ID of the party who submitted the original Mail.XML

DRAFT

Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container.

Figure 10: Mail.XML for Periodicals Copalletization

This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator and will be used to create the standardized documentation and the postage statements for the copalletized mailing. The postage statements will be for each USPS Publication Number and Issue in the copalletized mailing.

3.3.2 Standard Mail Flat-size Bundles Scenario

For Standard Mail copalletization the mailer must have an approved service agreement with Business Mailer Support. To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted bundles from each mailing to achieve the finest presort level for the mailing as required in DMM 705.8.7.4. Standard Mail mailers preparing Full-Service mailpieces in bundles that will be copalletized must follow all of the requirements for Full-Service and prepare the electronic data to support the standardized documentation. Standard Mail mailers preparing Basic mailpieces in bundles that will be copalletized must prepare electronic data to support the standardized documentation and postage statements but are not required to create mailpiece level electronic documentation.

For copalletization of bundles on pallets, the copalletization site shall send the Mail.dat file for the entire job using ready-to-pay container status or submit Mail.XML messages with Postage Statement Create Requests. This job will be verified and paid at the copalletization site. See the *Postal Service Mail.dat Technical Specification* and *Postal Service Mail.XML Technical Specification* for the supported features.

Standard Mail mailers preparing Full-Service mailpieces in bundles that will be copalletized at the ADC (or finer) level must follow all of the requirements for Full-Service. Standard Mail mailers preparing Basic mailpieces in bundles that will be copalletized at the ADC (or finer) level will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The bundles shall be sorted to the sack level called the virtual sack. The bundles may be physically in the sacks or on a pallet to be shipped to the consolidator.

Starting in November 2009, the electronic documentation will also indicate, at the virtual sack level, which bundles will be sent to a consolidator for copalletization. In Mail.dat version 09-1, the creator of the Standard Mail bundle will place an “O” in the “Included In Other Documentation” field in CSM to indicate the original documentation. This will indicate which bundles will be processed for copalletization. Starting in November 2009, this is accomplished in Mail.XML by placing an “O” in the ”IncludedinOtherDoc” field in the QualificationReport ContainerInfoData block. This will indicate which bundles will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The copalletized bundles and the electronic documentation are then sent to the consolidation site.

Consolidators at the consolidation site will receive the original electronic data for the Standard Mail bundles that will be copalletized. The consolidator will move the bundles onto the correct pallets. When creating a copalletized Standard Mail mailing, the consolidator will use the electronic data received from the creator of the Standard Mail mailing to create a new set of electronic data. The new set of electronic documentation must include all files or messages necessary to generate qualification reports and postage statements. The original container information marked as “O” must be linked with the new container information marked as “L”. The consolidator will need to prepare the linked container information using the same container type as the original.

Starting in November 2009, Mail.dat files will be updated by the consolidator with the new container information

DRAFT

and linked with the original Mail.dat files through the Original Container Information (OCI) file created by the consolidator.

November 2009 Release: Mail.dat		
File	**Field**	**Appropriate Values**
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user that submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if existed)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned be the consolidator

Figure 11: Mail.dat for Standard Mail Flat Bundle Copalletization

Starting in November 2009, Mail.XML messages will be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the OriginalContainerLinkageCreateRequest message created by the consolidator.

DRAFT

November 2009 Release: Mail.XML		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The Mailer ID, Customer Registration ID, or Scheduler ID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for Full-Service and Mixed Service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for Full-Service and Mixed Service mailings.

Figure 12: Mail.XML for Standard Mail Flat Bundle Copalletization

This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator and will be used to create the standardized documentation and the postage statements for the copalletized mailing.

3.3.3 First-Class Mail in Trays Scenario

For First-Class Mail copalletization the mailer must have an approved service agreement with Business Mailer Support. First-Class Mail mailers preparing Full-Service mailpieces in trays that will be copalletized must follow all of the requirements for Full-Service and prepare the electronic data to support the standardized documentation. First-Class Mail mailers preparing Basic mailpieces in trays that will be copalletized must prepare electronic data to support the standardized documentation and postage statements but are not required to create mailpiece level electronic documentation. All trays prepared as part of a copalletized mailing, regardless of whether they will be copalletized, must have an Intelligent Mail Tray barcode applied to the tray.

For copalletization of trays on pallets, the origin site shall send the Mail.dat file for the entire job using ready-to-pay container status or submit Postage Statement Create Requests for Mail.XML. This job will be verified and paid at the origin site. See the *Postal Service Mail.dat Technical Specification* and *Postal Service Mail.XML*

Technical Specification for the supported features.

First Class mailers preparing Full-Service mailpieces in trays that will be copalletized at the ADC (or finer) level must follow all of the requirements for Full-Service. First Class mailers preparing Basic mailpieces in trays that will be copalletized at the ADC (or finer) level will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The trays may be orphans or physically on a pallet to be shipped to the consolidator.

Starting in November 2009, the electronic documentation will also indicate, at the tray level, which trays will be sent to a consolidator for copalletization. In Mail.dat version 09-1, the creator of the First Class trays will place an "O" in the "Included In Other Documentation" field in CSM to indicate the original documentation. Starting in November 2009, this is accomplished in Mail.XML by placing an "O" in the "IncludedinOtherDoc" field in the QualificationReport ContainerInfoData block. This will indicate which trays will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The copalletized trays and the electronic documentation are then sent to the consolidation site.

Consolidators at the origin site who copalletize First-Class Mail will receive the original electronic data for the trays that will be copalletized. The consolidator will move the trays onto the correct pallets. When creating a copalletized First-Class Mail mailing, the consolidator will use the electronic data received from the creator of the First-Class Mail mailing to create a new set of electronic data. The new set of electronic documentation for Mail.dat must include the HDR, SEG, CSM, and OCI or Original Container Linkage message. For Mail.XML, the documentation must include the Mailing Group, Qualification Report with Container Info block and Original Container Linkage message. The original container information marked as "O" must be linked with the new container information marked as "L". The consolidator will need to prepare the linked container information using the same container type as the original.

Starting in November 2009, Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (OCI) file created by the consolidator.

November 2009 Release: Mail.dat		
File	**Field**	**Appropriate Values**
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user that submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if existed)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned be the consolidator

Figure 13: Mail.dat for First-Class Mail Tray Copalletization

Starting in November 2009, Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator.

November 2009 Release: Mail.XML		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The Mailer ID, Customer Registration ID, or Scheduler ID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS

DRAFT

Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for Full-Service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for Full-Service and Mixed Service mailings.

Figure 14: Mail.XML for First-Class Mail Tray Copalletization

This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator.

3.3.4 Standard Mail in Trays Scenario

For Standard Mail copalletization the mailer must have an approved service agreement with Business Mailer Support. Standard Mail mailers preparing Full-Service mailpieces in trays that will be copalletized must follow all of the requirements for Full-Service. Standard Mail mailers preparing Basic mailpieces in trays that will be copalletized must prepare electronic data to support the standardized documentation and postage statements but are not required to create mailpiece level electronic documentation. All trays prepared as part of a copalletized mailing, regardless of whether they will be copalletized, must have an Intelligent Mail Tray barcode applied to the tray.

For copalletization of trays on pallets, the origin site shall send the Mail.dat file for the entire job using ready-to-pay container status or submit Postage Statement Create Requests for Mail.XML. This job will be verified and paid at the origin site. See the *Postal Service Mail.dat Technical Specification* and *Postal Service Mail.XML Technical Specification* for the supported features.

Standard Mail mailers preparing Full-Service mailpieces in trays that will be copalletized at the ADC (or finer) level must follow all of the requirements for Full-Service. Standard Mail mailers preparing Basic mailpieces in trays that will be copalletized at the ADC (or finer) level will create the electronic documentation and postage statements but are not required to create mailpiece level documentation. The trays may be orphans or physically on a pallet to be shipped to the consolidator.

Starting in November 2009, the electronic documentation will also indicate, at the tray level, which trays will be sent to a consolidator for copalletization. In Mail.dat version 09-1, the creator of the Standard Mail trays will place an “O” in the “Included In Other Documentation” field in CSM to indicate the original documentation. Starting in November 2009, this is accomplished in Mail.XML by placing an “O” in the “IncludedinOtherDoc” field in the QualificationReport ContainerInfoData block. This will indicate which trays will be processed for copalletization. This electronic data will be sent to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that is not being copalletized. The copalletized trays and the electronic documentation are then sent to the consolidation site.

Consolidators at the consolidation site who copalletize Standard Mail will receive the original electronic data for the trays that will be copalletized. The consolidator will move the trays onto the correct pallets. When creating a copalletized Standard Mail mailing, the consolidator will use the electronic data received from the creator of the Standard Mail mailing to create a new set of electronic data. The new set of electronic documentation for Mail.dat must include the HDR, SEG, CSM, and OCI or Original Container Linkage message. For Mail.XML, the documentation must include the Mailing Group, Qualification Report with Container Info block and Original Container Linkage message. The original container information marked as “O” must be linked with the new container information marked as “L”. The consolidator will need to prepare the linked container information using the same container type as the original.

Starting in November 2009, Mail.dat files will be updated by the consolidator with the new container information and linked with the original Mail.dat files through the Original Container Information (OCI) file created by the consolidator.

DRAFT

November 2009 Release: Mail.dat		
File	**Field**	**Appropriate Values**
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user that submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if existed)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned be the consolidator

Figure 15: Mail.dat for Standard Mail Tray Copalletization

Starting in November 2009, Mail.XML messages may also be updated by the consolidator with the new container information and linked with the original Mail.XML messages through the Original Container Linkage Create and Cancel Request/Response message sets created by the consolidator.

November 2009 Release: Mail.XML		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The Mailer ID, Customer Registration ID, or Scheduler ID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks, one for Mail.dat job and container information for the original container and the other for Mail.XML mailing group and container information for the original container. The Container Barcode is required for Full-Service and Mixed Service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks, one for Mail.dat job and container information for the copalletized/new container and the other for Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for Full-Service and Mixed Service mailings.

Figure 16: Mail.XML for Standard Mail Tray Copalletization

This electronic documentation can be accessed by the Postal Service acceptance office for the consolidator.

3.3.5 Virtual Sack Scenarios

Consolidators will be required to create a linked virtual sack record with all bundles related on one consolidated container within a copalletized job for bundle based scenarios. This means virtual sacks with the 'Included in Other Documentation' set to 'O' cannot have associated bundles split across co-palletized containers within a job or across jobs.

Consolidators may place virtual sacks into copalletized physical sacks by using the parent container reference ID in the CSM for Mail.dat or Container Info block for Mail.XML. Physical sacks containing virtual sacks may be placed onto pallets.

3.3.6 Physical Sibling Scenarios

Consolidators will be required to create a linked logical handling unit record with all sibling physical handling units related on one consolidated container within the copalletized job for MLOCR and continuous presort mailer scenarios. In addition, consolidators will be required to create a linked physical handling unit record with all sibling

DRAFT

physical handling units related on one consolidated container within the copalletized job for overflow scenarios. This means logical or physical handling units with the 'Included in Other Documentation' set to 'O' cannot have associated sibling physical handling units split across co-palletized containers within a job or across jobs.

3.3.7 Container Linkage Updates

For bundle based copalletization, consolidators will be allowed to resubmit co-palletized jobs with OriginalContainerLinkage messages or OCI records until postage is finalized. For tray based copalletization, consolidators will be allowed to submit only one co-palletized job with OriginalContainerLinkage messages or OCI records.

3.3.8 Post Finalization Updates

Consolidators may submit transportation updates for the co-palletized Mail.dat jobs linked to original electronic documentation. Transportation updates will not be supported for Mail.XML in the November 2009 release.
For bundle based copalletization, reversals of postage statements will be supported for co-palletized jobs linked to original job information. For tray based copalletization, reversals of postage statements will be supported for original job information marked for copalletization prior to the co-palletized job being received.

3.4 Manifest Mailings

DRAFT

With authorization from the USPS, mailers may participate in a manifest mailing program. This program requires mailers to utilize an automated system to document postage and fees for all pieces in a mailing paid via permit imprint indicia. Each piece in the mailing is assigned a unique identification number that may be compared with the manifest. To participate in the program, mailers must develop or use a computerized system that generates hardcopy documentation to support mailings. When using the sequential manifesting options listed below, both the unique identification number on the mailpiece and the unique Intelligent Mail barcode must be sequential and contiguous.

Mailers sending the manifest mailings through Mail.dat will need to choose the Header Presentation category of S for Batch manifest mailings and I for Individualized mail piece manifest. The *PostalOne!* system will process the Presentation categories of "S" and "I" as conventional presort but will require the customers to identify the manifest mailings as S or I. Customers cannot use the Convention presort flag for manifest mailings.

When choosing the "S" flag, the customer must provide the IMR file or PDR file besides the MSR file. *PostalOne!* will ignore the MSR file, if it exists. When choosing the "I" flag, the customer must provide the PDR file or the IMR file besides the MIR file. *PostalOne!* system will ignore the MIR file if it exists. The existing qualification reports will be used and starting in November 2009 the Qualification reports and the *PostalOne!* dashboard will show the mailing presentation categories to help the USPS personnel verify the mail accordingly. Manifest mailers are required to provide the necessary piece level information, as they do today, to the USPS personnel for verification purposes.

Mailers participating in the manifest mailing program can use either the sequential or non-sequential piece electronic documentation options described in this section for Mail.dat. Mailers will place the unique identification number (human readable) as well as the Intelligent Mail barcode applied to the mailpiece in the electronic documentation. When using Mail.dat for sequential or non-sequential piece electronic documentation, the unique identification number is placed in the Piece ID field and the Intelligent Mail barcode is placed in the IM Barcode field of the Piece Detail Record (PDR) file.

For Postage adjustments for shortage and spoilage, mailpieces that are planned but are not created would be identified by placing a "W" or an "S" (when a postage adjustment is desired) and by "X" and "T" when postage adjustment is not desired in the Wasted Or Shortage Piece Indicator field (in Mail.dat 09-1 -W and X are used for Wasted, S and T for Shortage). If the manifest mailer is using the unique Intelligent Mail barcode as the unique identification number on the mailpiece, they may populate the IM Barcode Range File (IMR record) – with job id, container ID, IMR ID, class, lower range, upper range, By/For, Full-Service indicator, piece count, closing character in Mail.dat 09-1. These fields in Mail.dat 09-1 are populated with 15 digits (a 6- or 9-digit Mailer ID plus

a 9- or 6-digit Serial Number) Sequences must be contiguous and may not overlap among containers in a mailing or between mailings by class during the 45-day period for barcode uniqueness.

Starting in November 2009, when using Mail.XML for the non-sequential piece electronic documentation, the unique identification number is placed in the MailPieceID XML block and the Intelligent Mail barcode is placed in the IMB XML block of the MailPieceCreateRequest message's PDRMailpieceblock or MailPieceblock. Mailpieces that are planned but are not created would be identified by placing a "W" or "X" for wasted or an "S" or a "T" for shortage in the WastedPieceIndicator field. When using Mail.XML for the sequential piece electronic documentation, the first unique identification number used is placed in the SerialNumber9/6 field of the IMBarcodeLowerSerialization field and the last unique identification number used is placed in the SerialNumber9/6 field of the IMBarcodeUpperSerialization field (in the PieceRange XML block) while the Mailer IDs are placed in the Mailer ID 6/9 field within the same XML blocks. Mailpieces that are planned but are not created would be identified by creating a new range record representing the actual upper and lower serial in the MailPiece Mail.XMLPieceRange block.

3.5 Spoilage and Shortage

During the course of a mailing, there are typically mailpieces that were included in the electronic documentation but were never created. The electronic documentation will need to be updated to reflect adjustments to a mailing due to spoilage (wasted), shortages, or other anomalies that affect the piece count of a postage statement or mailing job.

Spoiled mailpieces are those pieces for which electronic documentation has been provided to the USPS but, during production, the pieces get spoiled for any number of reasons. Shortages can occur in mailing environments in which a mailer may not mail a whole container (pallet or handling unit), but rather will mail only a partial container (pallet or handling unit). In a shortage-specific postage adjustment when the entire container will not be included in the mailing, the mailer will be required to cancel or delete the whole container at the Mail.dat CSM (Container Summary) file level. In the case where only part of a container will be excluded from the mailing, the mailer must send a Mail.dat PDR (or, starting in November 2009, Mail.XML MailPieceCreate and MailPieceUpdate messages) which sets the WastedPiece Indicator field to 'S' or 'W' for the mailpieces that will not be included in the mailing. In version 09-1 of Mail.dat, a value of 'S' will be placed in the Wasted or Shortage Piece Indicator field to identify shortage pieces and "W" will be used for spoiled (wasted) mailpieces. Starting in November 2009, this is accomplished by placing an "S" in the WastedPiece Indicator field for shortage mailpieces and a "W" for spoiled mailpieces. For Mail.dat IMR and Mail.XML MailPiece MailXMLPiece Range block ranges should be submitted representing the new upper and lower serial numbers excluding the Wasted or Spoiled pieces.

Shortage- and spoilage-related postage adjustments must occur against postage statements that have not been finalized. If all postage statements for a mailing have been finalized, then spoilage-related postage adjustments will only occur through the existing refund-request process.

While the ultimate goal of the USPS is to mandate the provision of piece-level electronic information for spoilage, certain mailer technologies do not currently support that capability. For Full-Service, the USPS will allow postage adjustments to occur without specific piece-level information for certain mailing environments as technologies and processes are defined to move toward providing piece-specific spoilage information. Regardless of the method used, the spoiled pieces must be made available for verification prior to adjusted postage statements' finalization.

In non-manifest mail environments today, two options exist for spoilage related postage adjustment.

- Solution 1: Mailers that cannot specify the specific postage statements of the spoiled mailpieces request the postage adjustment dollar amount and the USPS will select the postage statement.
- Starting in November 2009, Solution 2: Mailers may identify the dollar amount and specific postage statements of spoiled pieces and request the USPS to adjust postage for the spoiled pieces (available only using Mail.XML).

Regardless of the option selected above, the USPS will support the two following solutions for providing spoilage

DRAFT

information in Mail.dat 09-1 and, in November 2009, Mail.XML.

Solution 1: In Mail.dat, a PAR record is submitted to adjust postage. Upon receipt of postage adjustment information, the USPS will then find the best possible postage statement that is not yet finalized and supports the adjustments for the spoiled pieces. For this solution, the USPS will adjust the ready-to-pay postage statement with the latest mailing date related to the Mail.dat submitted for the mailing (tied to the mailer's Permit number) and adjust postage based upon spoiled piece count and the dollar amount provided by the mailer. If the postage statement with the latest mailing date generated tied to the PAR transaction does not have enough pieces or copies to fulfill the spoilage adjustment, then the next ready-to-pay postage statement with a mailing date furthest from the current date will be adjusted. This process will be repeated until the correct number of mailpieces has been deducted from the postage statement to accommodate the spoilage adjustment. If no ready-to-pay postage statements are available with enough pieces to adjust postage than the PostalOne! system will generate an error. If no ready-to-pay postage statements are available for the mailing, then the USPS identified refund process will need to be initiated by the customer.

In a future release, Solution 2: The mailer will be allowed to provide a mailer generated postage statement sequence number and all other required fields that identify unique postage processing. This will be accomplished in Mail.dat using the new, optional Postage Statement Header File that will provide linkage with the CSM containers to identify containers on a postage statement. This new Postage Statement Header file will also be linked with the PAR file through a Unique Record Identifier field, linking an adjustment transaction to a unique postage statement. The new postage statement header file will then be used, if provided, in conjunction with the PAR file to adjust postage.

Starting in November 2009, Solution 2 Adjustments will be accomplished in Mail.XML using the new PostageAdjustmentCreateRequest/Response Message which will refer to an existing postage statement by providing the StatementID. If postage was filed through Mail.XML then the postage statement can be uniquely identified and the Mail.XML PostageAdjustmentCreate message will be used starting in November 2009 to adjust postage.

DRAFT

3.5.1 Piece Level Spoilage and Shortage

Mailers have the ability to identify the specific mailpiece that was spoiled and where in the mailing a mailpiece was spoiled. In this scenario, updated piece level electronic documentation through Mail.dat or Mail.XML would be submitted to the *PostalOne!* system to identify the specific mailpieces that were spoiled. The original electronic documentation would indicate the handling unit to which this mailpiece was associated. These electronic updates can be sent via Mail.dat using the PDR or Mail.XML (starting in November 2009) using the Mail.XML MailPieceCreate and MailPieceUpdate Request/Response messages. For either option, the mailer will indicate the wasted piece by placing a 'W' in the WastedPiece Indicator field for the mailpieces that were spoiled or 'S' in the WastedPiece Indicator field for shortage mailpieces. This option is only available when the original piece information was provided in the PDR, not an IMR file. For IMR and MailPiece Create MailXMLPieceRange Block mailers will have to submit updated range serial numbers excluding the Wasted or Shortage pieces.

3.6 Multi-Line Optical Character Reader (MLOCR) Mailers

An MLOCR Mailer is any Mail Preparer who uses Multi-Line Optical Character Reader (MLOCR) or Bar Code Sorter machines to sort mail that has the name and address applied to the mailpiece prior to processing on the MLOCR machine. These mailpieces may have an Intelligent Mail barcode applied by the Mail Owner (or other party) prior to sortation on the MLOCR machine. Mail Preparers are required to honor requests from the Mail Owners to use the Mail Owner's Mailer ID in the Intelligent Mail barcode on the mailpiece. There are three options the MLOCR Mailer can employ for applying the Intelligent Mail barcode to mail sorted on an MLOCR machine.

Option 1: Use the MID and Serial Number Applied by the Mail Owner
Mail Owners (or other parties) may apply an Intelligent Mail barcode to the mailpiece when the name and address is applied. If the Full-Service mailpieces already have a unique Intelligent Mail barcode applied, the MLOCR Mailer may capture the Mailer ID and/or Serial Number of the original Intelligent Mail barcode on the mailpiece

and use that to populate the piece level electronic documentation for a Full-Service mailpiece. In addition, the MLOCR Mailer may also use the captured Mailer ID and/or Serial Number to populate the Mailer ID and Serial Number field in the new Intelligent Mail barcode if the MLOCR Mailer applies a new Intelligent Mail barcode on the mailpiece. By applying a new Intelligent Mail barcode, the MLOCR Mailer can alter the delivery point portion of the Intelligent Mail barcode to comply with the USPS delivery point standards.

Option 2: Use the Mail Owner's MID
The Mail Owner may direct the MLOCR Mailer to use the Mail Owner's Mailer ID in the Intelligent Mail barcode sprayed by the MLOCR Mailer on the mailpieces. In this option, the MLOCR Mailer would generate a unique Serial Number for Full-Service mailpieces to use with the Mail Owner's Mailer ID in the Intelligent Mail barcode. To create the unique Serial Number, the MLOCR mailer may assign a range of Serial Numbers to a specific machine, thus maintaining uniqueness across multiple machines without requiring the machines to communicate. Alternatively, the MLOCR Mailer may connect the machines in their facility to communicate with a central database which will control the Serial Number generation process and ensure unique Serial Numbers are applied across all mailpieces using a specific Mailer ID. The MLOCR Mailer may also use other proprietary methods of generating a serial number providing that the Intelligent Mail barcode remains unique for the required time period.

Option 3: Use the MLOCR Mailer MID
The MLOCR Mailer can use his/her own Mailer ID to apply an Intelligent Mail barcode on the mailpiece. In this option, the MLOCR Mailer would generate a unique Serial Number for Full-Service mailpieces to use with the MLOCR Mailer's Mailer ID in the Intelligent Mail barcode. To create the unique Serial Number, the MLOCR mailer may assign a range of Serial Numbers to a specific machine, thus maintaining uniqueness across multiple machines without requiring the machines to communicate. Alternatively, the MLOCR Mailer may connect the machines in their facility to communicate with a central database which will control the Serial Number generation process and ensure unique Serial Numbers are applied across all mailpieces using a specific Mailer ID. The MLOCR Mailer may also use other proprietary methods of generating a serial number providing that the Intelligent Mail barcode remains unique for the required time period.

Typically, the mail from each Mail Owner will be run separately on a machine and information captured from that process will be used to identify the Mail Owner in the By/For section of the electronic documentation for those mailpieces. If that mail already contains mail from multiple mail owners, the MLOCR Mailer would populate the By/For section of the electronic documentation to identify the single source of that mail (i.e. the MLOCR Mailer's customer).

When a Mail Owner has provided a small amount of mail, the MLOCR Mailer has the option to combine that mail with mail from other low volume Mail Owners and will not be required to identify the Mail Owners associated to those mailpieces. The MLOCR Mailer is allowed to jackpot mail from customers who individually provide less daily volume than 1% of the total average daily volume processed at the MLOCR Mailer's facility or 3,000 pieces (whichever is less). If the MLCOR Mailer chooses to jackpot multiple customers using their own MID, they will be responsible for the address quality of those pieces.

When mailpieces are rejected on an operation and grouped together across Mail Owners to be re-run on a MLOCR machine, those mailpieces may use the Mailer ID of the MLOCR Mailer and will not be required to identify the Mail Owner in the electronic documentation. If the mailpiece is not successfully processed when re-run, that mailpiece will be mailed at machinable or single-piece prices and may or may not have an Intelligent Mail barcode applied.

The permit number will be included in the Local Permit Reference Number field of the MPA record in Mail.dat for all permit mail. The permit number will be included in the PermitNumber field of the MailingAgentData message of the PostageStatementCreate message of Mail.XML. Nonprofit Standard Mail must have the permit number whatever the postage type is used to pay for the pieces.

For a normal MLOCR operation, the electronic documentation will be submitted with qualification and postage data after first pass of the mail through the MLOCR. For Full-Service mailings, the electronic documentation will be updated with handling unit and container data after second pass. Mailings prepared using a One-Pass Finalization method will have electronic documentation submitted prior to production of the combined mailing. After the mail is run, an update including the actual sorter data will be submitted electronically.

草稿

MLOCR Two-Pass Origin Entry or Continuous Mailer with Logical Trays

In this option, the Mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. Next, the *PostalOne!* system will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV verification will be driven off the VRSR (Verification Request Storage Record) instead of the postage statement.

The Mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records by noon the following day for payment. The logical trays will be updated with the new Parent Container Reference ID in the .csm. Lastly, the *PostalOne!* system will generate a UPD postage statement and the clerk will finalize postage. When needed, the Mailer will submit transportation updates after finalization.

MLOCR One-Pass

In this option, Mailer will submit a planned Mail.dat file. Next, the Mailer will submit an actual Mail.dat file without sibling information with the .csm Container Status set to 'P'. *PostalOne!* Will then generate a qualification report, preliminary postage statement, Customer Mail Report, Summary ZIP Destination Report, and tray difference report for verification. PBV verification will be driven off the VRSR instead of the postage statement. The Mailer will submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records by noon the following day for payment.

The logical trays will be updated with the new Parent Container Reference ID in the .csm record. At this point the mailer may only modify the Container Status and Parent Container Reference ID in the .csm between the two actual submissions. *PostalOne!* will generate a UPD postage statement and the clerk will finalize postage. When needed, the Mailer will submit transportation updates after finalization.

MLOCR or Continuous Mailer Drop-Ship

In this option, the Mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. *PostalOne!* will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV verification will be driven off the VRSR instead of the postage statement. The Mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records as logical trays are released. The logical trays will be updated with the new Parent Container Reference ID in the .csm.

When providing recurring appointment content information to FAST via the Mail.dat file, the updated Mail.dat must be submitted 2 hours prior to the scheduled appointment time. When recurring or one-time appointment content information is provided via Mail.XML, it must be provided 1 hour prior to the scheduled appointment time. *PostalOne!* will generate a UPD postage statement and the clerk will finalize postage. When needed, the Mailer will submit transportation updates after finalization.

3.7 Continuous Mailers

A continuous Mailer is defined as one that regularly:

- Dispatches portions of the mailing to the USPS at multiple times throughout the production period of the total mailing.
- Provides a USPS Qualification Report for the multiple dispatches.
- May submit portions of the mailing to the USPS before qualification and postage documentation can be finalized.

Continuous Mailers will submit and generate documentation as follows:

- Create electronic documentation for each mailing prepared over the course of the production day. The

DRAFT

production day is the period of time (not to exceed 24 hours) when mail is produced and dispatched. Submit the electronic documentation for the original planned mailing (e.g., list or One-Pass Finalization mailers) prior to production or after first pass (for MLOCR/BCS environment) to *PostalOne!.* Manifest mailers will submit documentation prior to production unless approved by Business Mailer Support. Payment for that production day will occur with the updated, final submission to the *PostalOne!* system or as stipulated in the mailer's postage payment system agreement.

If portions of the planned mailing as originally submitted in the electronic documentation are not dispatched during the production day and these portions will be moved to the next day's mailing, then the updated, final submission to *PostalOne!* must reflect the removal of those pieces and the proper qualification of all remaining pieces in the dispatched portion. The non-dispatched portion which is moved to a different mailing must be re-qualified for the prices for which they are prepared.

- Alternatively, mailings submitted across multiple days will be represented in an original submission of electronic documentation. In this scenario, payment is made as stipulated in the mailer's postage payment system agreement for the containers dispatched during each production day, provided that the documentation represents pieces associated to physical handling units and physical containers. Payment is accomplished by updating the electronic documentation and marking those containers as ready to pay.

Continuous Mailers will have Customer Supplier Agreements (CSA) with the Postal Service as described in this guide. The CSA will define how and when the mailing must be dispatched for Start-the-Clock purposes. Container information will be submitted to the *PostalOne!* system for all the containers on the associated postage statement for that production day. Dispatch information for the containers that are complete and ready for acceptance and payment will be submitted to *PostalOne!* in a transportation update.

Continuous Mailer with Logical Trays

In this option, the Mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. Next, *PostalOne!* will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV verification will be driven off the VRSR (Verification Request Storage Record) instead of the postage statement.

The Mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records by noon the following day for payment. The logical trays will be updated with the new Parent Container Reference ID in the .csm. Lastly, *PostalOne!* will generate a UPD postage statement and the clerk will finalize postage. When needed, the Mailer will submit transportation updates after finalization.

Continuous Mailer Drop-Ship

In this option, the Mailer will submit a preliminary Mail.dat file without sibling information with the .csm Container Status set to 'P'. *PostalOne!* will generate a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV verification will be driven off the VRSR instead of the postage statement. The Mailer will then submit an updated Mail.dat that will include new .csm records for sibling physical trays, logical containers, and physical containers. The mailer will also set the .csm Container Status to 'R' for the existing logical tray records as logical trays are released. The logical trays will be updated with the new Parent Container Reference ID in the .csm.

When providing recurring appointment content information to FAST via the Mail.dat file, the updated Mail.dat must be submitted 2 hours prior to the scheduled appointment time. When recurring or one-time appointment content information is provided via Mail.XML, it must be provided 1 hour prior to the scheduled appointment time. *PostalOne!* will generate a UPD postage statement and the clerk will finalize postage. When needed, the Mailer will submit transportation updates after finalization.

DRAFT

3.8 The *PostalOne!* Transportation Management Systems (TMS)

The *PostalOne!* Transportation Management Systems (*PO!* TMS or TMS) feature direct routing of mail using the most time-efficient transportation possible by utilizing advanced surface and air assignments. The overall objective is to better align First-Class Mail business customers with Postal Service production, acceptance, and distribution processes. The technology component features a shipping system that scans tray labels, captures weight, and interfaces with the Surface-Air Management System (S-AMS) for assignments. This mechanism can help them meet certain service standards by improving the speed, accuracy, and consistency of mail delivery.

The following diagram is a graphical depiction of the data flow between the *PostalOne!* TMS and the USPS network, including the various data repositories.

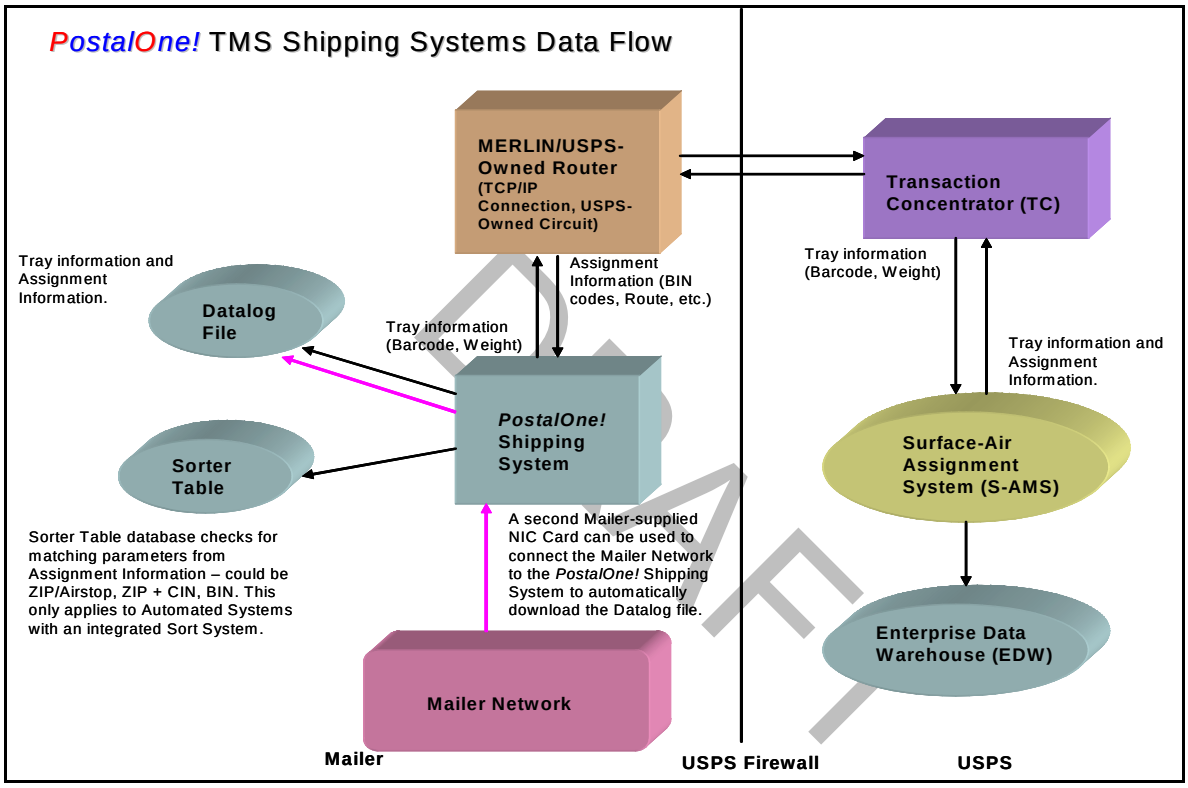


Figure 17: data flow between the PostalOne! TMS and the USPS network

3.8.1 *PostalOne!* TMS and Full-Service

Mailers may choose to participate in the *PostalOne!* TMS program to fulfill some of the requirements for Full-Service. Specifically, the Intelligent Mail tray barcode information scanned by the *PostalOne!* TMS and stored in the data log file can be used to populate a portion of the required electronic documentation.
USPS Information Technology has developed a connectivity architecture that meets the information security needs of both the USPS and the mailers, in addition to providing the most robust backup and recovery options should there be network or hardware failure on the USPS side, reducing the amount of potential downtime for the mailers.

Additionally, this architecture will allow mailers to network the TMS' into their infrastructure in order to automatically pull data log files from the TMS' to retrieve the Intelligent Mail Tray Barcode data needed to qualify for Full-Service. Mailers are approved to install a second Network Interface Controller (NIC) Card in their TMS' in order to connect to their network.

3.8.2 *PostalOne!* TMS and Mail.dat

Although it is not a USPS requirement, some Mailers may choose to populate their Mail.dat files with the Airline Code (carrier). This optional data will not be stored or displayed in any way. If a Mailer chooses to pursue this option, Mail.dat has two User Label Fields (each with 40 byte capacity) that can be used.
The Mailer would use the Response from S-AMS, found in Field 6 of the data log file, to populate “Label: User Information Line 1” and “Label: User Information Line 2”. Mailers will find the Airline Code (carrier) in “User Label 2”, bytes 9 and 10.

For example, if the Response from S-AMS is L0935NSMFPITD8GDBC75B%F0704140817070830018005 0615X-SDFX PIT:

Label: User Information Line 1, the first 40 bytes, would be:

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
L	0	9	3	5	N	S	M	F	P	I	T	D	8	G	D	B	C	7	5	B	%	F	0	7	0	4	1	4	0	8	1	7	0	7	0	8	3	0	0

Label: User Information Line 2, the second 40 bytes, would be:

1	2	3	4	5	6	7	8	**9**	**0**	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
1	8	0	0	5	0	6	1	**5**	**X**	-	S	D	F	X		P	I	T																					

As can be seen above, Label: User Information Line 2, bytes 9 and 10 hold the characters 5X, the Airline Code for UPS.

DRAFT

3.8.3 *PostalOne!* TMS Contingency Plans and Full-Service Qualification

The mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation regardless of an available connection to S-AMS. In order to qualify for the Full-Service option, mailers may continue to use their *PostalOne!* Transportation Management Automated or Semi-Automated Systems in Bypass Mode (assuming the System Failure is related only to S-AMS or other Network connectivity problems that do not prevent the System from functioning). This will allow for the automatic population of Intelligent Mail Tray Barcode data into their data log files. Alternatively, Mailers may choose to hand-scan Mail trays in order to capture the relevant Tray Label data.

In the event of *PostalOne!* TMS does not have connectivity with S-AMS, *PostalOne!* TMS users’ should follow the contingency plan outline in the CSA where users shall:

- Contact their Local USPS representatives to notify them of the outage.
- Contact the USPS Help Desk to open a ticket.
- Continue to make required separations on all Surface Mail. Local Postal operations will provide the customer with a list of separations by ZIP Codes that will be utilized by the customer while the system is down.
- Not be required to scan or separate Air Mail. Air mail will be jackpotted and a placard will be placed on the mail indicating the mail is unscanned.

If *PostalOne!* TMS has no connectivity to S-AMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment.

For mailers with a Customer/Supplier Agreement using TMS, in cases of no connectivity with S-AMS refer to section “3.9.1 Using *PostalOne!* TMS with CSAs” for contingency plan.

In order to qualify for the Full-Service option, mailers may continue to use their *PostalOne!* Transportation Management Automated or Semi-Automated Systems in Bypass Mode (assuming the System Failure is related only to S-AMS or other Network connectivity problems that do not prevent the System from functioning). This will

allow for the automatic population of Intelligent Mail Tray Barcode data into their data log files. Alternatively, Mailers may choose to hand-scan Mail trays in order to capture the relevant Tray Label data.
For more information about using *PostalOne!* TMS refer to the *PostalOne!* TMS Guide.

3.9 Customer/Supplier Agreements (CSA)

The Customer/Supplier Agreement (CSA) is a written notice that confirms, for a commercial mailer, the origin-entry preparation requirements and the acceptance window times necessary for mail to be considered entered into the postal network on "Start-the-Clock" Day Zero (Day-0). A CSA may also include a schedule of transportation times, mail containerization specifications, designated postal mail facility entry locations, and time-sensitive mail entry instructions.

"Start-the-Clock" is the date and time when a mail piece enters the mailstream. "Start-the-Clock" Day Zero is the date when the clock starts for purposes of service performance measurement.

A CSA does not create a Postal Service guarantee, promise, or commitment to process and/or deliver within the applicable service standard, or within any in-home target date or window.

The objective of a CSA is:

- To formalize agreement on criteria used to determine Start-the-clock Day Zero (Day-0) to create a common understanding between the USPS and mailers.
- To approve later acceptance times and describe the separation requirements to qualify for those times.
- To provide a structured format to support presort software developed to create separations and container labels for Full-Service requirements.
- To describe separation and containerization standards requested of the mailer that are not covered in the required or optional containerization requirements described in the Domestic Mail Manual (DMM).

Note: CSA preparation requirements take precedence when applicable.

A CSA will be created if the following conditions exist:

- have their origin entered mail verified at a Detached Mail Unit (DMU),
- perform additional mail preparation in order to enter mail after a Business Mail Entry Unit's (BMEU) critical acceptance time, and/or
- are large enough to collaborate on a mailer-specific acceptance time prior to the Business Mail Entry Unit's critical acceptance time.

Complete details on CSAs can be found in the Guide to Customer Supplier Agreements which can be found at http: //ribbs.usps.gov/

3.9.1 Using *PostalOne!* TMS with CSAs

Mailers with a *PostalOne!* Transportation Management System (TMS) have the capability to dynamically assign handling units (i.e., trays) to transportation routes. Examples of dynamic assignment are: a tray for ZIP Code 600 is run through the TMS at 9 am and receives an airline assignment, another tray for ZIP Code 600 is run through the TMS at 11 am and receives a surface assignment; or a tray for ZIP Code 945 is run through the TMS at 3 pm and receives an airline assignment of American Airlines, a tray for ZIP Code 945 is run through the TMS at 6 pm and receives an airline assignment of Continental Airlines. The CSA for mailers using a TMS will identify the appropriate dispatch to which those assignments will be associated. The contingency plan for sites with TMS is: if there is no connection to S-AMS, mailers who have sufficient processing capacity and time to scan mail prior to their committed dispatch time, will rerun all unassigned trays prepared during the disconnect time through the TMS to receive the proper assignment. If the mailer has insufficient capacity or time prior to his committed dispatch, the mailer will not be required to run trays prepared during the disconnect time through TMS for assignment. Regardless of an available connection to S-AMS, the mailer is still responsible for providing Intelligent Mail Tray barcodes in the electronic documentation.

In cases of disconnect, the mailer will continue to make the required container separations for all trays that are

DRAFT

routed via surface transportation 100% of the time. Trays for destinations that are routed via air transportation 100% of the time, and destinations that may be routed via either surface or air depending upon the time of scan assignment will be containerized as unscanned volume. All trays that are not scanned will be containerized separately from trays that have received a scan assignment. Trays which have not been scanned and require an assignment will be containerized and dispatched to the parent contingency plant identified in the CSA for scanning and assignment through the plant's S-AMS equipment. All unscanned trays must be properly sleeved, strapped, labeled, and placed in approved USPS containers. All containers will be identified with appropriate separation placards plus additional placards identifying the containers as "Unscanned Volume for Scan Assignment." The mailer will notify the local contingency plant anytime they have a disconnect situation, and provide estimated volume of unscanned trays and plant arrival times. Any mailing without assignment presented to the Postal Service under a CSA that has a requirement for mailer scan assignments prior to deposit will receive a Start-the-clock of day + 1 for that mailing.

The CSA for mailers with a TMS will contain surface separations along with a default air separation. That default air separation will likely be broken into multiple lines in the CSA downloadable file so that the various labeling options may be accurately reflected. The TMS can also be used to make surface separations with those separations entered into the TMS by loading the CSA file or through a manual data entry process. The CSA will contain labeling instructions for the surface separations as well.

For more information about TMS see section "3.8 – *PostalOne!* Transportation Management Systems (TMS)" within the eDoc Guide.

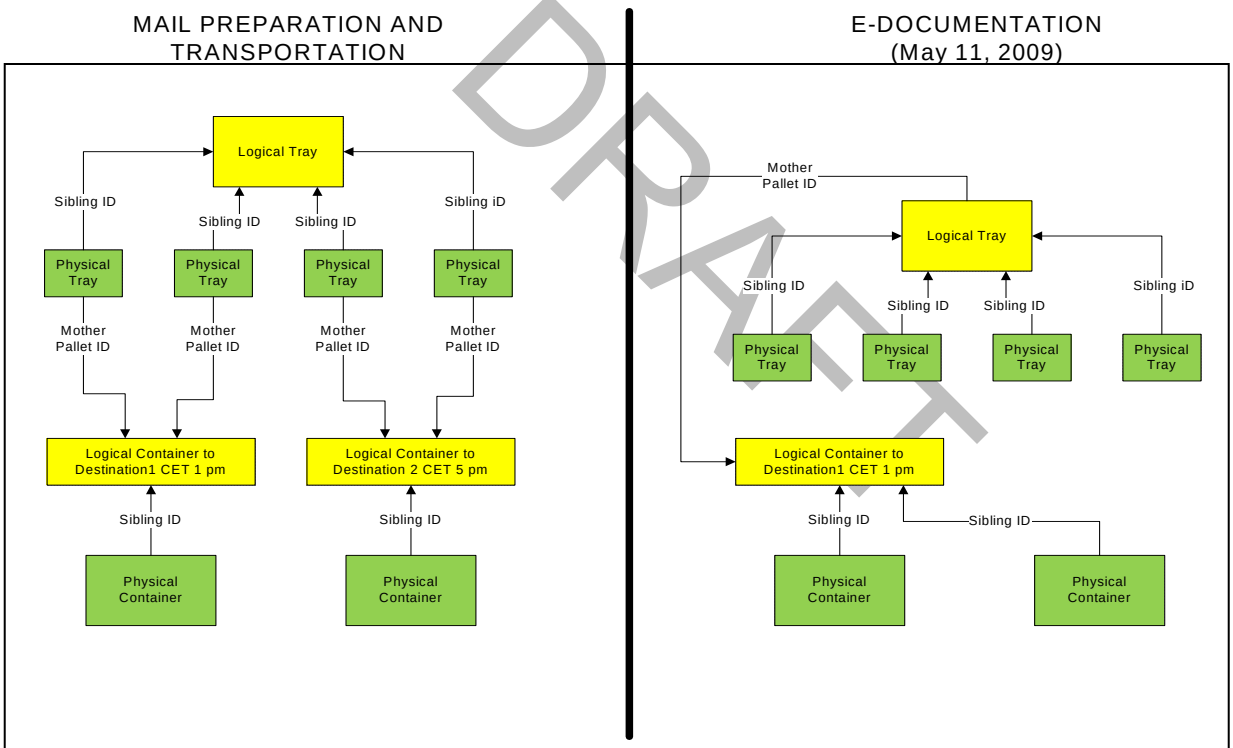


Figure 18: Logical Tray is split across logical containers by TMS

DRAFT

3.9.2 CSAs and the FAST System

The FAST system will make this data available as an electronic file that can be downloaded from the FAST system website; it is also available as a web message. Changes to a CSA will always be coordinated with the mailer. In the event that a CSA changes, an email will be sent to notify the mailer that the changes have been made to the CSA and the effective date of those changes (changes will always take effect at midnight on the date specified). The data provides specific instructions on which separations should be made at that mailer facility as well as dispatches and arrival data. Mailer software will then use the CSA to determine which separations to make and what information to include in the container label applied to that separation.

The CSA will also be used to correctly associate handling units (trays, tubs, sacks) to containers in the electronic

documentation. The label ZIP Code (and presort for working mail separations) for the handling unit will determine the separation on which the handling unit should be placed. Either physical or logical containers will be created as defined in the CSA and a .CSM record should be defined for each container created. If the mailer is creating logical containers, then one logical container will be created for each separation. Handling units are then associated to those containers (physical or logical).

3.10 Creating Appointments

The USPS requires appointment scheduling for drop ship mail and for origin entered mail verified at a DMU and transported to the USPS plant by the mailer. Appointments enable more efficient resource planning and service performance. The USPS FAST (Facility Access and Shipment Tracking) system is the business processing engine that provides customers with appointment scheduling capabilities for destination and origin entry shipments.

A Mail Owner or mailing agent must request a user account within the Customer Registration system and then request access to the FAST system via the Business Customer Gateway, which will both perform authentication and authorization services for the FAST system. Refer to the *User Access to Electronic Information and Reports Guide* for more details on how to access the FAST system.

There are two ways to create, update, cancel, and manage appointment scheduling:

1. By utilizing IDEAlliance Mail.XML (previously known as TM Specification) Specification and *PostalOne!*/FAST Web services to provide appointment logistics and content information including the Intelligent Mail Container Barcode. Information may be provided using pure Web services (pure Web Services is defined as a transaction where all logistics and all container detail information is provided in the XML transaction by the customer), or Web Services in conjunction with Mail.dat (Web Services with Mail.dat is defined as a transaction where all logistics information is provided in the customer's XML file and all or partial container detail information is provided by the *PostalOne!* system from *PostalOne!* Mail.dat database. All or partial container detail already exists in the *PostalOne!* system and is appended to customer's XML transaction and sent to the FAST system).

2. Users may also access the FAST system online service at https: //fast.usps.com or via the Business Customer Gateway to request an appointment. This online FAST system process does not, however, allow the customer to provide content (container) detail information, such as Intelligent Mail Container Barcode (IMcb), pre-sort, , expected container counts, and many other characteristics. One-time appointments created online must be updated via Mail.XML in order to provide detailed container information, primarily the Intelligent Mail Container Barcode. The detailed container information can be provided either via pure Web services or via Web services with Mail.dat for the Full-Service option.

For recurring appointments, the customer can send a content update with a transportation ('T') update using Mail.dat. This is a valid content update method for Full-Service but does not apply to one-time appointments. One-time appointments created online or through Web Services must be updated via Mail.XML in order to provide the Intelligent Mail Container Barcode information.

For details on how to create appointments using Web Services, refer to the *Postal Service Mail.XML Technical Specification* on RIBBS. The Mail.XML Specification can be found at the IDEAlliance website www.maildat.org.

For details on how to create appointments via the FAST online system, refer to the *Facility Access and Shipment Tracking (FAST) Customer User Guide*.

3.10.1 Joint Scheduling:

Joint Scheduling process is defined as an appointment management process where more than one business entity is involved in providing data for a single appointment; logistics data (Facility, Day, time) or content detail data (Container details) for a single appointment. Joint scheduling applies for appointment management for drop

DRAFT

ship appointment scheduling. The Full-Service option requires that content detail information be provided to the USPS electronically. There are three possible scenarios to perform joint scheduling electronically through Mail.XML with the *PostalOne!* – FAST systems.

3.10.1.1 Scenario 1

This scenario pertains to an existing relationship and understanding between Printer A and Logistics Company B, where the two parties already know the content and transportation needs of each other. The two business entities must work together to compile logistics and content detail information into a single appointment.

- Logistics Company B works with Printer A and both understand each others on going business needs.
- Printer A provides details on its containers to Logistics Company B for Appointment 100000001.
- Printer A, who may have already sent the container information to the *PostalOne!* system as part of eDoc, may give the primary key data for their containers to Logistics Company B.
    a. Printer A may provide manually or may use DeliveryContent messages to communicate the container data to Logistics Company B.
- Logistics Company B references to the container key information (provided by Printer A, already in the *PostalOne!* System) when they create the appointment.
- Logistics Company B may reference container information from other parties (i.e. – Printer B, Printer C, and Printer D) as well on the same appointment.

In this scenario, both Printer A and Logistics Company B are eligible to receive their closeout data through Mail.XML. Logistics Company B will receive the closeout data for all containers on the appointment and Printer A will only receive the data for Printer A's containers on the appointment.

Communication method that Printer A uses to communicate container data to Logistics Company B:

- Mail.XML - DeliveryContentCreateRequest/Response messages
- Mail.XML - DeliveryContentUpdateRequest/Response messages
- Mail.XML - DeliveryContentCancelRequest/Response messages
- Provide manually
- Mail.dat file set (CSM)

Communication method that Printer A uses to create content within *PostalOne!* – FAST systems.

- Mail.dat file set (CSM)

Communication method Logistics Company B uses to create/manage the appointment and tie Printer A's content data to the appointment:

- Mail.XML - DeliveryApptCreateRequest/Response
- Mail.XML - DeliveryApptUpdateRequest/Response
- Mail.XML - DeliveryApptCancelRequest/Response
- Mail.XML - DeliveryApptQueryRequest/Response

3.10.1.2 Scenario 2

This scenario pertains to an existing relationship and understanding between Printer A and Logistics Company B, where the two parties already know the content and transportation needs of each other. In this scenario, two separate business entities provide electronic information for one appointment.

- Printer A creates 'stand alone' content(s) in the FAST system via Mail.XML identifying Logistics Company B as the owner of the appointment and receives content ID(s) from the FAST system for the containers.
- Printer A then provides the Content IDs from the FAST system to Logistics Company B.
- Logistics Company B creates an appointment and in the appointment request, references the Content IDs that Printer A received from the FAST system. The content created by Printer A will now be tied to the appointment created by Logistics Company B.

In this scenario, both Printer A and Logistics Company B are eligible to receive their closeout data through Mail.XML. Printer A will receive the data only for Printer A's containers on the appointment and Logistics Company B will receive the data for all containers on the appointment.

DRAFT

Communication method that Printer A uses to create content within *PostalOne!* – FAST systems.

- Mail.XML - DeliveryContentCreateRequest/Response messages
- Mail.XML - DeliveryContentUpdateRequest/Response messages
- Mail.XML - DeliveryContentCancelRequest/Response messages

Communication method that Printer A uses to communicate the Content IDs to Logistics Company B

- Mail.dat file set (CSM)
- Can simply be a spreadsheet file or a data file

Communication method Logistics Company B uses to create/manage the appointment and tie Printer A's content data to the appointment:

- Mail.XML - DeliveryApptCreateRequest/Response messages
- Mail.XML - DeliveryApptUpdateRequest/Response messages
- Mail.XML - DeliveryApptCancelRequest/Response messages
- Mail.XML - DeliveryApptQueryRequest/Response messages

3.10.1.3 Scenario 3

This scenario pertains to an LTL (Less than a Load) environment where LTL Company B is working with non-Full-Service customers and Printer A. Printer A wants to use the Full-Service option. In this scenario, LTL Company B provides information online while Printer A provides information electronically.

The small LTL Company B creates an appointment in the FAST system providing the logistics info and the content info of the non-Full-Service mailings. LTL Company B informs Printer A the appointment ID which can be used to update eDoc and other documentation (i.e. PS Form 8125). Printer A uses Mail.XML to add content to the appointment created by LTL Company B.

- LTL Company B creates an appointment.
- LTL Company B provides the appointment ID to Printer A.
- After receiving the appointment ID, Printer A sends content message to the FAST system and references the appointment ID.

In this scenario Printer A is eligible to receive their closeout data through Mail.XML and will receive the data only for their containers on the appointment.

Communication method that LTL Company B uses to create Shell appointments

- The FAST system's Create Appointment module

Communication method that Printer A uses to associate/create/manage content in the *PostalOne!* – FAST system.

- Mail.XML - DeliveryContentCreateRequest/Response
- Mail.XML - DeliveryContentUpdateRequest/Response
- Mail.XML - DeliveryContentCancelRequest/Response

Mail.XML - DeliveryContentQueryRequest/Response

3.11 Mail.dat

Mail.dat is an industry-defined database structure consisting of files linked by key fields. A Mail.dat submission to the *PostalOne!* system consists of 20 files, each with its own record type, from which the USPS can extract data necessary to create the postage statement and required documentation. Mail.dat is one method mailers can use to submit electronic data that includes postage statement information to the Postal Service. Currently, the *PostalOne!* system supports Mail.dat 08-1, 08-2 and 09-1. Those interested in using Mail.dat for comprehensive business function Full-Service support should use version Mail.dat 09-1.

For information about Mail.dat and how you can use Mail.dat to submit electronic information refer to http://www.maildat.org/ and http://ribbs.usps.gov/ where you will find the *Postal Service Mail.dat Technical*

DRAFT

Specification. Note: all references to specifications in this document are subject to update as operational or pricing initiative details are finalized.

3.11.1 Mail.dat 09-1 – *PostalOne!* System Implementation

Mail.dat 09-1 will add functionality needed for the Full-Service option as follows:

- Provides the capability to link logical handling units and containers to physical handling units and containers to support Multi-Line Optical Character Reader (MLOCR) and Barcode Sorters (BCS) in continuous mailing environments;
- Supports piece-level electronic documentation requirements for Basic and Full-Service options;
- Allows for linkage of original handling units (tray, sacks) with new handling units in the copalletization mailings along with a new copalletization original and Linked indicator; (supported starting in November 2009)
- Allows the ability to identify move update method at a higher level for faster and convenient postage processing;
- Creates the rate cells necessary to identify and distinguish between Basic and Full-Service pieces. Mail.dat 09-1 also improves identification of spoilage at a rate level.
- Supports all methods of identifying the Mail Owner and Mail Preparer for the By/For relationship.

The change requests for 09-1 can be accessed at the IDEAlliance change management Web site found at http://pmstage.freecom.at/pmstage/index.php.

DRAFT

3.11.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes

As part of the Full-Service option, mailers are required to uniquely number their mailpieces and provide information for every mailpiece in their mailing except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct rate or if all pieces are of identical weight, the pieces are separated by rate). When the Intelligent Mail barcodes used on the mailpieces are not sequentially numbered, mailpiece information will be given as an individual record for each piece in the mailing. Individual piece records must also be provided when multiple Mailer IDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks). Both an .IMR and .PDR for Mail.dat should not be submitted together for the same job, including for shortage/spoilage postage adjustments when an .IMR was originally submitted.

Individual Piece Records are identified in Mail.dat in the Piece Detail Record (.PDR) file. The Intelligent Mail barcode must be provided in the Piece IM Barcode field of the .PDR file.

If the mailpiece has a POSTNET instead of an Intelligent Mail barcode, complete the Piece Barcode field of the .PDR instead of the Piece IM Barcode field.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the .PDR or .SEG for Mail.dat and in the MailPieceCreate or MailPieceUpdate message for Mail.XML. The Full-Service Level Indicator field in the Container Quantity Record (.CQT) file should be populated to indicate Full-Service, Basic, or nonautomation rate at which the mailpieces associated to that .CQT record are being mailed

The Mail Owner must be identified in the electronic documentation through one of the mechanisms outlined in the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document. The three means of identifying the Mail Owner include:

1) Providing the Mailer ID of the Mail Owner,
2) The Customer Registration ID (CRID) of the Mail Owner,
3) The Permit Number/Permit ZIP+4/Permit Type of the Mail Owner.

For detailed specifications on how to populate the PDR or MailPieceCreate and MailPieceUpdate messages , refer to the Mail.dat Specification or Mail.XML Specification which can be found at http: //www.maildat.org/ or http: //www.idealliance.org and the *Postal Service Mail.dat Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.11.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who use sequential serial numbers in the Intelligent Mail barcodes they apply to mailpieces can use this option to identify mailpiece data in their electronic documentation. This option cannot be used when the serial numbers in the Intelligent Mail barcode are non-sequential for mailpieces in a bundle/handling unit.

The Intelligent Mail barcode sequences are included in the IM Barcode Upper and Lower Serialization fields of the Intelligent Mail Range Record (.IMR) file. These fields are populated with 15 digits (a 6- or 9-digit Mailer ID plus a 9- or 6-digit Serial Number). This new file will allow the association of multiple ranges to a single .CSM record. When handling units are used, the IMR record must associate to the handling unit and not the mother pallet. Sequences must be contiguous and may not overlap among containers in a mailing or between mailings during the 45-day period for barcode uniqueness. Mailers should not submit both an .IMR and .PDR for the same job, including for shortage/spoilage postage adjustments when an .IMR was originally submitted. When using the .IMR record for a Mixed mailing that includes mailpieces with a POSTNET, the IM Barcode Upper and Lower Serialization fields should be left blank for the piece records for those mailpieces. Sequential Intelligent Mail barcode mailpieces that are not included in a mailing should be indicated as described in the Spoilage and Shortage section of this document using the .PAR file.

The mechanism for compliance with move update requirements should be provided in the Move Update Method field in the Segment Record (.SEG) file in 09-1 and at the piece level in Piece Detail Record (PDR) in 08-2 and in 09-1. The ServiceLevelIndicator field in the .CQT file should be populated to indicate Full-Service, Basic, POSTNET, or Other (for nonautomation mailpieces) which provides the level at which the mailpieces associated to that .CQT record are being mailed.

The Mail Owner must be identified in the electronic documentation through one of the mechanisms outlined in the Mail Owner and Mail Preparer Identification in Electronic Documentation section of this document.

Starting in November 2009, piece range information can be provided by utilizing the MailPieceCreate or MailPieceUpdate Request/Response messages that support both piece detail and piece ranging information.

For detailed specifications on how to populate Mail.dat files, refer to the Mail.dat Specification which can be found at http: //www.maildat.org/ or http: //www.idealliance.org and the *Postal Service Mail.dat Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.11.4 Handling Unit Information

Handling Unit is the term used to describe the equipment (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For Full-Service mailings, the Intelligent Mail tray barcode label will be required on trays, tubs, and sacks. (Note: for bundles, the Intelligent Mail barcode of the top mailpiece of the bundle is used to identify the bundle but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail tray barcodes must remain unique for 45 calendar days from the Postage Statement Mailing date in the .CSM.

For Full-Service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

DRAFT

3.11.4.1 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.dat in the Container Summary Record (.CSM) file. Mailers will create a .CSM record for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the .CSM record for the handling unit.

In overflow scenarios, mailers can associate a physical handling unit to another physical handling unit by placing the Container ID of the physical container (from the Container ID field of the .CSM record) in the Sibling Container Reference ID field of the overflow physical handling unit .CSM record.

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at http: //www.maildat.org/ or http: //www.idealliance.org and the *Postal Service Mail.dat Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.11.4.2 Logical Handling Units (Trays only)

For MLOCR-origin and Continuous Presort mailings, the situation often arises where multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.

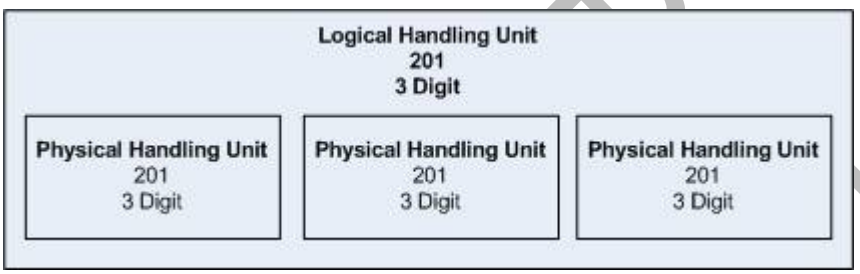


Figure 19: Logical Handling Units

Both physical and logical handling units are identified in Mail.dat in the Container Summary Record (.CSM) file. Logical handling units are created as records in the .CSM file and are identified as logical handling units by including an “L” in the Container Type field. Logical handling units will not have an Intelligent Mail tray barcode in the Label: IM Container or IM Tray Barcode field. A logical handling unit must be associated to at least one physical handling unit.

Physical handling units are also created as records in the .CSM file and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with “Y”.

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the .CSM record) in the Sibling Container Reference ID field of the physical handling unit .CSM record.

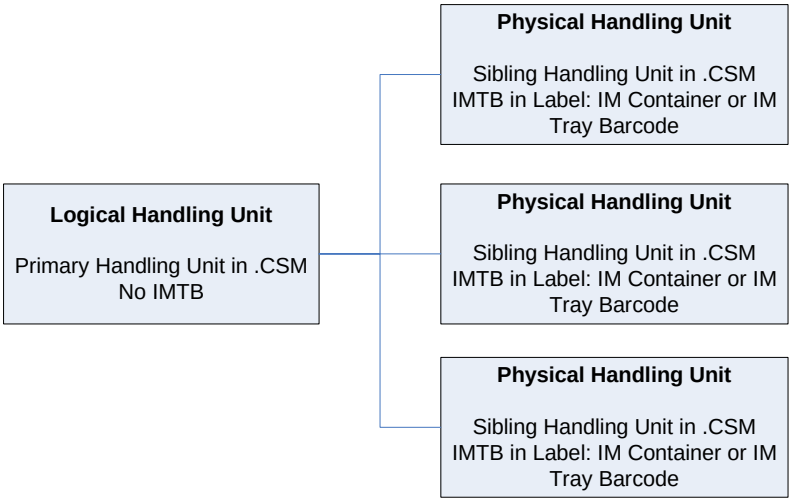


Figure 20: Association of Logical Handling Units to Physical Handling Units

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at http: //www.maildat.org/ or http: //www.idealliance.org and the *Postal Service Mail.dat Technical Specification* which can be found at http: //ribbs.usps.gov/.

DRAFT

3.11.5 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-Service mailings require container labels that include a unique Intelligent Mail container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail container barcode with a unique number for each physical container. These Intelligent Mail container barcodes must remain unique for 45 calendar days from the date Postage Statement Mailing Date in the .CSM.

For Full-Service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

3.11.5.1 Physical Containers

Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A physical container is created in Mail.dat in the Container Summary Record (.CSM) file. Mailers will create a .CSM record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the .CSM record for the container.

In overflow scenarios, mailers can associate a physical container to another physical container by placing the Container ID of the physical container (from the Container ID field of the .CSM record) in the Sibling Container Reference ID field of the overflow physical container .CSM record.

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at http: //www.maildat.org/ or http: //www.idealliance.org and the *Postal Service Mail.dat Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.11.5.2 Logical Containers (Pallets or APCs)

For MLOCR-origin or Continuous Presort mailings, the situation often arises where multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.

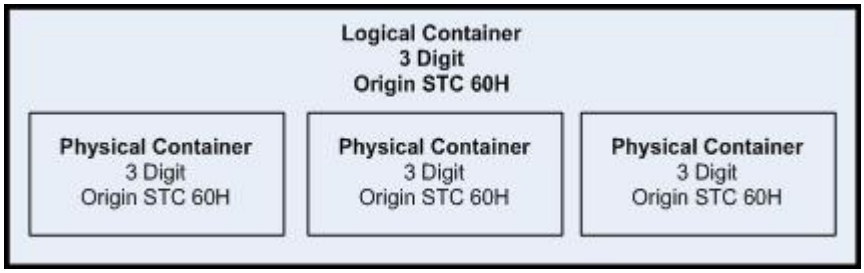


Figure 21: Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.dat in the Container Summary Record (.CSM) file. Logical containers are created as records in the .CSM file and are identified as logical containers with an “M” in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the .CSM file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the .CSM is populated with “Y”.

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the .CSM record) in the Sibling Container Reference ID field of the physical container .CSM record.

In the following example there would be four records in the .CSM file corresponding to three “physical” containers.

DRAFT

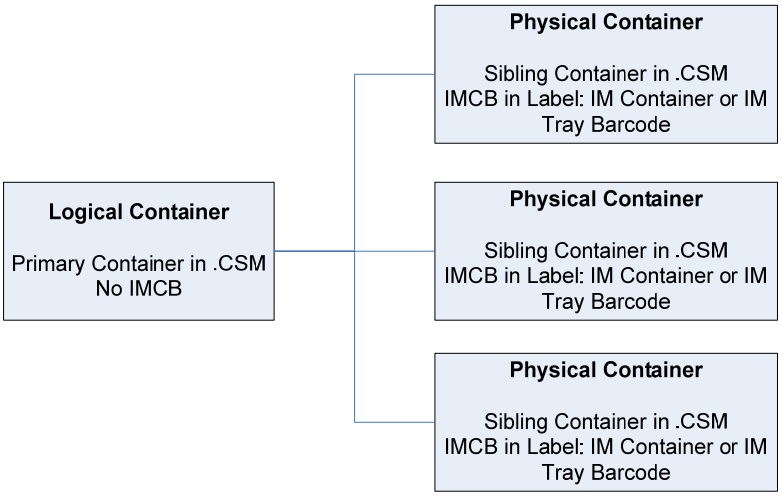


Figure 22: Association of Physical Containers to Logical Containers

For detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification which can be found at http: //www.maildat.org/ or http: //www.idealliance.org and the *Postal Service Mail.dat Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.11.5.3 Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical or physical containers. This association is made by including the Container ID of the parent, logical container (from the Container ID field of the .CSM record) in the Parent Container Reference ID field of the .CSM record of the child, logical handling unit. Multiple logical handling units can be associated with a single logical container.

DRAFT

3.11.6 Postage Information

Physical bundles and handling units (trays or sacks) must be used for Periodicals where postage is applicable for Outside County Containers and bundles.

The Mail.dat file may be used to enter the electronic postage statements for either Full-Service or Basic mailing. The *PostalOne!* system uses information in the following files to generate a postage statement: HDR, SEG, CSM, CQT, PQT, MPU, CPT, MCR, and MPA. There is a billable postage statement electronically entered for each Job ID, Permit Number, Post Office of Mailing ZIP Code (Origin Post Office), Mailing Date (Container Ship Date in the CSM for 08-1 and 08-2 or Postage Statement Mailing Date for 09-1), CAPS Reference Number, Processing Category, and Mailing Class. For Periodicals, the Publication Number replaces the permit number and there are additional Postage Statement generation variables: Periodicals Issue Date, and Frequency. The *Postal Service Mail.dat Technical Specification*. lists all the postage statement generation variables. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

The Postal Service maintains a record of the Publication Number at the Original Entry and the Additional Entry office indicating if a publication has a Centralized Periodicals Payment (CPP) program agreement. Publications that participate in the CPP program may elect to be debited for each postage statement as it is finalized as described above. In this case the Pricing and Classification Service Center (PCSC) in New York (office that manages the CPP program) may remain the Original Entry office but the publication will no longer be part of the CPP program. Either a Full-Service mailing or a Basic mailing may choose this option.

Publications that participate in the CPP program may consolidate and defer payment for a single publication issue and for the postage statements at an acceptance office (generally a Detached Mail Unit DMU) for a period not to exceed 28 days after the last day of mailing of the main file of the issue. The CPP program agreement requires funds approximately equal to the postage for the normal or regular issue of the publication to be held in escrow. Either a Full-Service or a Basic mailing may use the consolidated and deferred payment option. To use this

option, the Mail.dat file MPA Postage Payment Option for the USPS Publication Number must be set to C=CPP. The USPS Publication Number must be on record with a current CPP program agreement. The acceptance personnel will enter the USPS Verified copy weights and accept the postage statement rather than finalize it. The publisher signed on as Owner or the acceptance personnel may change the advertising percentage until the time of payment. Before the 28-day period expires, the publisher will sign onto the Owner view to make a Consolidated and Deferred Payment Request. All of the postage statements for the issue at each acceptance office will appear for selection into the Payment Request. The Owner will select the appropriate postage statements for the payment and submit the payment to debit the account a single payment for each acceptance office. If the Consolidated and Deferred Payment Request is not entered before the 28-day period expires, the payment debit will automatically occur.

3.11.6.1 Instructions for Periodicals Postage Payment

Periodicals postage payment considers some additional items compared to postage payment in other classes of mail. The advertising percentage is price relevant. The Mail.dat file changed the placement of the Advertising Percentage from the Mail Piece Unit file in the versions 08-1 and 08-2 to the Component file in version 09-1. A new field Ad % Basis was introduced in the Component file to allow the Postal Service to compute the advertising percentage of the Mail Piece Unit from the advertising percentages of the Components. The Ad% Basis must be used to support one of the methods of measuring advertising percentage declared in the Domestic Mail Manual. These methods are column inches, square inches or pages. A detailed description of these methods and sample calculations using the Ad % basis are available in the *Postal Service Mail.dat Technical Specification*, Appendix F: Periodicals Procedures.

The Postal Service verifies the copy weight of the editions stated in the postage statement. Sometimes if there are many editions a sampling method is employed. For Mail.dat files, the Postal Service will update the correct copy weights in the Edition Weight worksheet. The Edition Weight worksheet is available for display by mailers with access to the Business Customer Gateway, Manage Mailing Activity. Under the Manage Mailing Activity menu, the Mailing Reports link takes a mailer to a listing of postage statements where the link is found to the Edition Weight worksheet. (refer to the *User Access to Electronic Information and Reports Guide*, Reports for Periodical Mailers section). Alternatively, mailers may want to provide the corrected weight in a Mail.dat file update and avoid updates via the Edition Weight worksheet. These mailers should work with the affected acceptance office to agree on the process. A detailed description of the Edition Weight worksheet is available in the *Postal Service Mail.dat Technical Specification*, Appendix F: Periodicals Procedures.

Publishers are required to verify the advertising percentage of each edition stated in the postage statement. The Postal Service verifies the advertising percentage of an edition at least once annually and more often if needed. For Mail.dat files, the mailer or the Postal Service will update the correct copy weights in the Advertising Percentage worksheet available via Mailing Reports. Alternatively, mailers may want to provide the corrected advertising percentage in a Mail.dat file update and avoid updates via the Advertising Percentage worksheet. These mailers must communicate with the affected acceptance office to agree on this process. A detailed description of the Advertising Percentage worksheet is available in the *Postal Service Mail.dat Technical Specification*, Appendix F: Periodicals Procedures.

For a Mail.dat file, the Periodicals postage statement includes additional reporting features. These are the postage statement register, the entry facility detail, the version summary, and the listing by mailing date.

3.11.6.2 Instructions for Centralized Postage Payment (CPP) Customers

Existing Centralized Periodicals Payment (CPP) customers are encouraged to pay for postage at their acceptance offices using Mail.dat files using the consolidated payment request. The consolidated payment functionality is available to replace the CPP program and allows CPP customers to consolidate multiple Mail.dat jobs for a particular publication and issue at a single acceptance office [Detached Mail Unit (DMU) or Business Mail Entry Unit (BMEU)] for payment. To use this feature, the CPP customer must have a CPP Agreement on file with the Pricing and Classification Service Center (PCSC). The customer must maintain on deposit, the amount of escrow funds indicated in the agreement and follow all other requirements of Publication 406 Guide to the Centralized Postage Payment (CPP) System for Periodicals Mail.

Instructions on how to access Periodical reports including the Edition Weight Worksheet and the Advertising Percentage Worksheet in this section are in the Electronic Documentation Process Guide for CPP Mailers on

DRAFT

http: //ribbs.usps.gov/index.cfm?page=intellmailguides.

For Publishers interested in exiting the CPP program and migrating to electronic documentation. A detailed description of CPP, the payment request feature and electronic documentation is also provided in the CPP eDoc Process: A Guide for Centralized Postage Payment (CPP) Customers also on RIBBS.

3.11.7 Future Release: Mail.dat Owner/Mailing Agent Updates

The *PostalOne!* system will allow a preparer or owner to update a Mail.dat job sent by either entity as long as Owner's Permit Number and Permit ZIP + 4 Code information are provided in the MPA record. Mail Preparer functionality will remain the same for Mail.dat submission, authentication, and authorization. Mail Owner functionality is being modified to allow a Mail Owner to update a Mail.dat job filed by a Mail Preparer, as long as the Mail Owner's identification was provided by the Mail Preparer in the Mail.dat job. This functionality will be supported in the Full-Service release of *PostalOne!.*

3.12 Mail.XML

Mail.XML enables the secure electronic submission of mailing information to the USPS. Mail.XML will also allow mailers to submit and retrieve data electronically. This specification serves four distinct functions;

1) FAST system Appointment Scheduling: these messages are used to create and manage appointments in the FAST system and are part of the specification formerly known as the IDEAlliance Transaction Messaging (TM) specification.
2) Data Distribution and Feedback: these messages allow mailers to receive information about their mailings (i.e. Start-the-Clock, Container Scans, ACS, and nixie data).
3) Customer Identification: these messages are used to obtain customer identifiers and define relationships between customer identifiers.
4) Electronic Documentation (November 2009 release): these messages are used to communicate final postage statements and qualification reports and meet the electronic documentation requirements for Full-Service.

DRAFT

3.13 November 2009 Release: Electronic Documentation Using Mail.XML (formerly Wizard Web Services)

Mail.XML accommodates all domestic postage statements and includes the other postal documents, including Qualification Reports, involved in the mailing process. The eDoc Full-Service compliance will all be supported in the new Mail.XML version and supported by the USPS in November 2009. In addition, Mail.XML will provide the ability to electronically access USPS Full-Service data and perform business functions related to Full-Service.

For more information about using Mail.XML to communicate with the *PostalOne!* system, refer to the *PostalOne!* system product guides and tools and the *Postal Service Mail.XML Technical Specification* on http: //ribbs.usps.gov/.

3.13.1 Mail.XML Changes for November 2009

Mail.XML's next version will create one industry Web services specification combining the existing Web services defined by the USPS (i.e. WWS) and the Web Services defined under the current Mail.XML umbrella. Mail.XML also allows create, update, and cancel transactions for the Cast of Characters (brokering of information) messages. Mail.XML will also allow the support of electronic documentation and end-to-end mailing supply chain business process management for a multitude of business processes. Mail.XML will include Qualification reports, container and bundle reports, spoilage, eDropShip, containerization nesting, postage statements, postage adjustments, postage status query information, piece detail and piece ranging and many other business process related communication. Mail.XML supports copalletization, mixed mailing, manifest mailing, and business processes specific to MLOCR and continuous mailing environments.

USPS provides mailers with two data submission methods (Mail.dat, Mail.XML) to send and update electronic mail documentation (eDocumentation) to *PostalOne!*.

3.13.2 Mailing Group Request and Response

When a mailer starts a mail job, the mailer may produce the mail job in a single mail segment or in many mail segments. The mailer must create a mailing group ID to submit and associate qualification reports, postage statements, and mailpiece information for the mail job. The mailer can create a mailing group id using the OpenMailingGroupRequest/Response XML messages.

If a mailer opened a mailing group by accident, the mailer can close the mailing group and all associated documents using the CloseMailingGroupRequest/Response XML messages. Closing of MailingGroup with finalized postage statements is not allowed unless all postage statements are reversed.

3.13.3 Qualification Report Information

Mailers can use the QualificationReportCreate Request/Response messages to submit a qualification report to a mailing group. A mailing group may have multiple qualification reports. The mailer must open a mailing group ID before submitting Qualification Reports to *PostalOne!*.
There are several other reports considered part of the qualification process, such as Container Bundle Report, container nesting information, combined mailing groups are all supported through their own message sets. Qualification report itself supports providing container nesting information. For details, review the *Postal Service Mail.XML Technical Specification*.

DRAFT

3.13.3.1 Handling Unit Information

Handling Unit is the term used to describe the equipment (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific rate level for a ZIP Code destination. For Full-Service mailings, the Intelligent Mail tray barcode label will be required on trays, tubs, and sacks. (Note: for bundles, the Intelligent Mail barcode of the top mailpiece of the bundle is used to identify the bundle but mailers are not required to identify which mailpiece is the top mailpiece in their electronic documentation.) Mailers will populate the serial number field of the Intelligent Mail tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail tray barcodes must remain unique for 45 calendar days from the Postage Statement Mailing date in the QualificationReport Container Info Block.

For Full-Service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

3.13.3.1.1 Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.XML in the QualificationReport Container Info Block. Mailers will create a .QualificationReport Container Info Block for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the QualificationReport Container Info Block record for the handling unit.

In overflow scenarios, mailers can associate a physical handling unit to another physical handling unit by placing the Container ID of the physical container (from the Container ID field of the QualificationReport Container Info Block) in the Sibling Container Reference ID field of the overflow physical handling unit QualificationReport Container Info Block.

For detailed specifications on how to populate the .QualificationReport Container Info Block, refer to the Mail.XML Specification which can be found at http://www.mailxml.org/ or http://www.idealliance.org and the *Postal Service Mail.XML Technical Specification* which can be found at http://ribbs.usps.gov/.

3.13.3.1.2 Logical Handling Units (Trays only)

For MLOCR origin mailings and Continuous Presort mailings, the situation often arises where multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.

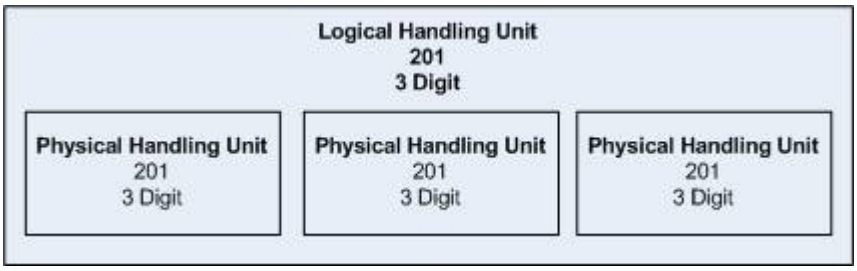


Figure 23: Logical Handling Units

Both physical and logical handling units are identified in Mail.XML in the QualificationReport Container Info Block. Logical handling units are created as records in the .QualificationReport Container Info Block and are identified as logical handling units by including an "L" in the Container Type field. Logical handling units will not have an Intelligent Mail tray barcode in the Label: IM Container or IM Tray Barcode field. A logical handling unit must be associated to at least one physical handling unit.

Physical handling units are also created as records in the QualificationReport Container Info Block and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with "Y".

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the .QualificationReport Container Info Block) in the Sibling Container Reference ID field of the physical handling unit .QualificationReport Container Info Block record.

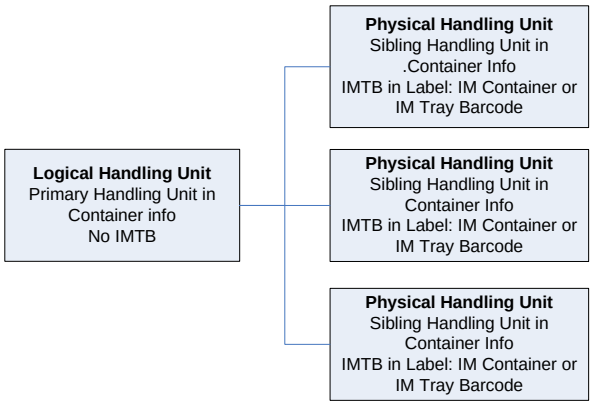


Figure 24: Association of Logical Handling Units to Physical Handling Units

For detailed specifications on how to populate the .QualificationReport Container Info Block file, refer to the Mail.XML Specification which can be found at http: //www.maildat.org/ or http: //www.idealliance.org and the *Postal Service Mail.XML Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.13.3.2 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Full-Service mailings require container labels that include a unique Intelligent Mail container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail container barcode with a unique number for each physical container. These Intelligent Mail

DRAFT

container barcodes must remain unique for 45 calendar days from the date Postage Statement Mailing Date in the .QualificationReport Container Info Block.

For Full-Service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

3.13.3.2.1 Physical Containers

Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A physical container is created in Mail.XML in the QualificationReport Container Info Block. Mailers will create a .QualificationReport Container Info Block record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the .QualificationReport Container Info Block record for the container.

In overflow scenarios, mailers can associate a physical container to another physical container by placing the Container ID of the physical container (from the Container ID field of the .QualificationReport Container Info Block) in the Sibling Container Reference ID field of the overflow physical container .QualificationReport Container Info Block record.

For detailed specifications on how to populate the .QualificationReport Container Info Block file, refer to the Mail.XML Specification which can be found at http: //www.mailxml.org/ or http: //www.idealliance.org and the *Postal Service Mail.XML Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.13.3.2.2 Logical Containers (Pallets or APCs)

For MLOCR origin mailings or Continuous Presort mailings, the situation often arises where multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical container into which it was sorted.

DRAFT

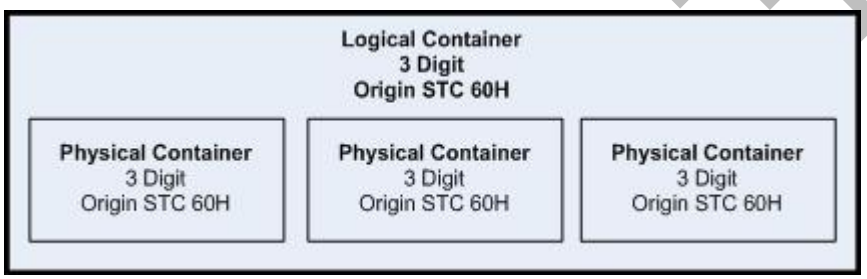


Figure 25: Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.XML in the Container Summary Record (.QualificationReport Container Info Block) file. Logical containers are created as records in the .QualificationReport Container Info Block file and are identified as logical containers with an “M” in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

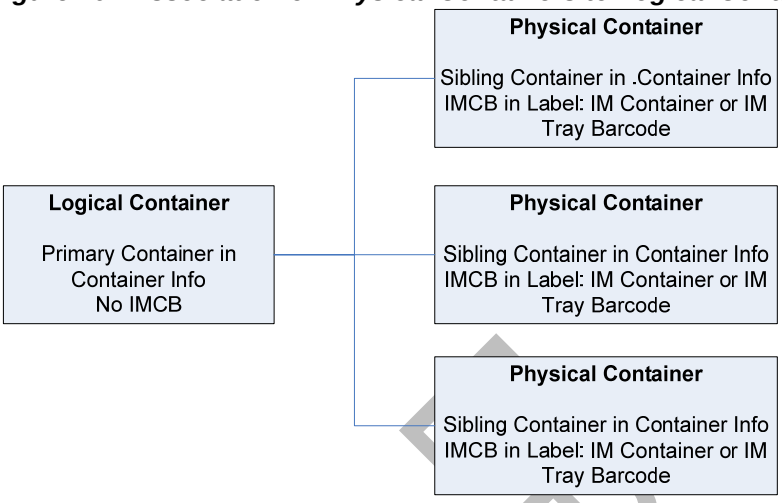
Physical containers are also created as records in the .QualificationReport Container Info Block file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the

.QualificationReport Container Info Block is populated with “Y”.

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the .QualificationReport Container Info Block record) in the Sibling Container Reference ID field of the physical container .QualificationReport Container Info Block record.

In the following example there would be four records in the .QualificationReport Container Info Block file corresponding to three “physical” containers.

Figure 26: Association of Physical Containers to Logical Containers



For detailed specifications on how to populate the .QualificationReport Container Info Block, refer to the Mail.XML Specification which can be found at http: //www.mailxml.org/ or http: //www.idealliance.org and the *Postal Service Mail.XML Technical Specification* which can be found at http: //ribbs.usps.gov/.

3.13.3.2.3 Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical containers or physical containers. This association is made by including the Container ID of the parent container (from the Container ID field of the .QualificationReport Container Info Block) in the Parent Container Reference ID field of the .QualificationReport Container Info Block of the child handling unit. Multiple handling units can be associated with a single container.

3.13.4 Postage Information

The Mail.XML messages may be used to enter the electronic postage statements for either Full-Service, Basic, or non-Intelligent Mail mailings. The mailers can submit or cancel a postage statement assigned to a mailing group using the Postage Statement Create and Cancel Request/Response Messages. These messages allow the customer to submit either the basic-form or extended-form of the postage statement, in order to accommodate either singular or multiple entries for each line item which allows the customer to submit non-identical piece weight mailings. Mailers can only submit postage statements after all mailpieces or piece ranges are submitted for a mailing group. The postage statements must account for all or more mailpieces or piece ranges that have been submitted.

Mailers can query for a postage statement using the PostageStatementQuery Request/Response messages to get all the postage data back for a postage statement ID. Mailers can query for the status of a postage statement i.e. pending, finalized, etc. using the PostageStatementStatusQuery Request/Response messages.

The Periodical Statement Create Request/Response messages are used for the submission of Periodical postage statements. The Postage Statement Cancel Request/Response message is used for cancellation of the Periodical postage statements. Mailers can only submit periodical postage statements after all mailpieces or piece ranges are submitted for a mailing group. The postage statements must account for all or more mailpieces or piece ranges that have been submitted.

DRAFT

Mailers can query for a periodical postage statement using the PeriodicalStatementQuery Request/Response message. Mailers can query for the status of a periodical postage statement i.e. pending, finalized, etc. using the PostageStatementStatusQuery Request/Response messages.

3.13.5 Piece Information

The Postal Service requires mailers to provide individual mailpiece information for Full-Service mailings except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct price or if all pieces are of identical weight, the pieces are separated by price).

Mailers can send mailpiece information to USPS using the Mail.XML MailPieceCreate Request/Response messages. Mailers can only submit mailpiece data after a qualification report has been filed. Mailers cannot submit mailpiece data for a piece previously marked with 'W' or 'S' in the WastedPieceIndicator.

Mailers can update mailpiece information to USPS using the Mail.XML MailPieceUpdate Request/Response messages.

Mailers can cancel a previously created mailpiece or mailpiece range using the Mail.XML MailPieceCancel Request/Response messages. Mailers must submit with a currently existing mailpiece or mailpiece range. Mailers cannot cancel a mailpiece if the 'W' or 'S' indicators for WastedPieceIndicator have resulted in adjusting a finalized postage statement. Mailers cannot cancel a mailpiece or piece range if postage has been finalized on its corresponding container.

Mailers have two options to submit piece level electronic documentation to the Postal Service: individual mailpiece data and range mailpiece data. With Mail.XML, the Mailer can break large data transactions into manageable chunks of data.

DRAFT

3.13.6 Container Status Messages

The container status message set for PS Form 8017 and PS form 8125 containers allows a mailer, mail owner, or consolidator to provide container key information and find out if the container has any eDropShip-related or any other issues prior to shipping the container to the USPS. Customers can query a container status using the Container Status Query Request/Response message. The following eDropShip issues can stop the creation of an electronic 8125 (e8125) are:

- invalid barcode – the barcode data format is not valid
- payment not finalized – the clerk has not yet finalized payment
- payment not yet processed – the electronic data has not been updated by the mailer to make the container in a ready to pay status
- entry point payment discount error – the entry point discount filed vs. the physical facility where mail is scheduled through FAST for delivery does not support the discount type

In all of these cases, unless the issues are resolved electronically through an update of data or through the clerk's finalizing the postage, the containers' e8125 will not be generated and sent to the Surface Visibility (SV) devices for induction. When that container shows up without an e8125 at the plant, the container can be stopped and its processing can be delayed or it can be returned to the shipper.

3.13.7 Appointment Information

Refer to the sub-section on appointments under the Mail.dat section for more details.

3.13.8 Container Bundle Report

Mailers can submit, retrieve, or cancel periodical container and bundle information using the Container Bundle Report messages.

3.13.9 Reconciliation Report

Once a customer prepares and presents the mail to USPS and USPS delivers the mail – the USPS creates a reconciliation report that shows how much mail was planned and how much was mailed. The reconciliation report compares the mailpiece counts in qualification report against postage statement, shows deleted containers, reported spoilage, etc. Mailers can retrieve the reconciliation report information using the Reconciliation Report Query Request/Response messages.

3.13.10 Bundle Detail Information

Mailers can use the Bundle Detail Create and Cancel Request Response messages to add and cancel bundle detail data to and from an existing qualification report. Mailers must have submitted a Qualification Report to the *PostalOne!* system before sending bundle detail data.

3.13.11 Combined Mailing Information

Mailers can use the Begin and End Combined Mailing Request/Response Messages to send the combined mailing ID information to start and end the combined mailing.

3.13.12 Postage Adjustment

After the mailer has produced the mailing and has identified any mailpiece shortage or spoilage against the planned mail data used to finalize the postage statement. Mailers can submit mail shortage and spoilage information to adjust the Postage Statement using the PostageAdjustment Request/Response messages. Mailers can only use message to adjust postage statements that have not been finalized. Mailers can only use the message to adjust postage statements with the latest mailing date for the same value populated in the StatementID field.

3.13.13 Copalletization Mail Information

USPS will provide the ability for customers to document mailings that combine containers from multiple mailings as a copalletization job. The Mailers will be able to use the OriginalContainerLinkageCreate Request/Response message to create a co-palletized container relationship. A mailer must submit a new mailing group and qualification report for the linked container and the original container must already exist in the *PostalOne!* system before a mailer can create a co-palletized containers relationship.

3.13.14 Mixed mailing (Full-Service and Non Full-Service)

The Mail.XML messages will allow mailers to submit mixed mailings containing Full-Service and Non-Full-Service mailpieces to USPS.

3.13.15 Consolidated Periodical Statements

Mailers who have a need to combine previously submitted Periodical statements into one consolidated periodical statement can use the ConsolidatedPeriodicalStatementCreate Request/Response message. In-order for mailers to create a consolidated periodical statement – mailers must have successfully opened a mailing group id, submitted a qualification report, submitted container bundle report, and submitted periodical statements.

3.14 Postal Wizard (PW)

The *PostalOne!* system offers the Postal Wizard, a tool that provides a secure way to submit postage statements online. This tool may be used when no electronic documentation is necessary for compliance with Full-Service requirements.

The Final Rule of the August 2008 Federal Register Notice (New Pricing Eligibility, Intelligent Mail, and Move

DRAFT

Update Standards for Domestic Mailing Services and Shipping Services (Final Rule), in the section on the Postal Wizard, sets the eligibility requirements for using Postal Wizard:

> For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for full-service, only an electronic postage statement; except mailers of full-service Periodicals letters and flats and Bound Printed Matter flats must submit electronic documentation and an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the Mail.XML messages. Mailers must populate the serial number field of all Intelligent Mail tray labels and
> Intelligent Mail container barcodes with the unique mailing serial number.

New DMM section 705.22.4.3 applies.

It should also be noted, for Full-Service mailings using the Postal Wizard, only the owner of the mailing permit will receive Start-the-Clock feedback.

The Postal Wizard Submit-a-Form tool automatically populates the permit holder section of the postage statement based on the account number provided, and it guides the user through the completion of the rest of the form based on the type of mailing. The tool automatically validates the information entered and calculates the postage. The user submits the form directly to a Postal Business Mail acceptance unit (Mailers can not submit Postal Wizard electronic postage statement to the Detached Mail Unit) once the form is completed. For more information on how to use the Postal Wizard refer to the Getting Started Guide found at http://www.usps.com/postalone/guides.htm.

3.14.1 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

When unique sequential sequence numbers are used on mailpieces documented in PW, mailers may provide the range of sequence numbers used by entering the Lowest Sequence Number and Highest Sequence Number in the PW. Unique sequential sequence numbers cannot be reused within 45 calendar days from the date of mailing.

3.14.2 Piece Electronic Documentation Using Mailing ID

When a customer is not required to submit a qualification report, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 calendar days from the date of mailing. Unique mailing serial numbers must be populated in the PW entry screen field.

3.14.3 Postage Information

The PW submissions may be used to enter the electronic postage statements for either Full-Service or Basic mailing. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

3.15 Mail Owner and Mail Preparer Identification in Electronic Documentation

3.15.1 Mail Owner and Mail Preparer Identification in Electronic Documentation

Often, Mail Owners use the services of a mail service provider to prepare and pay for their mailings. When this situation occurs, the mail service provider is acting on behalf of the Mail Owner, creating a By/For relationship

DRAFT

with the USPS (the mail is prepared By the mail service provider, For the Mail Owner). For Mail.dat (and Mail.XML in November 2009 Release), there are a number of options that exist to reflect this relationship in electronic documentation. For the Mail Owner or Mail Preparer to participate in Full-Service data provisioning that requires a profile, they must be identified by their Mailer ID in the By/For of the electronic documentation. Both the Mail Owner and Mail Preparer should be identified for all full-service mailings except for the MLOCR exceptions noted in section 3.6.

Mailer IDs are either a nine-digit numeric or a six-digit numeric ID and are assigned by the USPS based upon annual mail volume for the prior year (i.e., Jan 1-2008 - Dec 31- 2008). There is no volume requirement for a Mailer to obtain the first nine-digit MID; each subsequent MID requires a volume of one million pieces. The volume requirement to obtain one six-digit MID is ten million pieces. Mailers may obtain up to five six-digit MIDs based on ten million piece increments.

In general, the Postal Service issues a Mailer ID (MID) to mail owners, preparers and mailing agents for use in their Intelligent Mail mailings. There are rules pertaining to mail volume that the Postal Service must be able to verify. These are summarized as follows:

Nine-digit

- 1st MID can be obtained with no verified volume
- 2nd MID and additional MIDs require 1 million pieces in verified volume per MID request.

Six-digit

- 1 - 5 MIDs requires 10 million pieces per MID (i.e. 5 MIDs requires 50 million pieces of verified volume).

For Mailers with no volume or the USPS is unable to validate volumes through internal systems, the USPS will provide one nine-digit MID. If the Mailer would like any additional MIDs, they will have to provide volume for at least one million pieces from the past year which can be verified by a USPS representative.

Permit information is verified by the MDA or BMEU through postal systems (i.e. *PostalOne!*, Customer First, NMATS, etc.) If volume can not be validated through a postal system, mailing agent(s) can provide automated documentation, by month, to support mail owner volume for the prior year.

DRAFT

3.15.2 Obtaining a Mailer ID

There are two ways to obtain a Mailer ID (MID). The first and most common method is through the Business Customer Gateway. Mailers can obtain a Mailer ID online by accessing the Mailer ID System. Refer to the *User Access to Electronic Mailing Information and Reports Guide* on RIBBS for a step-by-step approach to requesting access to the Mailer ID System through the gateway.

MID Requests through the Mailer ID System and MID Exceptions Using MID Hard-copy Application

In the initial release of the Business Customer Gateway, the Mailer ID System only allows Mail Owners and Mail Preparers / Mailing Agents to request MIDs for their own use. In a future release, mail preparers, mailing agents or other service providers will be allowed to request and query for MIDs on behalf of Mail Owners or business entities. The Mailer ID system currently allows a Mailer to request five six-digits and nine nine-digit MIDs. Request for more than five six-digit MIDs must be requested through the Business Mail Entry Unit (BMEU) or Mailpiece Design Analyst (MDA) and forwarded to the Help Desk. All exception request decisions will be made by the Manager, Business Mail Acceptance, United States Postal Service Headquarters. Requests for additional MIDs must be submitted in writing, identifying the issue or justification for requesting additional MIDs and how they will be implemented into mailing processes. All exception requests must include the following:

- Total mailing volume (per year)
- Number of mailing locations
- Total volume per mailing location (per year)
- Mailing cycles at locations (i.e. estimated total number of pieces within a 45 day period)

Similarly, a Mailing Agent can request a MID on behalf of a Mail Owner through the hard-copy application process. If a mailing agent is acting on behalf of a mail owner, the mail owner and mailing agent must read,

complete and sign section 3b of the MID application which can be downloaded from the RIBBS Website at http://ribbs.usps.gov .

The customer must forward the MID Application to the Business Mail Entry Unit (BMEU) or the Mailpiece Design Analyst (MDA) for volume validation. Mailers can contact their local BMEU or Mailpiece Design Analyst (MDA), by accessing:

www.usps.com/nationalpremieraccounts/findlocators.htm (BMEU locator) or
www.usps.com/replymail/mailpiece.htm (MDA look-up tool

The BMEU representative or MDA will verify that the MID application is complete and validates the mailing volumes through the *PostalOne!* system, or other pertinent documentation that demonstrates mailing volumes. The MID application information is forwarded to the *PostalOne*! help desk who will issue the Mailer ID. For MID business rules and MID-related technical requirements, refer to *User Access to Electronic Information and Reports Guide* on RIBBS at http: //ribbs.usps.gov/index.cfm?page=intellmailguidesg.

MID Requests through Mail.XML

Beginning November 2009, a Mailer ID can also be obtained through the USPS ID Mail.XML management messages through the pull model. Mailers can request a MID for their own use or on behalf of mail owners. Mail.XML has elements for the MID request/response messages with USPS legal agreements added to the messages. The MID query request/response messages functionality will require interfacing with the Mailer ID System.

Mailers will need their own MIDs or their customers MIDs for identification in the By/For relationships in the electronic documentation, or to identify the business entity for authorization purposes. As part of the Mail.XML full-service data feedback implementation, the *PostalOne!* system will be enhanced to receive Mailer ID management. These messages support functionalities related to mailers and USPS interaction for requesting and querying identification messages.

When the *PostalOne!* system receives a Mailer USPS MID create request message, the USPS responds back with a USPS MID create response message, notifying the requestor whether the MID request has been accepted or rejected.

Message Type	Message Name
By/For - Customer Identification Info	USPSMIDCreateRequest
By/For - Customer Identification Info	USPSMIDCreateResponse

Figure 27: Mail.XML MID messages

DRAFT

3.15.3 Obtaining Customer Registration IDs (CRID)

The Customer Registration ID is a unique identifier (up to 15 characters) created by the Customer Registration system to uniquely identify a business at a physical address. For each unique combination of Company Name and physical address, the Postal Service creates a new CRID. The CRID is used in USPS systems and applications to identify business entities and connects company information at a specific geographic location (physical street address) across all USPS applications.

Any USPS Customer who registers through the Business Customer Gateway to do business electronically with the USPS will be assigned a CRID. In the initial release of the Intelligent Mail program, companies will only be allowed to register and be issued a CRID for their company, not for other companies. In the November 2009 release, companies will be able to obtain a CRID for any company that they are affiliated with. A company will obtain a CRID when they register through the Business Customer Gateway. Mail Preparers who elect to use the CRID to identify a Mail Owner in their electronic documentation should obtain the CRID from the Mail Owner. A mail owner can look up their CRID through the company Profile link located on their gateway homepage.

CRID Requests through Mail.XML 6.1

Beginning November 2009 the USPS subsystems will support CRID Create Request and Create Response, a message sets supported in Mail.XML electronic documentation. Mailers can query for a CRID for their own use or on behalf of mail owners. The Mail.XML 6.1or later version will have new elements added for the CRID request, response messages with USPS legal agreements added to the messages.

Mailers may need their CRIDs or their customer's CRIDs for identification in the By/For relationships in the electronic documentation, or to identify the business entity for authorization purposes. As part of the electronic data exchange Mail.XML feature, the *PostalOne!* system will be enhanced to receive Mailer's request messages and to respond back to the Mailer with a USPS response message.

When the *PostalOne!* system receives a Mailer USPS CRID create request message, the USPS responds back with a USPS CRID create response message, notifying the requestor whether the CRID request has been accepted or rejected. .

Message Category	Message Name
By/For - Customer Identification Info	USPSCRIDCreateRequest
By/For - Customer Identification Info	USPSCRIDCreateResponse

Figure 28: Mail.XML CRID messages

3.15.4 Non-Sequential Piece Identifiers

When the serial numbers applied in the Intelligent Mail barcodes of a mailing are not sequential, the creator of the electronic documentation may use one of the options for Mail.dat PDR submissions or in the November 2009 Release, use one of the options for Mail.XML MailPieceCreate and MailPieceUpdate submissions to identify the Mail Owner and Mail Preparer of the mailing. For copalletization mailings, the Mail Owner and Mail Preparer will be identified from the original electronic documentation submitted for copalletization. The Mail Preparer will be identified for the copalletized electronic documentation from the Mail Facility ID in the Mail.dat SEG and Mail Facility ID in Mail.XML MailingGroup message.

DRAFT

3.15.4.1 Mail Owner Identification

3.15.4.1.1 Option 1: Mailer Owner MID

Mail service providers include the Mail Owner MID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailpiece.

Mail.dat

- Mailer ID of Mail Owner in MPA: Mailer ID of the company which owns the mailpieces is indicated in the MPA record.
- Mailer ID of Mail Owner in CPT AND Host Statement Component ID in MCR (to identify appropriate component to use from CPT): Mailer ID of the company which owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).

Mail.XML (November 2009 Release)

- Mail Owner in the Piece messages**:** Mailer ID of the company which owns the mailpiece is indicated in the Mail.XML MailPieceCreate and MailPieceUpdate messages .

3.15.4.1.2 Option 2: Mail Owner Permit Number/Publication Number

Mail service providers include the Permit Number of the Mail Owner in the electronic documentation.

Mail.dat

Mail Owner's Lcl Permit Ref Num and Mail Owner's Lcl Permit Ref Num-Type in MPA within the Finance Number associated with the SEG: Permit Number/Permit ZIP+4/Permit Type of the company that owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).

Mail.XML

- Permit Number/ Permit Type/ Permit ZIP+4 in Piece messages: the Permit Number of the company which

owns the mailpiece is indicated in the Mail.XML MailPiece Create and MailPieceUpdate messages. Must be within the Finance Number associated to the Mailing Group.

- Publication Number in Piece messages: the Publication Number of the company that owns the mailpiece is indicated in the Mail.XML MailPiece Create and MailPieceUpdate messages. Must be within the Finance Number associated to the Mailing Group.

3.15.4.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers include the CRID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailing or portion thereof.

Mail.dat

- Mail Owner CRID in CPT and Host Statement Component ID in MCR (to identify appropriate component to use from CPT): CRID of the company that owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).
- Mail Owner CRID in MPA: CRID of the company that owns the mailpieces is indicated in the PDR records (all of which associate to a single MPA record).

Mail.XML (November 2009 Release)

- Mail Owner CRID in the MailPiece messages: CRID of the company that owns the mailpieces is indicated in the Mail.XML message.
- Mail Owner CRID in the Qualification Report Container Info block: the CRID of the Mail Owner of the mailpieces associated to the container. Option only supported if only one Mail Owner exists for the entire container. Mail Owner CRID must be identified at the lowest level in the Container Info block associated to the mail piece

3.15.4.2 Mail Preparer Identification

3.15.4.2.1 Option 1: Mailer Preparer MID

Mail preparers may identify themselves by Mailer ID in the electronic documentation.

Mail.dat

Mailer ID of Mail Preparer in MPA: Mailer ID of the company that prepared the mailpieces as indicated in the MPA record.

November 2009 Release: Mail.XML

Mail Preparer in the QualificationReport messages: Mailer ID of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages.

3.15.4.2.2 Option 2: Mail Preparer Permit Number/Publication Number

Mail preparers may identify themselves by Permit or Publication Number in the electronic documentation.

Mail.XML

- Permit Number/ Permit Type/ Permit ZIP+4 in QualifcationReport messages: the Permit Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages.
- Publication Number in QualifcationReport messages: the Publication Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. Must be within the Finance Number associated to the Mailing Group.

3.15.4.2.3 Option 3: Mail Preparer Customer Registration Identifier (CRID)

Mail preparers may identify themselves by CRID in the electronic documentation.

Mail.dat

Mail Preparer CRID in MPA: CRID of the company which prepared the mail pieces in the electronic documentation.

November 2009 Release: Mail.XML

DRAFT

Mail Preparer CRID in the QualificationReport messages: the CRID of the Mail Preparer of the mailpieces in the electronic documentation.

3.15.5 Sequential Piece Identifiers

When the serial numbers applied in the Intelligent Mail barcodes of a mailing are sequential, the creator of the electronic documentation may use the ranging options to identify the Mail Owner of the mailing. However, each range must have one Mail Owner and Mail Preparer defined by at least one of the options described in the following

3.15.5.1 Mail Owner Identification

3.15.5.1.1 Option 1: Mail Owner MID

Mail service providers include the Mail Owner MID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailpiece.

Mail.dat
Mail Owner MID in Intelligent Mail Range (IMR): Mailer ID of the company which owns the mailpieces is indicated in the IMR record.

Mail.XML (November 2009 Release)
Mail Owner MID in the piece message's MailXMLPieceRangeBlock: Mailer ID of the company which owns the mailpiece is indicated in the Mail.XML message.

3.15.5.1.2 Option 2: Mail Owner Permit Number

Mail service providers include the Permit Number of the Mail Owner in the electronic documentation.

Mail.dat
Not Available: The IMR associates to a CSM record but does not tie to a specific MPA record (which is where the Permit Number currently is provided) and the Permit Number field is not added to the IMR record.

Mail.XML (November Release)
Not Available: The MailXMLPieceRange block in the MailPiece Create messages does not include Permit Number or Publication Number for Mail Owner.

PW
Permit Number, Permit Type, and Finance Number: the Mail Owner Permit Number of the company that submitted the postage statement

3.15.5.1.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail service providers include the CRID in the electronic documentation, identifying the Mail Owner for whom they have prepared the mailing or portion thereof.

Mail.dat
Mail Owner CRID in Intelligent Mail Range (IMR): CRID of the company that owns the mailpieces is indicated in the IMR record.

Mail.XML (November 2009 Release)
- Mail Owner CRID in piece message's MailXMLPieceRange block: the CRID of the Mail Owner of the mailpieces is associated to the Mail.XML message.
- Mail Owner CRID in the Qualification Report Container Info block: the CRID of the Mail Owner of the mailpieces associated to the container. Option only supported if only one Mail Owner exists for the entire container. Mail Owner CRID must be identified at the lowest level in the Container Info block associated to the piece range.

DRAFT

3.15.5.2 Mail Preparer Identification

3.15.5.2.1 Option 1: Mailer Preparer MID

Mail preparers may identify themselves by Mailer ID in the electronic documentation.

Mail.dat
Mail Preparer MID in Intelligent Mail Range (IMR): Mailer ID of the company which prepared the mailpieces as indicated in the IMR record.

November 2009 Release: Mail.XML
- Mail Preparer MID in the piece messages MailXMLPieceRange block**:** Mailer ID of the company that prepared the mailpiece as indicated in the Mail.XML message.
- Mail Preparer MID in the QualificationReport messages**:** Mailer ID of the company that prepared the mailpieces associated to a qualification report.

3.15.5.2.2 Option 2: Mail Preparer Permit Number/Publication Number

Mail preparers may identify themselves by Permit or Publication Number in the electronic documentation.

Mail.dat
Not Available: The IMR associates to a CSM record but does not tie to a specific MPA record (which is where the Permit Number currently is provided) and the Permit Number field is not added to the IMR record.

Mail.XML
- Permit Number/ Permit Type/ Permit ZIP+4 in QualifcationReport messages: the Permit Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages.
- Publication Number in QualifcationReport messages: the Publication Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. Must be within the Finance Number associated to the Mailing Group.

3.15.5.2.3 Option 3: Mail Owner Customer Registration Identifier (CRID)

Mail preparers may identify themselves by CRID in the electronic documentation.

Mail.dat
Mail Preparer CRID in Intelligent Mail Range (IMR): CRID of the company that prepared the mailpieces as indicated in the IMR record.

November 2009 Release: Mail.XML
- Mail Preparer CRID in piece message's MailXMLPieceRange block: the CRID of the Mail Owner of the mailpieces is associated to the Mail.XML message.
- Mail Preparer CRID in the QualificationReport messages: the CRID of the Mail Preparer of the mailpieces associated to the qualification report.

3.15.6 Order of Precedence

If two or more of the options above are applied, the following order of precedence will be used to determine which fields to apply to identify the Mail Owner and Mail Preparer. By/For conflicts will be recorded if multiple options are provided and do not match. However, for Full-Service feedback the lowest level of precedence will apply. In a future release, logic will be added in the *PostalOne!* system to notify the submitter of the file when a submission will not be applied because a file of higher precedence in the list below has been previously submitted. Regardless of method used, the files must be submitted at or before the time the pieces referenced in the file become mail.

By/For Order of Precedence
Mail Piece Mail Owner

DRAFT

Order of Preference	Mail.dat File Reference	Field Name	Mail.XML Message Reference	Field Name
1	CPT	Mailer ID of Mail Owner	MailPieceCreate MailPieceBlock MailOwner	Mail Owner MID
2	MPA	Mailer ID of Mail Owner	MailPieceCreate MailPieceBlock MailOwner	Mail Owner CRID
3	CPT	CRID of Mail Owner	QualificationReport ContainerInfoData	Mail Owner CRID
4	MPA	CRID of Mail Owner	MailPieceCreate MailPieceBlock MailOwner	Mail Owner Permit/Type/ZIP+4 or Publication Number (must be within the same finance number associated with the mailing group)
5	MPA	Mail Owner's Lcl Permit Ref Num/Int'l Bill Num and Type (must be within the same finance number of the Permit/Type/ZIP+4 in the MPA)	N/A	N/A
Mail Piece Mail Preparer				
Order of Preference	**Mail.dat File Reference**	**Field Name**	**Mail.XML Message Reference**	**Field Name**
1	MPA	Mailer ID of Mail Preparer	QualificationReport Preparer	Preparer MID
2	MPA	CRID of Mail Preparer	QualificationReport Preparer	Preparer CRID
3	N/A	N/A	QualificationReport Preparer	Preparer Permit/Type/ZIP+4 or Publication Number (must be within the same finance number associated with the mailing group)

Figure 29: Order of Precedence

Piece Range Mail Owner				
Order of Preference	**Mail.dat File Reference**	**Field Name**	**Mail.XML Message Reference**	**Field Name**
1	IMR	Mailer ID of Mail Owner	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock	Mail Owner MID
2	IMR	CRID of Mail Owner	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock	Mail Owner CRID
3	N/A	N/A	QualificationReport Container InfoData	Mail Owner CRID

DRAFT

			MailOwnerCRID	
Piece Range Mail Preparer				
Order of Preference	**Mail.dat File Reference**	**Field Name**	**Mail.XML Message Reference**	**Field Name**
1	IMR	Mailer ID of Mail Preparer	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail Preparer MID
2	IMR	CRID of Mail Preparer	QualificationReport Preparer MID	Preparer MID
3	N/A	N/A	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail Preparer CRID
4	N/A	N/A	QualificationReport Preparer	Preparer CRID
5	N/A	N/A	QualificationReport Preparer	Preparer Permit/Type/ZIP+4 or Publication Number (must be within the same finance number associated with the mailing group)

Figure 29: Order of Precedence (Continued)

DRAFT

4 Full-Service Feedback

4.1 Three Kinds of ACS Now Available, Including Full-Service ACS

In the mid-1980s, the USPS developed an Address Change Service to convert at least a portion of the manual address correction process to electronic methods and formats. Whenever possible, address corrections were provided to mailers by electronic means, thereby reducing USPS production costs and mailer processing costs associated with the existing, hard-copy, address-correction methodology.

Though the original program has been enhanced over the years, it is still referred to as Traditional ACS. Traditional ACS is based on a seven-character Participant Code (also called a Participant ID) assigned by the National Customer Support Center (NCSC) in Memphis. Mailers obtain their Participant Code, by filing PS Form 3572. The seven-character Participant Code is printed on each mailpiece. If a piece of mail is Undeliverable as Addressed (UAA), the USPS has both manual and automated processes to return Change-of-Address (COA) and nixie information to the mailer associated with the Participant Code on the mailpiece. Traditional ACS is not a free service. More information on Traditional ACS is available in *Publication 8A, Address Change Service – Traditional*.

OneCode ACS, which also charges fees for its service, uses an Intelligent-Mail barcode that includes a Mailer ID registered with ACS in the Memphis NCSC. In the past, mailers wishing to use OneCode ACS would file PS Form 3573 either to receive a new Mailer ID with ACS registration or to add OneCode ACS service to an existing Mailer ID. More information on OneCode ACS is available in *Publication 8B, OneCode ACS Technical Guide*.

New Mailer IDs are now assigned through centralized USPS processes, generally the Business Customer Gateway. The Intelligent Mail Mailer ID Application page on RIBBS explains the few exceptions to the use of the Business Customer Gateway, such as requests for multiple Mailer IDs or when Mailing Agents are acting on behalf of Mail Owners.

New Mailer IDs assigned through the Business Customer Gateway will automatically receive a default ACS profile enabling OneCode ACS and Full-Service ACS. If the mailer plans to use the new Mailer ID for Traditional ACS, the mailer must contact the NCSC in Memphis to remove the Mailer ID's profile information.

Mailers using Intelligent Mail barcodes who also want to receive both Traditional ACS and Full-Service ACS information will need at least two Mailer IDs: one with an ACS profile and one without.

The NCSC in Memphis, for all ACS services, creates a profile for the Participant ID (Traditional ACS) or the Mailer ID (OneCode and Full-Service ACS) under the mailer's account number. The profile describes the class(es) of mail and ACS service(s) associated with the ID.

The NCSC will work with each mailer to ensure that the mailer's profile matches the desired mailpiece disposition and address-correction handling. Mailers can effect fulfillment changes by contacting the ACS department at acs@usps.gov, or by calling 877-640-0724. Contact the NCSC if you wish to review the profile information for any of your IDs. Mailers may also continue to use PS Forms 3572 or 3573, as appropriate, to change the profile information associated with a Participant Code or Mailer ID.

Full-Service ACS differs from both OneCode ACS and the Traditional ACS programs in several ways, although all three processes provide similar information. The most notable differences are:

- Pricing (Full-Service ACS is a no-cost service for specific time frames)
- Record format and layout
- Fulfillment method

Full-Service ACS does not affect how Traditional ACS or OneCode ACS work from the mailer's perspective. Publication 8a (*Address Change Service – Traditional*) and Publication 8b (*OneCode ACS Technical Guide*)

DRAFT

provide details on the record formats and data transmission methods of Traditional ACS and OneCode ACS.

For Full-Service ACS, the electronic record formats are different from those of both OneCode ACS and Traditional ACS, the information comes to the customer by a selection of different electronic channels, and Full-Service ACS is a no-cost service for specific time frames.

There are a few important technical points for all ACS customers to keep in mind. For mailers who use Traditional ACS in conjunction with Intelligent-Mail barcodes, the Mailer ID in the Intelligent-Mail barcode should NOT be registered with ACS. The mailer should instead have a Participant Code and use that code on each mailpiece.

For Intelligent-Mail barcode users who choose OneCode ACS or Full-Service ACS, the Mailer ID in the Intelligent-Mail barcode MUST have an ACS profile. Use of the Intelligent-Mail barcode, in and of itself, does not automatically trigger ACS data collection and generation.

One final technical note: Mailer accounts may contain multiple profiles. Mailers who anticipate using both Traditional ACS AND OneCode ACS or Full-Service ACS may wish to establish a separate account for their Traditional-ACS profiles. The reason is that the output format of the ACS data for Traditional ACS will convert to the output format of OneCode ACS if both services appear in profiles under a single account.

The remainder of Section 4 applies only to mailings (or portions of mailings) that satisfy all the requirements of the Intelligent Mail Full-Service option.

DRAFT

4.2 Full-Service ACS

Full-Service ACS comprises two feedback products: Change of Address (COA) information when a new address is available for the intended recipient, and nixie information when the piece is not deliverable at all.

4.2.1 Full-Service Change-of-Address (COA) Feedback

Mailers presenting Full-Service mailings will be provided a Change of Address detail online report and automated data exchange using Mail.XML. The report will provide information including the original Intelligent Mail barcode on the piece, the move effective date, and the old and new addresses. The keyline that was provided in the electronic documentation will also be provided. The FullServiceAddressCorrection Delivery and Response message in the Mail.XML specification supports this data exchange. ACS COA feedback will only be distributed for Full-Service pieces for the May 2009 and November 2009 Releases. For copalletization, ACS COA feedback will be based on the original electronic documentation piece level data provided.

To get information about the online reports, see the *User Access to Electronic Mailing Information and Reports Guide,* which is available on RIBBS. It contains information on the interface, the data elements provided, and the file structure. The specifics of Mail.XML data provisioning are available in the *Postal Service Mail.XML Technical Specification*.

4.2.2 Full-Service Nixie Feedback

Mailers presenting Full-Service mailings will be provided a nixie detail online report and automated data exchange. The report will provide information including the original Intelligent Mail barcode on the piece, the nixie reason, and the original address on the mailpiece. The keyline that was provided in the electronic documentation will also be provided. The FullServicenixieDetailDelivery and Response messages in the Mail.XML specification supports this data exchange. ACS COA feedback will only be distributed for Full-Service pieces for the May 2009 and November 2009 Releases. For copalletization, ACS COA feedback will be based on the original electronic documentation piece level data provided.

To get information about the online reports, see the *User Access to Electronic Mailing Information and Reports Guide,* which is available on RIBBS. It contains information on the interface, the data elements provided, and the file structure. The specifics of Mail.XML data provisioning are available in the *Postal Service Mail.XML Technical*

Specification.

4.3 Full-Service Start-the-Clock Feedback

4.3.1 Full-Service Start-the-Clock Feedback for BMEU-Entered Mail

Full-Service mailings will be provided a Start-the-Clock summary online report and automated data exchange for BMEU verified mail. The report provides information on when the mail is inducted (received by the Postal Service) for mail processing at a USPS mail processing facility. BMEU Start-the-Clock is not available until the unit has completed any verification activities and processed the postage statement for account debiting. The StartTheClockBMEUBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-Clock feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, Start-the-Clock feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the *User Access to Electronic Mailing Information and Reports Guide,* which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data provisioning are available in the *Postal Service Mail.XML Technical Specification*.

4.3.2 Full-Service Start-the-Clock Feedback for Drop Ship and Origin-Entered Mail Transported by the Mailer

Mailers presenting Full-Service mailings will be provided a Start-the-Clock summary online report and automated data exchange for drop ship mail and for mail that is transported by the mailer to the USPS origin facility. The report will provide information on when Full-Service mailings were inducted into the USPS system. Start-the-Clock information will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting. StartTheClockDropShipBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-Clock feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, Start-the-Clock feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the *User Access to Electronic Mailing Information and Reports Guide,* which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data provisioning are available in the *Postal Service Mail.XML Technical Specification*.

4.3.3 Full-Service Start-the-Clock Feedback for Plant-Load Mail

Mailers presenting Full-Service mailings will be provided a Start-the-Clock summary online report and automated data exchange for USPS transported mail. The report will provide information on when Full-Service USPS transported mailings were ready to be transported and that information will be used to determine the Start-the-Clock date (i.e. which day is Day 0). Mailers that can specify the dispatch to which a container was assigned will include that information in their electronic documentation and will receive a different Mail Release time for each mail Group. If the electronic documentation does not nest containers to specific trips, then the Mail Release time is when the entire mailing is complete and the mailing will be treated as a single group, regardless of the number of trips. Start-the-Clock information for both options will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting. StartTheClockPlantLoadBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-Clock feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, Start-the-Clock feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the *User Access to Electronic Mailing Information and Reports Guide,* which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data provisioning are available in the *Postal Service Mail.XML Technical Specification*.

DRAFT

Mailers able to specify the dispatch on which a specific container was transported in their electronic documentation will receive a different Mail Release time for each mail dispatch. In this situation, a mailing will have one Start-the-Clock record for each dispatch to which containers were associated. The following sample depicts the multiple dispatch environment.

The Start-the-Clock event for origin-entered mail that is transported on USPS transportation is based on the mail ready time as indicated by mailers in their electronic documentation. This time will be the planned departure time of the dispatch to which the container was associated in the electronic documentation.

Where there is a Customer Supplier Agreement (CSA), the CSA will establish a time by which all of the containers must be ready to load onto USPS transportation. This time will be called the Container Ready Time and will be established for every dispatch in the CSA transported by USPS.

The Start-the-Clock date will be advanced one day for Continuous Mailers creating logical containers with dispatches both before and after the Critical Acceptance Time (CAT). Although mail received by the USPS before the CAT will be processed on the date of presentation to USPS, limited knowledge of which physical mail pieces were accepted before the CAT require the Start-the-Clock to occur on the entire logical container at once.

4.4 Full-Service Container Visibility Induction Scans

Mailers presenting Full-Service mailings will be provided a report showing induction scans of Full-Service containers. This report of container visibility information is available from the USPS processing facilities where scanning capabilities are implemented and the USPS business mail acceptance units where scanning capabilities are implemented. The container visibility report will only be provided for the containers on shipments that have been scanned during the induction process. The Full-Service Container Visibility Delivery and Response messages in the Mail.XML specification support this data exchange. Container Visibility feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, Container Visibility feedback will be based on the copalletized job submitted by the consolidator.

To get information about the online reports, see the *User Access to Electronic Mailing Information and Reports Guide,* which is available on RIBBS. It contains information on the user interface and reporting options. The specifics of Mail.XML data provisioning are available in the *Postal Service Mail.XML Technical Specification*.

4.5 How to Get Full-Service Feedback

Online reports and automated data exchange of report data will be available for mailings that comply with Full-Service requirements. This data will be available using the following methods:

Browser based HTTPS (Hyper Text Transport Protocol - Secure) Download (Compressed Files) – Online web page allowing customers to download ‘compressed data’ over HTTPS protocol. These files are available in either comma-delimited (CSV) format or spreadsheet format.

Browser based HTTPS Reports – Online web page allowing customers to view ‘reports’ over HTTPS.

Mail.XML Pull (Customer Invokes USPS Web Service) – Web Services Pull model where a customer sends a Web Services based Mail.XML Request message invoking USPS Web Services to pull data in XML format through a Mail.XML Web Service method.

Mail.XML Push (USPS Invokes Customer Web Service) – Prior to receiving Mail.XML Push messages, mailers will be required to log into the Business Customer Gateway and access Mailing Reports to set up the Mail.XML Push “Subscription” which includes:

- Your User ID
- Your Password
- Your Web Service URL

DRAFT

- Push Start Date
- Frequency

Web Services Mail.XML Push model where the USPS invokes a customer's Web Service method/URL and pushes XML data to the customer Web Service when the data is available or a notification is sent to the customer by the USPS that customer's data is available for download.

No	Data/ Service	Browser based HTTPS Download (Compressed Files)	Browser based Report (over HTTPS)	Mail.XML Pull (Customer Invokes USPS Web Service)	Mail.XML Push (USPS Invokes Customer Web Service)
1	**Start-the-Clock**	No	Yes	Yes	Yes
2	**Container Visibility/Scan**	No	Yes	Yes	Yes
3	**ACS COA**	Yes	No	Yes	Yes
4	**ACS nixie Detail**	Yes	No	Yes	Yes

Figure 30: Data Exchange Methods

DRAFT

4.6 Full-Service Data Distribution

4.6.1 Data Distribution to Multiple Parties

Under the Full-Service option, companies will receive address correction information and Start-the-Clock information to advise them of when the USPS took possession of their mailings. This data will be made available using two methods.

- Businesses may view data online.
- Businesses may receive their data through an automated data exchange process.

A Mailer ID is required for all multiple party data distribution. Data distribution for multiple parties is done through the Mailer ID profile.

Customers may gain online access to obtain Mailer IDs, view information, or obtain data through an automated data exchange process through the Business Customer Gateway. Once an account is created through the Gateway, users would select the Manage Mailing Activity service to view their Full-Service Reports or set-up an automated data exchange. To obtain a Mailer ID or manage a Mailer ID profile, users would select the Mailer ID service.

4.6.2 Data Distribution to Third Parties

The primary parties to every mailing are the owner who commissioned the mailing and the preparer who actually defines the mailpieces and submits the electronic documentation. Owners may also prepare their own mailings. These parties are referred to as the Mail Owner and the Mail Preparer and are responsible for controlling access to data/information about their mailings. <u>For the Mail Owner or Mail Preparer to participate in Full-Service data provisioning to third-parties, they must be identified by their Mailer ID in the By/For of the electronic documentation.</u>

<u>Mailings with Pieces</u>

- Mail.dat - Mail Owner must be identified by their Mailer ID in Mail Owner on CPT record and/or Mail Owner on MPA record.

- Mail.dat – Preparer must be identified by their Mailer ID in Mail Preparer on MPA record.
- Mail.XML - Mail Owner must be identified by their Mailer ID in MailPieceCreate and MailPieceUpdate messages
- Mail.XML – Mail Preparer must be identified by their Mailer ID in MailPieceCreate and MailPieceUpdate messages

Mailings with Piece Ranges

- Mail.dat – Mail Owner must be identified by Mailer ID in Mail Owner on IMR record.
- Mail.dat – Preparer must be identified by their Mailer ID in Mail Preparer on IMR record.
- Mail.XML - Mail Owner must be identified by their Mailer ID in MailPieceCreate and MailPieceUpdate messages in the IntelligentMailRange block
- Mail.XML – Mail Preparer must be identified by their Mailer ID in MailPieceCreate and MailPieceUpdate messages in the IntelligentMailRange block

Full-Service ACS Data will be distributed only to the Mail Owner identified in the eDoc. The Mail Owner may allow other parties access to data or information about their mailings. Parties interested in Full-Service ACS data from a mailing for which they were not the Mail Owner may receive the Full-Service ACS data when authorized by the Mail Owner. Full-Service ACS information for a specific mailpiece may only be distributed to one party. Mail Owners must complete a Mailer ID profile for Full-Service ACS to authorize data distribution to a third party. Mail Owners must also be identified by the Mailer ID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

Start-the-Clock / Container Visibility Data from a mailing will be distributed to both the Mail Owner and Mail Preparer unless other authorization from the Mail Owner or Mail Preparer has been received. Mail Owners and Mail Preparers must complete a Mailer ID profile for Full-Service Start The Clock /Container Visibility to authorize data distribution to a third party. Mail Owners and mail Preparers must also be identified by the Mailer ID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

Confirm information will continue to be determined by either the Confirm Subscriber ID (which does not have to belong to either a Mail Owner or Mail Preparer) on the mailpiece or provided in the Cast of Characters. A Non-Subscriber Delegate is created when a Mail Owner/Preparer who is a Confirm Subscriber wants to provide access to their Confirm data to another party who is not a Confirm Subscriber. Any party interested becoming a Non-Subscriber Delegate for MPE scan data via the Confirm Service will need to coordinate with the National Customer Support Center (NCSC) at 1-800-238-3150 (confirm@usps.gov). The NCSC help desk will facilitate the set up of Non-Subscriber Delegates in the MT&R / Confirm system following a process similar to the one used when setting up paying Confirm Subscribers.

There are two types of relationships Mail Owners/Preparers can manage in their Mailer ID profiles: Static and Dynamic.

Static Relationship. With a static relationship, a Mail Owner/Preparer desires to engage a third-party in an ongoing association to manage their data for a specific Mailer ID. For example, a Mail Owner who holds a Mailer ID may hire a service provider to receive all Full-Service ACS data associated to their Mailer ID and obtain that information on their behalf.

Dynamic Relationship. There are other cases when the Mail Owner/Preparer engages a third-party to manage only a portion of the data for a specific Mailer ID and service. For example, a Mail Owner who holds a Mailer ID may decide to use a third-party service provider to receive Full-Service ACS data from a single mailing. In this example, the authorization cannot be a Static because the third-party is only providing services for a single mailing. Mailer ID owners have an option in their MID profile to identify and manage dynamic relationships. When this option is used, the eDoc for a mailing must contain the Cast of Characters messages to support the dynamic data distribution.

Profile	Description
Static Relationship	• Mail Owner has given control to a third party or preparer to manage and distribute data.
	• Mail Owner always distributes data to the party identified for a specific Mailer ID.

DRAFT

	• Mail Owner data is distributed to Mail Preparer for pieces prepared by the Mail Preparer.
	• Data is distributed to the Mailer ID identified on the mailpiece.
Dynamic Relationship	• Mail Owner establishes a third party or preparer to manage their data by service for specific mailings. • Cast of Characters Messages – Mailers submit messages to identify the data recipient intended for a specific portion of a mailing.

Figure 31: Mail Owner/Preparer Relationships

4.6.2.1 Mailer ID Profile Setup

To access the Mailer ID system and create a Mailer ID profile, a user first must have a user account through the Business Customer Gateway. Once a user has access to the Mailer ID service, the Mailer ID Summary page offers users the following selections:

- Address Book – Some Mailer ID profile options require the identification of recipients. The Mailer Id system provides an address book feature for each Mailer ID. Users enter the Mailer IDs of possible data recipients and this information is stored and available when users select to create or edit a profile for their Mailer ID. Users may add or delete possible recipients as needed. Each Mailer ID has an Address Book. Note: Users need to know the Mailer ID of the parties they want to receive data in order to be assigned in the Mailer ID profile.
- MID Search – This function allows users to search for a Mailer ID that is assigned to any of the affiliates (CRIDs) to which the user is linked.
- Request a MID - Allows a user to request a Mailer ID for the affiliate displayed in the drop down box.
- Affiliate (drop down box) – Allows a user to select an affiliate (CRID). This is used to request a Mailer ID or to display the Mailer ID Summary – what Mailer IDs are associated to that CRID.
- Mailer ID Summary – Summary section displays the Mailer IDs for the selected affiliate as well as the address of the affiliate and the Add/Edit Profile link.

A user can create a profile for each Mailer ID assigned to their business location(s) / CRID(s). The profile allows data distribution set-up for three types of information: Full-Service ACS, CONFIRM, and Full-Service Start The Clock / Container Visibility. **Mailer ID profile updates must be completed 24 hours before the eDoc for the mailing is submitted to receive the correct data distribution.** There are five data options for each type of information. The first four support a static relationship while the fifth option supports a dynamic relationship. The following five data options are:

- **No data dissemination needed: Do not create a profile for this data**. This is the default that is set when an MID is created. This means the will be distributed through the standard: Mail Owner identified in the eDoc for Full-Service ACS, Confirm Subscriber ID, and Mail Owner and Preparer identified in the eDoc for Full-Service Start The Clock / Container Visibility.
- **Mailing Preparer: Send this data to the preparer of the mailing as identified below:**
- **Allow one or more of the following recipients to receive my data based on information contained in electronic file submissions (address book required).** A Mail Owner who holds a Mailer ID may authorize their Mail Preparer to receive all data associated with mailings that specific Mail Preparer created. For this option a user is required to identify their Mail Preparers from their Address Book. Users may select one or more Preparers. When this option is active for the Mailer ID used to identify the Mail Owner in the eDoc, the system will route data to the Mailer ID of the Preparer identified in the eDoc if that Preparer Mailer ID is one identified in the Preparer option of the Owners MID profile.
- **Mailer ID (MID) Holder: Send this data to the holder of the Mailer ID on the mailpiece.** When this option is active in a Mailer ID profile and the Mail Owner is identified in the eDoc with this Mailer ID, the data will be distributed to the Mailer ID on the mailpiece.
- **Other - Single Recipient: Send this data to this single recipient: (address book required).** With this option, a user can identify a data recipient that is not the Preparer or Mailer ID holder on the mailpiece to receive their information. For this option a user is required to select a recipient from their Address Book.
- **Other - Multiple Recipient: Send this data to the multiple recipient(s) as identified below: (address book required)** This options allows a user to identify "possible" data recipients through the Address Book

DRAFT

tool. This would enable a third party to receive only the portion of the data associated to that Mailer ID identified in a Cast of Characters file. Data would then be made available to the third-party as directed in the Cast of Characters message. Note: This option is only valid when a Mail Owner or Preparer is identified by the Mailer ID in the eDoc and a corresponding Cast of Characters message is submitted.

4.6.2.2 Submitting a Cast of Characters Message

A Mail Owner can submit a Cast of Characters message for any mailing in which they are identified as the Mail Owner using a Mailer ID that they hold. The Cast of Characters message would only apply to the mailpieces they own, as identified by their Mailer ID, in the mailing. A Mail Owner can distribute Full-Service ACS, Start-the-Clock and Container Visibility data to a third-party. The option exists to distribute data to one different third-party for Full-Service ACS data and another, different third-party for Start-the-Clock and Container Visibility data.

A Mail Preparer can also submit a Cast of Characters message for any mailing in which a Mailer ID they hold is used to identify them as the Mail Preparer for that mailing. The Cast of Characters message would only apply to mailpieces they prepared, as identified by their Mailer ID, in the mailing. A Mail Preparer can distribute Start-the-Clock and Container Visibility data to a third-party.

NOTE: Regardless of which party submitted the message, a Cast of Characters message will only be applied to Full-Service ACS, Start-the-Clock and Container Visibility data received three hours after the transmission of the Cast of Characters message

NOTE: If you use Cast of Characters with Confirm, the Confirm program will assess a fee to register the Mail ID. Confirm data may be distributed to multiple parties if each is identified in a Cast of Characters message. To use Cast of Characters to distribute Confirm data to a third-party, the electronic documentation (including Cast of Characters) must be received by the USPS and the postage statement must be finalized three hours prior to induction of the mail. No ACS or Start-the-Clock data may be distributed to a third-party unless the electronic documentation and Cast of Characters messages are received by the USPS prior to the induction of the mail.

DRAFT

4.6.2.3 Mailer ID Delegation

If Mail Owners do not want to actively manage their Mailer ID profile, they may delegate control of their profile to a selected agent. This selected agent may be either a Mail Preparer or a Third-Party. The agent can then determine to whom data should be provided. This access would be marked as “Delegated” in the profile. To create “Delegated” access, a Mail Owner selects the party they wish to delegate their MID management to from their Address Book. Once a Mailer ID has been delegated, it will appear in the agent’s Mailer ID Summary as a delegated MID. It will also still appear in the Owner’s Mailer ID Summary but the Owner will not have the ability to complete the profile for data distribution – they only have the ability to revoke their MID delegation. The delegated agent may then set-up the profile options for data distribution.

4.7 Full-Service Electronic Documentation Quality Feedback

As problems are encountered during electronic documentation submissions, the Seamless Acceptance and Service Performance (SASP) system will generate error messages and compile the errors and level counts for mail owners and preparers in the job. Errors and counts will be aggregated for Full-Service feedback quality reporting and presented via four mail quality verification reports, providing mailers and Postal Service personnel visibility into the quality of electronic documentation (eDoc) submissions.

This eDoc quality feedback will be made available through Mail.XML to support automation of data-conflict-resolution system logic and quality-improvement processes in the November 2009 release. The Mail.XML feedback mechanism involves an interfacing with SASP, which performs verifications that a mailing meets Full-Service compliance standards and that information matches the appropriate data fields in the eDoc.

Mail Quality Feedback Mail.XML messages are summarized as follows:

- Mailer ID Verification Errors: occurs when a Mailer Owner/Preparer is identified by Mailer ID (MID) in the submitted eDoc, but the MID doesn’t match against the list received from the MID system.

- Service Type ID (STID) Verification Errors: occurs when STID, provided by the mailer in the IMb, is not a Full-Service STID and/or doesn't match the class of mail.
- By/For Verification Errors: occurs if the submitted Mail Owner or Mail Preparer field is missing or if the Mail Preparer/Owner identifiers in the form of CRIDs, MIDs and/or Permits is invalid for all pieces from a mailer within a job.
- Unique Barcode Verification Errors: occurs if the submitted eDoc contains IMcbs (for containers), IMtbs (for handling units), IMbs (for pieces) that aren't unique within the mailing and/or across mailings within the configurable limit (currently 45 days).
- CSA Verification Errors: occurs when the CSA information contained in the submitted eDoc doesn't match against the CSA information received from FAST.
- Appointment Verification Errors: occur when the appointment information contained in the submitted eDoc doesn't match against the Appointment information received from FAST
- Mail Quality Verification Reports
- Mailing Data Quality Summary Report: displays the number of Jobs and associated Errors including Container, Handling Unit, Number of Pieces by Customer Location
- Mailing Data Quality Error Type Report: displays by Error Type and the number of errors, Mail Preparer CRID and Preparer Name, Mailer Owner CRID and Mail Owner CRID
- Error Verification Report: displays Mailing Group ID, Job ID, User License Code, Submission Type and the displays number of errors per error type by Customer Location, Mail Preparer CRID and Preparer Name, Mailer Owner CRID and Mail Owner CRID
- Detailed Error Verification Report: displays 17 columns, Mailing Group ID, Mailing Date, Mail Preparer, Mail Owner, Mailer ID, Service Type Identifier, Mail Class, Processing Category, Lower Piece Range, Upper Piece Range, IM Barcode, Container ID, Piece ID, Container Type, CSA ID, Appointment ID, Error Type and Error Description.

Mailers will have access to Mail Quality Verification Reports and error information through three mechanisms:

- XML Pull
- XML Push
- online Reports

To get technical details on the specifics of Mail.XML Pull data provisioning refer to the *Postal Service Mail.XML Technical Specification,* available on RIBBS.

To get information about XML.Push and accessing online reports, see the *User Access to Electronic Mailing Information and Reports Guide*, which is also available on RIBBS.

DRAFT

Appendix A: Service Type Identifier (STID) Matrix

The descriptions that follow show the Service Type Identifiers (STIDs) that apply to the May 2009 implementation of Basic and Full-Service options for Intelligent Mail. You may also wish to refer to the Intelligent Mail Barcode Technical Resource Guide, which can be found at http://ribbs.usps.gov/.

Appendix A provides a detailed description of the various address correction options available within Basic and Full-Service mailings and the Service Type IDs that provide the different Undeliverable as Addressed (UAA) handling treatments. Note: Mailers who wish to receive address correction information on non-automation mailpieces should use the corresponding Service Type ID for Basic-option mailpieces unless otherwise defined in Appendix A.

Appendix A is divided into

- No address correction or ancillary services desired for handling of UAA mailpieces
- Using Traditional ACS in conjunction with the Intelligent Mail barcode
- Using OneCode ACS
- Obtaining manual address corrections or for other ancillary services not available in ACS or OneCode ACS

To use Appendix A, follow the below steps:

Step 1	Determine the Class of Mail that is appropriate.
Step 2	Determine whether the Mailing Type will be either Basic or Full-Service option.
Step 3	Determine whether or not you want to receive ACS Detail Records.
Step 4	Determine if you want to receive Confirm services.
Step 5	Select the Mailpiece Disposition desired for any UAA pieces. Note that Mailpiece Dispositions are often similar with minor differences. Select the Mailpiece Disposition that best meets your needs.
Step 6	Determine whether the associated Mailpiece Disposition requires the use of an ancillary service endorsement. If not, skip to Step 8.
Step 7	Determine whether to use a “Recommended Ancillary Service Endorsement” or an “Allowable Ancillary Service Endorsement” on your mailpiece by checking the column “Action taken if barcode unreadable”.
Step 8	Understand the fees, if any, that will be associated with the use of the Service Type ID and/or the ancillary service endorsement.
Step 9	Check the Constraints and the Notes columns for applicable information.
Step 10	When you are certain that you have correctly identified all options and understand the Constraints and Notes, use the Service Type ID specific to that line item during creation of the Intelligent Mail barcode.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
300	First-Class Mail	Non-Auto	N	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed	N	N/A	N/A			**N**		Same options as Basic? Expand table?	Forwardable mail forwarded, all other UAA returned w/reason affixed
300	First-Class Mail	Basic option	N	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed	N	N/A	N/A			**N**	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed
700	First-Class Mail	Basic option	N	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fee charged for forwarded mailpieces .	Y	Electronic Service Requested not allowed		Treated according to endorsement.
700	First-Class Mail	Basic option	N	None	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			**N**	Electronic Service Requested not allowed		Treated according to endorsement.
700	First-Class Mail	Basic option	N	None	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
700	First-Class Mail	Basic option	N	None	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
310	First-Class Mail	Basic option	N	Destination	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed	N	N/A	N/A			**N**	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed
040	First-Class Mail	Basic option	N	Destination	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fee charged for forwarded mailpieces.	Y	Electronic Service Requested not allowed		Treated according to endorsement.
040	First-Class Mail	Basic option	N	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			**N**	Electronic Service Requested not allowed		Treated according to endorsement.
040	First-Class Mail	Basic option	N	Destination	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
040	First-Class Mail	Basic option	N	Destination	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
080	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option 2	Electronic address correction notices provided on forwarded mail only.	(A) If ESR, No separate ACS or hard copy notice provided. Forwardable Mail Forwarded, all other UAA mail returned (B) If ASR, Hard copy, manual

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
														correction to be provided at manual correction fee on forwarded pieces only.
080	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	(A) If ESR, No separate ACS or hard copy notice provided. Forwardable Mail Forwarded, all other UAA mail returned (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only. All other UAA returned with on-piece
082	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 1, the same Mailer ID cannot be used for CSR Option 2 or ASR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.(B) If ESR, No separate ACS or hard copy notice provided, mail will be forwarded or returned as eligible.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
082	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded, all other UAA mail disposed	N	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2	Use Electronic Service Requested to avoid PS Form 3547 address corrections at $.50 fee	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed. (B) If ESR, No separate ACS or hard copy notice provided, mail will be forwarded or returned as eligible.
080	First-Class Mail	Basic option (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
082	First-Class Mail	Basic option (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
140	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded.All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested(A)	Address Service Requested(B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option 2	Electronic address correction notices provided on forwarded mail only.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.
140	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.
240	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 1, the same Mailer ID cannot be used for CSR Option 2 or ASR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed. (B) If ESR, No separate ACS or hard copy notice provided, mail will be forwarded or returned as eligible.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
240	First-Class Mail	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded, all other UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 2 (See Constraints)	OneCode ACS pricing	Y	Once Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If ESR, No separate ACS or hard copy notice provided. Mail is forwarded or returned as eligible. (B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.
140	First-Class Mail	Basic option (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
240	First-Class Mail	Basic option (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
700	First-Class Reply Mail	Basic option	N	None	N/A	N	N/A	N/A			**N**	N/A		N/A
050	First-Class Reply Mail	Basic option	N	Origin	N/A	N	N/A	N/A			**N**	N/A		N/A

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
708	Business Reply Mail	Basic option	N	None	N/A	N	N/A	N/A			**N**	N/A		N/A
052	Business Reply Mail	Basic option	N	Origin	N/A	N	N/A	N/A			**N**	N/A		N/A
260	First-Class Mail	Full Service	N	None	Forwardable mail forwarded, all other UAA returned	N	N/A	N/A			**N**	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed
036	First-Class Mail	Full Service	N	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fee charged for forwarded mailpieces.	Y	Electronic Service Requested not allowed		Treated according to endorsement.
036	First-Class Mail	Full Service	N	None	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			**N**	Electronic Service Requested not allowed		Treated according to endorsement.
036	First-Class Mail	Full Service	N	None	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
036	First-Class Mail	Full Service	N	None	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
081	First-Class Mail	Full Service	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested(A)	Address Service Requested (B)	Option 1 (See Constraints)	None	Y	Once Mailer ID established as Address Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option 2	Separate address correction provided for forwarded pieces only.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate.(B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.
081	First-Class Mail	Full Service	Y	None	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2 (See Constraints)	None	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.
083	First-Class Mail	Full Service	Y	None	All UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 1 (See Constraints)	None	Y	Once Mailer ID established as Change Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option 2	Use Change Service printed endorsement to avoid possibility of mail forwarding if the barcode cannot be read.	(A) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hard copy notice provided. (B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
083	First-Class Mail	Full Service	Y	None	Forwardable mail forwarded, all other UAA mail disposed	N	Electronic Service Requested (A)	Change Service Requested (B)	Option 2 (See Constraints)	None	Y	Once Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2	Use Electronic Service Requested to avoid PS Form 3547 address corrections at $.50 fee.	(A) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hard copy notice provided.(B) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.
081	First-Class Mail	Full Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
083	First-Class Mail	Full Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement..	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
270	First-Class Mail	Full Service	N	Destination	Forwardable mail forwarded, all other UAA returned	N	N/A	N/A			**N**	Electronic Service Requested not allowed		Forwardable mail forwarded, all other UAA returned w/reason affixed

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
041	First-Class Mail	Full Service	N	Destination	Forwardable mail forwarded with separate notice of new address provided. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fee charged for forwarded mailpieces.	Y	Electronic Service Requested not allowed		Treated according to endorsement.
041	First-Class Mail	Full Service	N	Destination	Forwardable mail forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested			**N**	Electronic Service Requested not allowed		Treated according to endorsement.
041	First-Class Mail	Full Service	N	Destination	All UAA mail returned with reason for non-delivery or new address affixed to mailpiece	Y	Return Service Requested	Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
041	First-Class Mail	Full Service	N	Destination	Forwardable mail forwarded if Temp COA. All other UAA returned with reason for non-delivery affixed.	Y	Temp-Return Service Requested	Temp-Return Service Requested			Y	Electronic Service Requested not allowed		Treated according to endorsement.
141	First-Class Mail	Full Service	Y	Destination	Forwardable mail forwarded . All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 1 (See Constraints)	None	Y	Once Mailer ID established as Address Service Requested Option 1, the same Mailer ID cannot be used for ASR Option 2 or CSR Option2	Electronic address correction notices provided for all forwarded mailpieces.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
														only.
141	First-Class Mail	Full Service	Y	Destination	Forwardable mail forwarded . All other UAA returned with reason for non-delivery affixed.	N	Electronic Service Requested (A)	Address Service Requested (B)	Option 2 (See Constraints)	None	Y	Once Mailer ID established as Address Service Requested Option 2, the same Mailer ID cannot be used for ASR Option 1 or CSR Option 2	Electronic address correction notices provided for all forwarded and returned mailpieces.	(A) If ESR, No separate ACS or hard copy notice provided, mail forwarded and returned as appropriate. (B) If ASR, Hard copy, manual correction to be provided at manual correction fee on forwarded pieces only.
241	First-Class Mail	Full Service	Y	Destination	All UAA mail disposed	N	Change Service Requested(A)	Electronic Service Requested(B)	Option 1 (See Constraints)	None	Y	Once Mailer ID established as Change Service Requested Option 1, the same Mailer ID cannot be used for CSR Option 2 or ASR Option 2	All undeliverable-as-address mail disposed of and OneCode ACS notice provided for all transactions.	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed.(B) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hard copy notice provided.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
241	First-Class Mail	Full Service	Y	Destination	Forwardable mail forwarded, all other UAA mail disposed	N	Change Service Requested (A)	Electronic Service Requested (B)	Option 2 (See Constraints)	None	Y	Once Mailer ID established as Change Service Requested Option 2, the same Mailer ID cannot be used for CSR Option 1 or ASR Option 2	Forwardable mail forwarded, all other undeliverable-as-addressed mail disposed. OneCode ACS notices provided for all transactions.	(A) If CSR, All undeliverable mail will be returned with new address or reason for non-delivery affixed. (B) If ESR, mail is forwarded or returned as appropriate, No separate ACS or hard copy notice provided.
141	First-Class Mail	Full Service (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement..	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
241	First-Class Mail	Full Service (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested	Option 1 or Option 2	Traditional ACS pricing	Y	MID is not registered for OneCode ACS use, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement..	Mailpiece disposition and address corrections provided as described in Pub 8a per ancillary service endorsement	If ESR or specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
700	First-Class Reply Mail	Full Service	N	None	N/A	N	N/A	N/A			**N**	N/A		N/A

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
050	First-Class Reply Mail	Full Service	N	Origin	N/A	N	N/A	N/A			**N**	N/A		N/A
708	Business Reply Mail	Full Service	N	None	N/A	N	N/A	N/A			**N**	N/A		N/A
052	Business Reply Mail	Full Service	N	Origin	N/A	N	N/A	N/A			**N**	N/A		N/A
704	Periodicals Class	Basic option	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
704	Periodicals Class	Basic option	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested		All undeliverable/nonforwardable pieces are returned to sender at the single piece rate.	Y	Return address is required to show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
044	Periodicals Class	Basic option	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
044	Periodicals Class	Basic option	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested		All undeliverable/nonforwardable pieces are returned to sender at the single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.
784	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals Option 2	OneCode ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
782	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
782	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
784	Periodicals Class	Basic option (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
782	Periodicals Class	Basic option (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF).Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Returned pieces at single piece rate	Y	MID is not registered for ACS but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement. Return address must show on the addressed side of the piece. Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Allows use of barcode for automation rates and the use of Traditional ACS.	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due
244	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals OneCode ACS option 2 provided	OneCode ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
144	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	OneCode ACS pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
144	Periodicals Class	Basic option (OneCode ACS purchased separately)	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	OneCode ACS pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
244	Periodicals Class	Basic option Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
144	Periodicals Class	Basic option Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Returned pieces at single piece rate	Y	MID is not registered for ACS but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement. Return address must show on the addressed side of the piece. Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Allows use of barcode for automation rates and the use of Traditional ACS.	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due
264	Periodicals Class	Full Service	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
264	Periodicals Class	Full Service	N	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested		All undeliverable/nonforwardable pieces are returned to sender at the single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
038	Periodicals Class	Full Service	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals OneCode ACS option 2 provided	Full Service ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.
783	Periodicals Class	Full Service	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	Full Service ACS pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
783	Periodicals Class	Full Service	Y	None	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	Full Service ACS Pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
038	Periodicals Class	Full Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF).Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.
783	Periodicals Class	Full Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Returned pieces at single piece rate	Y	MID is not registered for ACS but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement. Return address must show on the addressed side of the piece. Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Allows use of barcode for automation rates and the use of Traditional ACS.	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due
274	Periodicals Class	Full Service	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	N/A	All undeliverable/nonforwardable pieces are returned to sender at the single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece		Forwardable mail forwarded first 60 days after customer move, all other UAA returned at single piece rate.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
274	Periodicals Class	Full Service	N	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed		Manual Correction PS Form 3579 after first 60 days and each nixie	Y		Periodicals are required to take at least one address correction per name and address	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed
045	Periodicals Class	Full Service	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	Periodicals OneCode ACS option 2 provided	Full Service ACS pricing	Y			Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.
145	Periodicals Class	Full Service	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 2	Full Service ACS pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record at first occurrence	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
145	Periodicals Class	Full Service	Y	Destination	Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	Periodicals Option 4	Full Service ACS Pricing Returned pieces at single piece rate	Y	Return address must show on the addressed side of mailpiece Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Provides an ACS record after 60 days of COA	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due.
045	Periodicals Class	Full Service (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF).Forwardable mail forwarded first 60 days after customer move, all other UAA disposed	N	Must not be endorsed	Must not be endorsed	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Allows use of barcode for automation rates and the use of Traditional ACS.	Mailpiece forwarded for first 60 days. After first 60 days, mailpiece disposed and address correction provided. All other undeliverable mail disposed and address correction provided with reason for non-delivery.
145	Periodicals Class	Full Service (Traditional ACS purchased separately)	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF). Forwardable mail forwarded first 60 days after customer move, all other UAA returned postage due at First Class Single piece rate	Y	Address Service Requested	Address Service Requested	As recorded in Traditional ACS Mailer Profile	Traditional ACS fee Returned pieces at single piece rate	Y	MID is not registered for ACS but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement. Return address must show on the addressed side of the piece. Ancillary Service Endorsement "Address Service Requested" must be printed on the addressed side of the piece	Allows use of barcode for automation rates and the use of Traditional ACS.	Mail will forward for 60 days, all future copies and UAA pieces returned to sender postage due

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
301	Standard Mail	Non-Auto	N	None	All UAA mail disposed	N	N/A	N/A			**N**	Electronic Service Requested not allowed.		All UAA mail Disposed
301	Standard Mail	Basic option	N	None	All UAA mail disposed	N	N/A	N/A			**N**			All UAA mail Disposed
702	Standard Mail	Basic option	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees and weighted fees as applicable	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
702	Standard Mail	Basic option	N	None	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
702	Standard Mail	Basic option	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	N	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
702	Standard Mail	Basic option	N	None	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage for returned pieces,	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
311	Standard Mail	Basic option	N	Destination	All UAA mail disposed	N	N/A	N/A			N			All UAA mail Disposed
042	Standard Mail	Basic option	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees and weighted fees as applicable	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
042	Standard Mail	Basic option	N	Destination	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
042	Standard Mail	Basic option	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	N	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
042	Standard Mail	Basic option	N	Destination	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage for returned pieces,	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
090	Standard Mail	Basic option (OneCode ACS purchased separately)	Y (forwarded mail only)	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested(A)	Electronic Service Requested(B)	Option 1	Address correction for forwards OneCode ACS pricing. Weighted fee charged for returns	Y		If the mailer is more concerned with getting their UAA mailpiece back then they should use ASR.If the mailer is more concerned with the ACS notice and avoiding hard copy corrections they should use ESR.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee.(B) If ESR, all UAA mailpieces disposed without address correction.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
092	Standard Mail	Basic option (OneCode ACS purchased separately)	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Address correction OneCode ACS pricing	Y			(A) If ESR, all UAA mailpieces disposed without address correction. (B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.
090	Standard Mail	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
092	Standard Mail	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement..	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
142	Standard Mail	Basic option OneCode ACS purchased separately	Y (forwarded mail	Destination	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested (A)	Electronic Service Requested (B)	Option 1	Address correction for forwards OneCode ACS	Y		If the mailer is more concerned with getting their UAA mailpiece	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
			onl y)							pricing. Weighted fee charged for returns			back then they should use ASR. If the mailer is more concerned with the ACS notice and avoiding hard copy corrections they should use ESR.	other UAA mailpieces returned at weighted fee. (B) If ESR, all UAA mailpieces disposed without address correction.
242	Stand ard Mail	Basic option OneCode ACS purchased separately	Y	Destin ation	All UAA mail disposed of:	Y	Electronic Service Requested(A)	Change Service Requested(B)	Option 1	Address correction OneCode ACS pricing	Y			(A) If ESR, all UAA mailpieces disposed without address correction.(B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.
142	Stand ard Mail	Basic option Traditional ACS purchased separately	Y	Destin ation	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
242	Stand ard Mail	Basic option Traditional ACS purchased separately	Y	Destin ation	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement..	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
261	Standard Mail	Full Service	N	None	All UAA mail disposed	N	N/A	N/A			N	Electronic Service Requested not allowed.		All UAA mail disposed
037	Standard Mail	Full Service	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees and weighted fees as applicable	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
037	Standard Mail	Full Service	N	None	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
037	Standard Mail	Full Service	N	None	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	N	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
037	Standard Mail	Full Service	N	None	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage for returned pieces,	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
091	Standard Mail	Full Service	Y (forwarded mail only)	None	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested(A)	Electronic Service Requested(B)	Option 1	Address correction for forwards OneCode ACS pricing. Weighted fee charged for returns	Y		If the mailer is more concerned with getting their UAA mailpiece back then they should use ASR.If the mailer is more concerned with the ACS notice and avoiding hard copy corrections they should use ESR.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee.(B) If ESR, all UAA mailpieces disposed without address correction.
093	Standard Mail	Full Service	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested (A)	Change Service Requested (B)	Option 1	Address correction OneCode ACS pricing	Y			(A) If ESR, all UAA mailpieces disposed without address correction (B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
091	Standard Mail	Full Service Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
093	Standard Mail	Full Service Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
271	Standard Mail	Full Service	N	Destination	All UAA mail disposed	N	N/A	N/A						All UAA mail disposed
043	Standard Mail	Full Service	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Address Service Requested	Address Service Requested		Manual address correction fees and weighted fees as applicable	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
043	Standard Mail	Full Service	N	Destination	All UAA mail disposed	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
043	Standard Mail	Full Service	N	Destination	Forwardable mailpieces forwarded. All other UAA returned with reason for non-delivery affixed.	Y	Forwarding Service Requested	Forwarding Service Requested		Weighted fee charged for returns	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
043	Standard Mail	Full Service	N	Destination	All UAA returned with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Single piece postage for returned pieces,	Y	Electronic Service Requested not allowed.		Mailpiece handled according to on-piece endorsement resulting in manual address corrections and or mailpiece return as appropriate.
143	Standard Mail	Full Service	Y (forwarded mail only)	Destination	Forwardable mail forwarded, all other UAA returned with reason for non-delivery affixed to mailpiece.	Y	Address Service Requested (A)	Electronic Service Requested (B)	Option 1	Full Service ACS pricing. Weighted fee charged for returns	Y		If the mailer is more concerned with getting their UAA mailpiece back then they should use ASR. If the mailer is more concerned with the ACS notice and avoiding hard copy corrections they should	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee. (B) If ESR, all UAA mailpieces disposed without address correction.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
													use ESR.	
243	Standard Mail	Full Service	Y	Destination	All UAA mail disposed of:	Y	Electronic Service Requested(A)	Change Service Requested(B)	Option 1	Full Service ACS	Y			(A) If ESR, all UAA mailpieces disposed without address correction.(B) If CSR, all UAA mailpieces disposed and separate manual address correction provided at fee.
143	Standard Mail	Full Service Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Address Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
243	Standard Mail	Full Service Traditional ACS purchased separately	Y	Destination	Requests use of Traditional ACS data in address block. Mailpiece disposition according to ancillary service request recorded in mailer profile (UMF) Both options of Address Service or Change Service available	Y	Change Service Requested	Electronic Service Requested		Traditional ACS pricing	Y	MID is not linked to the requested service, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
401	BPM	Non-Auto	N	None	All UAA mail disposed of in delivery unit	N	N/A	N/A				Electronic Service Requested not allowed		All UAA mail disposed of in delivery unit

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
401	BPM	Basic option	N	None	All UAA mail disposed of in delivery unit	N	N/A	N/A				Electronic Service Requested not allowed		All UAA mail disposed of in delivery unit
706	BPM	Basic option	N	None	Forwardable mail forwarded locally at no charge, non-locally postage due. All other UAA returned postage due.	Y	Address Service Requested	Address Service Requested		Returned mailpieces pay Zone Rate fee. Forwarded mailpiece pay manual address correction fee.	Y	Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement
706	BPM	Basic option	N	None	All UAA mail disposed of in CFS unit	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement
706	BPM	Basic option	N	None	Forwardable mail forwarded locally at no charge, non-locally postage due. All other UAA returned.	Y	Forwarding Service Requested	Forwarding Service Requested		Mailer pays both forwarding and/or returned postage on returned mailpieces .		Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
706	BPM	Basic option	N	None	All UAA mail returned to sender at zone rate with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Returned mailpieces pay Zone Rate fee	Y	Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement
424	BPM	Basic option (OneCode ACS purchased separately)	Y (forwarded mailpieces only)	None	Forwardable mail forwarded locally at no charge, non-locally postage due. Other UAA returned at Zone Rate	Y	Address Service Requested (A)	Electronic Service Requested (B)		OneCode ACS pricing. UAA returned at postage due fees	Y		Must be endorsed Address Service Requested or Electronic Service Requested	(A) If ASR, mailpiece forwarded new address provided at manual address correction fee. (B) If ESR, all UAA disposed as UBBM and no manual address correction provided.
424	BPM	Basic option (OneCode ACS purchased separately)	Y	None	Forwardable pieces forwarded, Undeliverable pieces returned to sender with reason for non-delivery affixed.	Y	Address Service Requested (A)	Electronic Service Requested (B)	SPF1	Address correction OneCode ACS pricing. Forwardable pieces shipper paid at single piece letter or flat rate. Undeliverable pieces returned to sender at single piece rate.	Y		Address corrections provided for forwarded pieces only.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee. (B) If ESR, all UAA mailpieces disposed without address correction.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
431	BPM	Basic option (OneCode ACS purchased separately)	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested(A)	Change Service Requested(B)		OneCode ACS pricing	Y		Must be endorsed Change Service Requested or Electronic Service Requested	(A) If CSR, mailpiece disposed and hard copy address correction provided at manual address correction fee.(B) If ESR, all UAA disposed as UBBM and no manual address correction provided.
424	BPM	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block.	Y	Address Service Requested (A)	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement..	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction. (B) If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
431	BPM	Basic option Traditional ACS purchased separately	Y	None	Requests use of Traditional ACS data in address block.	Y	Change Service Requested	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement..	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction. (B) If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
265	BPM	Full Service	N	None	All UAA mail disposed of in delivery unit	N	N/A	N/A		Full Service ACS pricing		Electronic Service Requested not allowed		All UAA mail disposed of in delivery unit
466	BPM	Full Service	N	None	Forwardable mail forwarded locally at no charge, non-locally postage due. All other UAA returned.	Y	Address Service Requested	Address Service Requested		Returned mailpieces pay Zone Rate fee. Forwarded mailpiece pay manual address correction fee.	Y	Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement
466	BPM	Full Service	N	None	All UAA mail disposed of in CFS unit	Y	Change Service Requested	Change Service Requested		Manual address correction fee	Y	Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement
466	BPM	Full Service	N	None	Forwardable mail forwarded locally at no charge, non-locally postage due. All other UAA returned.	Y	Forwarding Service Requested	Forwarding Service Requested		Mailer pays both forwarding and/or returned postage on returned mailpieces .		Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement
466	BPM	Full Service	N	None	All UAA mail returned to sender at zone rate with reason for non-delivery affixed.	Y	Return Service Requested	Return Service Requested		Returned mailpieces pay Zone Rate fee	Y	Electronic Service Requested not allowed		Handled according to printed ancillary service endorsement

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
423	BPM	Full Service	Y (forwarded mail only)	None	Forwardable mail forwarded locally at no charge, non-locally postage due. Other UAA returned at Zone Rate	Y	Address Service Requested (A)	Electronic Service Requested (B)		Full Service ACS pricing. UAA returned at postage due fees	Y		Must be endorsed Address Service Requested or Electronic Service Requested	(A) If ASR, mailpiece forwarded new address provided at manual address correction fee. (B) If ESR, all UAA disposed as UBBM and no manual address correction provided.
423	BPM	Full Service	Y (forwards only)	None	Forwardable pieces forwarded, Undeliverable pieces returned to sender with reason for non-delivery affixed.	Y	Address Service Requested (A)	Electronic Service Requested (B)	SPF1	Full Service ACS pricing. Forwardable pieces shipper paid at single piece rate. Undeliverable pieces returned to sender at single piece rate.	Y		Address corrections provided for forwarded pieces only.	(A) If ASR, mailpiece forwarded to new address with manual address correction (PS Form 3547) provided at fee. All other UAA mailpieces returned at weighted fee. (B) If ESR, all UAA mailpieces disposed without address correction.
430	BPM	Full Service	Y	None	All UAA mail disposed of:	Y	Electronic Service Requested(A)	Change Service Requested(B)		Full Service ACS pricing	Y		Must be endorsed Change Service Requested or Electronic Service Requested	(A) If CSR, mailpiece disposed and hard copy address correction provided at manual address correction fee.(B) If ESR, all UAA disposed as UBBM and no manual address correction provided.

DRAFT

Service Type ID	Class of Mail	IMb Service Option	ACS Detail Record Provided to Mailer	Confirm Services	Mailpiece Disposition	Requires an On-Piece, Text Printed ASE	Recommended ASE Printed on Piece	Allowable Ancillary Service Endorsement Printed on Piece	Address Change Service (ACS) Option	Fees	Provides data that can be used to meet the Move Update Requirement	Constraints	Notes	Action taken if barcode is unavailable or invalid
423	BPM	Full Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block.	Y	Address Service Requested (A) Requested	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction. (B) If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.
430	BPM	Full Service (Traditional ACS purchased separately)	Y	None	Requests use of Traditional ACS data in address block.	Y	Change Service Requested	Electronic Service Requested (B)		Traditional ACS pricing	Y	MID is not registered for ACS, but the Traditional ACS participant ID is limited to a single class and ancillary service endorsement.	Mailpiece disposition and address corrections provided as described in Pub 8a	(A) If Unendorsed or ESR, all UAA mailpieces disposed without address correction. (B) If specific endorsement, Traditional ACS processing will be provided as identified in the endorsement and the mailer profile.

DRAFT

Appendix B: Data Distribution Scenarios

The following scenarios illustrate how the data distribution rules defined above would be used. In these scenarios, assume the following companies are involved in a mailing.

Company A: Mail Owner (MID 912345678)
Company B: Mail Preparer (MID 987654321)
Company C: Service Provider (MID 911111111)
Company D: Mail Owner (MID 000123456)
Company E: Mail Preparer (MID 987654321)

OneCode ACS Scenarios

Scenario 1:
Company A prepares their own mailings using their Mailer ID, 912345678. Company A wants to receive OneCode ACS data.

- Company A would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Preparer and indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 2:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company B as the Mail Preparer and indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 3:
Company A hires Company B to prepare their mailing and Company B uses its own Mailer ID 987654321 on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company A would receive OneCode ACS data through the By/For information in the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 4:
Company A hires Company B to prepare their mailing and Company B uses its own Mailer ID 987654321 on the mailpieces. Company A wishes to send their OneCode ACS data to Company B whenever Company B is their Mail Preparer.

- Company A has set up a static partial profile in *PostalOne!* authorizing Company B to receive the OneCode ACS data for Company A when Company B prepares the mail.

DRAFT

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive OneCode ACS data through the static profile in *PostalOne!*.
- No Cast of Characters message would be required.

Scenario 5:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company C.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode ACS data through the static profile in *PostalOne!*.
- No Cast of Characters message would be required.

Scenario 6:
Company A hires Company B to prepare their mailing and Company B uses its own Mailer ID 987654321 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company C.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode ACS data through a combination of the By/For information and the static profile in *PostalOne!*.
- No Cast of Characters message would be required.

Scenario 7:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company B for this mailing.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode ACS data when a Cast of Characters file has been submitted.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and directing OneCode ACS data for those mailpieces to Company B.
- Company B would receive OneCode ACS data for the mailing through the dynamic profile in *PostalOne!* and Cast of Characters.

Scenario 8:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wishes to send all of their OneCode ACS data to Company B for this mailing.

- Company A has NOT set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode ACS data when a Cast of Characters has been submitted.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and directing OneCode ACS data for those mailpieces to Company B.
- Company B would NOT receive OneCode ACS data for the mailing.

DRAFT

- Company A would receive their OneCode ACS data for the mailing.
- An error message would be send to the submitter of the Cast of Characters.

Scenario 9:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A has delegated all data access to Company B.

- Company A has transferred control of their Mailer ID to Company B in their static Delegated profile in *PostalOne!*. Company B has set up the profile to receive the OneCode ACS data.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive the OneCode ACS data through the profile.
- No Cast of Characters message would be required.

Scenario 10:
Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* to indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* to indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 11:
Company A hires Company B and Company E to prepare their mailing and the Mail Preparers use their own Mailer ID (Company B, Mailer ID 987654321 and Company E, Mailer ID 987654321) on the mailpieces. Company A wishes to receive OneCode ACS data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company A would receive OneCode ACS data through the By/For information in the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 12:
Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wishes to send their OneCode ACS data to Company B whenever Company B is their Mail Preparer and Company E whenever Company E is their Mail Preparer.

- Company A has set up a static Partial profile in *PostalOne!* authorizing both Company B and Company E to receive the OneCode ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive OneCode ACS data through the static profile in *PostalOne!* for the mailpieces they prepared

DRAFT

- Company E would receive OneCode ACS data through the static profile in *PostalOne!* for the mailpieces they prepared.
- No Cast of Characters message would be required.

Scenario 13:
Company A hires Company B and Company E to prepare their mailing and the Mail Preparers use their own Mailer ID (Company B, Mailer ID 987654321 and Company E, Mailer ID 987654321) on the mailpieces. Company A wishes to send their OneCode ACS data to Company B whenever Company B is their Mail Preparer and Company E whenever Company E is their Mail Preparer.

- Company A has set up a static Partial profile in *PostalOne!* authorizing Company B to receive the OneCode ACS data for Company A when they prepare the mail.
- Company A has NOT set up a static Partial profile in *PostalOne!* authorizing Company E to receive the OneCode ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive OneCode ACS data through the static profile in *PostalOne!* for the mailpieces they prepared
- Company E would NOT receive OneCode ACS data for the mailpieces they prepared. Company A would receive their OneCode ACS data for the mailing prepared by Company E.
- No Cast of Characters message would be required.

Scenario 14:
Company A hires Company B and Company E to prepare their mailing and the Mail Preparers use their own Mailer ID (Company B, Mailer ID 987654321 and Company E, Mailer ID 987654321) on the mailpieces. Company A wishes to send their OneCode ACS data to Company C.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company E would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode ACS data through a combination of the By/For information and the static profile in *PostalOne!*.
- No Cast of Characters message would be required.

Scenario 15:
Company A and Company D hire Company B to prepare their mailing and the Company B uses their own Mailer ID, 987654321, on the mailpieces. Company A wishes to send their OneCode ACS data to Company C for this mailing only. Company D wishes to receive OneCode ACS data.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company C to receive the OneCode ACS data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A and Company D as the Mail Owners.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and directing One Code ACS data for those mailpieces to Company C.
- Company C would receive OneCode ACS data through the Cast of Characters file. .
- Company D would receive OneCode ACS data through the By/For in the electronic

DRAFT

documentation.

Confirm Scenarios

Scenario 16:
Company A prepares their own mailings using their Mailer ID, 912345678. Company A wants to receive OneCode Confirm data. Company A is a Confirm subscriber and their Mailer ID, 912345678, is also their Subscriber ID.

- Company A would submit electronic documentation to *PostalOne!* - indicating the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode Confirm data through the Mailer ID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 17:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company B wants to receive OneCode Confirm data. Company B is a Confirm subscriber.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company B.
- Company B would receive OneCode Confirm data through the Cast of Characters.

Scenario 18:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A and Company B want to receive OneCode Confirm data. Company A and Company B are Confirm subscribers.

- Company A has set up a dynamic profile in *PostalOne!* authorizing Company B to receive the OneCode Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company A's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company A.
- Company A or B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company B.
- Company A would receive OneCode Confirm data through the Cast of Characters.
- Company B would receive OneCode Confirm data through the Cast of Characters.

Scenario 19:
Company A hires Company B to prepare their mailing and Company B uses their own Mailer ID, 987654321, on the mailpieces. Company A wants to receive OneCode Confirm data. Company B does NOT want to receive OneCode Confirm data. Company A and Company B are Confirm subscribers. Company B's their Mailer ID, 987654321, is also their Subscriber ID.

- Company B has set up a dynamic profile in *PostalOne!* authorizing Company A to receive the OneCode Confirm data when a Cast of Characters file is submitted.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company A or B would submit a Cast of Characters Create Request message to

DRAFT

PostalOne! identifying the mailpieces included in the mailing and Company A's Confirm Subscriber ID to direct One Code Confirm data for those mailpieces to Company A.
- Company B would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company B's Confirm Subscriber ID to stop One Code Confirm data for those mailpieces going to Company B.
- Company B would NOT receive OneCode Confirm data.
- Company A would receive OneCode Confirm data through the Cast of Characters.

Scenario 20:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wants Company C to receive OneCode Confirm data. Company C is a Confirm subscriber.
- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode Confirm data for Company A including Company C's Confirm Subscriber ID.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company C would receive OneCode Confirm data through the static profile.
- No Cast of Characters message would be required.

Scenario 21:
Company A hires Company B to prepare their mailing and requests Company B to use company C's (Mail Owner) Mailer ID 911111111 on the mailpieces. Company A wants Company C to receive OneCode Confirm data. Company C is a Confirm subscriber and their Mailer ID, 911111111, is also their Subscriber ID.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode Confirm data through the Mailer ID on the mailpiece.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 22:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wants Company C to receive OneCode Confirm data. Company A is a Confirm subscriber and their Mailer ID, 912345678, is also their Subscriber ID.
- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the OneCode Confirm data for Company A.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company C would receive OneCode Confirm data through the Mailer ID on the mailpieces.
- No Cast of Characters message would be required.

Scenario 23:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company B uses a OneCode Confirm STID on the mailpieces. Company A is not a Confirm subscriber.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A will not receive the OneCode Confirm data.

Start-the-Clock Scenarios

DRAFT

Scenario 24:
Company A hires Company B to prepare their mailing and Company B uses their own Mailer ID, 987654321, on the mailpieces. Company A and Company B both want to receive Start-the-Clock data.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company A as the Mail Owner.
- Company B would receive Start-the-Clock data through the Mailer ID on the mailpiece.
- Company A would receive Start-the-Clock data as the submitter of the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 25:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A and Company B both want to receive Start-the-Clock data.

- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive Start-the-Clock data through the Mailer ID on the mailpiece.
- Company B would receive Start-the-Clock data as the submitter of the electronic documentation.
- No Static or Dynamic profile would be required.
- No Cast of Characters message would be required.

Scenario 26:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces. Company A wants Company C to receive Start-the-Clock data. Company B wants to receive Start-the-Clock data.

- Company A has set up a static Complete profile in *PostalOne!* authorizing Company C to receive the Start-the-Clock data for Company A.
- Company B would submit electronic documentation to *PostalOne!* indicating that the Mailer ID on the mailpiece is that of the Mail Owner.
- Company C would receive Start-the-Clock data through the static profile.
- Company B would receive Start-the-Clock data as the submitter of the electronic documentation.
- No Cast of Characters message would be required.

Multiple Services

Scenario 27:
Company A hires Company B to prepare their mailing and requests Company B to use company A's (Mail Owner) Mailer ID 912345678 on the mailpieces.

Company A wants to receive OneCode ACS information. Company A wants OneCode Confirm information to go to Company C only for this mailing. Company C is a Confirm subscriber. Company A always wants Start-the-Clock data to go to a Company C. Company B wants to receive Start-the-Clock data.

- Company A has set up a static complete profile in *PostalOne!* authorizing Company C to receive the Start-the-Clock data for Company A.
- Company A has set up a dynamic profile in *PostalOne!* authorizing Company C to receive the Confirm data for Company A.
- Company A would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company C's Confirm Subscriber

DRAFT

ID to direct One Code Confirm data for those mailpieces to Company C.

- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company B as the Mail Preparer and indicate the Mailer ID on the mailpiece is that of the Mail Owner.
- Company A would receive OneCode ACS data through the Mailer ID on the mailpieces.
- Company C would receive Start-the-Clock data through the static profile.
- Company C would receive OneCode Confirm data through the dynamic profile and Cast of Characters message.
- Company B would receive Start-the-Clock data as the submitter of the electronic documentation.

Scenario 28:
Company A hires Company B to prepare their mailing and requests Company B to use their own Mailer ID 987654321 on the mailpieces.

Company A wants to receive OneCode Confirm information. Company A wants OneCode ACS information to go to Company F for this mailing only. Company A always wants OneCode Confirm data to go to Company C who has a Confirm subscription. Company A and B want to receive Start-the-Clock data. Company E wishes to receive appointment close-out information.

- Company A has set up a static complete profile in *PostalOne!* authorizing Company C to receive OneCode Confirm data for Company A.
- Company A has set up a dynamic profile in *PostalOne!* authorizing Company F to receive the OneCode ACS data for Company A.
- Company A would submit a Cast of Characters Create Request message to *PostalOne!* identifying the mailpieces included in the mailing and Company F's Mailer ID to direct OneCode ACS data for those mailpieces to Company F.
- Company B would submit electronic documentation to *PostalOne!* including By/For information to identify Company B as the Mail Preparer and indicate Company A as the Mail Owner.
- Company A would receive Start-the-Clock data as the Mail Owner.
- Company F would receive OneCode ACS data through the dynamic profile and Cast of Characters message.
- Company C would receive OneCode Confirm data through the static profile.
- Company B would receive Start-the-Clock data as the submitter of the electronic documentation.
- Company E would receive appointment close-out information from the FAST system as the creator of the appointments.

If there is a need to change data in the Cast of Characters message after it has been sent to *PostalOne!*, a Cast of Characters Update Request can be submitted by the same company that submitted the original request to update data in that message. Cast of Characters requests can also be cancelled by the company that submitted the original request by sending a Cast of Characters Cancellation Request message.

For more information on how to use the Cast of Characters messages, refer to the Mail.XML specification which can be found at www.idealliance.org.

DRAFT

Appendix C: Data Distribution Scenario Chart

Scenario Number	Notes	MID Used		Data Requested			Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	Confirm	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Dynamic Profile	Cast of Characters	Owner	Preparer	Third Party
1	No Preparer Used	X		X									X		
2	One Owner, One Preparer	X		X									X		
3	One Owner, One Preparer		X	X			X						X		
4	One Owner, One Preparer		X	X						X				X	
5	Third Party	X		X					X						X
6	Third Party		X	X			X		X						X
7	Cast of Characters	X		X							X	X		X	
8	Missing Profile, Owner wants data to go to 3rd Party	X		X								X	X		
9	Delegated Control	X		X				X						X	
10	Multiple Preparers, One Owner	X		X			X						X		
11	Multiple Preparers, One Owner		X	X			X						X		
12	Multiple Preparers, One Owner		X	X				X						X	
13	Two preparers, one static profile		X	X				One					One	One	
14	Multiple Preparers, One Owner, Third Party		X	X			X	X							X

DRAFT

Scenario Number	Notes	MID Used		Data Requested			Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	Confirm	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Dynamic Profile	Cast of Characters	Owner	Preparer	Third Party
	Receipt														
15	Multiple Owners, One Preparer – Data from one mailing can go to multiple sources. Data for each owner only goes to one location		X	X			X				X	X	X		X
16	No Preparer Used	X			X								X		
17	Preparer is a Confirm subscriber	X			X						X	X		X	
18	Owner and preparer both Confirm subscribers	X			X						X	X	X	X	
19	Owner and preparer both Confirm subscribers		X		X						X	X	X		
20	Third Party is a Confirm subscriber	X			X				X						X
21	Third Party MID Used		X		X										X
22	Owner is a Confirm subscriber	X			X				X						X
23	No Confirm Subscriber ID	X			X		X								

DRAFT

Scenario Number	Notes	MID Used		Data Requested			Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	Confirm	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Dynamic Profile	Cast of Characters	Owner	Preparer	Third Party
24	One owner, one preparer		X			X	X						X	X	
25	One owner, one preparer	X				X	X						X	X	
26	Owner delegates Start-the-Clock	X				X	X	X						X	X

DRAFT

Appendix D: Intelligent Mail Resources

A Guide to Intelligent Mail for Letters and Flats	References
1. Purpose	
Implementation of New Standards for Intelligent Mail Barcodes	http: //pe.usps.com/FederalRegisterNotices.asp.
PostalOne! Getting Started Guide	http: //www.usps.com/postalone/guides.htm
Additional resources about the various electronic documentation "Guide and Tools" section of the *PostalOne!* website	http: //www.usps.com/postalone/guides.htm
2. Intelligent Mail Requirements	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
The Intelligent Mail Barcode Technical Resource Guide	http: //ribbs.usps.gov/OneCodesolution/USPSIMB_Tech_Resource_Guide.pdf
Intelligent Mail Barcode Specifications	http: //ribbs.usps.gov/OneCodesolution/SPUSPS-B-3200E001.pdf
List of Intelligent Mail Barcode Resources	http: //ribbs.usps.gov/OneCodesolution/
Intelligent Mail Tray barcode	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
Specifications for the 10/24-digit tray label specifications	http: //ribbs.usps.gov/files/intelligent_mail_tray_label/mailer_web_content.cfm
Specifications for the 24-digit tray label specifications	http: //ribbs.usps.gov/files/intelligent_mail_tray_label/mailer_web_content.cfm
Content Identification Number (CIN)	

DRAFT

Information on CIN, DMM 708.6.0	http: //pe.usps.com/text/dmm300/708.htm
Intelligent Mail Container Plapostcards with unique barcodes	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
Intelligent Mail Container Barcode specifications	http: //ribbs.usps.gov/files/intelligent_mail_container_barcode/imcontainerbarcode.htm
Information for the preparation of Pallet DMM 705.8.0	http: //pe.usps.com/text/dmm300/705.htm
Optional plapostcard format with Intelligent Mail Container Barcode specifications and self-adhesive	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
Optional postcard format with Intelligent Mail Container Barcode specifications	http: //ribbs.usps.gov/files/intelligent_mail_container_barcode/imcontainerbarcode.htm
2.1 Start-the-Clock Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
2.2 Address Correction Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
2.2.1 Future Release: Address Correction Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
2.3 Mailer ID (MID)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
User Access to Electronic Mailing Information and Reports Guide	http: //ribbs.usps.gov/fullserviceguides
Mailer ID in the “Intelligent Mail Barcode Technical Resource Guide” Section 3.3.3	http: //ribbs.usps.gov/OneCodesolution/
2.4 Unique Intelligent Mail Barcode	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides
The Intelligent Mail Barcode Technical Resource Guide	http: //ribbs.usps.gov/OneCodesolution/USPSIMB_Tech_Resource_Guide.pdf
Intelligent Mail Barcode Specifications	http: //ribbs.usps.gov/OneCodesolution/SPUSPS-B-3200E001.pdf

DRAFT

2.5 Service Type Identifier	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Service Type ID in the "Intelligent Mail Barcode Technical Resource Guide" Section 3.3.2	http: //ribbs.usps.gov/OneCodesolution/
Confirm Service	
Those interested in the OneCode Confirm Service for Full Service or Basic mailpiece must still purchase a Confirm service subscription and indicate the request for the Confirm service in the Service Type ID on the mailpiece. Learn about the Intelligent Mail barcode format for OneCode Confirm by reviewing the Confirm Service Featuring OneCode Confirm User Guide (Pub. 197). For more information on the Confirm service call the Confirm Customer Desk at 800-238-3150, option 1.	http: //www.usps.com/cpim/ftp/pubs/pub197.pdf
OneCode ACS	
Address Correction Information will be available for purchase for Basic mailpiece through the OneCode ACS system. Those interested in receiving address correction data on Basic mailpiece should obtain a OneCode ACS subscription and indicate the request for that service in the Service Type ID. Learn how the process works, the features available, and mailer requirements to receive electronic address corrections using the Intelligent Mail barcode. Downloadable OneCode ACS application and fulfillment access forms. For more information on the OneCode ACS contact the ACS Department via email at acs@usps.gov or by phone at 877-640-0724.	http: //ribbs.usps.gov/OneCodesolution/acsdocs.cfm **Documents and Forms:** **3573.pdf**- OneCode ACS program application form **1357-W.pdf**- Web Access Request Form **OneCode ACS**- DRAFT Publication 8B

DRAFT

Service Type ID Reference Matrix	
A Guide to Intelligent Mail for Letters and Flats Appendix A, to identify the correct Service Type ID reference	http: //ribbs.usps.gov/fullserviceguides
2.5.1 Use of Ancillary Service Endorsements and Service Type IDs to Receive Address Corrections	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
For more information regarding ancillary service Endorsements: see DMM 507.1.0 Treatment of Mail and Quick Service Guide 507d, Ancillary Service Endorsements	http: //pe.usps.com/text/dmm300/507.htm#wp1112929 http: //pe.usps.com/text/qsg300/Q507d.htm#wp1022881
2.5.2 Forms of Address Corrections and Options for Handling Undeliverable-as-Addressed Mail with Intelligent Mail Barcode	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
For more information regarding Address Corrections Service, DMM 507.4.0 Address Corrections Service: • Manual Address Corrections • Traditional ACS • OneCode ACS	http: //pe.usps.com/text/dmm300/507.htm#4 0 http: //ribbs.usps.gov/acs.html
2.5.2.1 Indicating "None" as the Form of Address Correction	
A Guide to Intelligent Mail for Letters and Flats For more information regarding "No Endorsement" as the form of Ad Correction, DMM 507.1.5.1, 1.5.2, 1.5.3 & 1.5.3.K and Quick Service Guide 507d, Ancillary Service Endorsements	http: //ribbs.usps.gov/fullserviceguides. http: //pe.usps.com/text/dmm300/507.htm#wp1112929 http: //pe.usps.com/text/qsg300/Q507d.htm#wp1022881
2.5.2.2 Indicating "Manual Address Corrections" as the Form of Address Correction	
A Guide to Intelligent Mail for Letters and Flats For more information regarding "Manual Address Correction" as the form of Address Correction, DMM 507.1.5.1, 1.5.2, 1.5.3 & 1.5.3.K Quick Service Guide 507d, Ancillary Service Endorsements	http: //ribbs.usps.gov/fullserviceguides. http: //pe.usps.com/text/dmm300/507.htm#wp1112929 http: //pe.usps.com/text/qsg300/Q507d.htm#wp1022881

DRAFT

2.5.2.3 Indicating "Traditional ACS" as the Form of Address Correction	
A Guide to Intelligent Mail for Letters and Flats For more information regarding "Traditional Address Correction" as the form of Address Correction, DMM 507.1.5.1, 1.5.2, 1.5.3 & 1.5.3.K and Quick Service Guide 507d, Ancillary Service Endorsements	http: //ribbs.usps.gov/fullserviceguides. http: //pe.usps.com/text/dmm300/507.htm#wp1112929 http: //pe.usps.com/text/qsg300/Q507d.htm#wp1022881
2.5.2.4 Indicating "OneCode ACS" as the Form of Address Correction	
A Guide to Intelligent Mail for Letters and Flats For more information regarding "Manual Address Correction" as the form of Address Correction, DMM 507.1.5.1, 1.5.2, 1.5.3 & 1.5.3.K and Quick Service Guide 507d, Ancillary Service Endorsements	http: //ribbs.usps.gov/fullserviceguides. http: //ribbs.usps.gov/OneCodesolution/acsdocs.cfm http: //pe.usps.com/text/dmm300/507.htm#wp1112929 http: //pe.usps.com/text/qsg300/Q507d.htm#wp1022881
2.5.3 Ancillary Service Endorsements with Basic or Full-Service Mailings	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
2.5.4 Precedence of Ancillary Service Endorsements and Service Type ID Values	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
2.5.5 Electronic Service Requested	
A Guide to Intelligent Mail for Letters and Flats For more information regarding Electronic Service Requested, DMM 507.1.5 F & 507.4.2.6	http: //ribbs.usps.gov/fullserviceguides. http: //pe.usps.com/text/dmm300/507.htm#wp1112929
To determine if using Electronic Service requested is appropriate and will the mailer's desired handling of UAA mail: A Guide to Intelligent Mail for Letters and Flats Appendix A, to identify the correct Service Type ID reference	http: //ribbs.usps.gov/fullserviceguides
2.5.6 Quick Service Guide Listing of Service Type Identifiers	

DRAFT

A Guide to Intelligent Mail for Letters and Flats: Figure 5: Table of Service Type Identifiers Appendix A, Service Type Identifier Matrix	http: //ribbs.usps.gov/fullserviceguides
2.5.7 First-Class Mail Service Type Identifiers	
A Guide to Intelligent Mail for Letters and Flats Figure 5: Table of Service Type Identifiers Appendix A, Service Type Identifier Matrix Physical Standards for Letters – DMM 201 and Flats – DMM 301 Mail Preparation for Cards, Letters – DMM 235 and Flats – DMM 335	http: //ribbs.usps.gov/fullserviceguides. http: //pe.usps.com/text/dmm300/201.htm http: //pe.usps.com/text/dmm300/301.htm http: //pe.usps.com/text/dmm300/235.htm http: //pe.usps.com/text/dmm300/335.htm
2.5.8 Standard Mail Service Type Identifiers	
A Guide to Intelligent Mail for Letters and Flats Figure 5: Table of Service Type Identifiers Appendix A, Service Type Identifier Matrix Physical Standards for Letters – DMM 201 and Flats – DMM 301 Mail Preparation for Cards, Letters – DMM 245 and Flats – DMM 345	http: //ribbs.usps.gov/fullserviceguides. http: //pe.usps.com/text/dmm300/201.htm http: //pe.usps.com/text/dmm300/301.htm http: //pe.usps.com/text/dmm300/245.htm http: //pe.usps.com/text/dmm300/345.htm
2.5.9 Periodicals Service Type Identifiers	
A Guide to Intelligent Mail for Letters and Flats Figure 5: Table of Service Type Identifiers Appendix A, Service Type Identifier Matrix Physical Criteria for Nonmachinable Flat-Size Periodicals Preparing Letter-Size Barcoded (Automation) Periodicals Preparing Flat-Size Barcoded (Automation) Periodicals Preparing Carrier Route Periodicals	http: //ribbs.usps.gov/fullserviceguides. http: //pe.usps.com/text/dmm300/707.htm#wp1296598 http: //pe.usps.com/text/dmm300/707.htm#wp1060686 http: //pe.usps.com/text/dmm300/707.htm#wp1060719 http: //pe.usps.com/text/dmm300/707.htm#wp1060557
2.5.10 Bound Printed Matter Service Type Identifiers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.

DRAFT

Figure 5: Table of Service Type Identifiers Appendix A, Service Type Identifier Matrix Physical Standards for Flats – DMM 301 Preparing Barcoded Flats – DMM 365	http: //pe.usps.com/text/dmm300/301.htm http: //pe.usps.com/text/dmm300/365.htm#wp1022847
3 Electronic Mailing Documentation and Postage Statements	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Detailed instructions on how to obtain access to the *PostalOne!* system	http: //www.usps.com/postalone/howto.htm
For additional information on how to sign-up and begin using the *PostalOne!* system today see the *PostalOne!* Getting Started Guide	http: //www.usps.com/postalone/ pdf/*PostalOne!*StartGuide.pdf.
With the Full-Service option, you will need to submit postage statement and other mailing documentation electronically using one of three options	
A) Mail.dat is an industry-defined database structure consisting of files linked by key fields. (Use Mail.dat 09.1 Specification to develop your software for Full Service)	http: //www.maildat.org/.
A*) Postal Service Mail.dat Technical Specification*	http: //ribbs.usps.gov/fullserviceguides
B) Mail.XML (formerly Wizard Web Services (WWS)), For more information about using Mail.XML for communicating with the *PostalOne!* system for Full-Service (use Mail.XML 6.0 to develop your software for Full Service)	www.mailxml.org
B) Mail.XML refer to the *PostalOne!* system product guides and tools and the *PostalOne!* System Mail.XML Technical Guide for Full-Service	http: //ribbs.usps.gov/fullserviceguides
C) The *PostalOne!* system provides the Postal Wizard (PW) tool that provides a secure way to submit postage statements online. Those interested in using the PW should contact their BMEU directly to obtain access:	http: //www.usps.com/postalone/howto.htm http: //www.usps.com/postalone/ pdf/*PostalOne!*StartGuide.pdf. http: //www.usps.com/ncsc/locators/find-bme.html

DRAFT

C) The Postal Wizard (PW) tool may be used when no electronic documentation is necessary for compliance with Full-Service requirements. (Qualification reports for mailings of less than 10,000 letters and flats pieces are not required when postage is affixed to each piece at the correct price, or when each piece is of identical weight and the mailpieces are separated by price	For First-Class Mail: http: //pe.usps.com/text/dmm300/234.htm For Standard Mail: http: //pe.usps.com/text/dmm300/244.htm
3.1 Mixed Mailings	
A Guide to Intelligent Mail for Letters and Flats: Section 3.10.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes	http: //ribbs.usps.gov/fullserviceguides.
3.2 Future Release: Combined Mailings of Standard Mail & Periodicals	
A Guide to Intelligent Mail for Letters and Flats: Figure 4. Mail.dat for Combined Mailings & Figure 5, Mail.XML for Combined Mailings	http: //ribbs.usps.gov/fullserviceguides.
3.3 Copalletization	
A Guide to Intelligent Mail for Letters and Flats: Section 3.10, 3.11 & 3.12	http: //ribbs.usps.gov/fullserviceguides.
3.3.1 Periodicals Scenario	
A Guide to Intelligent Mail for Letters and Flats: Figure 5, Mail.dat for Periodicals Copalletization & Figure 7. Mail.XML for Periodicals Copalletization	http: //ribbs.usps.gov/fullserviceguides.
DMM 707.27.1 states that this agreement shall include: the mailer's name and address, the mailing office, procedures and quality control measures for the copalletized mailing, the expected date of the first mailing, and a sample of the standardized documentation	http: //pe.usps.com/text/dmm300/707.htm#wp1292574

DRAFT

3.3.2 Standard Mail Flat-Size Bundles Scenario	
A Guide to Intelligent Mail for Letters and Flats: Figure 8, Mail.dat for Standard Mail Flat Bundle Copalletization & Figu Mail.XML for Standard Mail Flat Bundle Copalletization	http: //ribbs.usps.gov/fullserviceguides.
To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted bundles from each mailing to achieve the finest presort level for the mailing as required DMM 705.8.7.4	http: //pe.usps.com/text/dmm300/705.htm#wp1380958
3.3.3 First-Class Mail in Trays Scenario	
A Guide to Intelligent Mail for Letters and Flats: Figure 10, Mail.dat for First-Class Mail Tray Copalletization & Figure 11. Mail.XML for First-Class Mail Tray Copalletization	http: //ribbs.usps.gov/fullserviceguides.
3.3.4 Standard Mail in Trays Scenario	
A Guide to Intelligent Mail for Letters and Flats: Figure 12, Mail.dat for Standard Mail Tray Copalletization & Figure 13. Mail.XML for Standard Mail Tray Copalletization	http: //ribbs.usps.gov/fullserviceguides.
3.4 Future Release: Manifest Mailings	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
For more information regarding Manifest Mailing System, see DMM 705.2.0	http: //pe.usps.com/text/dmm300/705.htm
3.5 Spoilage and Shortage	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
USPS will support the two following solutions for providing Spoilage information in Mail.dat 09.1 and Mail.XML 6.0 *Postal Service Mail.dat Technical Specification* *PostalOne!* System Mail.XML Technical Guide for Full-Service	http: //www.maildat.org/ http: //www.mailxml.org http: //ribbs.usps.gov/fullserviceguides
3.5.1 Piece Level Spoilage and Shortage	

DRAFT

A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
USPS will support the two following solutions for providing Spoilage information in Mail.dat 09.1 and Mail.XML 6.0 *Postal Service Mail.dat Technical Specification* *PostalOne!* System Mail.XML Technical Guide for Full-Service	http: //www.maildat.org/ www.mailxml.org http: //ribbs.usps.gov/fullserviceguides
3.6 Multi-Line Optical Character Reader (MLOCR) Mailers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.7 Continuous Mailers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Continuous Mailers will have Customer Supplier Agreements (CSA) with the Postal Service.	http: //ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/CustomerSupplierAgreemede.pdf
3.8 *PostalOne!* Transportation Management Systems (TMS)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
For more information regarding *PostalOne!* Transportation Management System	http: //www.usps.com/postalone/transportmgmt.htm
3.9 Customer Supplier Agreements (CSA)	
A Guide to Intelligent Mail for Letters and Flats:	http: //ribbs.usps.gov/fullserviceguides.
Guide to Customer Supplier Agreements (CSA)	http: //ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/CustomerSupplierAgreemede.pdf
3.9.1 Using the *PostalOne!* Transportation Management System	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
For more information regarding air & surface container separations ref Customer Supplier Agreements (CSA) with the Postal Service.	http: //ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/CustomerSupplierAgreemede.pdf

DRAFT

For more information regarding *PostalOne!* Transportation Management System	http: //www.usps.com/postalone/transportmgmt.htm
3.9.2 Applying the Customer Supplier Agreement	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Guide to Customer Supplier Agreements (CSA)	http: //ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/CustomerSupplierAgreeme de.pdf
3.10 Creating Appointments	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
For details on how to create appointments using Web Services, refer to the: *Postal Service Mail.XML Technical Specification* and the Mail.XML Specifications found at the IDEAlliance website	http: //ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/MailXMLTechnicalGuide.pd http: //www.usps.com/postalone/autodropshipschedule.htm www.maildat.org.
For details on how to create appointments via the FAST online system, re the FAST Customer User guide:	https: //fast.usps.com/userguide/CustomerUserGuide.pdf.
3.10.1 Joint Scheduling	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.11 Mail.dat	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Information for Mail.dat and how you can use Mail.dat to submit electronic information refer to:	http: //www.maildat.org/.
Currently, the *PostalOne!* system supports Mail.dat versions 07-1, 08-1, and Mail.dat version 08-2, For more information regarding *PostalOne!* System Mail.dat Technical Guide	http: //ribbs.usps.gov/fullserviceguides
3.11.1 Mail.dat 09.1 *PostalOne!* System Implementation	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.

DRAFT

Information for Mail.dat and how you can use Mail.dat to submit electronic information refer to:	http: //www.maildat.org/
The change requests for Mail.dat 09-1 can be accessed at the IDEAlliance change management Web site found at	http: //pmstage.freecom.at/pmstage/index.php
3.11.2 Mail.dat Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Information on Documentation Standards for Automation Mailing DMM 234 & 244 (Qualification reports for mailings of less than 10,000 pieces are not required when postage is affixed to each piece at the correct price, or when each piece is of identical weight and the mailpieces are separated by price)	For First-Class Mail: http: //pe.usps.com/text/dmm300/234.htm For Standard Mail: http: //pe.usps.com/text/dmm300/244.htm
For detailed specifications on how to populate the PDR or MailPiece Create and MailPieceUpdate messages, refer to the Mail.dat Specification or Mail.XML Specification	http: //www.maildat.org/ or http: //www.idealliance.org.
PostalOne! System Mail.dat Technical Guide & *PostalOne!* System Mail.XML Technical Guide	http: //ribbs.usps.gov/fullserviceguides
3.11.3 Mail.dat Piece Electronic Documentation for Sequential Intelligent Mail Barcodes	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
For detailed specifications on how to populate the PDR or MailPieceCreate and MailPieceUpdate messages , refer to the Mail.dat Specification or Mail.XML Specification	http: //www.maildat.org/ or http: //www.idealliance.org.
PostalOne! System Mail.dat Technical Guide & *PostalOne!* System Mail.XML Technical Guide	http: //ribbs.usps.gov/fullserviceguides
3.11.4 Mail.dat Handling Unit Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.11.4.1 Mail.dat Physical Handling Unit	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.

DRAFT

Complete information for detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification:	http: //www.maildat.org/ or http: //www.idealliance.org
PostalOne! System Mail.dat Technical Guide & *PostalOne!* System Mail.XML Technical Guide	http: //ribbs.usps.gov/fullserviceguides
3.11.4.2 Mail.dat Logical Handling Units (Trays only)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
A Guide to Intelligent Mail for Letters and Flats: Figure 15, Logical Handling Units & Figure 16, Association of Logical Handling Units to Physical Handling Units	http: //ribbs.usps.gov/fullserviceguides.
Complete information for detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification:	http: //www.maildat.org/ or http: //www.idealliance.org.
PostalOne! System Mail.dat Technical Guide & *PostalOne!* System Mail.XML Technical Guide	http: //ribbs.usps.gov/fullserviceguides
3.11.5 Mail.dat Container Information (Pallets or APC)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.11.5.1 Mail.dat Physical Containers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Complete information for detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification:	http: //www.maildat.org/ or http: //www.idealliance.org.
PostalOne! System Mail.dat Technical Guide & *PostalOne!* System Mail.XML Technical Guide	http: //ribbs.usps.gov/fullserviceguides
3.11.5.2 Mail.dat Logical Containers (Pallets or APCs)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
A Guide to Intelligent Mail for Letters and Flats: Figure 17, Logical Containers & Figure 18, Association of Physical Containers to	http: //ribbs.usps.gov/fullserviceguides.

DRAFT

Logical Containers	
3.11.5.3 Mail.dat Associating Handling Units to Containers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Complete information for detailed specifications on how to populate the .CSM file, refer to the Mail.dat Specification:	http: //www.maildat.org/ or http: //www.idealliance.org.
3.11.6 Postage Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Information for Mail.dat lists all the postage statement generation variables in table 3.1 Key Postage Statement Generation Field can be found in the *PostalOne!* System Mail.dat Technical Guide	http: //ribbs.usps.gov/fullserviceguides
3.11.7 Future Release: Mail.dat Owner/Mailing Agent Updates	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.12 Mail.XML (Formerly Wizard Web Services)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Information for Mail.XML and how you can use Mail.XML to submit electronic information refer to:	www.mailxml.org
Complete information about using Mail.XML to communicate with the *PostalOne!* system, can be found in the *PostalOne!* system product guides and tools and the *PostalOne!* System Mail.XML Technical Guide for Full-Service:	http: //ribbs.usps.gov/fullserviceguides
3.13 Future Release Electronic Documentation Using Mail.XML (Formerly Wizard Web Services)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.13.1 Mail.XML Version 6.0 Changes – *PostalOne!* System Implementation	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.13.2 Mail.XML Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.

DRAFT

Information on Documentation Standards for Automation Mailing DMM 234 & 244 (Qualification reports for mailings of less than 10,000 pieces are not required when postage is affixed to each piece at the correct price, or when each piece is of identical weight and the mailpieces are separated by price)	For First-Class Mail: http: //pe.usps.com/text/dmm300/234.htm For Standard Mail: http: //pe.usps.com/text/dmm300/244.htm
Complete information about using Mail.XML to communicate with the *PostalOne!* system, can be found in the *PostalOne!* system product guides and tools and the *PostalOne!* System Mail.XML Technical Guide for Full-Service	http: //ribbs.usps.gov/fullserviceguides
3.12.3 Mail.XML Piece Electronic Documentation for Sequential Intelligent Mail Barcodes	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
Complete information about using Mail.XML to communicate with the *PostalOne!* system, can be found in the *PostalOne!* system product guides and tools and the *PostalOne!* System Mail.XML Technical Guide for Full-Service	http: //ribbs.usps.gov/fullserviceguides
3.12.3.1 Mail.XML Handling Unit Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.12.3.2 Mail.XML Physical Handling Units	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.12.3.3 Mail.XML Logical Handling Units (Trays only)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
A Guide to Intelligent Mail for Letters and Flats: Figure 19, Logical Handling Units & Figure 20, Association of Physical Handling Units to Logical Handling Units	http: //ribbs.usps.gov/fullserviceguides.
3.12.4 Mail.XML Container Information (Pallets or APCs)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.

DRAFT

3.12.4.1 Mail.XML Physical Containers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
PostalOne! System Mail.XML Technical Guide for Full-Service	http: //ribbs.usps.gov/fullserviceguides
3.12.4.2 Mail.XML Logical Containers (Pallets or APCs)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
A Guide to Intelligent Mail for Letters and Flats: Figure 21, Logical Containers & Figure 22, Association of Physical Containers to Logical Containers	http: //ribbs.usps.gov/fullserviceguides.
3.12.4.3 Mail.XML Associating Handling Units to Containers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.12.5 Appointment Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.12.6 Postage Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.13 Postal Wizard (PW)	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
The *PostalOne!* system offers the Postal Wizard as a tool that provides a secure way to submit postage statements online. Complete information on how to use the PW refer to the Getting Started Guide	http: //www.usps.com/postalone/guides.htm
3.13.1 PW Piece Electronic Documentation for Sequential Intelligent Mail Barcodes	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.13.2 PW Piece Electronic Documentation Using Mailing ID	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.13.3 PW Postage Information	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.

DRAFT

3.14 Mailer Owner and Mail Preparer Identification in Electronic Documentation	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.14.1 Non-Sequential Piece Identifiers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.14.2 Sequential Piece Identifiers	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.14.3 Order of Preference	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
3.14.4 Obtaining a Mail Owner CRID	
A Guide to Intelligent Mail for Letters and Flats Figure 23, CRID Request File Layout & Figure 24, CRID Request Message	http: //ribbs.usps.gov/fullserviceguides.
4. Mailer Feedback **4.1 Overview**	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
4.2 Available Feedback	
A Guide to Intelligent Mail for Letters and Flats: The data will be available using the following methods: • FTP • Browser based HTTPS (Hyper Text Transport Protocol-Secure) Download (Compressed Files) • Browser based HTTPS Reports • Mail.XML Pull (Customer Invokes USPS Web Service) • Mail.XML Push (USPS Invokes Customer Web Service) Figure 25, Data Exchange Methods	http: //ribbs.usps.gov/fullserviceguides.
4.2.1 Start-the-Clock for BMEU Mail	
A Guide to Intelligent Mail for Letters and Flats: Figure 26, Start-the-Clock for BMEU Entered Mail Report	http: //ribbs.usps.gov/fullserviceguides.
4.2.2 Start-the-Clock for Drop Ship and Origin Entered Mail Transported by Mailer	

DRAFT

A Guide to Intelligent Mail for Letters and Flats: Figure 27, Start-the-Clock for Drop Ship Mailings Report	http: //ribbs.usps.gov/fullserviceguides.
4.2.3 Start-the-Clock for Plant-Load Mail	
A Guide to Intelligent Mail for Letters and Flats: Figure 28, Start-the-Clock for Single Group Plant Load Report & Figure 29, Start-the-Clock for Multiple Group Plant Load Report	http: //ribbs.usps.gov/fullserviceguides.
4.3 Full-Service Data Provisioning to Multiple Parties	
A Guide to Intelligent Mail for Letters and Flats: Appendix B; Data Distribution Scenarios & Appendix C: Data Distribution Scenario Chart	http: //ribbs.usps.gov/fullserviceguides.
4.4. Data Distribution to Third-Parties	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
A Guide to Intelligent Mail for Letters and Flats Appendix B; Data Distribution Scenarios & Appendix C: Data Distribution Scenario Chart	http: //ribbs.usps.gov/fullserviceguides.
4.5 Profile Set-up **4.5.1 Static Relationships**	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.
4.5.2 Dynamic Relationships	
A Guide to Intelligent Mail for Letters and Flats	http: //ribbs.usps.gov/fullserviceguides.

DRAFT