

Overview to Intelligent Mail – Full-Service



September 2012

Version 1

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Intelligent Mail Service

The Intelligent Mail service is built upon a suite of Intelligent Mail barcodes for mailpieces, handling units (trays and sacks) and containers (pallets, et al.).

Intelligent Mail barcodes are information-rich. For example, the POSTNET barcode only includes delivery point routing information. In contrast, the Intelligent Mail barcode for mailpieces holds significantly more data and includes additional fields that can allow mailers to uniquely identify each mailpiece in a mailing. Intelligent Mail barcodes facilitate feedback about the mailpiece, handling units and containers, and allows for USPS service performance measurement, making it possible to use the mail in a much smarter, more efficient manner.

Intelligent Mail Service Options

The Postal Service offers two service options for mailers: Basic and Full-Service.

- Under the Basic option:
 - Mailers migrate from the POSTNET barcode to the Intelligent Mail barcode for mailpieces
 - The use of IMb tray labels or container placards is not required. Use of these formats is optional
 For more information, please reference [Overview to Intelligent Mail Basic Service](#)
- Under the Full-Service option, in addition to using Intelligent Mail barcodes on mailpieces, mailers need to use the Intelligent Mail tray labels on their handling units (trays, sacks), and the Intelligent Mail container labels on their container placards.
 - The Intelligent Mail barcodes affixed on the mailpieces, handling units and containers need to be unique for a period of 45 days
 - Mailers are required to submit their mailing information, such as postage statements and qualification reports, electronically
 - Mailers will receive additional benefits with the Full-Service option to include a discounted price, Start-the-Clock information indicating when their Full-Service mailings were inducted into the Postal mailstream, and address correction information at no charge

The following table highlights the key differences between the Basic and Full-Service options.

	Basic	Full-Service
Barcode on Mailpiece	31-digit IMb – uniqueness not required	31-digit IMb – Uniqueness required
Handling Unit	24-digit IMTB or Legacy 10-digit Tray and Sack Label – uniqueness not required	24-digit IMtb – Uniqueness required
Container Placards	21-digit IMcb, not required	21-digit IMcb - uniqueness required where containers are required
Mailing Information (e.g. Postage Statements, Qualification Report)	Hardcopy, Mail.dat [®] , Mail.XML [®] , or Postal Wizard	Mail.dat [®] , Mail.XML [®] , or Postal Wizard
Start-the-Clock	NA	Available
Full-Service ACS (address change)	NA	Available

Table 1: Differences between Basic and Full-Service

Full-Service Option

The IMb offers much more than a POSTNET barcode. When using the IMb on your mailpieces, mailers can consolidate a lot of the information that is currently printed on the pieces, thereby creating a much “cleaner” look with more free space available. When taking advantage of the full suite of Intelligent Mail barcodes, mailers can increase the amount of information that can be stored and associated with individual mailpieces, handling units (trays and sacks), and containers. This information can be used to request services and add visibility (tracking information) to your mailpiece to enhance the value of mail. The Postal Service will also provide feedback about the quality of addresses to help reduce undeliverable-as-addressed mail and its associated costs.

Additionally, there are monetary benefits to using the IMb. Both POSTNET barcodes and the IMb Basic option qualify for automation prices. The IMb Full-Service option provides the following additional benefits on qualifying mail:

- Additional Full-Service postage discounts
- Start-the-clock information at no additional charge to notify mailers when the Postal Service takes possession of mailings
- Address correction information at no charge (Full-Service ACS), for specific timeframes, for qualified letters and flats that do not have the most current address or that are undeliverable for other reasons, when those pieces are endorsed as specified for Full-Service ACS
 - First-Class Mail Full-Service ACS will be free with no time or quantity limitations
 - Standard Mail and Bound Printed Matter will receive free Full-Service ACS data for the 30 days from the first notification
 - Periodicals will receive free Full-Service ACS data for the 60 days from the first notification

There are several requirements a mailer must meet in order to comply with the Full-Service option:

1. Intelligent Mail Mailpiece Barcode. The barcode must be unique for a period of 45 days based on the postage statement mailing date. The combination of the Mailer ID and the Serial Number determines uniqueness within the class of mail indicated by the STID.
 - a. Barcode uniqueness is an important aspect of the Full-Service option; however, there are two exceptions to the unique serial number requirement for Full-Service letters and flats mailpieces. Both exceptions exist for mailings under 10,000 pieces that either:
 - i. Have postage affixed to each piece at the correct price **OR** contain pieces of identical weight that are separated by price
2. Intelligent Mail Tray Barcode. The barcode must be unique for a period of 45 days based on the postage statement mailing date. The 24 digit barcode is used to determine uniqueness.
3. Unique Container Barcodes. The barcode must be unique for a period of 45 days based on the postage statement mailing date. The entire 21 digits are used to determine uniqueness.
4. Electronic Documentation (eDoc). Mailers are required to submit their postage statements and mailing documentation electronically to the *PostalOne!* system using one of the following three methods: Mail.dat, Mail.XML, or Postal Wizard.
5. FAST (Facility Access and Shipment Tracking). Mailers are required to schedule appointments using the FAST system for drop-ship mailings and all mailer-transported, origin-entered mail verified at a detached mail unit (DMU).

Preparing a Full-Service Mailing

Under the Full-Service option, mailing documentation must be sent electronically to *PostalOne!* in order to electronically generate documentation such as the qualification report and postage statement. The electronic documentation must describe the “nesting relationship” (how mailpieces are linked to handling

units and containers) and is used to verify that the preparation of the mail qualifies for the Full-Service option. It must include data that identifies:

- Mail Owner and Mail Preparer (the By/For Relationship)
- IMb piece detail data on each mailpiece in a mailing
- A unique IMb barcode for every individual mailpiece, handling unit and container

Intelligent Mail Barcode for Mailpieces

Intelligent Mail Barcode for Letters and Flats: 6-digit and 9-Digit Mailer IDs				
Barcode ID (2N)	Service Type ID (3N)	Mailer ID (6N)	Serial Number (9N)	Routing Code (0, 5, 9 or 11N)
Barcode ID (2N)	Service Type ID (3N)	Mailer ID (9N)	Serial Number (6N)	Routing Code (0, 5, 9 or 11N)

Figure 1: Fields in Intelligent Mail barcode for Mailpieces

1. The **Barcode Identifier** is a 2-digit field that describes the level of presort for which the mailpiece is qualified to receive discount. This information may be printed on a mailpiece in human-readable form using the optional endorsement line (OEL).
 - a. Letter-size mail, with or without a printed OEL, may contain "00".
 - b. Flat-size mail without a printed OEL may contain "00".

Flat-size mail with a printed OEL must contain coding corresponding to the correct sortation level of each piece.

Barcode IDs can be acquired by going to the [Barcode Identifier](#) document.

2. The **Service Type Identifier** (STID) is a 3-digit numeric field that represents the Intelligent Mail option (Basic or Full-Service), the class of mail, and additional services such as IMb Tracing or Address Correction, if any

STIDs can be acquired by going to the [Service Type Identifier](#) document.

3. The **Mailer Identifier** (Mailer ID or MID) field is a 6-digit or 9-digit number assigned by the Postal Service that identifies a specific agent in the mailing supply chain, such as a Mail Service Provider. Mail Owners and Mail Service Providers will be assigned 6-digit or 9-digit Mailer IDs based upon their annual mail volume as verified by the Postal Service. Six-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces. Nine-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple nine-digit MIDs based on annual volume increments of one million pieces.

There are three methods for acquiring a Mailer ID (MID):

- Single MID Generation via the Business Customer Gateway (BCG)
- Bulk Acquisition via Manual Data Request
- Bulk Acquisition and Verification via Mail.XML

The [MID/CRID Acquisition Quick Step Guide](#) provides step-by-step instructions on how a Mail Owner or Mail Service Provider can acquire MIDs and CRIDs.

4. The **Serial Number** is a numeric field defined by mail owner or mail service provider based on their business needs. The serial number will be a 6-digit or 9-digit number based on the length of the

Mailer ID being used in the barcode. When using the Basic option, the serial number does not need to be unique.

- The **Routing Code** field contains the same Coding Accuracy Support System (CASS)-certified delivery-point ZIP Code routing information as the POSTNET barcode. It may contain the 11-digit delivery point barcode data, the 9-digit ZIP+4 code data, the 5-digit ZIP Code data, or no data. It may not be padded with blanks or any other characters. The Intelligent Mail barcode for mailpieces (IMb) with the 11-digit delivery point information is required on all letters and flats to receive automation prices.

Note: Under the Full-Service option, mail owners may use their own 6-digit or 9-digit Mailer ID and unique serial number for mailpieces or they may allow mail preparers to provide the Mailer ID and manage uniqueness. We encourage mail owners to use their own Mailer IDs in the Intelligent Mail barcode.

Intelligent Mail Tray Barcode

Under the Full-Service option, mailers are required to apply unique IMb tray barcodes on tray and sack labels. Uniquely identifying each tray or sack with this barcode allows them to be tracked as they are processed through the mailstream.

In order to meet the requirements for Full-Service mailings, mailers are required to uniquely number each tray or sack in a mailing by using 24-digit Intelligent Mail tray label.

Note: The Basic option does not require mailers to uniquely number each tray or sack.

Intelligent Mail Barcode for Trays and Sacks: 6-Digit and 9-Digit Mailer IDs																							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
ZIP Code (5N)					Content ID # (3N)			Proc. Code (1N)	Mailer ID (6N)						Serial Number (8N)								Label Type (1N)
ZIP Code (5N)					Content ID # (3N)			Proc. Code (1N)	Mailer ID (9N)									Serial Number (5N)					Label Type (1N)

Figure 2: Fields in Intelligent Mail barcode Tray

The IMb tray barcode is a 24-digit data string that contains six fields (defined below). This barcode must remain unique for a period of 45 days based on the postage statement mailing date provided by the mailer in the CSM file in Mail.dat, the Postage Statement Create Request in Mail.XML, or the postage statement mailing date in Postal Wizard.

- The **ZIP Code** is a 5-digit field that identifies the tray or sack's ZIP Code destination.
- The **Content Identification Number (CIN)** is a 3-digit field that describes the presort qualification of the mail in the tray or sack. A table of valid CINs can be found in the [Domestic Mail Manual \(DMM\)](#).
- The **Processing Code** is a 1-digit field. The two acceptable values are:
 - “1” for automation and machinable mail
 - “7” for all other mail
- The **Mailer ID** is a 6- or 9-digit number assigned by the USPS that identifies a specific agent in the mailing supply chain. Mail owners and mail preparers will be assigned 6-digit or 9-digit Mailer IDs based upon their annual mail volume as verified by the Postal Service.
- The **Serial Number** is a 5- or 8-digit number, depending on the length of the Mailer ID.
- The **Label Type** is a 1-digit field that defines the length of the Mailer ID. This field is used as a qualifier for systems to properly recognize the data within the barcode and has two acceptable values:
 - “1” for 6-digit Mailer IDs

- “8” for 9-digit Mailer IDs

Intelligent Mail Container Barcode

Under the Full-Service option, mailers must apply unique IMb container barcodes on placards affixed to containers. Mailers can choose between two sizes of IMb container labels for the Full-Service option: 4” by 7” or 8” by 11”. The difference between these two placards is the 8” by 11” label includes a much larger space for the mailer area. Regardless of which size you choose, at least two copies of the label must be affixed to adjacent sides on the outside of the shrink-wrap or container. Placards must be affixed by self-adhesive or other adhesive means that will not obscure any required element of the placard and remain secure throughout transportation and USPS processing.

Intelligent Mail Barcode Containers 6-Digit and 9-Digit Mailer IDs																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
App ID # (2N)	Type ID (1N)	Mailer ID (6N)						Serial Number (12N)												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
App ID # (2N)	Type ID (1N)	Mailer ID (9N)							Serial Number (9N)											

Figure 3: Fields in Intelligent Mail barcode Container

The IMb container barcode is a 21-digit data string that converts into GS1-128 barcode symbology, and contains four fields (defined below). This barcode must remain unique for a period of 45 days based on the postage statement mailing date provided by the mailer in the CSM file in Mail.dat, the Postage Statement Create Request in Mail.XML, or the postage statement mailing date in Postal Wizard.

1. The **Application Identifier** is a 2-digit field that must contain “99”.
2. The **Type Indicator** is a 1-byte field that must contain the letter “M”.
3. The **Mailer ID** is a 6- or 9-digit number assigned by the USPS that identifies a specific agent in the mailing supply chain. Mail owners and mail preparers will be assigned 6-digit or 9-digit Mailer IDs based upon their annual mail volume as verified by the Postal Service.
4. The **Serial Number** is a 9- or 12-digit number, depending on the length of the Mailer ID.

CRIDs and MIDs

A Mailer ID (MID) is required when constructing all IMbs, including IMbs for mailpieces, handling units, and containers. For Intelligent Mail Basic or Full-Service, the MID can be owned by the Mail Owner, Mail Preparer, or any Stakeholder in the supply chain.

MIDs are also used to send information to the Mail Owner or Mail Service Provider regarding Intelligent Mail Full-Service mailings. Participation in Intelligent Mail Full-Service requires that both the Mail Owner and Mail Service Provider be identified for all Full-Service mailpieces (other than MLOCR exceptions). Identification can be through a MID or a Customer Registration ID (CRID), as assigned by USPS in accordance with its application process. A Mail Service Provider includes entities such as service providers and mail preparers.

The MID is a six-digit or nine-digit numeric code the USPS assigns to a Mail Owner or Mail Service Provider based on calendar-year mail volume, as verified by volume reported in *PostalOne!*.

Six-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces.

Nine-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple nine-digit MIDs based on annual volume increments of one million pieces.

The CRID is a USPS unique identifier for a Mail Owner or Mail Service Provider at a business location (with a valid address). It is normally assigned when a Mail Owner or Mail Service Provider registers online with the Postal Service through the Business Customer Gateway (BCG).

Steps for Single and Bulk Acquisition of MIDs/CRIDs as well as validating MIDs/CRIDs can be found in the [MID CRID Acquisition Quick Step](#) located on RIBBS. The table below references the sections which provide instructions by which a Mail Owner or Mail Service Provider can acquire MIDs and/or CRIDs.

If you are a...	What would you like to do?	Use these instructions
Mail Owner	Acquire a single MID/CRID	Single MID Generation via Business Customer Gateway
Mail Owner or Mail Service Provider	Acquire multiple MIDs/CRIDs using a manual process	Bulk Acquisition via Manual Data Request
Mail Owner or Mail Service Provider	Acquire multiple MIDs/CRIDs using Mail.XML	Bulk Acquisition and Verification via Mail.xml
Mail Owner or Mail Service Provider	Validate MID/CRID ownership	Validating CRIDs and/or Nine-Digit MIDs

Table 2: Acquiring a MID/CRID

Printing Intelligent Mail Barcodes on the Mailpiece

The placement of Intelligent Mail barcodes on the mailpiece is different for letters and flats. Letters typically have the barcode in either the address block or the lower right corner (the barcode clear zone.) When placed in the address block, the IMb can be above or below the address. In those instances where there is more than one barcode, the one in the lower right corner takes precedence. If two barcodes are present, only one barcode's data is utilized by the Postal Service.

Flats can only have one barcode on the piece, since the entire surface is considered one read area. Barcodes on flat-size mailpieces must be at least 1/8" from the edge. It is recommended that the barcode be at least 1" from the edge, as edges tend to bend.

Additional things to know about printing the IMb on a letter or flats:

- An IMb printed in the barcode clear zone must have a delivery point Routing Code or the USPS may affix a Letter Mail Labeling Machine (LMLM) label in order to apply a delivery point barcode
- The IMb is taller and longer than the POSTNET barcode. The additional length consists of 3 bars, or approximately 1/8", longer than the POSTNET
- While the height of the barcode is taller than the POSTNET, the spacing above and below the IMb barcode may be less. Therefore, the overall height is similar to the POSTNET barcode
- Check the spacing and placement of the current POSTNET barcode to ensure that the IMb will fit in the same location, while maintaining the minimum 1/8" clear space to the left and right of the barcode
- For window envelopes, perform the tap test to ensure that the barcode is clearly visible, with correct clear spacing, during any insert shift

Please refer to the [Domestic Mail Manual \(DMM\)](#) for proper placement of the Intelligent Mail barcode for the applicable processing category.

Submitting Electronic Documentation (eDoc)

In order to submit eDoc, mailers must obtain access to the USPS *Posta/One!* system. This is accomplished through the USPS [Business Customer Gateway](#). Getting set up with a [Business Customer Gateway](#) system login and completing all the test files and processes must be done prior to entering a Full-Service mailing. Mailers must allow sufficient time for this process. Those unfamiliar with eDoc should study the [Guide to Intelligent Mail for Letters and Flats](#), Chapter 3.

The following options are available for submitting electronic postage statements and documentation:

- Postal Wizard

- Intelligent Mail for Small Business
- Mail.dat
- Mail.XML

Postal Wizard

Postal Wizard enables electronic submission of postage statements, which would meet the requirement for Full-Service mailings of less than 10,000 letters and flats pieces that do not require accompanying documentation, such as permit imprint mailings of identical-weight pieces separated by price category or mailings with the correct postage affixed to each piece. Mailers may not submit a Postal Wizard electronic postage statement to a Detached Mail Unit.

For mailings that do not require presort documentation, you will only need to report the serial number range used in the IMb for mailpieces listed in your electronic postage statement.

Intelligent Mail for Small Business

The Postal Service developed an IMsb tool to help small-volume mailers produce Full-Service mailings. This online tool lets small business users upload and validate their address list and print the addresses along with the unique Intelligent Mail barcodes for their mailpieces. The IMsb tool also allows the mailers to create electronic postage statements and submit them electronically to the acceptance unit.

Mail.dat and Mail.XML

Mail.dat and Mail.XML are specifications owned by the International Digital Enterprise Alliance (IDEAlliance). This mailer organization facilitates data communication for appointments, qualification reports, postage, piece information, data distribution, and other supporting business functions between members of the mailing industry and then from the industry to the Postal Service. Contact them directly at www.idealliance.org for more detailed information on these specifications and licensing requirements.

Mailers who are beginning to use Mail.dat or Mail.XML must plan time to learn about these specifications, specifically regarding the installation and implementation of software needed to generate, edit and update these files. This is an important part of a timeline and should be one of the first items completed. Check with your presort software provider for information on generating, editing and updating the Mail.dat or Mail.XML files.

Mail.dat

Mail.dat is an industry-defined database structure consisting of files linked by key fields. Although up to 22 file types can be submitted, a typical Mail.dat submission to the *PostalOne!* system consists of about 10 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.

Mailers must complete the Test Environment for Mailers (TEM) with the Postal Service as part of the authorization process for participating in electronic documentation.

Mail.XML

Mail.XML enables the secure electronic submission of mailing information to the USPS. Mail.XML also allows mailers to submit and retrieve data electronically. Mail.XML also allows the support of electronic documentation and end-to-end mailing supply chain business process management for a multitude of business processes. Mail.XML includes qualification reports, container and bundle reports, spoilage, eInduction (eDropShip), containerization nesting, postage statements, postage adjustments, postage status query information, piece detail, piece ranging, and many other business process related communications. Mail.XML supports copalletization, mixed mailing, manifest mailing, and business processes specific to MLOCR and continuous mailing environments.

FAST Appointment Scheduling

As required today, most mailers will use the Facility Access and Shipment Tracking (FAST) system to schedule appointments for drop ship mailings, except for mailings entered at a Destination Delivery Unit (DDU). Additionally, FAST is used to create an appointment for origin-entered mail, regardless of class, that is verified at the DMU and is transported by the mailer, or as defined in a Customer Supplier Agreement (CSA).

Mailers may schedule appointments online using the FAST website at fast.usps.com or they may submit appointment requests through *PostalOne!* FAST Web Services at www.uspspostalone.com using the Transaction Messaging specifications.

FAST appointments are required for drop shipments to applicable Destination Network Distribution Center (DNDC), Destination Area Distribution Center (DADC), or Destination Sectional Center Facility (DSCF) locations for Periodicals, Standard Mail, and Package Services mailings. Use of FAST enables the USPS to validate appointments and provide information to mailers regarding receipt of mailings.

BY / FOR Identification for Mail Owner and Mail Preparer

Mail owners may choose to use a mailing service to prepare and to submit mailings on their behalf. When this occurs, a BY/FOR business relationship is established; mail is prepared "BY" the mail service provider "FOR" the mail owner. The BY/FOR information is used to determine volume for various incentive programs offered by the Postal Service, to determine the data recipients for Full-Service feedback and product development analyses for new Postal Service products and services.

This BY/FOR relationship should be identified in the electronic documentation (eDoc) submitted into the Postal Service. The BY/FOR information should be entered in specific fields as part of the eDoc submission process within Postage Statement Wizard (PSW), Mail.dat and Mail.XML. If you are the party entering eDoc for the mailing, you are responsible for submitting the eDoc with accurate BY/FOR information. If you are participating in Full-Service, submission of the BY/FOR information is a requirement to be Full-Service compliant. Also, if you are participating in Full-Service, you must identify each unique mailpiece in your mailing during the eDoc submission process. This information can be provided in the form of a detail record for each mailpiece or you may use a numeric range to identify each unique mailpiece. The identification of BY/FOR will vary slightly based on the eDoc submission method and the method you have used for the identification of the Intelligent mail barcode for each mailpiece.

The mail owner (FOR) information can be identified by the Mailer ID (MID), Customer Registration ID (CRID) or local permit of the mail owner. The mail preparer (BY) information can be identified by the MID or CRID of the mail preparer. For purposes of identifying the BY/FOR relationship, only one reference for the mailer owner and mail preparer should be used in the eDoc. If more than one of fields is used to identify a mail owner or mail preparer the result will be a situation called a BY/FOR conflict. If a BY/FOR conflict is determined, an order of precedence is used to determine the BY and FOR by using order of precedence. The order of precedence simply means during the eDoc submission process, we will look for the BY/FOR identification in a certain order. The eDoc submission process will always look for the identification for mail owner in order of the MID, CRID and then Permit and for the identification for mail service provider in order of the MID and CRID. As a general rule, we recommend using Mailer IDs and CRIDs, whenever possible, and limit the usage of the Permit or Publication number for mail owner identification.

Piece Detail	Mail.dat		Mail.XML		PSW
Mailer ID	Fieldname	Order	Fieldname	Order	Fieldname
BY	Mail Postage Account record in the field called "Mailer ID of preparer "	1	Mailer ID (6 or 9 digits) of Mail Preparer in QualificationReportCreate message	1	N/A

	Number"		message		
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Table 3: How to Identify By/For Information by submission method for Piece Detail

Important Note:

Mail.dat 13-1 and Mail.XML 13.0 specifications to be implemented by the Postal Service in January 2013 will no longer support the Intelligent Mail Record in Mail.dat 13-1 and Mail Piece Range Block in Mail.XML 13. The Postal Service will support the piece range data in the Mail.dat 12-2 and Mail.XML 12.0 specs up until July 2013. Only Piece detail and Piece barcode records are allowed with the new IDEAlliance specifications and USPS recommends mailers move away from using the piece range data in eDocs (Mail.dat and Mail.XML) by January 2013 for the new specifications.

Range Record	Mail.dat		Mail.XML		PSW
Mailer ID	Fieldname	Order	Fieldname	Order	Fieldname
BY	Intelligent Mail Range record in the field called "MID of preparer"	1	Mail Preparer MID in MailPieceCreate message OR Mail Preparer MID in QualificationReportCreate message	1 2	
FOR	Intelligent Mail Range record in the field called "MID of owner"	1	Mail Owner Mailer ID (6 or 9 digit) in MailPieceCreateRequest		N/A
CRID	Fieldname	Order	Fieldname	Order	Fieldname
BY	Intelligent Mail Range record in the field called "CRID of preparer"	2	Mail preparer CRID in MailPieceCreateRequest Message OR Mail Preparer CRID in QualificationReportCreate message	3 4	N/A
FOR	Intelligent Mail Range record in the field called "CRID of owner"	2			N/A
Permit	Fieldname	Order	Fieldname	Order	Fieldname
BY	N/A		Preparer Permit Number, PermitType, PermitZip4 in QualificationReportCreate message		MSP's permit
FOR	Mail Postage Account record	3	CRID of Mail Owner in MailPieceCreateRequest		Owner's Permit

	in the field called “ Permit Local Ref #”		<u>OR</u>		
			Mail Owner CRID in QualificationReportCreate message,		

Table 4: How to Identify By/For Information by submission method for Range Records

Full-Service Feedback

The Full-Service program, through the *PostalOne!* system, provides Address Correction Data and Nixie Detail data (ACS), Start-the-Clock (STC), Container Visibility, By/For Conflict, and Full-Service Data Quality reports to its mailers. Full-Service Feedback can be obtained through online reports in the *PostalOne!* system or through the use of Mail.XML messaging.

The data recipients for Full-Service Feedback are outlined below.

Full-Service Feedback Recipients	Mail Owner	Mail Service Provider
ACS COA	X	
ACS Nixie	X	
Start-The-Clock	X	X
Container Visibility	X	X
Full-Service eDoc Data Quality Verification		X
Full-Service Non Compliance Postage		X
By/For Conflict report		X

The ***User Access to Electronic Mailing Information and Reports Guide*** provides the details for receiving Full-Service Feedback.

Data Delegation for the receiving Full-Service Feedback

Mail Owners can grant data access to third-parties through relationship profiles in the Mailer ID System. Address Correction (ACS), Start-the-Clock (STC) and IMb Tracing feedback can be delegated to a third party using the MID profiles. MID profiles can be set up for the following services:

- Full-Service ACS™
- Start-the-Clock
- Container Visibility
- IMb Tracing (also available for Basic Service option)

The Mailer ID system is used by the MID owner to establish a MID profile. There are several types of data delegation profiles a mailer owner can establish:

- **Delegate Management of Mailer ID:** Mail owner has given control to you or another third party to manage and distribute Full-Service feedback.
- **No data distribution:** This is the default setting when a MID is created.
- **Send data to the Mail Preparer:** A mail owner may authorize you to receive the data associated with all mailings that you create on their behalf.

- **Send data to the holder of the MID on the mailing:** When this option is active, the mail owner MID is used to identify the mail owner in the eDoc, but the Full-Service feedback will sent to the owner of the Mailer ID on the mailpiece.
- **Send data to Other – Single Recipient:** This allows the mail owner to select one data recipient.
- **Send data to Other – Multiple Recipient(s):** This option will allow the mail owner to select one or more data recipients.

Details on the data distribution and scenarios can found in:

[“A Guide to Intelligent Mail for Letters and Flats - Appendix B: Data Distribution Scenarios”](#)

Things to Consider when Implementing Intelligent Mail – Full-Service Option

1. **Work with key stakeholders:** Work with your software providers and Mail Service Providers to determine their capabilities in printing the Intelligent Mail barcode on your mailpieces.

For a list of Software Vendors who are participating in the voluntary USPS Full-Service and eDocumentation process, go to RIBBS at: <https://ribbs.usps.gov/index.cfm?page=electronicdoc>

Software Provider What capabilities can their software support?	Your Customers What are their plans for Intelligent Mail?
<i>Does the software support Mail.dat, Mail.XML or both?</i>	<i>Will I be requesting MIDs for my customers?</i>
<i>Does the software support creating and tracking of unique serial numbers for mailpiece, handling units and containers?</i>	<i>What additional features/services are available?</i>
<i>Does the software support the Basic Option and Full-Service options?</i>	<i>What is my plan for using Mailer IDs? Will I use my own or will I be using my customers MID?</i>
<i>What is the recommended approach for setting software parameters for Basic and Full-Service?</i>	<i>What additional features/services are available?</i>
<i>How the does the software support BY/For relationships?</i>	<i>What is my plan for using Mailer IDs? Will I use my own or will I be using my customers MID?</i>

2. **Review Guides and Specifications** – The following documents are recommended reading for getting started with Intelligent Mail. They can be found on RIBBS at RIBBS.usps.gov.

Guides & Specifications:

- a. **[A Resource Map to Intelligent Mail Documents](#)** – this lists the locations of all the documents, guides and source materials that you will need in transitioning to Intelligent Mail services.
- b. **[Mail Service Providers Guide to Intelligent Mail](#)** – this document introduces Mail Service Provides to Intelligent Mail and provides important information on obtaining and using MIDs, electronic documentation, resource guides and provisioning feedback for clients.
- c. **[MID CRID Acquisition Quick Step](#)** – this document provides the necessary steps to obtain a MID and CRID.
- d. **[Beginner’s Overview to Intelligent Mail – Basic Service Option](#)** – provides an overview of the requirements and benefits for Basic Service and the steps to participate.
- e. **[A Guide to Intelligent Mail for Letters and Flats](#)**

- f. [Postal Service Mail.dat Technical Specification](#)
- g. [Postal Service Mail.XML Technical Specification](#)
- h. [Test Environment for Mailers \(TEM\) Guides](#)
- i. [User Access to Electronic Mailing Information and Reports Guide](#)

Resources:

- j. Postal Service District Business Mail Entry at:
<http://www.usps.com/ncsc/locators/find-bme.html>
- k. Postal Mailpiece Design Analyst at: 855-593-6093 or mda@usps.gov
- l. *PostalOne!* Help Desk at: 800-522-9085 or postalone@usps.gov

3. Plan and Build your Barcode – If you are generating the IMb mailpiece barcode, handling unit (sack or tray label) barcode, and/or container label barcode on your own, you will need to do the following:

- o Obtain Barcode Identifier
Barcode IDs can be acquired by going to:
https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/BarcodeIdentifier.pdf
- o Plan for Services (Service Type Identifiers)
STIDs can be acquired by going to:
https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/stdid.pdf
- o Acquire a Mailer ID(s) from the Postal Service
Referencing the [MID/CRID Acquisition Quick Step](#) for more detailed information

4. Plan for Feedback for Full-Service - The Full-Service program, through the *PostalOne!* system, provides Address Correction Data and Nixie Detail data (ACS), Start-the-Clock (STC), Container Visibility, By/For Conflict, and Full-Service Data Quality reports to its mailers. Full-Service Feedback can be obtained through online reports in the *PostalOne!* system or through the use of Mail.XML messaging.

Things to consider when planning feedback include:

- *Who will receive the data?*
- *How will the data be received?*
- *How will address lists be updated?*
- *How will Start-the-Clock and address correction information be used?*

5. Design and Test Electronic Documentation – Electronic documentation (eDoc) is a crucial step in your participation in Intelligent Mail. Mailers new to eDoc must complete a validation process in a test environment prior to sending electronic files to the USPS production environment.

The Test Environment for Mailers (TEM) is designed to allow users to submit test files and receive feedback to ensure that mailers can submit proper electronic documentation to the Postal Service prior to submitting in a production environment.

Below are examples of the full-service submission methods and expected corresponding electronic documentation.

Methods for Submitting Documentation	Electronic Documentation
<ul style="list-style-type: none"> ▪ Mail.dat ▪ Mail.XML ▪ Intelligent Mail Small 	<p>eDoc required and must include:</p> <ul style="list-style-type: none"> o Postage statement o Aggregate mailing data and piece detail

Business Tool ▪ Postal Wizard (< 10K pieces maximum for Full-Service and documentation is not required)	mailing data ○ Mail owner, mail preparers ○ Intelligent Mail barcodes on mailpieces, trays and containers ○ Nesting relationships
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Once these steps have been completed, you are ready to submit your Full-Service mailing to the Postal Service and receive your Full-Service benefits.

DRAFT