
A Resource Map to Intelligent Mail[®] Documents

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Resources Available to Implement Intelligent Mail Services

Detailed Information on the Basic and Full-Service Options

There are several resources available to help you get started using Intelligent Mail services, many of which can be reviewed by visiting our website at <http://ribbs.usps.gov/>.

The RIBBS Website

The USPS provides a number of technical and non-technical guides, informative documents and presentations, and other helpful tools to make it easier for you to take full advantage of the suite of Intelligent Mail barcodes. These valuable resources can be found on the USPS RIBBS website <http://ribbs.usps.gov/>.

Guides, Specifications and Manuals

For those new to Intelligent Mail services, there several guides, specifications and manuals that will get you started and give a broad overview of the fundamentals of the program. Following is a list of primary sources of information.

Domestic Mail Manual (DMM)

The Domestic Mail Manual is the USPS manual that contains the basic standards governing U.S. domestic mail services, descriptions of the mail classes and special services and conditions governing their uses, and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors. (http://pe.usps.com/text/dmm300/dmm300_landing.htm)

Federal Register Notice/ Vol. 73, No. 163/, August 21, 2008: Implementation of New Standards for Intelligent Mail Barcodes

The Federal Register Notice outlines the key elements of the Basic and Full-Service Intelligent Mail barcode options. It also provides a timeline and the requirements for using Intelligent Mail services. The Federal Register Notice can be found on the Postal Explorer website at http://pe.usps.com/FRN/IMB_Final_rule.doc.

A Resource Map to Intelligent Mail Documents

A Resource Map to Intelligent Mail Documents lists all the documents and source materials that you will need in transitioning to Intelligent Mail services. It provides explanations of each document and information on how to find and print these documents. It is a reference source that will help you as you learn the ins-and-outs of Intelligent Mail services. This document can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ResourceMapToIntelligentMail.pdf.

A Beginners Overview to Intelligent Mail Services

In this Guide, *A Beginners Overview to Intelligent Mail Services*, 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. *A Beginners Overview to Intelligent Mail Services* can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/BeginnersOverview.pdf.

A Guide to Intelligent Mail for Letters and Flats

A Guide to Intelligent Mail for Letters and Flats provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service option compliance. In addition, the Guide also describes what will be available in the first release of Intelligent Mail services. *A Guide to Intelligent Mail for Letters and Flats* can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/GuidetoIntelligentMailLettersandFlats.pdf.

User Access to Electronic Mailing Information and Reports Guide

The purpose of this Guide is to provide information regarding Intelligent Mail Full-Service option reports and a walk through of the new Business Customer Gateway webpage, which will be accessible through the USPS.com home page. This guide is available on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ElectronicmailingInformationReportsGuide.pdf.

Electronic Documentation and Intelligent Mail; Ready, Set, Go!

Electronic Documentation and Intelligent Mail; Ready, Set, Go! provides clear guidance on how to transition to Intelligent Mail services using either the Basic or Full-Service options. It also describes how to migrate from existing electronic documentation options to the new Full-Service option capabilities. *Electronic Documentation and Intelligent Mail; Ready, Set, Go!* can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/eDocandIntelligentMailReadySetGov1841709a.pdf.

Postal Service Mail.dat Technical Specification

The *Postal Service Mail.dat Technical Specification* provides detailed specifications for how to populate your Mail.dat 09.1 files to comply with the requirements for the Full-Service option. This technical specification explains the eDoc, postage, and induction requirements on how to use Mail.dat with the *PostalOne!* system. The *Postal Service Mail.dat Technical Specification* can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/PostalOneMaildatTechSpec.pdf.

Postal Service Mail.XML Technical Specification

The *Postal Service Mail.XML Technical Specification* outlines the specifications for the messages used to send and receive data from *PostalOne!*. This technical specification explains FAST appointment scheduling, Full Service Data Distribution (Change of Address (COA), Nixie, Start-The-Clock, and Container Visibility), eDoc postage and electronic induction status management through Mail.XML messaging. The *Postal Service Mail.XML Technical Specification* can be found on RIBBS at

http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/MailXMLTechnicalGuide.pdf.

A Guide to Customer/Supplier Agreements

This document provides guidance on how to create a Customer/Supplier Agreement. 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. This document can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/CustomerSupplierAgreementGuide.pdf.

All references to specifications in A Guide to Intelligent Mail for Letters and Flats are subject to update as operational or pricing initiative details are finalized.

Technical Help for Intelligent Mail® Barcodes

Once you have a good understanding of Intelligent Mail services, there are several technical documents that will help you create barcodes and the electronic documentation required for the Full-Service option.

Intelligent Mail Barcodes

To create and print Intelligent Mail barcodes, obtain and use:

Intelligent Mail Barcode Specification, USPS-B-3200 available at https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/SPUSPS-B-3200E001.pdf.

Service Type Identifiers, found in the Intelligent Mail Barcode Technical Resource Guide available at: https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/USPSIMB_Tech_Resource_Guide.pdf

To facilitate the adoption of the Intelligent Mail barcode, USPS has developed, and is making available at no charge, an extensive library of encoding software and fonts suitable for encoding and printing the Intelligent Mail barcode in mail production environments using numerous operating systems and printing architectures. These resources are available on RIBBS at <https://ribbs.usps.gov/index.cfm?page=intellmailmailpieces>.

To help you with encoding and decoding Intelligent Mail barcodes, the USPS offers an on-line Intelligent Mail barcode encoder and decoder. You can access these tools at <http://ribbs.usps.gov/onecodesolution/Default.aspx>.

Intelligent Mail Tray Label

Mailers planning to take advantage of the Full-Service option may notify the NCSC, Barcode Certification Department that they wish to participate in the Intelligent Mail Tray Label Certification program. Participants may contact the NCSC, Barcode Certification Department by calling 1-877-264-9693 for application information or to locate the IMTL information on the RIBBS web site. Participants will then complete and submit PS Form 5113, Barcode Certification Customer

Application. More information is available on RIBBS at http://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/Intelligent_Mail_Tray_Label_Certification_Guide.doc. Mailers are encouraged to work with their Mailpiece Design Analyst (MDA).

To create and print the pure 24-digit Intelligent Mail Tray Label, use specification USPS-L-3216 , available at: [https://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_24-Digit_SPECIFICATIONS_FOR_MAILERS_\(SPUSPS-L-3216-001\).PDF](https://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_24-Digit_SPECIFICATIONS_FOR_MAILERS_(SPUSPS-L-3216-001).PDF).

To create and print the 10/24-digit Intelligent Mail Tray Label, use specification USPS-L-3191, available at: [http://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_10_1024_SPECIFICATIONS_FOR_MAILERS_\(SPUSPS-L-3191\).pdf](http://ribbs.usps.gov/intelligentmail_tray_label/documents/tech_guides/IMTL_10_1024_SPECIFICATIONS_FOR_MAILERS_(SPUSPS-L-3191).pdf).

Intelligent Mail Container Barcode

To create and print the Intelligent Mail Container Label, obtain the specifications USPS-B-3215 available on RIBBS at [https://ribbs.usps.gov/intelligentmail_container_barcode/documents/tech_guides/IM_CONTAINER_BARCODE_SPECIFICATIONS_\(SPUSPS-B-3215B001\).pdf](https://ribbs.usps.gov/intelligentmail_container_barcode/documents/tech_guides/IM_CONTAINER_BARCODE_SPECIFICATIONS_(SPUSPS-B-3215B001).pdf).

Unlike tray labels, there is no ordering system – so for now, mailers must print their own or work with a third-party vendor.

Personal Support Resources

In addition to the guides and specifications listed above, you can also get help from USPS Intelligent Mail service experts.

To find your local Business Mail Entry (BME) Manager, go to:

<http://www.usps.com/ncsc/locators/find-bme.html>

To find your local Mailpiece Design Analyst (MDA), go to:

http://pe.usps.com/mpdesign/mpdf/ mda_lookup.asp

OneCode Confirm

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, please call the Confirm Customer Help Desk at 800-238-3150, option 1 or visit <https://mailtracking.usps.com> or visit RIBBS at <http://ribbs.usps.gov/index.cfm?page=confirm>.

OneCode ACS

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, please contact the ACS Department via email at acs@usps.gov or by phone at 877-640-0724 or visit RIBBS at http://ribbs.usps.gov/acs/documents/tech_guides/.

To contact the *PostalOne!* Help Desk call **1-800-522-9085**.

For additional information about Confirm please contact the Confirm Customer Assistance Number at (800)238-3150.

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