

Intelligent Mail Technical Integration Webinars

***PLEASE NOTE:** Due to the extraordinary customer demand to attend these webinars, we have expanded access to MeetingPlace lines. This has necessitated new web conference information. The new dial-in numbers and new URL are below.*

In preparation for the launch of Intelligent Mail services in May 2009, the Postal Service is conducting a series of Webinars to answer technical questions about Intelligent Mail barcode implementation.

The **Intelligent Mail Technical Integration Webinars** will supplement the Intelligent Mail services information listed below as well as training offered through various channels, such as the Intelligent Mail University and the Intelligent Mail Symposiums.

These free *technical* Webinars are relevant for mailers who are looking to adopt the Full-Service solution, especially their Information Technology (IT) representatives.

The format and particulars of the Intelligent Mail Technical Integration Webinars are as follows:

- The Webinars will be conducted every two weeks on Fridays from 1:00 p.m. – 2:30 pm Eastern Time **starting March 6, 2009**. Mailers are requested to forward their questions to imb@usps.gov at least four days in advance of the Webinar.

TO ATTEND THE WEB CONFERENCE AND JOIN WITH AUDIO

(No earlier than 15 minutes prior to the start):

- 1) Browse to: [IM Technical Integration Webinar](#)
- 2) After the MeetingPlace window is open, click the Phone icon (under the Participant List or in the upper right-hand corner).
- 3) Click Connect Me, validate or update your phone number and click Connect Me again.
- 4) When the system calls you press 1 to join.

TO ATTEND WITH AUDIO ONLY:

From a BlackBerry, select: 866-723-1693x10288185#1

From a phone, dial:

Phone Number(s): 866-567-8049

Meeting ID: 0288185

- The Webinar schedule and dial-in particulars will be posted under the Intelligent Mail link on ribbs.usps.gov.
- USPS participants at the Webinars will be experts on technical specifications and business processes pertaining to Intelligent Mail services, particularly the Full-Service option.
- During the Webinars, USPS experts will first answer the technical questions forwarded to imb@usps.gov. They will answer questions that are relevant to the mailing industry at large or to a broad spectrum of mailers. Questions tailored to a specific mailer should be forwarded to the *PostalOne!* Help Desk, Business Mail Acceptance personnel, or local Business Mailer Support Analysts.

- After answering the questions forwarded in advance to imb@usps.gov, the USPS will use the remainder of the time to answer questions that are forwarded during the Webinar session. Questions that are not able to be answered during the session will be addressed in subsequent sessions, provided they meet the criteria of applicability to a larger audience.
- Frequently Asked Questions will be compiled and logged in the “Frequently Asked Questions” (FAQs) document posted on ribbs.usps.gov, no later than the Tuesday after the call.
- Prior to submitting questions, mailers are encouraged to review the following documents to understand the requirements of the Basic and Full-Service options for Intelligent Mail services.

Resources Available to Implement Intelligent Mail Services

Detailed Information on the Basic and Full-Service Options

The following resources are available to help you get started using Intelligent Mail services:

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 at <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 provide 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.

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 at <http://ribbs.usps.gov>.

A Beginners Overview to Intelligent Mail Services

In *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 at <http://ribbs.usps.gov/>.

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. 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 at <http://ribbs.usps.gov/>.

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 at <http://ribbs.usps.gov/>.

PostalOne! Mail.dat Technical Specification

The *PostalOne! 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 electronic documentation (eDoc), electronic postage statements, and induction requirements and how to use Mail.dat with the *PostalOne!* system. The *PostalOne! Mail.dat Technical Specification* can be found at <http://ribbs.usps.gov/>.

PostalOne! Mail.XML Technical Specification

The *PostalOne! Mail.XML Technical Specification* outlines the specifications for the messages used to send and receive data from the *PostalOne!* system. This technical specification explains the Facility Access and Shipment Tracking (FAST) appointment scheduling, Full-Service data distribution [change of address (COA), nixie, Start-The-Clock, and container visibility], eDoc, electronic postage statements, and electronic induction status management through Mail.XML messaging. The *PostalOne! Mail.XML Technical Specification* can be found at <http://ribbs.usps.gov/>.

Technical Help for Intelligent Mail Barcodes

Several technical documents will help you create the Intelligent Mail barcodes for mailpieces, trays and sacks, and containers.

Intelligent Mail Barcodes

To create and print Intelligent Mail barcodes, obtain and use:
Intelligent Mail Barcode Specification, USPS-B-3200 is available at
http://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/SPUSPS-B-3200E001.pdf.

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

The USPS has developed, and has made 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 at <http://ribbs.usps.gov/>.

To help you with encoding and decoding Intelligent Mail barcodes, the USPS offers an online 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 can find a Certified Intelligent Mail Tray Label vendor list at <http://ribbs.usps.gov/>. For evaluations of their locally produced labels, mailers can contact their local Mailpiece Design Analyst (MDA) (see resource link below). Vendors are encouraged to contact the National Customer Support Center (NCSC), Barcode Certification Department, for information on becoming a certified vendor of Intelligent Mail tray labels (IMtl). Participants may contact the NCSC, Barcode Certification Department, by calling 1-877-264-9693, for application information or to locate their IMtl information on the RIBBS website. Participants will then complete and submit PS Form 5113, Barcode Certification Customer Application. Mailers are encouraged to work with their MDAs.

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).
NOTE: Mail cannot be tendered with the pure 24-digit barcode until April 6, 2009.

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 <http://ribbs.usps.gov/>. Unlike tray labels, there is no ordering system. 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 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/mpdfr_mda_lookup.asp

OneCode Confirm

Learn about the Intelligent Mail barcode format for OneCode Confirm Service by reviewing the *Confirm Service Featuring OneCode Confirm User Guide* (Publication 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>.

OneCode ACS

Learn how the process works, the features available, requirements to receive automated address correction information using the Intelligent Mail barcode, and download a OneCode ACS application.

For more information on OneCode ACS, please contact the ACS Department via email at acs@usps.gov or by phone at 1-877-640-0724.

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

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