

# Quick Guide to IMpb Vendor Certification

Software vendors, consolidators and solutions providers that wish to participate in certification for the Intelligent Mail® Package Barcode (IMpb) and Shipping Services File (SSF) are asked to demonstrate their compliance with current IMpb requirements. IMpb certification is available for providers supporting the Tracking Only version of the SSF as well as those offering a certified manifesting solution for the Electronic Verification System (eVS®). The Tracking and Postage SSF used with eVS eliminates the additional need for customers to provide hard copy postage statements, qualification reports, and PS Form 8125s for drop shipments.

## Requirements for IMpb Certification

### eVS Certification

- Ability to generate unique Intelligent Mail Package Barcode for each package
- Ability to generate a valid Tracking and Postage SSF using the current authorized file version layouts
- Ability to provide a correct destination delivery address or ZIP+4 Code for each package in the SSF
- Ability to configure software to identify customers using their assigned eVS Mailer IDs (MID) and permit

### Confirmation Services Certification

- Ability to generate unique Intelligent Mail Package Barcode for each packages
- Ability to generate a valid Tracking Only SSF using any of the current authorized file version layouts
- Ability to generate a unique Transaction ID and link it to the corresponding postage statement
- Ability to provide a correct destination delivery address or ZIP+4 Code for each package in the SSF
- Ability to configure software to identify customers using their assigned Confirmation Services MID(s)

Essential Elements Include: Transaction ID (yyyymmddxxxx), Piece Level Detail, Payment Account #, Payment Method, MID

### Pre-Certification for Consolidators

This certification process is specific for Consolidators who will rapidly onboard their customers. This process allows the Consolidator's customers printing labels with Pre-certified software to begin mailing without additional Label Certification steps. Files for all labels generated by the customer (Mailer) shall be transmitted via the existing USPS interface established for the Master Mailer ID (Consolidator).

Customer approval is conditional until successful completion of a 30-day trial period

- During the trial period, USPS will monitor the barcode quality of labels
- Acceptable successful scan rate is 98.5% during the 30-day trial period

## IMpb Vendor Enrollment

<p><b>Register</b> <a href="https://gateway.usps.com">https://gateway.usps.com</a></p>	<ul style="list-style-type: none"> <li>• Click "Register for Free" to create user account and company profile.</li> <li>• Accept Agreements.</li> </ul>
<p><b>Obtain a Mailer ID (MID)</b></p>	<ul style="list-style-type: none"> <li>• Request a unique MID for vendor identification.             <ul style="list-style-type: none"> <li>• Click "Go to Service" for Mailer ID under Shipping Services.</li> <li>• Click "Request MID" to apply for a Shipping Services MID.</li> <li>• Select a 9-digit MID as the <i>MID Type</i>.</li> <li>• Enter "1" as the <i>Number of MIDs Requested</i>.</li> <li>• Click "Request MID".</li> <li>• On the Apply for a Mailer ID web form, check either <i>Electronic Verification System for Package Products</i> or <i>Confirmation Services for Package Products</i>.</li> <li>• Click "Request MID".</li> </ul> </li> </ul>
<p><b>Request a Vendor Code</b></p>	<ul style="list-style-type: none"> <li>• Submit your request to <a href="mailto:tech@usps.gov">tech@usps.gov</a></li> <li>• The 3-digit code assigned to your organization is required in the SSF to indicate the source of software submitted for certification, and in all subsequent manifests submitted to the USPS by your customers.</li> </ul>
<p><b>Create a PTR account</b></p>	<ul style="list-style-type: none"> <li>• Complete PS Form 1357S to request a unique account (<i>mmxxxx</i>) for SSF transmission to the Product Tracking and Reporting System.</li> <li>• Mail PS Forms 1357S to: National Customer Support Center, Confirmation Services, 225 N Humphreys Blvd. STE 501, Memphis TN 38188-1001 OR submit via Fax at 901-821-6244</li> </ul>

## Preparing for Certification

[Publication 199](#), available on RIBBS, includes all SSF specifications including the naming conventions for individual manifest files, the transmission requirements for USPS inbound SSF, layouts identifying the required fields for all valid Tracking and Tracking Only versions, IMpb barcode constructs, and a full listing of IMpb supported 3-digit Service Type Codes (STCs). The [USPS Parcel Labeling Guide](#), available on RIBBS, includes all IMpb shipping label specifications including the approved IMpb barcode specifications and placement of required markings for individual mail classes and extra services.

### IMpb & SSF Certification: Tracking and Postage (eVS)

#### Contact the eVS Support Team

- Call **877-264-9693, option 4** to request an eVS Support Team member who will serve as a guide through the registration and certification process. This includes identifying the USPS products and services that should be submitted for testing.

#### Receive eVS Certification Kit

- The eVS Support Team will assist in configuring an eVS vendor testing account for manifest file transmission. This includes the assignment of an eVS permit number for use in Tracking and Postage SSFs submitted for file certification, as well as the requirements to certify for selected USPS products.

#### Submit Labels for Certification

- Submit a minimum of 100 sample labels for certification with PS Form 5052.
- Labels must represent each unique Mail Class and Extra Services combination that is supported in the software eligible for certification.
- Labels should include all required marking for the Mail Class and Extra Services identified by the unique 3-digit Service Type Code (STC) used in the corresponding IMpb.
- Mail PS Forms 5052 and accompanying labels to:
  - NCSC, eVS Support Team, 225 N Humphreys Blvd. STE 501, Memphis TN 38188-1001

#### Submit Files for Certification

- Submit a test Shipping Services File(s) with a minimum of 1000 records to validate your communication process and manifest content for compliance with eVS requirements.
- The initial records in your file must match each of the IMpb labels submitted for certification.
- At least one record should be included for each unique Mail Class, Extra Services and Postal Rate combination that is supported in the software eligible for certification.

### IMpb & SSF Certification: Tracking Only (Confirmation Services)

#### Submit Labels for Certification

- Submit a minimum of 100 sample labels for certification with PS Form 5052.
- At least one label should be included for each unique Mail Class and Extra Services combination that is supported in the software eligible for certification.
- Labels should include all required marking for the Mail Class and Extra Services identified by the unique 3-digit Service Type Code (STC) used in the corresponding IMpb.
- Mail PS Forms 5052 and accompanying labels to:
  - Confirmation Services / NCSC at 225 N Humphreys Blvd. STE 501, Memphis TN 38188-1001

#### Submit Files for Certification

- Submit a test Shipping Services File(s) with a minimum of 1000 records to validate your communication process and manifest content for compliance with Tracking Only requirements.
- The initial records in your file must match each of the IMpb labels submitted for certification.

## Additional Resources

For additional resources and assistance with IMpb Certification, please reference the below:

-RIBBS IMpb Guide: <https://ribbs.usps.gov/index.cfm?page=intellmailpackage>

-RIBBS eVS Information: <https://ribbs.usps.gov/evs>

-Confirmation Services Support Team: 877-264-9693 option 3 or [Delivery.Confirmation@usps.gov](mailto:Delivery.Confirmation@usps.gov)

-eVS Support Team: 877-264-9693 option 4 or [eVS@usps.gov](mailto:eVS@usps.gov)