

MAC O-004

MAC™ / MAC Gold™ Advisory
Certification Cycle O Reminder
February 2013

Date: February 14, 2013
To: MAC™ / MAC Gold™ Software Developers

The Business Mail Acceptance (BMA) Certification Department sends this correspondence to alert you that your Manifest Analysis Certification (MAC) is fast approaching expiration. Although the MAC and MAC Gold Certification Cycle O testing is to end on June 28, 2013 the BMA Certification Department MAC/MAC Gold Certification Group strenuously reminds those who have yet to indicate readiness for certification that April 30, 2013 is the last day of Cycle N Certification for products listed on the CPL.

To date, we have not received an Order Form initiating your Cycle O Certification, putting you at risk of incurring a testing fee effective **March 11, 2013**. Notably, our Certification Cycle goal is to ensure MAC and MAC Gold customers receive and use software with the current USPS prices and mail class changes as soon as possible.

Due to late submissions of Order Forms, we ask that you adhere to the following timelines and testing instructions to ensure recertification:

- Ensure BMA Certification receives your MAC™ or MAC Gold™ Order Form by **February 25, 2013**
- Request your initial Test deck after previewing the Test deck (MAC Test File Layout Creation) and the department Expected Return (MAC Test File Layout Return) File layouts before **March 11, 2013**
- Return electronic file submissions (*.txt File) by **March 22, 2013**

Processing Steps

Step 1: The software developer completes a Certification Cycle order form, faxing it to 650-357-6796 or emailing it to manifest.ncsc@usps.gov

Step 2: BMA Certification MAC Group processes the order form to return a MAC Certification coversheet to the software developer.

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Step 3: The software developer will review the coversheet and return it with approval and/or changes.

Step 4: The MAC Group creates and sends via email the certification test deck to the software developer. Consult the [MAC Test File Layout Creation](#) available on RIBBS for the certification test deck format.

Step 5: The software developer

- 5.1. processes the test deck, utilizing the [MAC Test File Layout Creation](#),
- 5.2. creates an electronic version of a manifest in line with the [MAC Test File Layout Return](#) also found on RIBBS and
- 5.3. prepares the processed test deck for return to the MAC Group via email at manifest.ncsc@usps.gov for evaluation

Step 6: After receiving passing results, the software developer produces the following hardcopy documentation (depending on supported software and MAC™ Coversheet listed items):

- 6.1. Manifest,
- 6.2. PS Form 3877,
- 6.3. postage statements,
- 6.4. summaries,
- 6.5. labels, and
- 6.6. exception report

Step 7: The software developer forwards all hardcopy documentation to manifest.ncsc@usps.gov in PDF or to the address below:

**National Customer Support Center- Attn: MAC Department
United States Postal Service
225 N Humphreys Blvd STE 501
Memphis, TN 38188-1001**

NOTE: Each manifest with supporting documentation must include the MAC™ Coversheet with submitted hardcopy packages.

BMA Certification wants to continue to work with you to quickly get you recertified, if that is your intention. Please call us if you have specific questions outside of those answers available on [RIBBS](#) or those provided in the [MAC/MAC Gold Technical Guide](#).

Regards,

BMA Certification – MAC/MAC Gold Group
800-238-3150

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