



## Express Mail Manifesting System Business and Technical Guide

Publication 97

January 2012 Transmittal Letter

**A. Explanation.** This publication contains information for customers who are interested in participating in Express Mail manifesting using an Express Mail Corporate Account (EMCA). Postal Service representatives assisting customers are required to reference Publication 97-A, *Express Mail Manifesting Administration Guide* when using an EMCA.

**B. Express Mail International acceptance at BMEUs.** Effective January 22, 2012, mailers will no longer be able to present Express Mail International EMCA mailpieces at Business Mail Entry Units. They will be required to present these items at the retail counter. Accordingly, IMM section 223.223 *Permit Imprint — Retail Price*, is eliminated.

Express Mail International produced by USPS GSS systems will continue to be accepted by Business Mail Entry Units.

**C. New Product Offering: Express Mail Flat Rate Box.** Express Mail Flat Rate offerings are expanded to include Express Mail Flat Rate Boxes for customers who ship domestic parcels at retail, commercial base, and commercial plus prices. The new Express Mail offering features two Flat Rate Box options:

Top load

11" Length x 8 ½" Width x 5 ½" Height – Inside Dimensions

11 ¼" Length x 8 ¾" Width x 6" Height – Outside Dimensions

Side load

13 5/8" Length x 11 7/8" Width x 3 3/8" Height – Inside Dimensions

14" Length x 12" Width x 3 ½" Height – Outside Dimensions

Both Express Mail Flat Rate Boxes are priced the same, and material mailed in USPS-provided Express Mail Flat Rate Boxes are charged a flat rate price, regardless of the actual weight (up to 70 pounds) and domestic destination.

All existing Express Mail mailing standards and postage payment methods for retail, commercial base, and commercial plus prices apply.

Express Mail Flat Rate Boxes are available at many retail Post Office™ locations or online at [www.usps.com](http://www.usps.com).

**D. Waiver of Signature and Signature Required Manifest and Label Changes.** Effective January 22, 2012, the Postal Service will change the Express Mail signature waiver and signature required standard for domestic items.

**Manifest Changes:** In the Waiver of Signature field of Electronic File Format Version 1.3, position number 62 of detail record 1, the former default value of 'N' is now 'Y' with the appropriate label endorsement required applicable to the selected value.

**Label Changes:** When signature waiver is requested, the shipping label is required to contain the 'WAIVER OF SIGNATURE' endorsement. 'Y' manifest value.

When a signature is requested, the shipping label must contain the 'SIGNATURE REQUIRED' endorsement. 'N' manifest value. Label examples are shown in Appendix H.

Manifest mailers have until February 1, 2013 to upgrade their systems.

Since Express Mail Hold For Pickup service always requires the signature of the addressee or addressee's agent, Express Mail Hold For Pickup shipments should always reflect 'SIGNATURE REQUIRED' on the label and in the electronic file.

**E. Availability.** Publication 97 is available only in electronic format as follows:

Publication 97, January 2012

Postal Service™ employees can access it on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *PolicyNet*; then click on *PUBs*.

(The direct URL for the PolicyNet Web site is <http://blue/usps.gov/cpim>.)

Public users can access it on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Under “ON ABOUT.USPS.COM,” click on *Forms and Publications*; then on *Postal Periodicals and Publications*; and then on *Publications*.
- *Publication 97* is also available on the RIBBS® site at [http://ribbs.usps.gov/evs/documents/tech\\_guides](http://ribbs.usps.gov/evs/documents/tech_guides).

**F. Express Mail Postage Refunds.** Express Mail postage refunds are revised to add certain destinations where refunds will not be issued for delivery service failures. Destinations listed in this category will continue to have Express Mail service including a postage refund only for loss.

These Federated States and U.S. territory ZIP Code destinations will only be guaranteed a postage refund for loss: 96799, 96910, 96912-96913, 96915-96917, 96919, 96921, 96923, 96928-96929, 96931-96932, 96941-96944, 96950-96952, 96960, 96970.

Exceptions are: 96939-96940 – these ZIP Codes will continue to be guaranteed postage refunds on late arrivals.

**G. Refund Timeline Change.** The timeline from filing an Express Mail refund claim for delivery service failures is changing from 90 days to 30 days for Domestic Mail only.

**H. Comments on Content.** Send written comments about the content of this publication to the following address:

PRODUCT INTEGRATION  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW 5th FL  
WASHINGTON DC 20260-5000

**I. Cancellations.** All previous issues of Publication 97 are obsolete.

**J. Effective Date.** This publication is effective January 22, 2012.

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# Contents

<b>1</b>	<b>Express Mail Manifesting — the Basics</b> .....	<b>7</b>
1-1	Definition of Express Mail Manifesting.....	7
1-2	Getting Started.....	7
1-3	What May Be Manifested.....	7
1-3.1	Express Mail International using Global Shipping Software (GSS) .....	7
1-4	Volume Requirements .....	8
1-5	Verifying the Accuracy of the EMM System .....	8
1-6	Service Guarantee.....	8
<b>2</b>	<b>Application / Authorization Process</b> .....	<b>9</b>
2-1	How to Apply.....	9
2-2	Authorization.....	9
2-3	Service Agreement .....	9
2-4	Available Resources .....	10
<b>3</b>	<b>Electronic File Certification</b> .....	<b>11</b>
3-1	Electronic File Requirements.....	11
3-1.1	Overview.....	11
3-1.2	Electronic Data Interchange (EDIINT AS2) Formats.....	12
3-1.3	Header Record .....	12
3-1.4	Detail Record 1 .....	12
3-1.5	Detail Record 2.....	12
3-2	File Transmission.....	12
3-2.1	Transmission Methods .....	12
3-2.2	File Transmission Verification .....	13
3-3	Retrieval of Tracking Information.....	13
3-3.1	Downloading the Extract Files.....	13
3-3.2	Using the Internet to Obtain Tracking Information .....	14
3-3.3	Using the “800” Number to Obtain Tracking Information .....	14
3-3.4	USPS WebTools Track/Confirm Application Program Interface (API).....	14
<b>4</b>	<b>Shipping Label Certification: Barcode Requirements and Label Elements</b> .....	<b>15</b>
4-1	General .....	15
4-2	Barcode Requirements and Label Elements .....	15
4-2.1	Barcode Requirements.....	15
4-2.2	Label Elements.....	15
<b>5</b>	<b>Presentation and Acceptance of EMM</b> .....	<b>17</b>
5-1	Overview .....	17
5-1.1	Perform Quality Assurance Procedures.....	17
5-1.2	Presentation and Acceptance Flow:.....	17
5-2	Shipping Documentation.....	18
5-2.1	Confirmation Services Error Warning Report.....	18

5-2.2 Manifest.....	18
5-2.3 PS Form 3152-E, Express Mail Manifesting Certification .....	18
5-2.4 PS Form 3877, Firm Mailing Book for Accountable Mail.....	18
<b>6 Shipment Quality Assurance .....</b>	<b>21</b>
6-1 Purpose .....	21
6-2 Procedures .....	21
6-3 Alternate Quality Assurance Procedure .....	22
6-4 Retaining Quality Assurance Documents.....	23
<b>7 Express Mail Open and Distribute (EMOD) .....</b>	<b>25</b>
7-1 Overview.....	25
7-2 Barcoded Address Label Requirements .....	25
7-3 Electronic File Requirements .....	26
7-3.1 Electronic File Format Version 1.3.....	26
7-3.2 Transmit Electronic File .....	27
7-4 Presentation and Acceptance of EMOD .....	27
7-4.1 Presentation.....	27
7-4.2 Acceptance .....	27
7-4.3 Standard 13 Digit Barcoded Label Requirement.....	27
7-4.4 Contact Information .....	28
7-5 EMOD Barcoded Label Examples .....	29
7-5.1 Destination Delivery Unit (DDU) EMOD .....	29
7-5.2 Destination Sectional Center Facility (DSCF) EMOD Label Sample.....	30
7-5.3 Destination Network Distribution Center (DNDC) EMOD Label Sample.....	31
7-5.4 Destination Auxiliary Service Facility (DASF) EMOD Label Sample.....	32
7-5.5 Destination Area Distribution Center (DADC) EMOD Label Sample.....	33
<b>8 Refunds and Indemnity Claims .....</b>	<b>35</b>
8-1 Filing a Domestic Postage Refund Request or Indemnity Claim .....	35
8-1.1 Postage Refunds .....	35
8-1.2 Postage Refund for Service Failures .....	35
8-1.3 Indemnity Claims.....	36
<b>Appendices.....</b>	<b>37</b>
Appendix A EMM Electronic File Format Version 1.3 Layouts .....	37
Electronic File Format Version 1.3 - Header Record .....	39
Electronic File Format Version 1.3 - Detail Record 1 .....	41
Electronic File Format Version 1.3 Detail Record 2.....	47
Appendix B EMM Electronic File Layout File Format Version 1.3 Tables.....	49
Table 1 Class of Mail Codes .....	49
Table 2 Price Indicators .....	49
Table 3 Extra Service Codes .....	49
Table 4 Delivery Option Indicators.....	50
Table 5 Destination Rate Indicator (EMOD) .....	50
Appendix C Communications Standards .....	51
Communication Using Dial-Up FTP .....	51
Communication Using Internet Server FTP .....	53
Communication Using an Internet Browser .....	55
Communication Using Electronic Data Interchange (EDIINT AS2) .....	55
Appendix D Troubleshooting Guide .....	57
Header Error Messages.....	57
Detail Record Error Messages.....	59
Sample of Manifest Data Edit Error/Warning Listing .....	62
Sample of .....	63
Edit Checks .....	63
Appendix E Scan Extract File Layouts .....	65

Electronic File Format Version 1.3 .....65  
Appendix F Product Tracking System Scan Event Codes .....67  
Appendix G Barcode Specifications .....71  
    American National Standards Institute (ANSI) .....77  
    GS1: General Specification .....77  
Appendix H One-Ply Express Mail Shipping Labels (Domestic Mail) .....81  
Appendix I Customer Notification Letter (Sample) .....87  
Appendix J PS Form 3152-E .....89  
Appendix K Express Mail Manifest System Application .....95  
Appendix L Resource Information .....99

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# 1 Express Mail Manifesting — the Basics

## 1-1 Definition of Express Mail Manifesting

Express Mail Manifesting (EMM) is an automated system that allows a mailer to document postage and fees for all pieces in an Express Mail shipment through the transmission of an electronic file to the U.S. Postal Service. Postage is paid through an Express Mail Corporate Account (EMCA) or a Federal Agency Number paid through an advance deposit account using the information in the mailer's electronic file. A mailer must use a one-ply Express Mail shipping label. Delivery information is available by retrieval of extract files, through USPS Track/Confirm at *usps.com*, use of the USPS WebTools Delivery Confirmation API, or by calling 1-800-222-1811.

## 1-2 Getting Started

To participate in EMM, you need:

1. Software applications for domestic Express Mail. There are a couple of options:
  - a. Obtain USPS pre-certified vendor software applications.
  - b. Develop internal software applications.
2. Obtain USPS system requirements from this publication.
3. Technical Certification is performed by the National Customer Support Center (NCSC) for electronic files (see [Chapter 3](#)) and for barcodes and shipping label formats (see [Chapter 4](#)).
4. The mailer is to maintain an effective quality system to ensure shipment product, shipment process, and shipment data integrity.
5. Meet the EMM requirements for the presentation and acceptance of shipments (see [Chapter 5](#)). The district Manager, Customer Relations will provide a service agreement authorizing you to present EMM shipments.

## 1-3 What May Be Manifested

EMM may be used to pay postage on domestic Express Mail shipments and applicable Extra Services fees. EMM is for the mail class Express Mail only — other mail classes cannot be presented through EMM.

### 1-3.1 Express Mail International using Global Shipping Software (GSS)

Mailers manifesting Express Mail International packages as defined in DMM 608.2.3 must use USPS-supplied Global Shipping Software (GSS). The USPS supplied GSS generates shipping labels, prints complete customs forms, calculates postage and creates USPS-required postage statements and manifest

documents. Mailers can implement GSS as a stand alone solution or in conjunction with their existing systems.

Mailers meeting minimum manifesting and permit imprint requirements in the International Mail Manual may apply permit imprints on an Express Mail International shipment using GSS. Mailers who do not meet these requirements may use other USPS online tools, (i.e., Click-N-Ship or PC Postage) to receive reduced postage prices.

Mailers or USPS Sales Representatives interested in GSS should send an email to [GSSHelp@usps.gov](mailto:GSSHelp@usps.gov).

#### **1–4 Volume Requirements**

EMM was developed for high volume customers; however, there are no minimum volume requirements.

#### **1–5 Verifying the Accuracy of the EMM System**

The Postal Service verifies the accuracy of the EMM system by selecting mailpieces at random and comparing the pieces against the manifest. Unless the sampling indicates that the total postage for the pieces sampled is understated by more than 1.5%, shipments are accepted at the postage shown on the manifest. When a sampling indicates that the total postage for the pieces sampled is understated by more than 1.5%, the Postal Service adjusts the total postage for the shipment accordingly.

#### **1–6 Service Guarantee**

EMM shipments are covered by existing Express Mail service and postage guarantees. Service guarantees begin at the time of acceptance of the EMM at a Postal acceptance facility.

Manifested Express Mail International with a permit number paid and produced through GSS will not have a service guarantee.

Of the Territories, possessions, APOs, FPOS, DPOs and the Freely Associated States (DMM 608.2.2) of the United States of America, these ZIP Code destinations will only be eligible for a postage refund for loss:

96799, 96910, 96912-96913, 96915-96917, 96919, 96921, 96923, 96928-96929, 96931-96932, 96941-96944, 96950-96952, 96960, 96970.

Exceptions are: 96939-& 96940 – these ZIP Codes will continue to be guaranteed postage refunds on late arrivals.

## 2 Application / Authorization Process

### 2-1 How to Apply

Follow these steps to apply and receive authorization to use EMM:

1. Complete a PS Form 5550, *Express Mail Service Manifest System Application*, (see [Appendix M](#)). A separate application must be completed for each shipment location.
2. Complete PS Form 1357-S, *Request for Computer Access*. A separate form is required if separate electronic files will be transmitted from each shipment location, otherwise a single PS 1357-S is sufficient. The PS Form 1357-S is not required if currently using Confirmation Services with a Logon ID for transmitting files.
3. Submit PS Form 5550 and PS Form 1357-S as indicated on the form.
4. An Express Mail Corporate Account (EMCA) or Federal Agency Number is required for payment. Submit a completed PS Form 5639, *Express Mail Corporate Account Application*, available at [usps.com/forms](http://usps.com/forms). Existing EMCA customers need not reapply.
5. Upon receipt of the EMM application, the NCSC will provide a test kit. For questions, call the NCSC' Confirmation Services Support Team at 877-264-9693

### 2-2 Authorization

Prior to issuing the service agreement authorizing EMM shipments, the USPS will ensure the following:

- a. EMCA or Federal Agency Number has been established and is valid in the file.
- b. Certification from the NCSC is complete.
- c. The hard copy or electronic manifest meets USPS specifications.
- d. QA procedures have been implemented.
- e. The location for verification and acceptance has been established.
- f. Transportation has been scheduled to meet critical entry times.
- g. Acceptance event will be properly captured.

### 2-3 Service Agreement

A service agreement will be issued to allow EMM shipments to be presented. The service agreement contains the terms and conditions for use of the EMM system.

## **2-4 Available Resources**

See [Appendix N](#) for a listing of available resources.

## 3 Electronic File Certification

### 3-1 Electronic File Requirements

#### 3-1.1 Overview

Prior to using EMM, mailers must complete a certification process through the NCSC, and meet the additional EMM requirements for the presentation and acceptance of EMM shipment found in [Chapter 5](#).

The NCSC will certify the ability to:

- a. Generate an electronic file containing information about each package in the shipment that meets USPS specifications. The EMM file format is similar to the format used for Delivery Confirmation service electronic files. See [Appendix A](#) for EMM electronic file layouts.
- b. Transmit the electronic file according to specifications. Detailed transmission protocols are covered in [Appendix C](#).
- c. Prepare properly formatted barcoded shipping labels.
- d. Retrieve the Confirmation Services Error Warning Report.

The NCSC will supply:

- a. Certification instructions.
- b. Developer ID Code.
- c. A range of shipping label numbers assigned for use.

Prior to certification, complete the application/authorization process. (See ["How to Apply" in Chapter 2](#).)

After the application has been received, a "test kit" will be provided by the NCSC. The test kit will contain specific instructions on the procedures to be followed. If you have any questions, please contact Confirmation Services Support at 877-264-9693.

The data quality of the test file will be checked. The Confirmation Services Technical Support Help Desk will contact the customer to review any edit errors or warnings.

Testing the electronic file for certification includes the following:

- a. File transmission.
- b. Format, length, and content of the fields (EMCA validation).

Upon certification, customers receive notification and PS Form 3152-E; *Express Mail Manifesting Certification*, which will be used when tendering mail to the Postal Service. A sample notification letter appears in Appendix J, and a sample of PS Form 3152-E appears in [Appendix K](#).

Customers requesting domestic Express Mail certification must provide test records for domestic Express Mail. PS Form 3152-E will indicate whether certified for domestic Express Mail.

The Raleigh Data Transfer Services Group will ensure that EDIINT AS2 and Secure File Transfer mailers have the information required to create and transmit the EMM electronic file in ANSI transaction set 215 or the Secure File Transfer protocols. For information on EDIINT AS2 and Secure File Transfer, please contact Confirmation Services Support at 877-264-9693.

### **3–1.2 Electronic Data Interchange (EDIINT AS2) Formats**

Mailers wishing to use EDIINT AS2 should contact Confirmation Services Support at 877-264-9693 to be established as an EDIINT AS2 Shipping Partner.

### **3–1.3 Header Record**

The Header Record contains general information pertaining to the mailer and a specific shipment (such as date and time of shipment) and a unique Electronic File Number. That number must remain unique for a period of 180 days from date of first use. The Electronic File Number uses the Mailer ID to identify your company. The file record layout for File Format Version 1.3 is shown in [Appendix A](#).

Each shipment requires submission of the USPS Form 3152-E, *Express Mail Manifesting Certification*. The electronic file number from the Header Record will be printed on the form and should contain the number in both barcoded format and in human readable form.

The unique Electronic File Number in the EMM file must remain unique and not duplicate other Electronic File Numbers used in Confirmation Services.

### **3–1.4 Detail Record 1**

Each Detail Record 1 contains information specific to one piece in the shipment. This includes a Package Identification Code (PIC) that must remain unique for 180 days. The PIC is represented on each package in the form of a barcode and its human readable representation.

### **3–1.5 Detail Record 2**

Detail Record 2 contains receiver address detail information required for domestic accountable mail and Hold For Pickup mail.

Record layouts for the Header Record, Detail Record 1, and Detail Record 2 for Electronic File Format Version 1.3 appear in [Appendix A](#).

## **3–2 File Transmission**

### **3–2.1 Transmission Methods**

The electronic file can be transmitted in either one of the following ways:

- a. File Transfer Protocol (FTP)
- b. EDIINT AS2 (EDI Internet Applicability Standard 2)
- c. Secure File Transfer Protocol (SFTP) – USPS offers a number of secure protocols in addition to SFTP.

For a detailed explanation, see [Appendix C, Communications Standards](#).

The electronic file containing all items in a shipment must be transmitted to the USPS prior to or at the time the mail is tendered to the Postal Service.

### 3–2.2 File Transmission Verification

The system should reconcile the Mailer ID and Electronic File Number of the file transmission with the Confirmation/Error/Warning to ensure the transmitted file was accepted and processed by USPS.

After transmitting the electronic file for a shipment, the system should allow at least 1 hour for processing, reestablish the connection, and retrieve the Confirmation Services Error/Warning Report to verify that the electronic file was accepted without error.

Any reported errors in the Header Record will cause rejection of the entire EMM file. Any errors or warnings discovered should be reported to the system administrator for root cause identification and corrective action. If an error occurs within the Header Record it must be corrected and the file retransmitted in order for the data to be available for USPS compliance auditing. Optionally, a new file may be created and transmitted with the corrections. Examples of error messages appear in [Appendix D, Troubleshooting Guide](#).

Please note that *Warning* messages do not result in rejection of the electronic file or individual records, and resubmission or correction of the electronic file is unnecessary.

For the first 10 shipments under your EMM agreement, you must submit a copy of the Confirmation Services Error/Warning Report to the acceptance facility within 24 hours (or by the next business day) of submission of the shipment. The report confirms the receipt and accuracy of the electronic file. If there are consistent errors in the file, you will be contacted by a Technical Support representative, who will assist you with the correction of the errors.

Individual D1 records containing errors are not accepted and are not posted to the database. Therefore, postage and delivery status for the associated pieces will not be available. These records must be corrected and retransmitted in the electronic file or included in a new electronic file. See [Appendix D, Troubleshooting Guide](#).

## 3–3 Retrieval of Tracking Information

### 3–3.1 Downloading the Extract Files

Sixteen times daily (provided there is at least one record to provide back), tracking status extract files are created and placed in the customer's communications account folder to show tracking/delivery scans for each package piece ID provided in the EMM.

DETEXTRO.RPT.MMDDHHMM will be provided for Electronic File Format Version 1.3.

The retrieval of the extract file is performed through the same method used to transfer the EMM electronic file.

The extract file is in comma-delimited text format. The extract file layout appears in [Appendix E, Extract File Layout](#) and detailed information about the extract file appears in [Appendix C, Communications Standards](#).

The extract files will remain in your account for 30 days unless you delete them earlier. If you do not delete them, the oldest extract file will automatically be deleted after the thirtieth day.

### **3–3.2 Using the Internet to Obtain Tracking Information**

Tracking information on Express Mail pieces may also be obtained using the Track/Confirm entry screen located at *USPS.com*.

### **3–3.3 Using the “800” Number to Obtain Tracking Information**

Call 1–800–222–1811 to inquire about tracking information for individual shipping labels.

### **3–3.4 USPS WebTools Track/Confirm Application Program Interface (API)**

The tracking API may be incorporated into the mailer’s website to provide delivery status.

## 4 Shipping Label Certification: Barcode Requirements and Label Elements

### 4-1 General

This chapter explains the EMM requirements for Express Mail Manifest barcode requirements and shipping label elements. This section and Appendices [F](#), [G](#), and [H](#) provide the necessary specifications, requirements, and resources for Shipping Label Certification.

### 4-2 Barcode Requirements and Label Elements

#### 4-2.1 Barcode Requirements

EMM barcoded shipping labels are required on all mailpieces. The barcode on EMM shipping labels must be printed following the requirements specified in [Appendix G](#), Barcode Specifications, and each shipping label must contain a unique PIC that matches the PIC used in the electronic file record describing that mailpiece.

EMM shipping labels must conform to the specifications reflected in [Chapter 4](#) and [Appendix H](#) for domestic Express Mail to ensure that each piece receives Express Mail service and that the USPS scanners can read the barcode on the shipping label.

***Particular care must be taken to address the differences between the domestic Express Mail shipping label barcode and the Express Mail Open & Distribute (EMOD) shipping label barcode.***

#### 4-2.2 Label Elements

Barcode requirements and human readable print specifications are listed in [Appendix G](#). Shipping labels must contain the information listed in [Appendix H](#).

##### 4-2.2.1 EMCA Postage Indicia

The Express Mail Corporate Account postage indicia must contain the following information:

- a. The words “Express Mail.”
- b. The words “U.S. Postage Paid.”
- c. The words “Express Mail Corporate Account” or the abbreviation EMCA.
- d. The customer name or EMCA number.

The Express Mail Federal Agency postage indicia must contain the following information:

- a. The words "Express Mail."
- b. The words "Postage & Fees Paid."
- c. The words "Official Mail."
- d. The Federal Agency name or number.

#### 4-2.2.2 Label Endorsements

When a signature is requested, the shipping label must contain the 'SIGNATURE REQUIRED' endorsement. EMM customers have until February 1, 2013 to upgrade systems.

When signature waiver is requested, the shipping label must contain the "WAIVER OF SIGNATURE" statement as shown in [Appendix H](#). The statements: "NO DELIVERY WEEKEND," "NO DELIVERY HOLIDAY," or "NO DELIVERY WEEKEND OR HOLIDAY" may be printed when applicable. The format of optional weekend or holiday delivery instructions is shown in [Appendix H](#).

It is recommended that Express Mail service packaging be used and the shipping label contains an Express Mail service indicator or the additional "Express Mail" identification shown, again shown in [Appendix H](#).

# 5 Presentation and Acceptance of EMM

## 5-1 Overview

This section explains the steps and processes involved in the presentation and acceptance of EMM shipments.

EMM shipments may be presented for acceptance after acquiring:

Authorization (see [Chapter 2](#))

File Certification (see [Chapter 3](#))

Shipping Label Certification (see [Chapter 4](#))

The USPS will designate the facility where EMM shipments will be presented for verification and acceptance. The designated acceptance facility may be a Business Mail Entry Unit (BMEU) located at a postal facility or a detached mail unit (DMU) located at a customer facility as determined by USPS.

### 5-1.1 Perform Quality Assurance Procedures

Prior to presenting EMM, perform Quality Assurance, as detailed in the EMM service agreement to ensure the postage for the shipment is accurately reported.

### 5-1.2 Presentation and Acceptance Flow:

1. Transmit the electronic file as outlined in [Chapter 3](#) and [Appendix C](#).
2. *For the first 10 shipments*, provide a copy of the **Confirmation Services Error Warning Report** (see [Section 5-2, Shipment Documentation](#)) to the designated acceptance facility.
3. Provide the manifest to the designated acceptance facility (see [Section 5-2, Shipment Documentation](#)).
4. *If using Extra Services only: Provide PS Form 3877 to the designated acceptance facility* (see [Section 5-2, Shipment Documentation](#)).
5. Present the corresponding PS Form 3152-E EMM shipment to the designated acceptance facility (see [Section 5-2, Shipment Documentation](#)).

The acceptance clerk will select a sampling of packages from the shipment and will perform the postage verification. For each selected package, the clerk will compute actual postage and compare the total actual postage for all packages against the postage reported on the manifest. If the total reported postage is not underpaid by more than 1.5%, the shipment will be accepted without a postage adjustment. If postage is underpaid by more than 1.5%, the total postage for the shipment will be adjusted. Mailers who underpaid by

more than 1.5% have the option to either have the additional postage withdrawn from the EMCA or Federal Agency Number or the shipment may be withdrawn and presented again after making the necessary corrections.

When the shipment is accepted, the Electronic File Number reported on PS Form 3152–E is entered or scanned. Postage will be electronically withdrawn from the EMCA or Federal Agency.

## **5–2 Shipping Documentation**

### **5–2.1 Confirmation Services Error Warning Report**

For the first 10 shipments under a new EMM agreement, present a copy of the Confirmation Services Error/Warning Report to the acceptance clerk for each shipment. This must be presented within 24 hours of the shipment.

For each shipment, retrieve the Confirmation Services Error/Warning Report. An example of the report appears in [Appendix D](#). It indicates whether the file transmission was successful and identifies any errors or warnings. If the file contained errors they must be corrected and the file retransmitted. (See [Sections 3–2.2](#) and [Appendix D](#).)

### **5–2.2 Manifest**

Each shipment must be presented with a manifest, which provides mailer information, the unique PIC, weight, price indicator, ZIP Code or country destination, and postage for each package in the shipment along with a postage summary. The manifest may be provided in hard copy or in the preferred EMM electronic format mutually agreeable to the USPS and the customer. The postal acceptance clerk must be able to access the electronic manifest and print selected pages, if necessary. (See [Appendix L](#) for *sample manifest*).

### **5–2.3 PS Form 3152–E, Express Mail Manifesting Certification**

Each shipment must be presented with a PS Form 3152–E. The PS Form 3152–E must include:

1. Number of pieces in the shipment.
2. Total weight of pieces in the shipment.
3. Total postage and fees, if applicable, for shipment.
4. EMCA number or Federal Agency.
5. Electronic File Number from Header Record positions 4 through 25.
6. Range of shipping label numbers assigned for use.
7. Mailer signature.
8. Date of shipment.

### **5–2.4 PS Form 3877, Firm Mailing Book for Accountable Mail.**

Note: Only required when using Extra Services.

When using approved Extra Services such as Insurance, COD, Return Receipt, etc., present PS Form 3877. Postal acceptance personnel will sign and date the PS Form 3877, which serves as a record of the pieces shipped. PS Form 3877, *Firm Mailing Book for Accountable Mail* is available at [http://www.usps.com/forms/\\_pdf/ps3877.pdf](http://www.usps.com/forms/_pdf/ps3877.pdf).

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## 6 Shipment Quality Assurance

### 6-1 Purpose

An effective quality assurance (QA) program identifies potential or actual system failures at the earliest possible stage in mail preparation and documentation. To participate in EMM, implement the QA procedures listed below. These procedures will also be included as an attachment to the Express Mail Manifesting System service agreement.

The QA program should meet these standards:

- a. Postage price tables and zone charts in the system are accurate and can be updated as necessary.
- b. Piece weights are accurate. (For predetermined weight systems, piece weights must be updated whenever piece weight factors change.)
- c. Procedures are established to ensure that the scale manufacturer's operating, calibrating, and maintenance instructions are followed. Each scale must be tested for accuracy with standard test weights before use each day.
- d. Identification numbers are unique within the same shipment.
- e. All pieces are listed on the appropriate manifest and directed to the proper staging area or vehicle.
- f. All requirements for requested Extra Services are met.
- g. Actual samples from shipments are compared with the corresponding documentation.
- h. Manifest summary totals are consistent with the numbers reported on the postage statement before these documents are submitted to the Postal Service.

### 6-2 Procedures

Initially the mailer must perform postage accuracy verifications for each shipment by reconciling the actual postage for a representative number of pieces against the manifest postage claimed for those pieces. This verification will be documented on PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet (Single-Piece Mailings)*, which is available at <http://blue.usps.gov/formmgmt/forms/ps8159.pdf>, in Publication 401 or from Business Mail Entry. Sampling tables appear on next page.

The sample size will be taken based on the number of pieces in the shipment as follows:

Pieces in Shipment		Sample Size (Number of Pieces)
From	To	
1	299	10% or 30 pieces (whichever is less)
300	1,999	30
2,000	3,999	40
4,000	5,999	50
6,000	7,999	60
8,000	9,999	70
10,000	99,999	100

Perform postage accuracy verifications on the first 5 shipments. After that, when five consecutive shipments remain within the +/-1.5 percent accuracy level, the frequency may be reduced to the following schedule:

Number of Shipments Per Week	Number of Verifications Per Week
1	verify each shipment
2-9	1
10 or more	1 per 5 shipments

If any manifest shipment exceeds the +/-1.5 percent accuracy level, the next five shipments must be sampled. Each shipment must be within the +/-1.5 percent accuracy level before the reduced frequency sampling schedule can resume.

### 6-3 Alternate Quality Assurance Procedure

To be able to use the alternate quality control procedures listed below, EMM shipments must meet the following criteria:

1. No Extra Services are requested.
2. Pieces are individually weighed, or the same postage amount applies to all packages in the shipment (e.g., all packages weigh less than a half pound and are paid at the half-pound Express Mail price).
3. Volumes are low enough to be easily verified (to be determined by the district Manager, Business Mail Entry).

The Alternate quality assurance procedures are as follows:

- a. Ensure that the scale used to manifest accurately records weights.
- b. Count the number of packages in the shipment.
- c. Ensure that the number of packages counted matches the number of packages listed on the manifest and PS Form 3152-E.

- d. Initial next to the total number of pieces shown on the hardcopy manifest.

If the alternate quality assurance procedures are used and postal verifications disclose constant quality problems, the mailer must develop and perform additional quality control procedures.

#### **6-4 Retaining Quality Assurance Documents**

Retain QA sampling reports (PS Form 8159) for 90 days unless errors are detected. If errors are detected during the sampling process, describe the corrective action taken on the sampling report and retain these reports for one year.

For Postal Service identified errors, the customer must investigate the cause and take corrective action to prevent recurrence of errors. Document this action on PS Form 8159 and retain these reports for one year. Reports should be available upon USPS request.

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## 7 Express Mail Open and Distribute (EMOD)

### 7-1 Overview

Express Mail Open and Distribute (EMOD) is a premium service that allows mailers to expedite the movement of shipments of any class or subclass of mail between the acceptance unit and domestic postal facilities using Express Mail. No extra services are available with EMOD.

Customers must place mail piece contents into an approved USPS container (sack or USPS supplied tray box), affix the EMOD address label barcode to the container, and present the container to the Business Mail Entry Unit (BMEU) or authorized acceptance location before the critical acceptance time for Express Mail. The contents of the EMOD container may include any products or class of mail, except Express Mail. Postage is paid based on the weight and zone for the contents of the EMOD container. Once received at the destination facility, the container address label barcode is scanned and the enclosed mail is processed appropriately for the mail class.

The following requirements must be met to use EMOD service:

### 7-2 Barcoded Address Label Requirements

For each container mailers will affix a barcoded address label.

All address labels will contain the human- readable text above the barcode of "USPS Scan On Arrival", affixed to either a yellow Tag 267 for containers destined to mail processing facilities (DNDC, DSCF, DASF, or DADC) or a blue Tag 257 for destination delivery units (DDUs). Alternatively, an Express Mail Flat Rate Envelope with a blue Label 257S can be used for destination delivery units. An Open and Distribute tray box can be used for both processing facilities and DDUs.

## 7-3 Electronic File Requirements

### 7-3.1 Electronic File Format Version 1.3

See [7-4.3, Standard 13 Digit Barcoded Label Requirement](#).

Coding guidelines and Version 1.3 Table, Detail Record 1 follow:

- 'EX' is required in Mail Class field
- 'DB' prefix is required in PIC field
- 5-digit ZIP Code is required in the Destination ZIP Code field
- ZIP+4 is required (DDU facility only) in the Destination ZIP+4 field
- 'O' (Alpha) is required in the Processing Category field
- The correct destination rate indicator (see [Table 5](#)) is required in the Destination Rate Indicator field
- 'PA' is required in Rate Indicator Field
- The correct Zone (00, 01-08) is required in Zone Field
- 'E' is required in the No Weekend/Holiday Delivery field

#### Detail Record 1

Mail Class "EX" Required	Package Identification Code 'DB' Prefix Required for EMOD	Destination ZIP Code Required	Destination ZIP +4 Required for D (DDU) facility only.	Processing Category Required	Destination Rate Indicator Required	Rate Indicator Required 'PA'	Zone Required	No Weekend / Holiday Delivery 'E' Required
Record Position	Record Position	Record Position	Record Position	Record Position	Record Position	Record Position	Record Position	Record Position
003-004	005-026	027-031	032-035	055	056	057-058	059-060	063
EX	DB123456781US_----- ----	NNNNN	NNNN	O	D	PA	00, 01 - 08	E
EX	DB123456781US_----- ----	NNN00	-----	O	S	PA	00, 01 - 08	E
EX	DB123456781US_----- ----	NNNNN	-----	O	B	PA	00, 01 - 08	E
EX	DB123456781US_----- ----	NNN00	-----	O	F	PA	00, 01	E
EX	DB123456781US_----- ----	NNN00	-----	O	A	PA	00, 01	E

### **7-3.2 Transmit Electronic File**

Send an electronic file which includes the label number for the EMOD container. See [Section 3-2, File Transmission](#) for details.

## **7-4 Presentation and Acceptance of EMOD**

### **7-4.1 Presentation**

Present the container with the affixed address label barcode and tag to the Business Mail Entry Unit (BMEU) or authorized USPS acceptance facility with a prepared PS Form 3152-E, Express Mail Manifesting Certification. PS Form 3152-E shall contain a barcode representing the electronic file number used in the Header Record of the electronic file.

### **7-4.2 Acceptance**

After contents and postage of each EMOD container are verified, the barcode on PS Form 3152-E will be scanned as accepted by the BMEU or authorized acceptance location.

EMOD labels that are addressed to:

- DDU: must reflect the complete 5 digit ZIP Code and the ZIP+4
- SCF: must reflect the 3-digit ZIP Code followed by three zeros
- NDC: must reflect the 5-digit ZIP Code
- ASF: must reflect the 3-digit ZIP Code followed by three zeros
- ADC: must reflect the 3-digit ZIP Code followed by three zeros

### **7-4.3 Standard 13 Digit Barcoded Label Requirement**

- Systems will be required to store separate ranges of label numbers to support standard Express Mail shipments and to support a separate range of label numbers for EMOD service.
- Systems will pre-determine the use of the correct label number range based on a predefined relationship of mailing features. See below EMOD for additional details.
- Systems shall not recycle or reuse label numbers. This shall require system validations to ensure that label numbers are not recycled or reused.
- System must code a label range replacement pre-alert to the system administrator in advance of any end of a label number range to indicate that a new label number range is required.

- Newly certified system users must obtain a label range specific to their expected use (E.g., 'EA' for standard Express Mail or specific 'DB' prefix for EMOD) from the National Customer Service Center upon certification.

EMOD EMCA customers using option 1 are required to:

- Use a valid 13 digit barcoded label containing the prefix of "DB" in either the USS 128 or Code 39 barcode symbology
- Use Electronic File Format Version 1.3 and electronic file type '3' for Express Mail Manifest customers using EMCA.  
See [7-3, Electronic File Requirements](#) for requirements.
- Include the Destination Rate Indicator that represents the destination location:
  - D = Destination Delivery Unit (DDU)
  - S = Destination Sectional Center Facility (DSCF)
  - B = Destination Network Distribution Center (DNDC)
  - F = Destination Auxiliary Service Facility (DASF)
  - A = Destination Area Distribution Center (DADC)
- Use a Delivery Option to indicate the End of Day delivery option:
  - E=Scheduled End of Day is required for EMOD
- Validate the destination ZIP Code used in the Electronic File Detail 1 Record using the Facility Access and Shipment Tracking (FAST) System, which is available at the Postal Service website at <https://fast.usps.com>.
- Validate the ZIP+4 (DDU facility only) used in the Electronic File Detail 1 Record using the Facility Access and Shipment Tracking (FAST) System which is available at the Postal Service website at <https://fast.usps.com>.
- Express Mail Open and Distribute (EMOD) service provides the date, time, city, state, and ZIP Code of the location where the container was received. Mailers will see a scan event, "Received at Opening Unit," for their EMOD containers. Information is available 16 times daily via extract files. The container may also be tracked using the Postal Service Track & Confirm website at [www.usps.com](http://www.usps.com); click Track & Confirm.

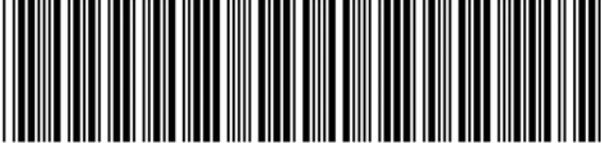
#### 7-4.4 Contact Information

For further information about participating in this program, contact the Confirmation Services Support Team at 877-264-9693.

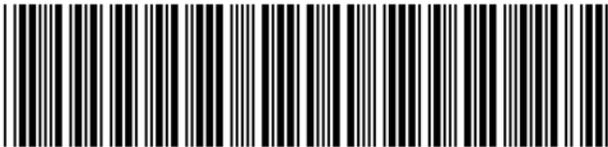
## 7-5 EMOD Barcoded Label Examples

EMOD barcoded label samples for DDU, SCF, NDC, ASF and ADC entry are displayed below:

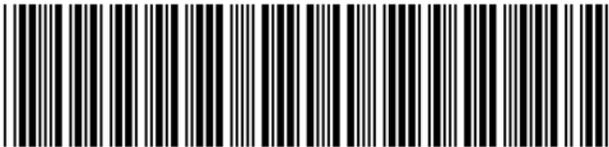
### 7-5.1 Destination Delivery Unit (DDU) EMOD

<b>E</b>	US POSTAGE PAID EMCA (CUSTOMER NAME OR CORPORATE ACCT #)
<b>USPS EXPRESS MAIL®</b>	
ABC Company 11111 Universal Way East Windsor CT 06088  <b>OPEN AND DISTRIBUTE AT: DDU FAIRFAX POST OFFICE 10660 PAGE AVE FAIRFAX VA 22030-9998</b>  MAIL CLASS ENCLOSED: STANDARD MAIL FLATS	
<b>USPS SCAN ON ARRIVAL</b>   <b>DB 1234 5678 4 US</b>	

**7-5.2 Destination Sectional Center Facility (DSCF) EMOD Label Sample**

<b>E</b>	US POSTAGE PAID EMCA (CUSTOMER NAME OR CORPORATE ACCT #)
<b>USPS EXPRESS MAIL®</b>	
ABC Company 11111 Universal Way East Windsor CT 06088  <b>OPEN AND DISTRIBUTE AT: SCF WASHINGTON DC 200</b>  MAIL CLASS ENCLOSED: STANDARD MAIL FLATS	
<b>USPS SCAN ON ARRIVAL</b>  DB 1234 5678 4 US	

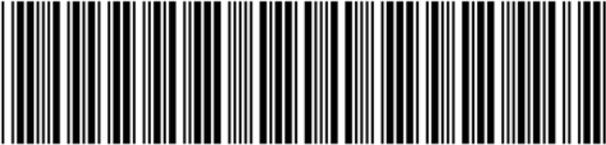
### 7-5.3 Destination Network Distribution Center (DNDC) EMOD Label Sample

<b>E</b>	US POSTAGE PAID EMCA (CUSTOMER NAME OR CORPORATE ACCT #)
<b>USPS EXPRESS MAIL®</b>	
ABC Company 11111 Universal Way East Windsor CT 06088  <b>OPEN AND DISTRIBUTE AT: NDC WASHINGTON DC 20799</b>  MAIL CLASS ENCLOSED: STANDARD MAIL FLATS	
<b>USPS SCAN ON ARRIVAL</b>   <b>DB 1234 5678 4 US</b>	

**7-5.4 Destination Auxiliary Service Facility (DASF) EMOD Label Sample**

<b>E</b>	US POSTAGE PAID EMCA (CUSTOMER NAME OR CORPORATE ACCT #)
<b>USPS EXPRESS MAIL®</b>	
ABC Company 11111 Universal Way East Windsor CT 06088  <b>OPEN AND DISTRIBUTE AT: ASF SALT LAKE CITY UT 841</b>  MAIL CLASS ENCLOSED: STANDARD MAIL FLATS	
<b>USPS SCAN ON ARRIVAL</b>   <b>DB 1234 5678 4 US</b>	

7-5.5 Destination Area Distribution Center (DADC) EMOD Label Sample

<b>E</b>	US POSTAGE PAID EMCA (CUSTOMER NAME OR CORPORATE ACCT #)
<b>USPS EXPRESS MAIL®</b>	
ABC Company 1111 Universal Way East Windsor CT 06088  <b>OPEN AND DISTRIBUTE AT: ADC DULLAS VA 201</b>  MAIL CLASS ENCLOSED: PERIODICALS FLATS	
<b>USPS SCAN ON ARRIVAL</b>   <b>DB 1234 5678 4 US</b>	

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## 8 Refunds and Indemnity Claims

### 8–1 Filing a Domestic Postage Refund Request or Indemnity Claim

#### 8–1.1 Postage Refunds

Specific requests for refunds for domestic service failures appear in 7-1.2 and indemnity claims in 7-1.3. If your company requests a postage refund or any adjustment for other reasons, to the advance deposit account, for postage underpayment, the request must be submitted in writing to the district Manager, Business Mail Entry. Each request must be accompanied by supporting documentation, a clear explanation of the discrepancy and why it occurred, and corrective action taken to ensure it does not recur. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the acceptance Post Office within five (5) working days from the date of detection. Any postage refund request or postage underpayment occurrence may trigger a review by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The district Manager, Business Mail Entry will make a decision on the validity of a postage refund request or postage underpayment. When the district Manager, Business Mail Entry determines postage was overpaid or underpaid due to a system failure in the shipment operation, the administrative processing cost will be charged to the mailer. In that event, the mailer agrees to either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

#### 8–1.2 Postage Refund for Service Failures

Domestic EMM shipments that fail to meet the guaranteed service standard may be eligible for a postage refund. Since EMM mailers use a one-ply barcoded shipping label, mailers filing domestic claims for a postage refund on an EMM item will not have a Customer Copy of the Express Mail shipping label as evidence of shipment, so they will need to submit the following documentation to the district Business Mail Entry Unit. BMEU personnel must ensure all required documentation is received and that the service failure is substantiated at which time the district BMEU office credits the amount of the postage refund to the mailer's EMCA account. The timeline from filing an Express Mail refund claim for delivery service failures is 30 days for Domestic Mail only.

- a. Completed PS Form 3533, *Application for Refund of Fees, Products and Withdrawal of Customer Accounts*.
- b. A copy of the manifest page showing the Package Identification Code (PIC) for the item in question.
- c. The manifest summary page for the date the piece was shipped.
- d. A copy of the PS Form 3152–E round-stamped on the date of shipment by a Postal Service acceptance employee. **Note:** If needed, request a copy of PS Form 3152–E from the Postal Service.

- e. A copy of the EMCA monthly report listing the Express Mail shipping label number and postage for the mailpiece.

### 8–1.3 Indemnity Claims

Mailers filing domestic indemnity claims on an EMM item can submit the claim online at [www.usps.com/onlineclaims](http://www.usps.com/onlineclaims) or mail the documentation in 6-1.3 below to USPS Domestic Claims, PO Box 80143, St Louis, MO 63180-0143:

- a. Completed PS Form 1000, *Domestic Claim or Registered Mail Inquiry*
- b. Evidence of value for the item (indemnity claims only).
- c. A copy of the manifest page showing the Package Identification Code (PIC) for the item in question.
- d. The manifest summary page for the date the piece was shipped.
- e. A copy of the PS Form 3152–E round–stamped on the date of shipment by a Postal Service acceptance employee. **Note:** If needed, request a copy of PS Form 3152–E from the Postal Service.
- f. A copy of the EMCA monthly report listing the Express Mail shipping label number and postage for the mailpiece.
- g. If Extra Services were purchased, a signed and round–stamped copy of PS Form 3877, *Firm Mailing Book for Accountable Mail*.

# Appendices

## Appendix A EMM Electronic File Format Version 1.3 Layouts

This appendix contains the file layout for the Header Record, Detail Record 1, and Detail Record 2 of the electronic files.

The format fields are variable length and comma-separated. Field formats are described in standard COBOL terms. “X” indicates a field that can contain alphanumeric characters. “9” indicates a field that can contain only numbers. The numbers in parentheses following the “X” or “9” indicate the maximum size of the field. A numeric field with a “V” in the format description indicates an implied decimal point. For example, the Weight Field in Detail Record 1, positions 046-054, is defined as “9(5)V9(4).” A weight of 7 pounds should be entered as “000070000.”

**Important:** *You may choose to use only the fields that are required for EMM as annotated in the Record Position column for “\*EM\*” (domestic Express Mail), and (EMOD) Express Mail Open an Distribute). The fields that are not applicable for EMM are shaded in gray.*

*If you choose not to use the full layout, you must include the optional fields (those shaded in gray) providing fillers composed of spaces. The complete record lengths cannot vary — they must be the exact size shown in the record formats (i.e. Header Record is 130 bytes, Detail 1 is 200 bytes, and Detail 2 is 352 bytes). No warning or error messages will be used for fields shaded in gray.*

For samples of transmission reports, common error messages, and a typical extract file, see [G](#). Also included in Appendix G is a list of edit checks.

[Chapter 3](#) shows the location of the Mailer ID in the Header Record (the Electronic File Number field, positions 004-025) and in Detail Record 1 (PIC field, positions 005-026, and Client Mailer ID field, positions 122-130).

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**Electronic File Format Version 1.3 - Header Record**

<b>HEADER RECORD (130 bytes)</b>					
<b>ELECTRONIC File Record Formats Version 1.3</b>					
<b>Record Positions</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001–002 *EM*	Electronic File Header Record ID	X(2)	A 2 character system constant that identifies an electronic file header record.	H1	'H1' is required.
003 *EM*	Electronic File Type	9(1)	'3' - Postage & Tracking File	3	"3" is required for Express Mail.
004–025 *EM*	Electronic File Number	X(22)	<p>Unique number assigned to identify the electronic file:</p> <p>2 digits – Reserved for Application Identifier in GS1-128.</p> <p>2 digits - Must be '50,' which is the Service Type Code for an electronic file.</p> <p>9 digits – Mailer ID must be that of the company transmitting the file.</p> <p>8 digits - Fixed length of 8 digits. Right justified with leading zeros.</p> <p>1 digit - MOD 10 or 11 check digit</p>	<p>For 3152-E where using symbology USS-128 or USS-39; <b>50</b>90123331200000018</p> <p>For 3152-E where using symbology GS1-128; <b>91</b>5090123331200000018</p>	<p>NOTE: The Mailer ID must be that of the company transmitting the file.</p> <p>Data must match the structure used for the barcode symbology of the 3152-E.</p> <p>The Electronic File Number must be unique for 180 days from date of first use. Fixed length sequential number must be right justified with a total of 8 digits with leading zeroes</p>
026–033 *EM*	Date of Mailing	9(8)	Date mail is tendered to USPS.	1998–01–27 Entered as: 19980127	YYYY–MM–DD Date must be valid. Numeric values (0–9) only.
034–039 *EM*	Time of Mailing	9(6)	Time mail is tendered to USPS (estimated).	13:15:00 Entered as: 131500	HH:MM:SS Military format and time must be valid. Numeric values (0-9) only.
040–044 *EM*	Entry Facility	9(5)	5–digit ZIP Code of postal facility where the mail is tendered.	22201	Numeric values only (0-9).
045–054 *EM*	Payment Account Number	9(10)	USPS account number. This mailing will be paid from one of the following account types: Express Mail Corporate Account Number Federal Agency Number	0000345678 (EMCA) 0000000326 (Federal Agency) 0032612345 (Federal Agency with Control and Sub-Control numbers)	<p>Leading zeroes required. Numeric values (0-9) only.</p> <p>This field mandatory for EMCA and Federal Agency. Federal Agency number should include Control and Sub-Control (where applicable).</p>

<b>HEADER RECORD (130 bytes)</b>					
<b>ELECTRONIC File Record Formats Version 1.3</b>					
<b>Record Positions</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
055–056 *EM*	Method of Payment	9(2)	Payment system used for mailing: '01' - Permit System '02' - Express Mail Corporate Account '03' - Federal Agency '04' - Other	02	For EMM must be 02.
057–061	Post Office of Account ZIP Code	9(5)	5–digit ZIP Code of post office issuing permit number, meter license, or pre–canceled stamp.	22042	Numeric values (0-9) only. Default zeroes. Not applicable for Express Mail.
062–073	DSAS Confirmation Number	X(12)	Confirmation number received when making a scheduled appointment for mail drop at a postal facility.	AB1234567856	Alphanumeric values (A-Z, 0-9) only. No embedded spaces. For Drop Shipments. Default is spaces.
074 *EM*	Pickup Requested Indicator	X(1)	Indicator if mail is picked up by the USPS: 'Y' = Pickup <sup>1</sup> SPACE = No Pickup	Y	'Y' = Pickup SPACE = No Pickup
075–077 *EM*	USPS Electronic File Version Number	9(3) Defined as: 9(2)V9(1)	USPS Electronic File Version Number.	01.3 Entered as: 013	Provided by USPS.
078–080 *EM*	Developer ID Code	X(3)	A unique code that identifies the developer of the electronic file software.	123	Unique code provided by USPS.
081–088 *EM*	Product Version Number	X(8)	Developer's software product version number.	5.02.3A	A unique number the developer designates. Identifies product version of the electronic file.
089–097 *EM*	File Record Count	9(9)	Total number of all records in this file. Count to include Header and all Detail records.	1,517 Entered as: 000001517	Leading zeros required. Numeric values (0–9) only.
098–130 <sup>2</sup> *EM*	Filler	X(33)	Filler for future use.		Must be spaces.
<sup>1</sup> Use will be specified in <i>Express Mail technical guide</i> ; use only when applicable fee has been paid.					
<sup>2</sup> Record is fixed length.					

**Electronic File Format Version 1.3 - Detail Record 1**

<b>DETAIL RECORD 1 (200 bytes)</b>					
<b>ELECTRONIC File Record Formats Version 1.3</b>					
<b>Record Positions</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001–002 *EM*	Electronic File Detail Record ID	X(2)	A 2–character system constant that identifies an electronic file detail record.	D1	'D1' is required.
003–004 *EM*	Class of Mail	X(2)	A 2–character code for Class of Mail. Refer to Class of Mail table, <a href="#">Appendix X, Table 1</a> .	EX	USPS defined values. Valid values are "EX", "IE".
005–026 *EM*	Package Identification Code (PIC)	X(22)	Barcoded label number used to track the package. 2 alphas – as assigned 8 digits - sequential number 1 digit - check digit 2 alphas - US	EA123456782 US  DB123456781 US Used for EMOD.	The alpha prefix shown on PS Form 3152–E must be used (EA – EZ); DB for EMOD. The 8–digit sequential number must be from the range of label numbers provided on PS Form 3152–E. The number must remain unique for 180 days from date of first use. Refer to <a href="#">Appendix G</a> for barcode specifications. For Express Mail service, use 13–digit label numbers; left justify with trailing spaces.
027–031 *EM*	Destination ZIP Code	9(5)	Destination 5–digit ZIP Code for Domestic.	22201	Left justified. Numeric values (0–9) only.
032–035 *EM* *EMOD*	Destination ZIP+4	X(4)	Destination ZIP+4 add–on of domestic ZIP Code.	2804	Numeric values only. Required for EMOD. Default spaces if not available.
036–037	Country Code	X(2)	Two character standardized 2–digit ISO International country code. Mandatory for International pieces.	JP	Mandatory for International. Default is spaces for Domestic.
038–044 *EM*	Postage	9(7) Defined as: 9(4)V9(3)	Postage (excluding Extra Service fees and surcharges) less any workshare discount. For pieces subject to both a piece and pound price, only enter piece price.	\$5.69 Entered as: 0005690	Leading zeroes required. Numeric values (0–9) only. In unit of dollars and rounded to the nearest cent.

DETAIL RECORD 1 (200 bytes)					
ELECTRONIC File Record Formats Version 1.3					
Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
045 *EM*	Unit of Measure Code	9(1)	Unit of measurement for mail piece: '1' - lbs. '2' - oz. '3' - kilos	1	Field must contain a USPS defined valid code.
046–054 *EM*	Weight	9(9) Defined as: 9(5)V9(4)	Mail piece weight. In unit of measure and significant to 4 decimal positions.	14.3250 lbs. Entered as 000143250	Leading zeroes required. Numeric values (0–9) only.
055 *EMOD*	Processing Category	X(1)	'O' – Open and Distribute '0' - Cards '1' - Letters '2' - Flats '3' - Machinable Parcels '4' - Irregular Parcels '5' - Outside/Nonmachinable	Space fill.	Default is spaces for non-applicable products.
056 *EMOD*	Destination Rate Indicator	X(1)	'D' - Destination Delivery Unit 'S' - Destination SCF 'B' - Destination NDC 'A' – Destination ADC 'F' – Destination ASF 'E' - Inter–NDC Parcel Post 'I' - International Service Center 'T' - Intra–NDC Parcel Post 'N' - None	N	Default is 'N' for non-applicable products.
057–058 *EM* *EMOD*	Rate Indicator	X(2)	Refer to Rate Indicator <a href="#">Appendix X</a> , Table 2.	PA	Valid values are "PA" (Post Office to Addressee), "PP" (Hold for Pickup), "E4" (Express Mail Flat rate Post Office to Addressee), and "E3" (Express Mail Flat rate Hold for Pickup). "PA" required for EMOD.
059–060 *EM*	Zone	X(2)	Individual mail piece zone. Valid zones are: 'LC' - Local Zone '01' through '08'	Zone 3 Entered as: 03 Local Zone Entered as: LC Default Entered as 00	Mandatory for products with prices based on zones. Alphanumeric values (LC, 1-8) required. Leading zeroes required if numeric. Not required for Post Office to Addressee Flat Rate envelope– default is zeros.

DETAIL RECORD 1 (200 bytes)					
ELECTRONIC File Record Formats Version 1.3					
Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
062 *EM*	Waiver of Signature	X(1)	'Y' = Mailer requests Waiver of Signature on delivery for Express Mail.	Y	Mandatory for Express Mail. Default value is 'Y'. Required: Print 'WAIVER OF SIGNATURE' on label when value set to 'Y'. Print 'SIGNATURE REQUIRED' on label when value set to 'N'.
063 *EM* *EMOD*	No Weekend/Holiday Delivery	X(1)	1 = Normal (default) = regular delivery for Express Mail. 2 = NO WEEKEND delivery 3 = NO HOLIDAY delivery 4 = NO WEEKEND or HOLIDAY delivery E = Scheduled for end of day F = End of day, no SUNDAY/HOLIDAY delivery G = End of day, no WEEKEND/HOLIDAY delivery	2	Mandatory for Express Mail. Alphanumeric values (E, F, G, 1-4) only. Default value is '1'. 'E' required for EMOD.
064-070 *EM*	Value of Article	9(7) Defined as: 9(5)V9(2)	Wholesale cost of article. Mandatory if insured.	\$200.00 Entered as: 0020000	Mandatory if insurance is being included as an Extra Service. Default is zeroes.
071-075 *EM*	COD Amount Due Sender	9(5) Defined as: 9(3)V9(2)	Dollar amount due on delivery	\$206.00 Entered as: 20600	Mandatory if package is COD. Default is zeroes.
076-079	Handling Charge	9(4) Defined as: 9(3)V9(2)	Handling charge for registered mail valued at more than \$25,000.00.	\$20.50 Entered as: 2050	Mandatory if First-Class Mail with registered service valued more than \$25,000. Default is zeroes.
080-081 *EM*	Extra Service Code 1st Service	X(2)	Extra service code. See Extra Service Codes, <a href="#">Appendix X, Table 3</a> .	01	Field contains one Extra Service code. Mandatory if any Extra Services (insurance, COD, or Return Receipt) are purchased. Not applicable for EMOD. Default is spaces.
082-086 *EM*	Fee for Extra Service 1st Fee	9(5) Defined as: 9(3)V9(2)	Fee for 1st Extra Service Code.	\$0.25 Entered as: 00025	Mandatory when Extra Services are purchased. Not applicable for EMOD. Default is zeroes.
087-088	2 <sup>nd</sup> Extra	X(2)	Extra service code.	03	Default is spaces

DETAIL RECORD 1 (200 bytes)					
ELECTRONIC File Record Formats Version 1.3					
Record Positions	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
	Service Code				
089–093	2 <sup>nd</sup> Fee for Extra Service	9(5) Defined as: 9(3)V9(2)	Fee for 2nd Extra Service Code.	\$1.40 Entered as: 00140	Default is zeroes.
094–095	3 <sup>rd</sup> Extra Service Code	X(2)	Extra service code.	04	Default is spaces
096–100	3 <sup>rd</sup> Fee for Extra Service	9(5)	Fee for 3rd Extra Service Code.	\$0.85 00085	Default is zeroes.
101–102	4 <sup>th</sup> Extra Service Code	X(2)	Extra service code.	06	Field contains one Extra Service code. Default is spaces.
103–107	4 <sup>th</sup> Fee for Extra Service	9(5) Defined as: 9(3)V9(2)	Fee for 4th Extra Service Code.	\$1.25 Entered as: 00125	Default is zeroes.
108–109	5 <sup>th</sup> Extra Service Code	X(2)	Extra service code.	08	Field contains one Extra Service code. Default is spaces.
110–114	5 <sup>th</sup> Fee for Extra Service	9(5) Defined as: 9(3)V9(2)	Fee for 5th Extra Service Code.	\$2.75 Entered as: 00275	Default is zeroes.
115–116	6 <sup>th</sup> Extra Service Code	X(2)	Extra service code.	11	Field contains one Extra Service code. Default is spaces.
117–121	6 <sup>th</sup> Fee for Extra Service	9(5) Defined as: 9(3)V9(2)	Fee for 6th Extra Service Code.	\$5.40 Entered as: 00540	Default is zeroes.
122–130 *EM*	Mailer ID	9(9)	This field is used for consolidators that mail for other customers. Must fill in a valid Mailer ID number for the company for which you are mailing.	940121 Entered as: 000940121	Numeric values only. No spaces. Default is zeroes.
131–160 *EM*	Customer Reference Number	X(30)	Used for customer internal identification purposes. (Express Mail charge back number can be used.)	123456	Alphanumeric values (A-Z, 0-9) only. Spaces if not applicable.
161–162	Surcharge Type	X(2)	Surcharge type code. Not applicable to EMM.	01	Leading zeroes required. Default is spaces.
163–169	Surcharge Amount	9(7) Defined as: 9(5)V9(2)	In unit of dollars and rounded to the nearest cent.	\$1.65 Entered as: 0000165	Leading zeroes required. Default is zeroes for non-applicable products. Numeric values (0–9) only.
170–171	Non-Incidental	X(2)	See Non-Incidental	SP	Required if applicable.

<b>DETAIL RECORD 1 (200 bytes)</b>					
<b>ELECTRONIC File Record Formats Version 1.3</b>					
<b>Record Positions</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
	Enclosure Rate Indicator		Enclosure Rate Indicator table for valid codes for this field.		Default is spaces if not applicable.
172–173	Non–Incidental Enclosure Class	X(2)	Refer to Class of Mail codes, <a href="#">Appendix X, Table 1</a> , shown above in Class of Mail field, positions 003–004.	FC	Required if applicable. Default is spaces if not applicable.
174–180	Non–Incidental Enclosure Postage	9(7) Defined as: 9(4)V9(3)	Postage amount for the non–incidental enclosure. In unit of dollars and rounded to the nearest cent.	\$0.33 Entered as: 0000330	Required if applicable. Default is zeroes.
181–189	Non–Incidental Enclosure Weight	9(9) Defined as: 9(5)V9(4)	Individual weight of the non–incidental enclosure. In unit of lbs. and significant to 4 decimal positions.	0.2500 Entered as: 000002500	Required if applicable. Default is zeroes.
190–198 *EM*	Custom Designed Agreement Number	9(9)	Custom Design Agreement Number for Express Mail.	202123499	Mandatory if Express Mail is Custom Design. Default value is zeroes. Not applicable for EMM.
199–200 <sup>1</sup> *EM*	Filler	X(2)	Filler area for future expansion.		Must be spaces.

<sup>1</sup> Record is fixed length.

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**Electronic File Format Version 1.3 Detail Record 2**

<b>DETAIL RECORD 2 (352 bytes)</b>					
<b>ELECTRONIC File Record Formats Version 1.3</b>					
<b>Record Positions</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
001–002	Electronic File Detail Record ID	X(2)	A 2 character system constant that identifies an electronic file detail record.	D2	'D2' is required.
003–024	Package Identification Code (PIC)	X(22)	Barcoded label number used to track the package. This must be the same PIC used in the corresponding Detail Record 1.	EA123456782U S	Alphanumeric values (A-Z, 0–9) only. No spaces except as defined in Detail Record 1 for position 005–026. Must be the same number put in position 005–026 in the Detail Record 1.
025–072	Name of Addressee	X(48)	Ship to name of addressee.	JOHN DOE	Mandatory for Accountable mail and International mail. Default is spaces.
073–120	Miscellaneous Address Information	X(48)	Miscellaneous Address Information in the destination address.	BUILDING A	Required if part of address. Default is spaces.
121–168	Secondary Unit Designator	X(48)	Secondary Unit Designator in the destination address. (This element may appear as part of the Delivery Address.) This field is not to be used for the city or state.	SUITE 400	Required if part of address. Default is spaces.
169–216 *	Delivery Address	X(48)	Delivery Address in the destination address. (May contain secondary unit designator, such as APT or SUITE, for Accountable mail.) This field is not to be used for the city or state.	123 MAIN ST	Not applicable for EMM. Default is spaces.
217–244	City Name	X(28)	City name of the destination address.	Reston	Not applicable for EMM. Default is spaces.
245–246	State	X(02)	Two character state code of the destination address.	VA	Required where applicable. Default is spaces.
247–257	Postal Code	X(11)	Foreign country postal code or POSTNET representation.	A0A9A0	Not applicable for EMM. Left justified; default is spaces.
258–285	International Province Name	X(28)	International Province Name of the destination address.	Ontario	Not applicable for EMM. Default is spaces.
286–295	Customs Category Article 1	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 Entered as: 17022022	Not applicable for EMM. Left justified; default is spaces.

<b>DETAIL RECORD 2 (352 bytes)</b>					
<b>ELECTRONIC File Record Formats Version 1.3</b>					
<b>Record Positions</b>	<b>Field Name</b>	<b>Format (Size)</b>	<b>Description</b>	<b>Example</b>	<b>Content Rules and Limitations</b>
296–297	Customs Count Article 1	9(2)	Total number of articles in package of this customs category.	20	Not applicable for EMM.
298–305	Customs Value Article 1	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	\$100.00 Entered as: 00010000	Not applicable for EMM.
306–315	Customs Category Article 2	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 Entered as: 17022022	Not applicable for EMM. Left justified; default is spaces.
316–317	Customs Count Article 2	9(2)	Total number of articles in package of this customs category.	10	Not applicable for EMM.
318–325	Customs Value Article 2	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	\$50.00 Entered as: 00005000	Not applicable for EMM.
326–335	Customs Category Article 3	X(10)	Code of article in package using USITC Harmonized Tariff Schedule.	1702.20.22 Entered as: 17022022	Not applicable for EMM. Left justified; default is spaces.
336–337	Customs Count Article 3	9(2)	Total number of articles in package of this customs category.	15	Not applicable for EMM.
338–345	Customs Value Article 3	9(8) Defined as: 9(6)V9(2)	Total value of articles in package of this customs category. In units of dollars and rounded to nearest cent.	\$300.99 Entered as: 00030099	Not applicable for EMM.
346–352 <sup>2</sup> * *	Filler	X(7)	Filler for future use.		Must be spaces.

<sup>2</sup> Record is fixed length.

## Appendix B EMM Electronic File Layout File Format Version 1.3 Tables

**Table 1 Class of Mail Codes**  
(Version 1.3 Positions: 003-004)

Rate Indicator	Description
EX	Express Mail

**Table 2 Price Indicators**  
(Version 1.3 Positions: 057-058, 170-171)

Rate Indicator	Description	Possible Classes of Mail
CD	Express Mail Custom Design	EX
PP	Hold For Pickup	EX
PA	Post Office to Addressee	EX
E3	Express Mail Flat Rate Hold For Pickup	EX
E4	Express Mail Flat Rate Post Office to Addressee	EX
E5	Express Mail Legal Flat Rate Hold For Pickup	EX
E6	Express Mail Legal Flat Rate Post Office to Addressee	EX
E7	Express Mail Legal Flat Rate Sunday Holiday Fee Post Office to Addressee	EX
<b>E8</b>	<b>Express Mail Flat Rate Box Post Office to Addressee</b>	<b>EX</b>
<b>E9</b>	<b>Express Mail Flat Rate Box Hold For Pickup</b>	<b>EX</b>

**Table 3 Extra Service Codes**  
(Version 1.3 Positions: 080-081, 087-088, 094-095, 101-102, 108-109, 115-116)

Detail Record 1		
Extra Service Codes 080-081	Description	Possible Classes of Mail
04	Insured	EX
05	COD (Collect on Delivery)	EX
06	Return Receipt	EX

**Table 4 Delivery Option Indicators**  
(Version 1.3 Position: 063)

<b>Delivery Option Indicator</b>	<b>Description</b>	<b>Possible Classes of Mail</b>
1	Normal Delivery	EX
2	No Weekend Delivery	EX
3	No Holiday Delivery	EX
4	No Weekend or Holiday Delivery	EX
5	No Saturday Delivery	EX
6	No Sunday Delivery	EX
7	Sunday Delivery	EX
8	Holiday Delivery	EX
9	No Sunday or Holiday Delivery	EX
E	Scheduled – End of Day	EX
F	Scheduled – End of Day No Sunday / Holiday Delivery	EX
G	Scheduled – End of Day No Weekend / Holiday Delivery	EX

**Table 5 Destination Rate Indicator (EMOD)**  
(Version 1.3 Position: 056)

<b>Destination Facility Type</b>	<b>Description</b>	<b>Possible Classes of Mail</b>
	<b>Processing Category and Payment Method</b>	
D	Destination Delivery Unit	EX
S	Destination Sectional Center Facility	EX
B	Destination Network Distribution Center	EX
F	Letters / Manual Payment	EX
A	Parcels / Electronic Payment	EX

## Appendix C Communications Standards

### Communication Using Dial-Up FTP

Throughout these instructions, the term “Logonid” refers to the mailer’s Confirmation Services User ID; for example, mmc001.

Establish a Dial-Up connection using your PPP Logonid and dial-up Password in all lowercase. The Postal Service toll-free access number is 800-852-9437. Once connected to the Postal Service network:

- Establish an FTP session.
- Using FTP client software or the command line, connect to: PTSMFTP.USPS.GOV using your Logonid and password.

Logonid and password are case sensitive. You are now connected to the Postal Service FTP server. The server uses standard FTP commands.

Sending Electronic Files:

- Change the directory to: /Logonid/inbound (all lowercase). This is the directory where you will be placing your electronic files. The command used to change to this directory is: cd /Logonid/inbound
- Set the transmission mode to ASCII unless you are sending compressed (zipped) files, in which case the mode must be binary. PKZip is the only compression method accepted.
- Change the transmission mode by entering the appropriate command: ASCII or binary
- Files must be sent using the following naming convention:  
<Logonid>.manifest  
Example: mmcw93.manifest

If sending multiple separate files in one session:

- Use the following naming convention for subsequent files to avoid overwriting your previous file(s).  
<Logonid><seq>.manifest  
Example: mmcw93a.manifest
- Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.
- Use the put command to transfer the file to the directory:  
<Logonid>/inbound  
Example: put <localfilename> <Logonid>.manifest

Retrieving Reports Using Dial-Up FTP:

- Change the directory to: /Logonid/outbound. This is the directory from which your reports are retrieved. The command used to change to this directory is:  
cd /Logonid/outbound

To see what files are available for pickup:

- Use the directory list command. The command is: dir.
- Use the get command to retrieve file(s) from the directory:  
<Logonid>/outbound  
Example: get ERRWRNO.RPT.1120352010

The following reports can be found in the outbound directory:

- Confirmation Services Error/Warning Report
- Extract File
- Shipping Partner Error/Warning Report

If Electronic File Format Version 1.3 is submitted, the naming convention is as follows:

- ERRWRNO.RPT.MMddhhmmss for the Confirmation Services Error/Warning Report.
- DETEXTRO.RPT.MMddhhmmss for the extract file.
- ERRWRNO1.RPT.MMddhhmmss for the Shipping Partner Error/Warning Report.

MMddhhmmss signifies the following:

- MM = numeric representation of the month.
- dd = day of the month.
- hhmmss = the hour, minute, and second that the file or report was generated.

Copy the files to your local computer. USPS server will keep 30 days worth of files on the server. You may choose to delete the files from the Postal Service host. If you do not delete the files, the Postal Service host site will automatically delete the oldest copy of each file type on server on the 31st day.

To delete the file:

- Use the del command. Example: del ERRWRNO.RPT.MMddhhmmss

Changing the FTP Password. To voluntarily change your Password:

- Use the command chpw. The command syntax is "quote chpw <newpassword>."  
Example: quote chpw mspacman

## Communication Using Internet Server FTP

Throughout these instructions, the term “Logonid” refers to the mailer’s Postal Service User ID; for example, mmc001. When “Logonid” is used within a directory or filename, your User ID should be substituted in your commands. For security purposes your Internet connection must have forward/reverse lookup enabled.

All file names, directories, Logonid and password are case sensitive. The server ftp-in.usps.gov is where you will send files to the Postal Service. The server ftp-out.usps.gov is where you will retrieve files from the Postal Service. The servers use standard FTP commands and can be accessed using any standard GUI or command line client software.

The example commands used here are typical of command line FTP client software. Please refer to your software’s documentation for specific information on using your software.

### Sending Electronic Files:

- Connect to the Internet.
- Using FTP client software, connect to: ftp-in.usps.gov using your Logonid and password.
- Change the directory to /home/delconf/incoming. This is the directory where you will be placing your electronic files.
- The command is: cd /home/delconf/incoming
- Set the transmission mode to ASCII.
- Files sent to the Postal Service Internet server must not be compressed.
- Files must be sent using the following naming convention:  
<Logonid>.manifest  
Example: mmcw93.manifest

If sending multiple separate files, in one session or in multiple sessions within a few minutes of each other:

- Use the following naming convention for subsequent files to avoid overwriting your previous file(s).  
<Logonid><seq>.manifest  
Example: mmcw93a.manifest
- Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.
- Use the put command to transfer the file to the directory:  
/home/delconf/incoming  
Example: put <localfilename> <Logonid>.manifest

### Retrieving Electronic Files

- Connect to the Internet. Using FTP client software, connect to: ftp-out.usps.gov using your Logonid and password.
- Change the directory to /red/Logonid/incoming (all lowercase). This is the directory where you will be retrieving your electronic files. The command is:  
cd /red/Logonid/incoming

To see what files are available for pickup:

- Use the directory list command. The command is: dir.
- Retrieve the file(s) using the name(s) from the directory:  
/red/Logonid/incoming  
Example: get errwrno.rpt.11203520

The following reports can be found in the incoming directory:

- Confirmation Services Error/Warning Report.
- Extract File.
- Shipping Partner Error/Warning Report.

The naming conventions used for these files are as follows:

- Errwrno1.rpt.MMddhhmm for the Confirmation Services Error/Warning Report.
- detextro1.rpt.MMddhhmm for the extract file.
- errwrno2.rpt.MMddhhmm for the Shipping Partner Error/Warning Report.

MMddhhmm signifies the following:

- MM = numeric representation of the month.
- dd = day of the month.
- hhmm = the hour, minute and that the file or report was generated.

Copy the files to your local computer. USPS server will keep 30 days worth of files on the server. You may choose to delete the files from the Postal Service server. If you do not delete the files, the Postal Service will automatically delete the oldest copy of each file type on the server on the 31st day.

To delete the file:

- Use the del command. Example: del errwrno.rpt.MMddhhmm

#### Changing the Internet FTP Password

To change the Password for Internet FTP, transmitting mail owners or designees must change Passwords on both ftp-in.usps.gov and ftp-out.usps.gov because the accounts and Passwords are maintained independently. The first six characters of the Password must contain at least two alphabetic characters and at least one numeric or special character. In both accounts, transmitting mail owners or designees will be prompted to enter the Password again, and then to enter and confirm the new Password.

## Communication Using an Internet Browser

As an alternative to using standard FTP software, a Web-based site is available that enables uploading your electronic file to the Postal Service. Note that this site allows only sending files and is not for viewing or retrieving information.

From your Internet browser:

- Open this page: <https://webapps.usps.com/cttgate/upload.htm>
- Click the "Browse" button to select the file you want to upload. This will bring up your local directories and files. After you select the appropriate file, the full path and filename will be listed in the fill-in box on the Web page.
- Click the "Upload File" button to begin the transfer. After the file transfer is complete, a screen will confirm that your file was received, giving the size of the file.
- Files must not be compressed using this file transfer method.

Retrieving Electronic Reports:

- Enter the following URL using all lowercase letters and replacing the <Logonid> and <password> fields with the <Logonid> and <password> fields provided to you by the Postal Service.  
Example: ftp://Logonid:password@ftp-out.usps.gov/ \*

A Web page will show your home directory.

- Select "incoming" to access the proper directory.
- Select the report in the displayed list that you want to view or download.

Depending on which Internet browser you are using, you may arrive at an FTP root directory instead of your home directory. If this occurs:

- Select the red directory and then select the directory that contains your <Logonid>.
- You also may access the correct directory by entering the extended URL.  
ftp://Logonid:password@ftp-out.usps.gov/red/Logonid/incoming

## Communication Using Electronic Data Interchange (EDIINT AS2)

Cusotmers wishing to use Electronic Data Interchange should call the Confirmation Services Support Team at 877-264-9693, to be established as an EDIINT AS2 trading partner.

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## Appendix D Troubleshooting Guide

This section contains typical error and warning messages and their meanings.

### Header Error Messages That Cause Rejection of an Entire Electronic File

Electronic File Transmission Error Message	What It Means
H1 HEADER REC TYPE MISSING	Header Record is missing.
H1/D1 HDR/DTL REC TYPES MISSING	The Electronic File Header Record ID of H1 and the Electronic File Detail Record ID of D1 are missing.
D1 - ELEC FILE DETAIL RECORD(S) MISSING	There were no detail records sent with the Header Record.
ELEC FILE SVC TYPE CODE NOT = 50	The first two characters of the Electronic File Number in the Header Record must be a Service Type Code of 50.
INVALID MAILER ID	The Mailer ID in Electronic File Number field of the Header Record does not appear in Customer Table. It is entered into the table as part of the Certification process.
MAILER ID NOT NUMERIC	The Mailer ID in Electronic File Number field of the Header Record is not a numeric value.
ELEC FILE SEQ NBR NOT NUMERIC	The significant digits in the Electronic File Number field of the Header Record are not numeric (all spaces).
INVALID SEQ NUMBER IN ELEC FILE-ID	The significant digits in the Electronic File Number field of the Header Record are not numeric.
INVALID MAILING DATE	The Mailing Date field in the Header Record must be between 01 and 12. The day must be valid for specific months (e.g., month 02 must be between 01 and 28, unless it is a leap year, then it must be between 01 and 29).
MAILING DATE IS NOT NUMERIC	The Mailing Date field in the Header Record is not a numeric value (no hyphens, slash symbols, etc.). Delivery Confirmation system is Year 2000 compliant.
INVALID MAILING TIME	The Mailing Time field in the Header Record is not a valid time.
MAILING TIME IS NOT NUMERIC	The Mailing Time field in the Header Record is not a numeric value u 0 and v 2400.
INVALID ENTRY FACILITY	The Entry Facility field in the Header Record is not a valid 5-digit ZIP Code of a USPS facility that can accept this type of mailing.
INVALID PAYMENT ACCOUNT NUMBER	The Payment Account Number field in the Header Record must contain a valid EMCA umber.
INVALID USPS ELEC FILE VERSION NUMBER	The USPS Electronic File Version Number field in the Header Record is not a valid number.
USPS ELEC FILE VERSION NBR NOT NUMERIC	The USPS Electronic File Version Number field in the Header Record is not a numeric value of 9(3).
CUSTOMER NOT CONFIGURED FOR EXPRESS	The customer has not been set up as a certified EMM customer. Customers must be certified for EMM as well as for Delivery Confirmation.
CUSTOMER PENDING FOR EXPRESS	The customer's status is pending — the customer has not

	yet been certified for EMM.
<b>Electronic File Transmission Error Message</b>	<b>What It Means</b>
CUSTOMER DECERTIFIED FOR EXPRESS	The customer has been decertified for EMM.
INVALID DEVELOPER ID CODE	The Developer ID Code field of the Header Record is not a valid code compared to the table maintained by our NCSC in Memphis of certified developers.
DUPLICATE MANIFEST — CORRECTIONS MUST BE WITHIN 30 DAYS	The manifest ID was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it is outside the window for making corrections.
DUPLICATE MANIFEST — MUST USE SAME DT/TM	The manifest ID was already posted to the database. This file is being considered a correction to the errors contained in the first manifest, but it is being rejected because it does not have the same date and time of mailing as the original manifest.

## Detail Record Error Messages That Cause Non–Acceptance of Record

Error Message	What It Means
NOT A VALID DETAIL RECORD	Unrecognizable record; not a valid record.
INVALID CLASS OF MAIL	The Class of Mail field in Detail Record 1 is not a valid class of mail. See record layout and description for this field in <a href="#">Appendix B, Table 1</a> .
INVALID SERVICE TYPE CODE IN PIC	The Service Type Code in positions 7–8 of the Package Identification Code field in Detail Record 1 is not a valid Service Type Code.
INVALID MAILER ID IN PIC	The Mailer ID in positions 9–17 of the Package Identification Code (PIC) field in Detail Record 1 does not appear in the Customer Table. It is entered into the table as part of the Certification process.
INVALID SEQ NUMBER IN PIC	The significant digits in the Package Identification Code (PIC) field of Detail Record 1 are not numeric.
INVALID BARCODE FORMAT FOR EXPRESS MANIFEST	If the Class of Mail field in Detail Record 1 is set to “EX,” the PIC must be a 13–digit barcode label ID. See <a href="#">Appendix B, Table 1</a> .
INVALID CTRY CODE	If Class of Mail field in Detail Record 1 is IE, country code in Country Code field in Detail Record 1 must be a valid record in Country Code table.
POSTAGE EQUALS ZERO	For Express Mail manifests, the Postage field in Detail Record 1 must be a valid number.
WEIGHT EQUALS ZERO	For Express Mail manifests, the Weight field in Detail Record 1 must be a valid number.
ERROR IN D1 — REJECTING D2	An error found in Detail Record 1 automatically rejects the matching Detail Record 2.
D2 FOUND WITHOUT MATCHING D1	There is no Detail Record 1 to match Detail Record 2.
INTL MAIL CLASS REQUIRES D2 RECORD	If the Class of Mail field in Detail Record 1 is set to “IE” for Express Mail International, a Detail Record 2 is mandatory for address information.
LABEL AND 3–DIGIT DEST ZIP PREVIOUSLY MANIFESTED	The combination of Package Identification Code (PIC) field in Detail Record 1 with the Destination ZIP Code field in Detail Record 1 indicates this record is duplicated from a previously submitted electronic file.

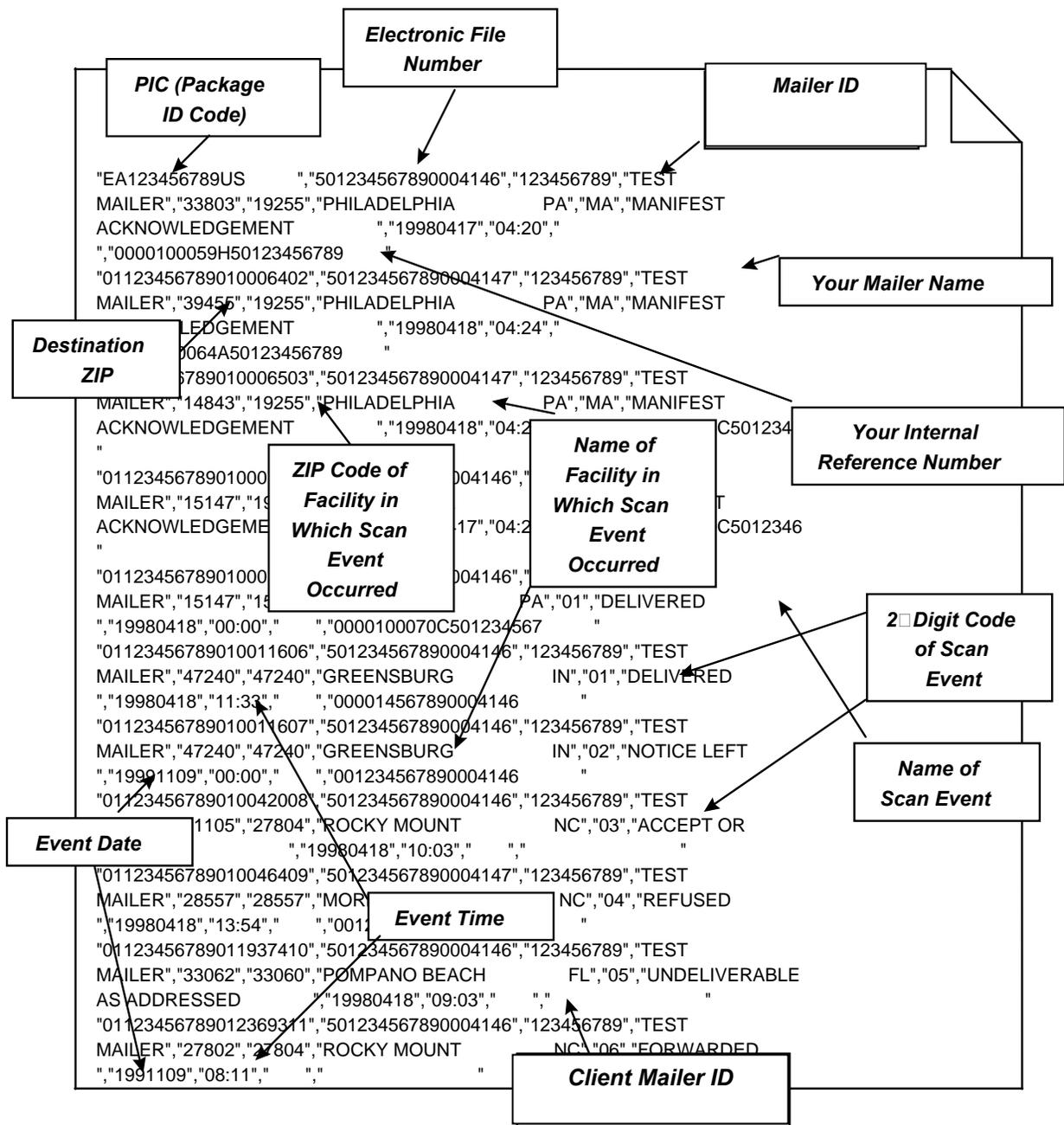
## **Header or Detail Record Warning Messages That *Do Not* Cause Rejection**

<b>Warning Message</b>	<b>What It Means</b>
MAILING DT NOT WITHIN 3 DAYS OF SYSTEM DATE	The Mailing Date field is not within 3 days of the system date (before or after).
INVALID ELEC FILE TYPE; DEFAULT TO ELEC FILE TYPE 2	If the Electronic File Type field in the Header Record is invalid, it will be changed to "2" to reflect an electronic file and not a postage manifest. Electronic File Type field must be "3" for EMM.
INVALID METHOD OF PAYMENT; DEFAULT TO PAYMENT TYPE 2	If the Electronic file Type field in the Header Record is set to "3" and the Method of Payment field in the Header Record is not valid, the system will default the Method of Payment to "02" Express Mail Corporate Account.
INVALID PICKUP REQUESTED INDICATOR; DEFAULT TO SPACE	The Pickup Requested Indicator must be set to "Y" if the mail is picked up by the USPS. The default is spaces.
DUPLICATE ELEC FILE FOUND - PROCESSED AS CORRECTIONS	An electronic file with this number in the Electronic File Number field of the Header Record has been submitted previously.
INVALID PRODUCT VERSION NUMBER	The product version number of the developer's software must be identified to the USPS at time of certification.
INVALID RECORD COUNT SPECIFIED	The File Record Count field in the Header Record does not match the USPS count of records in this transmission.
INVALID CLASS OF MAIL/SVC TYPE CD COMBO	The Class of Mail field in Detail Record 1 does not match the appropriate Service Type Code in the first 2 positions of the Package Identification Code (PIC) of Detail Record 1. The two-digit Service Type Codes for Express Mail electronic manifesting are EA through EV.
DEST ZIP MUST BE ALL ZEROES FOR INTL	If the Class of Mail field in Detail Record 1 is IE, then the Destination ZIP Code field in Detail Record 1 must be all zeroes.
DESTINATION ZIP CODE IS NOT VALID	The 5-digit ZIP Code in the Destination ZIP Code field of Detail Record 1 is not a valid ZIP Code as compared to the current USPS AIS table; stored as a null value.
RATE INDICATOR NOT PA OR E4; DEFAULT TO PA	For EMM, the Rate Indicator field in Detail 1 Record must be either "PA" for the Express Mail service "Post Office to Addressee" or "E4" for "Express Mail Flat rate." The default is "PA" — "Post Office to Addressee."
PO BOX INDICATOR NOT Y OR N; DEFAULT TO N	A "Y" in the PO Box Indicator field in Detail Record 1 indicates that the Express Mail is addressed to a PO box. The default is "N" - indicating the Express Mail is not addressed to a PO box.
WAIVER OF SIGNATURE NOT Y OR N; DEFAULT TO N	A "Y" in the Waiver of Signature field in Detail Record 1 indicates that the mailer requests a waiver of signature on the Express Mail delivery. The default is "N" - indicating that the mailer has not waived the signature.
WEEKEND/HOLIDAY DELIV NOT 1,2,3,4; E, F, G DEFAULT TO 1	The No Weekend/Holiday Delivery field in the Detail Record 1 is used to indicate whether the mailer requested its Express Mail not to be delivered on a weekend or holiday.

Warning Message	What It Means
	The default is "1" for normal delivery.
COD AMOUNT DUE SENDER EQUALS ZERO	If one of the Extra Service Code fields in Detail Record 1 is a COD Extra Service code of "05," the amount must be entered in the COD Amount Due Sender field.
EXTRA SERVICE NOT = 05; REJECTING COD AMOUNT	The COD Amount Due Sender field in Detail 1 Record is filled and there is no COD code of "05" in any of the Extra Service Code fields.
EXTRA SERVICE NOT 04, 05, 06; DEFAULT TO SPACE	An Extra Service Code field in Detail Record 1 for an Express Mail manifest has a value that does not correspond with a valid Extra Service for Express Mail.
EXTRA SERVICE FEE EQUAL ZEROES	An Extra Service Code field in Detail Record 1 has a valid Extra Service code for Express Mail, but there is no value in the corresponding Fee for Extra Service field.
INVALID MAILER ID IN CLIENT	The Mailer ID in the Client Mailer ID field of Detail Record 1 is not a valid Mailer ID.
INVALID ZONE	The Zone provided by the mailer is an invalid Zone number.
ZONE MISSING	The Zone field has no entry.
INCORRECT ZONE	The Zone provided by the mailer is not correct.



### Sample of Extract File



### Edit Checks

## Edit Check for Class of Mail

This edit check compares the Class of Mail field in Detail Record 1 (Positions 3 and 4) to the Service Type Code used in the PIC field (Positions 5-26) in Detail Record 1. Class of Mail Codes are found in [Appendix B, Table 1](#). If the Service Type Code is not a valid code for the class of mail listed, you will get a warning message. The two-digit Service Type Codes for Express Mail electronic manifesting are EA through EV.

*If Class of Mail =	And Service Type Code =	Then	Else
EX	EA - EV	OK	Warning Message
PM	01 05 07 09 11 12	OK	Warning Message
BS BL BP BB	02 06 08 10	OK	Warning Message

## Other Edit Checks Not Listed in Error/Warning Messages

These edit checks do not produce error or warning messages but may affect data that is provided by you in the electronic file and returned to you with a specific record in the extract file.

Field Name	Edit Check
Destination ZIP+4 Code in Detail Record 1	If not numeric or equal to spaces, do not store in database; give no warning message
Customer Reference Number or EMCA Charge Back Number in Detail Record 1	For EMCA this field must be used for the charge back number. No edit, but if not spaces, store it for inclusion in Extract File

## Appendix E

### Scan Extract File Layouts

#### Electronic File Format Version 1.3

The file layout on the following pages defines the extract file you can download for incorporation into an in-house customer service/inquiry application. Troubleshooting Guide. Format fields are variable length with the maximum size stated and then comma-separated with double-quote text qualifier.

Tracking Data					
Record Positions	Field Name	Size/Format	Description	Example	Content Rules and Limitations
001	Delimiter	X(1)	Quote delimiter.	"	"
002–023	Package Identification Code (PIC)	X(22)	Barcoded label number used to track the package. 2 alphas - EA 8 digits - sequential number 1 digit - check digit 2 alphas - US	EA123456782US —	Same Package Identification Code as provided in EMM file and on barcoded EM label.
024–026	Delimiter	X(3)	Quote, comma, quote delimiter.	" , "	" , "
027–048	Electronic File Number	X(22)	Electronic File Number of the electronic file that included the mailpiece with this Package Identification Code (PIC). Uniquely identifies the electronic file for a given customer for at least 6 months.	GS1-128 9150941233312000012348 All Others 50941233312000012348—	Taken from Header Record position 004–025.
049–051	Delimiter	X(3)	Quote, comma, quote delimiter.	" , "	" , "
052–060	Mailer ID	9(9)	Mailer ID Number unique to this mailer obtained from USPS.	941233312	Numeric value only
061–063	Delimiter	X(3)	Quote, comma, quote delimiter.	" , "	" , "
064–083	Mailer Name	X(20)	Mailer name associated with Mailer ID.	ABC Company	Alphanumeric
084–086	Delimiter	X(3)	Quote, comma, quote delimiter.	" , "	" , "
087–091	Destination ZIP	9(5)	Destination ZIP as given by Electronic File.	33511	Taken from Detail Record 1 position 027–031.
092–094	Delimiter	X(3)	Quote, comma, quote delimiter	" , "	" , "
095–098	Destination ZIP+4	X(4)	Destination ZIP+4 as given by Electronic File.	1857	Taken from Detail Record 1 position 032–035.
099–101	Delimiter	X(3)	Quote, comma, quote delimiter.	" , "	" , "
102–106	Scanning Facility ZIP	9(5)	If scanning event, 5–digit ZIP Code of facility. If manifest event, entry Facility ZIP Code.	21201	Valid ZIP Code

Tracking Data					
Record Positions	Field Name	Size/Format	Description	Example	Content Rules and Limitations
107–109	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
110–140	Scanning Facility Name	X(31)	<b>Name of postal facility or city/state where event happened:</b> <ul style="list-style-type: none"> <li>- For MA event (see Event Code in Appendix F), it is the entry facility.</li> <li>- For 01/02 (delivered/attempted), it is the destination city/state.</li> <li>- For anything else, it is the city/state of the postal facility where the event happened.</li> </ul>		Alphanumeric. Further defined for city/state event: 28 characters for city, 1 for comma, 2 for state alpha abbreviation.
141–143	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
144–145	Event Code	X(2)	Code for tracking event.	01	See Appendix F for current listing of Event Codes.
146–148	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
149–188	Event Name	X(40)	Name of tracking event corresponding to event code.	Delivered	Alphanumeric — see Event Code in Appendix F.
189–191	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
192–199	Event Date	9(8)	Date of tracking event.	1998–03–01 Entered as: 19980301	YYYYMMDD numeric. Leading zeroes given.
200–202	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
203–206	Event Time	9(4)	Time of tracking event.	13:15 Entered as: 1315	HH:MM Military format and time must be valid. Numeric values (0–9) only.
207–209	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
210–218	Mailer ID	9(9)	Client Mailer ID	941233312	Taken from Detail Record 1 position 122–130.
219–221	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
222–251	Customer Reference No.	X(30)	Customer's internal reference number.	1223ABC	Alphanumeric values. Customer defined.
252–254	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
255–256	Destination Country Code	X(2)	Code for Destination Country.	GB	Valid Country Code
257–259	Delimiter	X(3)	Quote, comma, quote delimiter.	“ ” ,	“ ” ,
260–279	Recipient Name	X(20)	Name of Recipient.	J DOE	First initial, space, last name
280	Delimiter	X(1)	Quote delimiter.	“	“
281–282	Carriage Return Line Feed	X(2)	End-of-record indicator.		<b>Not a data field. Hex values: Carriage return = X'0D' Line Feed = X'0A'</b>

## Appendix F

### Product Tracking System Scan Event Codes

This Appendix lists all the possible scan event codes (both current and planned) for domestic Express Mail or Return to Sender. The codes appear in positions 144-145 of the EMM extract file and on the Internet lookup site.

**\* Indicates clock-stopping event. \*\*Scan Events 53, 54, 55, 56 will be provided with Express Mail and when a non Express Mail package is delivered at the same time as an Express Mail package.**

Domestic Express Mail Event Codes	Event Name	Description
MA	Manifest Acknowledgment	An "electronic acceptance" of the record representing the mail piece in the Product Tracking System (PTS) database generated by receipt/processing of the electronic file sent by the mailer. This <i>not</i> a physical scan of the package.
OF	Out for Delivery (August 2009)	When a mailpiece receives the physical scan "arrival at unit" at the USPS facility which will deliver the mailpiece, the event "Out for Delivery" is created.
PC	Sorting / Processing Complete	After a mailpiece receives the "07 Arrival at Unit" scan (usually at a post office or DDU) and the processing of outgoing mail is completed, a PC event is made to show the sorting is finished and then an "OF" scan is system created.
01	Delivered*	Scan of the package by the carrier at the final delivery address. This scan may also be used when an item is undeliverable for any reason and is sent back to the mailer and is subsequently scanned as "Delivered" back to the originating mailer.
DX	Delivery Status Not Updated	When a mailpiece is given the "OF" event (out for delivery), there is an expectation that within 14 hours the piece will receive a clock-stopping scan. If a clock-stopping scan is not made within 14 hours, a "DX" event is created to show "Delivery Status Not Updated".
02	Attempted / Notice Left*	Scan of the package at the final delivery address but delivery not made due to no recipient available, unsafe to leave unattended, etc. Notice left includes leaving a USPS Form 3849 Delivery Notice / Reminder / Receipt.
52	Notice Left	Subset of '02' Notice left: Provided with Express Mail and when a non Express Mail package is delivered at the same time as an Express Mail package.
53	Receptacle Blocked	
54	Receptacle Full / Item Oversized	
55	No Secure Location Available	
56	No Authorized Recipient Available	

<b>Domestic Express Mail Event Codes</b>	<b>Event Name</b>	<b>Description</b>
03	Accept or Pickup (by carrier)	This scan may represent multiple purposes. If a carrier accepts a package at a post office from a customer or picks up a package at a customer's residence/business, he may scan this action with the "03". If a commercial mailer who uses Confirmation Services provides a USPS Ps Form 8125 or 3152-E with the electronic file number in barcode format, these forms will be scanned at the location the mail is tendered. Each mailpiece in the associated electronic file is updated with the date and time of this scan.
TM	Truck manifest, provided as "Shipment Acceptance"	This is a physical scan of PS Form 8125 or 3152-E barcode representing the electronic file number associated with this specific mailing. It provides updated acceptance for date/time/location of the mailing and supersedes what is provided by the mailer in the electronic file if different than the file.
04	Refused*	The mailpiece is refused by the recipient at the final delivery address.
05	Undeliverable as Addressed*	The address on the package is not a valid delivery address.
06	Forwarded*	The intended recipient has moved and the mailpiece is being forwarded to the new address.
07	Arrival at Unit	Indicates the mailpiece was scanned at the final postal unit where delivery of the mailpiece will occur.
08	Missent	The item was sent to an incorrect postal facility which cannot perform the final delivery. This incorrect action was made by USPS.
09	Return to Sender	Subset codes with reasons for RTS are listed in Publication 91, Confirmation Services Technical Guide.
10	Processed	This is an automated, intermediary scan of the package as it travels through a USPS processing facility.
PA	Passive Acceptance, provided as "Shipment Acceptance"	This is a system generated event assigned to all mailpieces in a mailing associated with the mailpieces in the electronic file. The first mailpiece scanned as "processed" in the respective mailing receives the enroute scan and this date/time/location stamp creates the PA events for all other mailpieces within that mailing.
11	Dead Letter*	Mailpieces that are undeliverable as addressed and do not have a return address. Items damaged due to improper packaging or items found loose in the mail stream and the owner is unknown.
14	Arrival at Pickup Point*	Mailpiece arrived at a postal facility.
15	Mis-shipped*	The mailer sent item to an incorrect postal facility for delivery from that facility, for example, an incorrect destination delivery unit which does not have the final delivery address within its service area.
16	Available for Pickup	These are reserved for PRS or Express Mail HFPU.

<b>Domestic Express Mail Event Codes</b>	<b>Event Name</b>	<b>Description</b>
17	Picked Up By Agent	These are reserved for special products such as Parcel Return Service (PRS) or Express Mail Hold For Pickup.
19	DC / eVS Arrive	Scanned a t unit for postage verification purposes. Is not shown in the USPS Track/Confirm web page, but is given back to mailers in their extract files.
31	Return to Sender / Not Picked Up	Item is being returned to sender for any number of reasons including refused, undeliverable as addressed, etc. The 09 should not ordinarily be seen – instead one of the subsets of the return to sender event will be provided. See Return to Sender codes on next page.:
41	Received at Opening Unit* (Reserved for Open & Distribute)	
42	USPS Handoff to Shipping Partner	
43	Picked Up	This event indicates that an item was picked up by the customer.
44	Customer Recall	This event indicates that an Express Mail Hold For Pickup item was recalled by the sender.
51	Business Closed	
80	Picked Up by Shipping Partner	This event is not provided in the extract files; it is only seen on the USPS Track/Confirm web page. Shipping Partner events will only be seen if the mailer provides them using the Shipping Partner Events Code file. These events are never generated by a physical scan from the Postal Service.
81	Arrived Shipping Partner Facility	This event is not provided in the extract files; it is only seen on the USPS Track/Confirm web page. Shipping Partner events will only be seen if the mailer provides them using the Shipping Partner Events Code file. These events are never generated by a physical scan from the Postal Service.
82	Departed Shipping Partner Facility	This event is not provided in the extract files; it is only seen on the USPS Track/Confirm web page. Shipping Partner events will only be seen if the mailer provides them using the Shipping Partner Events Code file. These events are never generated by a physical scan from the Postal Service.

### Return to Sender Codes

Return to Sender Codes	Event Name	Description
21	No Such Number*	The address on the package does not exist.
22	Insufficient Address*	There is not enough address information on the package to determine the delivery address.
23	Moved, Left No Address*	The recipient moved from the delivery address and left no forwarding address.
24	Forward Expired*	The recipient moved and left a forwarding address but the forwarding address has expired. Items will not be forwarded unless a new current address is on file.
25	Addressee Unknown*	The physical address for the mailpiece is correct but the intended recipient does not reside there. Rarely used.
26	Vacant*	The delivery address is vacant and no forwarding information is available.
27	Unclaimed*	The item was not picked up after notice(s) left.
28	Deceased*	The recipient is departed.
29	Other*	Situations other than the above where the package is being returned to sender.

## Appendix G Barcode Specifications

### Symbology

For domestic EMM, the barcode shipping label may be printed in either of the following two symbologies:

- USS Code 128 — Subset B is required for alpha characters
- USS Code 39

### Barcode Length (Fixed Length)

A fixed-length 13-digit barcode, in the format previously described, is required with the following symbologies:

- USS Code 128
- USS Code 39

### Barcode Elements

EMM will use a 13-character package ID barcode. The data elements include the following:

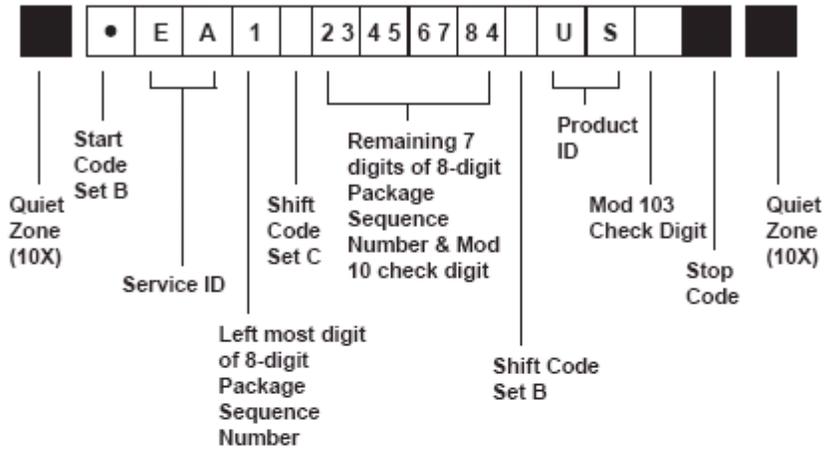
Barcode Data	Overhead
	Start Code
	USS Subset Shift Characters
Service Type Code — 2-digit alpha	
Sequential Package ID — 8 digits*	
Check Digit — MOD 10 (Domestic Mail Only) or MOD 11 May be used for Domestic Mail with USS Code 39)	
Express Mail Product Code — “US”	
	Mod 103 Check Digit (USS Code 128 only)
	Stop Code
* Use 8-digit sequential Express Mail numbers supplied by the Postal Service on PS Form 3152-E.	

## Domestic USS Code 128 Barcode Elements

The following USS Code 128 barcode data elements and barcode structure are recommended:

1. Quiet Zone: An area before the start character clear of any printed information, the minimum value equals 10 times the narrowest bar width.
2. Start Code Set B: Mandatory barcode start character, start code B completes a subset transition that allows encodation of alpha/numeric characters. The start character is not shown in the human-readable presentation nor is it manually keyed or transmitted.
3. Express Mail Service ID: The 2-digit Service Type Codes for Express Mail electronic manifesting. The 2-digit alpha prefix provided by the USPS on PS Form 3152-E must be used.
4. Data: Express Mail package identification number. The National Customer Support Center (NCSC) assigns blocks of 8-digit sequential package identifiers (shipping label numbers) on PS Form 3152-E. The customer must assign individual sequential package ID numbers from this block to each Express Mail piece. The package IDs must remain unique for at least 6 months from date of first use.
  - Newly certified system users must obtain a label range specific to their expected use:
    - a) E.g., 'EA' for standard Express Mail.
    - b) Specific 'DB' prefix for EMOD.
5. Modulo 10 check character: Barcode symbol check digit algorithm, which is a user-supplied checksum algorithm that is calculated from the package ID number. A MOD 10 check digit is positioned as the last numeric data character following the package ID. It is used to detect errors resulting from manual data entry or errors resulting from failed data transmissions.
6. Shift to Code Set C: Numeric only transition code that allows barcode encodation at twice the character density.
7. Express Mail Product Code: "US."
8. Modulo 103 check character: USS barcode symbol check digit algorithm, not part of the user data.
9. Stop Code: Last character used to conclude all USS Code 128 barcodes characters. All barcodes must have a symbol stop code. The stop character is not shown in the human-readable presentation nor is it manually keyed or transmitted.
10. Quiet Zone: An area after the stop character clear of any printed information, the minimum value equals 10 times the narrowest bar width.

Data Format USS Code 128



Sample of USS Code 128 Barcode



## USS Code 39 Barcode Elements

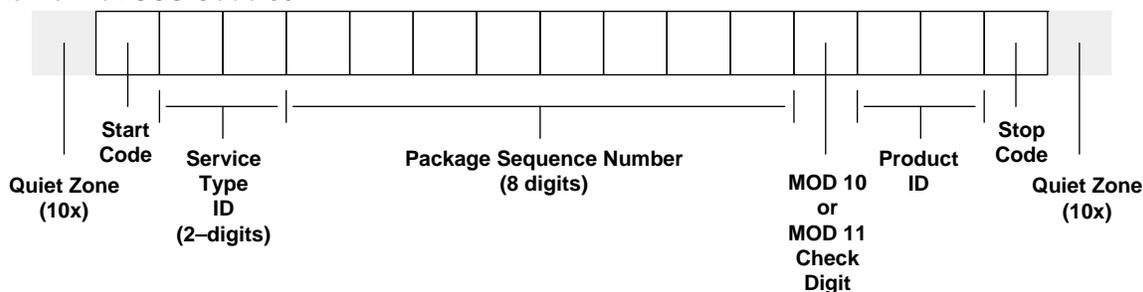
The following USS Code 39 barcode data structure pattern is required (wide/narrow bar ratio w 2.5):

1. Quiet Zone: An area before the start character clear of any printed information, the minimum value equals 10 times the narrowest bar width.
2. Start Code: Start character that identifies beginning of barcode.
3. Express Mail Service ID: The 2–digit Service Type Codes for Express Mail electronic manifesting. The 2–digit alpha prefix provided by the USPS on PS Form 3152–E must be used.
4. Data: Express Mail package sequence identification number. The NCSC assigns blocks of 8–digit sequential package identifiers (shipping label numbers) on PS Form 3152–E. The customer must assign individual sequential package ID numbers from this block to each Express Mail piece. The package IDs must remain unique for at least 180 days from date of first use.

Newly certified system users must obtain a label range specific to their expected use:

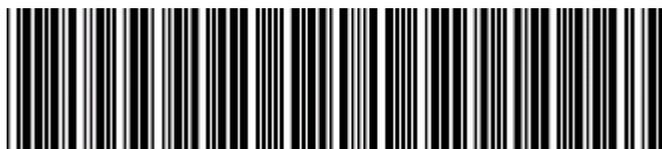
- a) E.g., 'EA' for standard Express Mail.
  - b) Specific 'DB' prefix for EMOD.
5. Modulo 10 check character (for domestic mail only) or Modulo 11 check character (may be used for domestic mail) barcode symbol check digit algorithm: This is a user–supplied checksum algorithm that is calculated from the package ID number. A MOD 10 or MOD 11 check digit is positioned as the last numeric data character following the package ID. It is used to detect errors resulting from manual data entry or errors resulting from failed data transmissions.
  6. Express Mail Product Code: "US."
  7. Stop Code: Last character used to conclude barcodes symbol.
  8. Quiet Zone: An area after the stop character clear of any printed information, the minimum value equals 10 times the narrowest bar width.

### Data Format USS Code 39



## Sample of USS Code 39 Barcode

Check Digit



**EA 1234 5678 4 US**

Both MOD 10 and MOD 103 are used as mandatory checksums for the USS Code 128 symbology. The MOD 103 checksum for USS Code 128 is part of the symbology overhead and not presented in the human-readable text. The MOD 10 checksum is positioned as the last numeric digit of the package identifier and is part of the human-readable presentation of data. It is also manually keyed and transmitted as data. The MOD 103 checksum is the last data character and follows the MOD 10-check digit. It is NOT part of the human-readable presentation of data. It is also *not* manually keyed or transmitted as data.

### Check Digit (USS Code 39)

A MOD 10 checksum may be used only for domestic mail. A MOD 11 checksum may be used for domestic mail. Code 39 requires a MOD 10/MOD 11 checksum in the eleventh position in lieu of the optional standard MOD 43 checksum in order to meet USPS requirements. It should precede the product ID "US." The standard MOD 43 checksum must be omitted; otherwise, it will cause an invalid barcode that cannot be read.

The algorithms for calculating the MOD 10 and MOD 11 check digits appear at the end of this appendix. This mandatory MOD 10 or MOD 11 check digit is a data element, must appear in human-readable form, and is transmitted as data.

## Print Specifications

### Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of any narrow bars or spaces must not be less than 0.013 inch, or no greater than 0.021 inch. All bars must be at least 0.75 inch high.

The ratio of wide-to-narrow element widths for Code 39 symbologies referred to as “N” must be 2.5 to 3.0 inclusive.

## Clear Zone

No printing may appear in an area 0.125 inch above or below the barcode. A minimum clear zone (also called quiet zone) equal to 10 times the average measured narrow element (bar or space) width shall be maintained on either side of the barcode per Automatic Identification Manufactures International (AIM), Inc. specifications. When feasible, a left/right clear zone of 0.250 inches is recommended.

## Reflectance

When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white space reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs - Rb) is 40%. The measurements must be made using a USPS-specified reflectance meter or a USPS-approved barcode verifier.

## Barcode Quality

At least 70 percent of the barcodes in each mailing shall have an overall symbol grade of “B” or better when measured with the appropriate aperture size in the red spectral range between 630 nanometers (nm) and 675 nm. The remainder shall measure no less than a Symbol Grade of “C”.

- Specified symbol grades are based upon the ISO/IEC 15416 Barcode Print Quality

Guideline (formerly INCITS 182) which recommends a method of measuring the quality parameters of printed barcode symbols.

- The different symbol grades indicate print quality. Only the use of the appropriate aperture for the specific X-dimension of the barcode symbol under consideration will guarantee that the grade obtained from measurement of this symbol is the correct grade according to the ISO/IEC 15416 specified methodology.

The mailer shall use a 10-mil aperture (0.250 mm) when measuring barcodes printed with X-dimensions between 0.013 and 0.021 inches (13 – 21 mils).

## Specifications

AIM, Inc. offers written technology standards for the barcode symbologies used for EMM:

- Uniform Symbology Specification, USS Code 128
- Uniform Symbology Specification, USS Code 39

These specifications can be obtained from:

AIM INC.

634 ALPHA DR

PITTSBURGH PA 15238-2802

TELEPHONE: 412-963-8588 (ASK FOR TECHNICAL DEPARTMENT)

WEB SITE: [www.aimi.org](http://www.aimi.org)

## **American National Standards Institute (ANSI)**

- ISO/IEC 15417 Information Technology – Automatic Identification and Data Capture Techniques – Barcode Symbology Specification – Code 128
- ISO/IEC 15416 Information Technology – Automatic Identification and Data Capture Techniques – Barcode Print Quality Test Specification – Linear Symbols (formerly INCITS 182)

### **Copies of ANSI documents may be obtained by writing to:**

Global Engineering Documents  
Attn: Customer Service Department  
15 Inverness Way East  
Englewood, CO 80112

Or by visiting their web site at <http://global.ihs.com>

Requests for permission to reproduce ISO documentation should be addressed to ISO's member body in the country of the requestor or the following address:

Copyright Manager  
ISO Central Secretariat  
1 rue de Varembé  
Case postale 56, CH-1211 Geneva 20, Switzerland

## **GS1: General Specification**

Copies of GS1 documents may be obtained from the Global Office Address at:

GS1  
Princeton Pike Corporate Center  
1009 Lenox Drive, Suite 202  
Lawrenceville, New Jersey 08648

Or by visiting their web site at <http://www.gs1.org>

# Barcode Identification

## **Human Readable Text**

Bold text, placed no less than 0.125 inch and no more than 0.025 inch above the barcode, must read 'USPS EXPRESS MAIL.' The minimum text height is .09 inch sans-serif bold type. Human-readable text should not exceed the length of the barcode. The text must be printed in uppercase letters.

## **Human Readable Numbers**

A human-readable numeric representation of the barcode must appear no less than 0.125 inch and no more than 0.025 inch below the barcode. The minimum text height is .09 inch sans-serif bold type.

## Identification Bars

Bold horizontal lines should be between .031 inch and .063 inch thick. The lines must have a minimum clear space of 0.031 inch above the human-readable text of the barcode and a minimum clear space of 0.031 inch below the human-readable number representation of the barcode. The length of the line must be equal to the length of the barcode.

Note: Not to Scale



## Parsing - Grouping of Human-readable Numbers

The human-readable representation of the barcode should be placed into groups of four with the remaining digits grouped at the end.

## MOD 10 Check Character Calculations

To calculate the MOD 10 check character (for domestic Express Mail only) for the PIC, follow the six steps explained below.

Digit positions are numbered from right to left for this calculation so that the MOD 10 check character position counts as position 1. For this example, assume that the PIC number is 12345678.

The MOD 10 check character is calculated using the following steps:

### Step 1

Set up a two-row matrix, labeled 1 through 9, with 1 being the most significant position in the matrix (i.e., the right-most position). Starting from the least significant position of the matrix (position 9), copy each digit of the PIC all the way to position 2 (excluding the position of the check character shown in the example below by a "?").

Position	9	8	7	6	5	4	3	2	1
PIC	1	2	3	4	5	6	7	8	?

### Step 2

Starting from position 2 of the matrix, add the values in the even-numbered positions.

Position	9	8	7	6	5	4	3	2	1
PIC	1	2	3	4	5	6	7	8	?

For the example:  $8 + 6 + 4 + 2 = 20$

### Step 3

Multiply the result of Step 2 by 3. For the example:  $20 \times 3 = 60$

### Step 4

Starting from position 3 of the matrix, add the values in the odd-numbered positions, skipping position 1 because it is the position of the check character.

Position	9	8	7	6	5	4	3	2	1
PIC	1	2	3	4	5	6	7	8	?

For the example:  $7 + 5 + 3 + 1 = 16$

### Step 5

Add up the results for steps 3 and 4. For the example:  $60 + 16 = 76$

### Step 6

The check character is the smallest number that, when added to the result obtained through Step 5, gives a number that is a multiple of 10.

Publication 97, January 2012

For the example:  $76 + 4 = 80$ ;  $X = 4$

The check character is 4, because 4 is the smallest number that, when added to 76, results in a multiple of 10. The shipping label ID would be "RB123456784US."

## MOD 11 Check Character Calculation

To calculate the MOD 11 check character (may be used for domestic mail) for the PIC, follow the 13 steps explained below: The MOD 11 check digit formula is used only with a USS Code 39 Barcode. For this example, assume that the PIC number is 12345678.

Example: Shipping Label ID = EF123456785US

Weighted MOD 11 Check-digit Calculation:

1. Multiply the first digit by 8.
2. Multiply the second digit by 6.
3. Multiply the third digit by 4.
4. Multiply the fourth digit by 2.
5. Multiply the fifth digit by 3.
6. Multiply the sixth digit by 5.
7. Multiply the seventh digit by 9.
8. Multiply the eighth digit by 7.
9. Sum all the products of the multiplication in steps 1 through 8.
10. Divide the sum in step 9 by 11.
11. If the remainder is zero, the check-digit becomes "5."
12. If the remainder is one, the check-digit becomes zero.
13. Otherwise, subtract the remainder from 11 and that becomes the check-digit.

Example:

Number is:	1	2	3	4	5	6	7	8	
Multiply by	8	6	4	2	3	5	9	7	
Sum of all products	8 +	12 +	12 +	8 +	15 +	30 +	63 +	56 =	204

For Step 10:  $204 \text{ divided by } 11 = 18 \text{ with a remainder of } 6$ .

For Step 13:  $11 - 6 = 5$

The check character is 5. The Shipping Label ID would be "RB123456785US."

## **Appendix H**

### **One-Ply Express Mail Shipping Labels (Domestic Mail)**

Samples of the four options for One-Ply Express Mail shipping labels appear on the following pages, with explanations of their various components. The options shown are not scale and are to be used as general guides. Three possible shipping label options are:

- Shipping Label Option 1: Standard Domestic One-Ply Shipping label (Signature Required).
- Shipping Label Option 2: Standard Domestic One-Ply Shipping label (Waiver of Signature).
- Shipping Label Option 3: Privately Preprinted Shipping label 11-SP with Sample Shipping Label (Horizontal Orientation).
- Shipping Label Option 4: Shipping label With Service Indicator.

## Shipping Label Option 1 — Standard Domestic One-Ply Label with Signature Required Endorsement

Show the following information on the label as noted below:

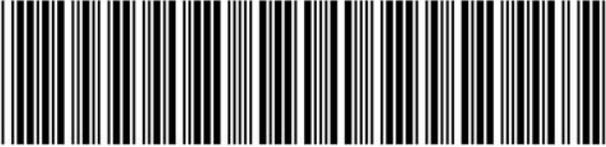
- **Service Icon.** The service icon appears in a 1-inch square in the upper left corner of the shipping label. The letter “E” must be printed inside the 1-inch square and must be no smaller than 0.75 inch (3/4 inch). A minimum 3/4-point line must border the 1-inch square.
- **Service Banner.** The service banner appears directly below the postage payment area and the service icon, and extends across the shipping label. The text “USPS Express Mail” must be printed in minimum 20-point bold sans serif typeface, uppercase, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.
- When a signature is desired, print “SIGNATURE REQUIRED” and any weekend or holiday delivery instructions in bold capital letter text below the return address. See authorized delivery option endorsements in Table 4, Delivery Option Indicators, in Appendix B.
- If the registered trademark symbol cannot be inserted after the Express Mail text, the following statement must be added to the bottom of the label in at least Helvetica 6-point type:  
 “Express Mail is a registered trademark of the U.S Postal Service.”



## Shipping Label Option 2 — Standard Domestic One-Ply Label with Waiver of Signature Endorsement

Show the following information on the label as noted below:

- **Service Icon.** The service icon appears in a 1-inch square in the upper left corner of the shipping label. The letter “E” must be printed inside the 1-inch square and must be no smaller than 0.75 inch (3/4 inch). A minimum 3/4-point line must border the 1-inch square.
- **Service Banner.** The service banner appears directly below the postage payment area and the service icon, and extends across the shipping label. The text “USPS Express Mail” must be printed in minimum 20-point bold sans serif typeface, uppercase, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.
- When a signature is not desired, print “WAIVER OF SIGNATURE” and any weekend or holiday delivery instructions in bold capital letter text below the return address. See authorized delivery option endorsements in Table 4, Delivery Option Indicators, in Appendix B.
- If the registered trademark symbol cannot be inserted after the Express Mail text, the following statement must be added to the bottom of the label in at least Helvetica 6-point type:  
 “Express Mail is a registered trademark of the U.S. Postal Service.”

<b>E</b>	US POSTAGE PAID EMCA (CUSTOMER NAME OR CORPORATE ACCT #)
<b>USPS EXPRESS MAIL®</b>	
INTERNET SALES DEPT FAST AND EFFICIENT SUPPLY CO. 10474 COMMERCE BLVD DUPLEX B SILVER SPRINGS MD 20910-9999	
WAIVER OF SIGNATURE NO DELIVERY WEEKEND OR HOLIDAY	
RONALD RECEIVER C/O RICK RECIPIENT INTERNET PURCHASING OFFICE - WEST BIG AND GROWING BUSINESS CO. 1441 E BUCKEYE RD PHOENIX AZ 85036-9999	
<b>USPS EXPRESS MAIL</b>	
	
<b>EA 1234 5678 4 US</b>	
Express Mail is a registered trademark of the U.S. Postal Service.	

## Shipping Label Option 3 — Privately Preprinted Shipping label 11–SP with Sample Shipping Label (Horizontal Orientation).

Show the following information on the label as noted below:

- Express Mail permit imprint indicating postage payment using Express Mail Corporate Account (EMCA). Show *either* the name of the customer that owns the EMCA *or* the EMCA number. Permit imprint must appear in upper right portion of address area.
- When a signature waiver is desired, print “WAIVER OF SIGNATURE” in bold capital letter text and any weekend or holiday delivery instructions below the return
- Domestic: If identified EM service packaging (EM box, sticker) is not used, the “Express Mail” identification is required.
- Ship date.
- “USPS Express Mail” text, barcode, human-readable barcode information (blocks of Express Mail numbers will be assigned by USPS), and bold horizontal lines.
- Remainder of label is for customer use and may include other internal package IDs, barcodes, customer information, contact telephone numbers, etc.

MAILER OR SHIPPER 555 ANY STREET ANY CITY, CA 95603-0955	EXPRESS MAIL U.S. POSTAGE PAID EXPRESS MAIL CORP ACCT [CUSTOMER NAME or CORPORATE ACCT #]
WAIVER OF SIGNATURE REQUESTED NO DELIVERY WEEKEND OR HOLIDAY	SHIP DATE: 02/25/2012
<b>EXPRESS MAIL</b> UNITED STATES POSTAL SERVICE®	
SHIP TO: JOE ADDRESSEE 123 MAIN AVE HOUSTON TX 77058-2377	
<hr style="border: 1px solid black;"/> <b>USPS EXPRESS MAIL</b>  <b>EA 1234 5678 4 US</b> <hr style="border: 1px solid black;"/>	

### Notes:

1. For return receipt service, attach PS Form 3811 to mailpiece and show endorsement “Return Receipt Requested” above the delivery address and to the right of the return address.
2. For COD, attach PS Form 3816 or 3816-AS to mailpiece.
3. To facilitate product recognition and proper handling, it is recommended that Express Mail service packaging be used and the label contains the additional “Express Mail” identification shown above.

## Shipping Label Option 4 — Label With Service Indicator

 Any Company 12984 East Rd. Anywhere ST 99999	<div style="border: 1px solid black; padding: 2px;">EXPRESS MAIL U.S. POSTAGE PAID EXPRESS MAIL CORP ACCT ANY COMPANY</div>	 UNITED STATES POSTAL SERVICE®	POST OFFICE TO ADDRESSEE
SHIP DATE: 02/05/2012		POSTAGE AND FEES PAID BY EXPRESS MAIL® CORPORATE ACCOUNT	
WAIVER OF SIGNATURE REQUESTED NO DELIVERY WEEKEND OR HOLIDAY		ACCEPTANCE INFORMATION TRANSMITTED VIA ELECTRONIC FILE	
SHIP TO: Bill Thompson 1298 Versipinay Dr Whataket, IL 53892		USPS EXPRESS MAIL	
			
		EA 1234 5678 4 US	
			

### Notes:

1. For COD and Return Receipt, see notes to Label Option 3.
2. For ship date, Express Mail imprint, optional signature waiver, and weekend or holiday delivery instructions, see instructions for Label Options 3.
3. Eagle emblem is optional.
4. EMS logo is optional on domestic mailings.
5. Label Option 4 may be used for domestic or international shipments. International Express Mail must be presented at retail.
6. To facilitate product recognition and proper handling, it is recommended that USPS Express Mail packaging be used.

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## Appendix I Customer Notification Letter (Sample)

Dear Postal Customer,

Congratulations! Your electronic file and barcoded shipping labels are now certified for Express Mail Manifesting System (EMM). Enclosed is your copy of PS Form 3152–E, EMM Certification, along with instructions on its use.

By copy of this letter, we are notifying all appropriate parties that you have completed the EMM certification process. However, before presenting shipments, you must also receive EMM authorization from your district indicating that the additional requirements for EMM presentation and verification are met. The district will ensure that the following conditions are met:

- Your hard copy verification manifest meets USPS specifications.
- You have implemented the required quality assurance procedures.
- Post office acceptance unit (BMEU or DMU) procedures have been established.
- Transportation has been scheduled to ensure that shipments will be dispatched to meet critical entry times.
- An Express Mail Corporate Account (EMCA) has been established.
- A local procedure has been implemented to capture the acceptance date and time of your shipments so we can determine if our service commitments are being met.
- An EMM agreement has been implemented.

For the first 10 days of shipment, you must submit a photocopy of the successful Manifest Data Edit Error/Warning Report to the post office acceptance unit within 24 hours or by the next business day to verify transmission and receipt of your electronic manifest by our Product Tracking System. If your file contains warnings or errors, they must be resolved to ensure efficient handling of your shipments.

If your file or barcode falls below the minimum accuracy requirements, we will contact you to resolve the problem. Please keep in mind that a reduction in file or barcode quality could warrant suspension of your certification until the quality issues are resolved.

If you are a software vendor and will not be presenting EMM shipments, your clients cannot be certified until they demonstrate that they can use your software to transmit and retrieve files and produce barcoded shipping labels.

If you have any questions or need additional information, please call the National Customer Service Support Center at 877–264-9693 option 1.

Sincerely,

James D. Wilson  
Manager, Address Management

cc Postmaster (Office of Mailing)  
Manager, Business Mail Entry  
Manager, Customer Relations  
Pricing & Classification Service Center

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## Appendix J PS Form 3152-E

United States Postal Service <b>Express Mail Manifesting Certification</b>														
<b>Company Information</b>														
Company Name	Address (Number, Street, Suite No., City, State, and ZIP+4 Code)													
Mailer ID Number														
<b>Electronic File</b>														
The electronic file submitted by the company shown above has been certified by the National Customer Support Center (NCSC) to be complete and accurate in both content and transmission and to meet the requirements as defined in Publication 97, <i>Express Mail Manifesting Technical Guide</i> .														
Authorized NCSC Signature	Date Signed													
<b>Barcoded Labels</b>														
The barcoded labels printed and submitted by the company shown above have been certified by the National Customer Support Center (NCSC) to meet the standards and specifications as prescribed in the Express Mail Manifesting Technical Guide, and the appropriate ANSI or AIM published standards.														
Authorized NCSC Signature	Date Signed													
<b>Instructions for Completing and Submission with Mailing</b>														
Keep the original of this form in a safe place. Make a photocopy for each mailing and place a label printed with a barcode representing the Express Mail Manifesting Electronic File Number from the electronic file for this specific mailing in the space indicated below. If you cannot print a barcoded label, fill in the sequence number and check digit (the last nine characters) of your Express Mail Manifesting Electronic File Number (positions 17-25 in the Header Record) for this specific mailing in the space indicated.														
<b>Instructions for Completion and Submission with Mailing</b>														
Number of Express Mail Pieces in This Mailing	Total Postage for This Mailing													
Total Weight of Pieces in This Mailing	Express Mail Corporate Account Number													
<b>Express Mail Manifesting Electronic File Number</b>														
<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 10px;">9</td> <td style="text-align: center; padding: 0 10px;">1</td> <td style="text-align: center; padding: 0 10px;">5</td> <td style="text-align: center; padding: 0 10px;">0</td> <td style="border-bottom: 1px dashed black; width: 100px;"></td> <td style="border-bottom: 1px dashed black; width: 100px;"></td> </tr> <tr> <td colspan="4"></td> <td style="text-align: center; font-size: small;">Mailer ID Number</td> <td style="text-align: center; font-size: small;">Sequence Number</td> </tr> </table>			9	1	5	0							Mailer ID Number	Sequence Number
9	1	5	0											
				Mailer ID Number	Sequence Number									
<div style="background-color: #cccccc; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center; font-size: 24px; color: #999;">Barcode Label Here</div>		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;">                 You have been certified for:   <b>DOMESTIC Express Mail</b> </div>												
Your company has been assigned the following prefix and range of Express Mail barcode/label numbers:														
<table border="1" style="border-collapse: collapse; width: 40px; height: 20px;"> <tr> <td style="text-align: center; font-weight: bold;">E A</td> </tr> </table> Prefix	E A	through	<table border="1" style="border-collapse: collapse; width: 150px; height: 20px;"> <tr> <td style="border-bottom: 1px dashed black;"></td> </tr> </table> Range of Label Numbers											
E A														
<b>Express Mail Manifesting Electronic File Number</b>														
Signature of Mailer	Date of Mailing	Round Stamp												
Acceptance Employee Signature														
PS Form 3152-E March 2001		NCSC 04/01												

## Optional GS1-128 Print Specifications for 3152-E

### Dimensions

1. The preferred range of widths of narrow bars and spaces (X dimension) is 0.015 inch to 0.017 inch.
2. The width of any narrow bars or spaces must be no less than 0.013 inch and no greater than 0.021 inch.
3. All bars must be at least 0.75 inch high.

### Clear Zone

1. A clear space around the barcode must be maintained at a minimum of 0.125 inch above the barcode.
2. A clear space around the barcode must be maintained at a minimum of 0.125 inch below the barcode.
3. A clear space measuring at least 10 times the X dimension shall be maintained immediately to the left and right of the barcode. No text, images, or other markings shall appear in this area.
4. A minimum left/right clear zone of 0.25 inch is recommended.

### Reflectance

1. When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50 percent, and the maximum bar reflectance (Rb) must be less than 25 percent.
2. The minimum print reflectance difference (Rs – Rb) is 40 percent. The measurements will be made using a Postal Service–specified reflectance meter or a Postal Service approved barcode verifier.

### Barcode Quality

The print quality of the barcodes customers print must be at least 70 percent grade A or B using the measure of the American National Standards Institute (ANSI), and none of the remaining portion can measure lower than ANSI grade C. Information concerning ANSI guideline X3.182-1990 may be obtained from:

AMERICAN NATIONAL STANDARD FOR INFORMATION SYSTEMS  
BARCODE PRINT QUALITY GUIDELINE  
AMERICAN NATIONAL STANDARDS INSTITUTE  
25 W 43RD ST, 4th fl.  
NEW YORK NY 10036-7414

Telephone: 212-642-4900  
Web site: [www.ansi.org](http://www.ansi.org)

## Specification

GS1-128 Application Identifier standard is based on the ANSI specification, which can be obtained from:

AIM GLOBAL  
 125 WARRENDALE-BAYNE RD STE 100  
 WARRENDALE PA 15086-7570

Telephone: 724-934-4470 (ask for Technical Department)

Web site: [www.aimglobal.org](http://www.aimglobal.org)

### 3152-E Barcode Elements

Data (Shown in Human-Readable Representation)	Overhead
	Start Code
	Function One
Routing Application Identifier	
Destination ZIP Code	
	Function One
Tracking Application Identifier	
Service Type Code — 2-digit	
Nine-digit Mailer ID (Must start with '9') All nonconforming nine-digit MIDs must be changed to a new conforming nine-digit MID by January 31, 2011. If you have question pertaining to your Mailer ID please, contact the National Customer Support Center at 877-264-9693, option 3. For more information on Mailer ID see section 2 "Getting Started", "Understanding the Mailer ID (MID)".	
Fixed-Length Sequential Package ID – 8 Digit	
MOD 10 Check Digit	
	MOD 103 Check Digit
	Stop Code

## GS1-128 Barcode Elements

The GS1-128 barcode must be printed within Subset C.

### Start Code

The barcodes must begin with a Symbol Start Code. The start character is not shown in the human-readable barcode representation, nor is it manually keyed or transmitted.

### Function One (FNC1)

The FNC1 numeric character must follow the symbol start character and is part of the symbology overhead. The FNC1 is also used to concatenate successive barcode symbols and must precede an Application Identifier. The FNC1 character is not shown as part of the human-readable barcode representation, nor is it manually keyed or transmitted as data.

### Routing Application Identifier (AI)

This is a code used within GS1-128 that identifies this as a Postal Service barcode. The application identifier, used with the concatenated version, is “420.” This must be shown as part of the human-readable barcode representation. Do not enclose the “420” in parentheses.

### Destination ZIP Code or ZIP+4 Code

This is the 5-digit destination ZIP Code of the package. Only the 5-digit ZIP Code must be shown in the human-readable barcode representation.

### Function One (FNC1) – Same as above

### Tracking Application Identifier (AI)

This is a code used within GS1-128 that identifies this as a Postal Service barcode. The tracking application identifier (used in both the concatenated and non-concatenated versions) is “91.” This must be shown in the human-readable barcode representation. Do not enclose the “91” in parentheses. The exception to the rule is for Express Mail Open and Distribute. For more information see the section on Express Mail Open and Distribute Service.

### Service Type Code (STC)

Service Type Code (STC) is a 2-digit designator used to represent the Postal Service manifest. This must be shown as part of the human-readable barcode representation.

### Nine-digit Mailer ID (MID)

The Nine-digit Mailer ID identifies the customer within the Electronic File Number (EFN). The mailer identification (MID) number must begin with the number 9 when the MID contains nine digits. Some customers currently use nine-digit MIDs that do not conform to this rule.

All nonconforming nine-digit MIDs must be changed to a new conforming nine-digit MID by January 31, 2011. If you have question pertaining to your Mailer ID please, contact the National Customer Support Center at 877-264-9693, option 3.

### Manifest Sequence Number

Customers normally assign an 8-digit package sequence number, though the string of numbers may be a variable length field of 2–8 digits. This string of numbers must be a fixed length field of 8 digits including leading zeros using the GS1-128 symbology. This must be shown as part of the human-readable barcode representation.

### **MOD 10 Check Digit**

A check digit is a digit added at the end of a sequence of numbers that validates the authenticity of the number. See the section titled “Calculating the MOD 10 Check Digit” later in this chapter. This must be shown as part of the human-readable barcode representation.

### **MOD 103 Check Digit**

The MOD 103 check digit is neither shown in the human-readable barcode representation, nor is it manually keyed or transmitted.

### **Stop Code**

All barcodes must end with symbol stop code. The stop character is neither shown in the human-readable barcode representation, nor is it manually keyed or transmitted.

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## Appendix K Express Mail Manifest System Application



### Express Mail® Service Manifest System Application

1. Express Mail Corporate Account (EMCA) Number

#### Customer Information

2. Company Name		3. MID number	4. Post Office™ Where Express Mail Corporate Account is Held (City, State, ZIP + 4 <sup>®</sup> )
5. Address (Number, Street, Suite Number, City, State, ZIP + 4)			6. Estimated Start Date (MM/DD/YYYY)
7. Name of Company Representative Responsible for Manifest System			
8a. Company Representative Telephone Number (Include area code)	8b. Company Representative E-mail Address	8c. Company Representative Fax Number	
9. Applicant's Signature	10. Date Signed (MM/DD/YYYY)	11. Are you currently certified or pending certification for Confirmation Service™? <input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Technical Information

12. How will you send your electronic files to the USPS® host computer? Choosing the option that best suits your situation will shorten the process by two weeks.

a.  Internet FTP      b.  Dial-up (modem) FTP      c.  Electronic Data Interchange (If checked go to item 15)

13a. IT Manager's Name	13b. Telephone Number/Extension/Fax Number (Include area code)	13c. E-mail Address
14a. Shipping Manager's Name	14b. Telephone Number/Extension/Fax Number (Include area code)	14c. E-mail Address
15a. Will commercial vendor software be used to produce the electronic file and/or labels? <input type="checkbox"/> Yes. Please complete items 15b-15e. <input type="checkbox"/> No. We will develop our own system. (Skip to question 16 below.)		
15b. Software Company Name	15c. Product Name and Version Number	
15d. Contact Name and Title	15e. Telephone Number and Extension (Include area code)	
16. Packaging a. <input type="checkbox"/> Customer Provided b. <input type="checkbox"/> USPS Provided c. <input type="checkbox"/> None	17. Reserved	18. Estimated Mail Quantity per Week
19a. What kind of barcode labels will customer use?  i. <input type="checkbox"/> Customer Preprinted  ii. <input type="checkbox"/> USPS Preprinted	19b. Send preprinted labels to: (Number, Street, Suite Number, City, State, ZIP + 4)          19c. Telephone Number (Include area code)	20. Are you a consolidator? <input type="checkbox"/> Yes <input type="checkbox"/> No 21a. If "YES", are you using vendor software? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Product Name & Version: _____ 22. Are you a vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No

#### General Information

23a. Post Office Where Express Mail Service Manifest Mailings Will Be Presented (City, State, ZIP + 4)

23b. What Express Mail service options will you use? Check all that apply.  
 Post Office to Addressee     Express Mail International®     COD     Insured     Return Receipt

24. Have arrangements been made for the verification and acceptance of your Express Mail service packages?  
 Yes       No (Please contact your postmaster or Sales Representative)

PS Form 5550, June 2009 (Page 1 of 4)

**General Information (Continued)**

25. What is the projected daily volume and total daily postage?

\_\_\_\_\_ Volume (*Pieces*)

\_\_\_\_\_ Postage (*Dollar Amount*)

26. Is your Shipping System/software Manifest Analysis and Certification (MAC™) Program or MAC-Gold™ certified?

Yes

No. Explain how your manifest system ensures against duplicate mailpiece identification numbers within a mailing.

27. How are piece weights determined?

By weighing after the mailpiece is produced.

Using predetermined weight(s), explain how predetermined weights are calculated and how often they are updated in your system:

28. How often are the scales calibrated and certified?

Yearly (*Annually*)

Other (*Describe*):

29. How are the price matrices updated in your system?

Vendor Updates

Other (*Describe*):

30. Can you print price matrices from your system?

Yes. Include copies with this application.

No. Explain how price tables are obtained:

31. Which data elements require manual input to generate your manifest?

Package ID Number

Weight

Address

Other (*Specify*):

---

32. Do you agree to allow reasonable access to mail preparation areas for USPS employees to observe mail preparation and verify mailing records?

Yes

No. Refer to *Express Mail Manifest Agreement*, Article 8.

---

33. Instead of providing a hard copy verification manifest at the time of mailing, will you furnish the manifest electronically and provide access to a terminal in your facility to view the manifest for verification against actual postage?

Yes

No, we will present only a hard copy manifest

---

34. Do you agree to perform the quality assurance procedures described in Chapter 4 of Publication 97, *Express Mail Manifesting Technical Guide*?

Yes

No (*Explain*):

---

Applicant

Please submit the following documentation with this application. These samples must be produced from the actual software and hardware that will be used:

Sample of verification manifest. (*Include print screens with this application only if you will also be furnishing terminal access to your system.*)

Sample Express Mail Service one-ply label

Price matrix (*if applicable*)

PS Form 1357-S, *Customer Request for Computer Access*. This form is not required if you are currently participating in a Confirmation Services program and have already obtained a logon ID and password.

---

USPS Representative

Please fax this application, PS Form 1357-S (if required), and the contact list on the next page to USPS National Customer Support Center at 901-821-6244. Send the original PS Form 1357-S to:

Confirmation Services Support  
United States Postal Service  
6060 Primacy Parkway Suite 201  
Memphis TN 38188-0001

A logon ID and password cannot be issued until the original PS Form 1357-S is received. Submit this form to the Manager, Business Mail Entry, with the documentation listed in the *Applicant* section above.

**Express Mail® Manifesting Application Contact List (Completed by USPS Representative)**

**Company Name**

Address (Number, Street, Suite Number, City, State, ZIP + 4)

Customer ID Number or MID Number (USPS provided)

EMCA Number

Telephone Number (include area code)

Fax Number (include area code)

E-mail Address

**Post Office of Mailing**

Postmaster's Name

Address (Number, Street, Suite Number, City, State, ZIP + 4)

Telephone Number (include area code)

Fax Number (include area code)

E-mail Address

**District Business Mail Entry Manager's Name (District where mailings are deposited)**

Manager's Name

Address (Number, Street, Suite Number, City, State, ZIP + 4)

Telephone Number (include area code)

Fax Number (include area code)

E-mail Address

**Customer Relations Manager's Name**

Address (Number, Street, Suite Number, City, State, ZIP + 4)

Telephone Number (include area code)

Fax Number (include area code)

E-mail Address

**USPS Sales Contact's Name**

Address (Number, Street, Suite Number, City, State, ZIP + 4)

Telephone Number (include area code)

Fax Number (include area code)

E-mail Address

Comments:

## Appendix L Resource Information

Web Site Addresses	Information Contained On Site
<a href="http://www.aimi.org">www.aimi.org</a>	AIM, Inc. — standards for EMM barcode symbologies.
<a href="http://www.ansi.org">www.ansi.org</a>	American National Standards Institute (ANSI) — barcode print quality guidelines.
<a href="http://www.dnb.com">www.dnb.com</a>	Dun & Bradstreet web site.
<a href="http://www.ribbs.usps.gov">www.ribbs.usps.gov</a>	Current mailer news, weather alerts affecting delivery, and more.
<a href="http://pe.usps.gov">http://pe.usps.gov</a>	Postal Explorer — <i>Domestic Mail Manual</i> , <i>International Mail Manual</i> , price calculator, business forms.
<a href="http://www.usps.com">www.usps.com</a> <i>Track and Confirm</i>	Delivery information lookup.
<a href="http://www.usps.com">www.usps.com</a> (click "All Products and Services")	Business Mail Entry locator, business and rate information, publications, supplies.
<a href="http://about.usps.com/publications/">http://about.usps.com/publications/</a>	Publication 97, Publication 97–A, Publication 401, and other postal publications.

Resource Name	Phone Number	Type of Support
Electronic Data Interchange (EDIINT AS2) Service Center	919-501-9850	EDI communication issues/questions.
National Customer Support Center (NCSC) — Delivery Confirmation	877-264-9693 901-821-6244 (fax)	Technical support related to electronic file, transmission protocols, and retrieval of Manifest Data Edit Error/Warning Listing. Electronic file certification process, generation of barcoded labels.
San Mateo Communication Support	877-245-1659	Electronic transmission.
USPS Customer Service	800-275-8777	Price and other postal information, and district manager of Business Mail Entry.
USPS Customer Service — Express Mail Supply Center	800-610-8734	Delivery status on supply orders and ordering Express Mail supplies. Delivery status on Express and Delivery Confirmation mailpieces.