

Test Creation MAC Cycle K - Electronic Test File Layout Format Version 1.0 (April 2009) - (.tst)

Detail Record (300 Bytes) Format (Size): A = ASCII Text (Alpha-Numeric) N = Numeric Number in Parenthesis = Field Size

Flat File Format:

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FIELD SEQUENCE NUMBER	RECORD POSITION	FIELD NAME	FORMAT (SIZE)	DESCRIPTION	EXAMPLE	CONTENT RULES AND LIMITATIONS
1	001-009	Piece Id	N(9)	Unique number that is assigned to each mailpiece	3875215	The manifest must list pieces in ascending order by identification number.
2	010-049	Firm or Resident	A(40)	Name of addressee	JOHN DOE	Default value spaces. Required for accountable mail and international mail.
3	050-113	Delivery Address	A(64)	Delivery address in destination address	567 WALNUT	Default value spaces. Required for accountable mail and international mail.
4	114-141	City Name	A(28)	City name in destination address	MEMPHIS	Valid 5-digit ZIP Code required.
5	142-143	State Code	A(2)	2-letter USPS code to identify state in destination address	TN	Required for accountable mail.
6	144-188	Country Name	A(45)	International province name in destination address	ASIA	Mandatory for international mail to countries with province names. Default value spaces.
7	189-193	Destination ZIP Code	N(5)	5-digit ZIP Code destination of the delivery address on the mailpiece	38103	Valid 5-digit ZIP Code required.
8	194-197	Destination ZIP + 4	N(4)	4-digit destination add-on corresponding to domestic 5-digit ZIP code	2804	Default value spaces for domestic mail.
9	198-201	Class of Mail	A(4)	Code used to identify mail class. See Pub. 401, Exhibit 24	BP, PDN, PIL, BBR, BIM	Rate code for domestic or international class of mail.
10	202-203	Machinability	A(2)	2-character code to identify mail processing categories	M, NM, A, NA	The capacity of a mailpiece to be sorted by mail processing equipment.

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11	204-204	Balloon	A(1)	Indicator used to identify Balloon mailpieces	X	The rate indicator for mailpieces destinating to zones 1-4 that weigh less than 20 pounds, but measure more than 84 inches in combined length and girth; and are charged the 20-pound rate. X or field will be left blank.
12	205-205	Oversized	A(1)	Indicator used to identify Oversized mailpieces	O	The rate indicator for mailpieces that measure over 108 inches but not more than 130 inches in combined length and girth. O or field will be left blank.
13	206-206	Barcoded	A(1)	For certain classes of mail or rates, discounts are available	Y	Y or field will be left blank.
14	207-213	Weight	N(7)	Actual mailpiece weight. Physical weight, not rate weight, must be used	<p>14.3257 pounds Entered as: 0143257</p> <p>1 ounce Entered as: 0010000</p>	Weight represents actual physical weight. Leading zeros required. In unit of measure and rounded off to 4 positions. First-Class Mail weights should always be reported in ounces. All other mail classes should be reported in pounds.

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15	214-219	Piece Length	N(6)	Mailpiece length measured in inches, rounded off to a whole inch if dimensional weight required	50.30 inches Entered as: 005100	Default value spaces. Required if PDR or PDN mail class and zone is 5-8. Must be > 0 and a whole number. Not required for any other parcel mail, including Balloon rate and Oversized rate pieces.
16	220-225	Piece Width (or Girth)	N(6)	Mailpiece width measured in inches, rounded off to a whole inch if dimensional weight required	20.80 inches Entered as: 002100	Default value spaces. Required if PDR or PDN mail class and zone is 5-8. Must be > 0 and a whole number. Not required for any other parcel mail, including Balloon rate and Oversized rate pieces.
17	226-231	Piece Height	N(6)	Mailpiece height measured in inches, rounded off to a whole inch if dimensional weight required	5.5 inches Entered as: 000600	Default value spaces. Required if PDR or PDN mail class and zone is 5-8. Must be > 0 and a whole number. Not required for any other parcel mail, including Balloon rate and Oversized rate pieces.
18	232-240	Declared Value for Registered Mailpieces	N(9)	Regardless of any insurance that may cover the article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing	\$250.00 Entered as: 000025000	Default value zeros. Mandatory if Registered included as an Extra Service.

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FIELD SEQUENCE NUMBER	RECORD POSITION	FIELD NAME	FORMAT (SIZE)	DESCRIPTION	EXAMPLE	CONTENT RULES AND LIMITATIONS
19	241-249	Value of Article if Insured	N(9)	Wholesale cost of article	\$250.00 Entered as: 000025000	Default value zeros. Mandatory if Insurance included as an Extra Service.
20	250-254	COD Amount for Fee Calculation	N(5)	Dollar amount to be collected or Insurance coverage desired, whichever is higher	\$206.00 Entered as: 20600	Default value zeros. Required if parcel COD.
21	255-257	Extra Service Code 1st Service	N(3)	Extra Service code as defined by USPS. See Pub. 401, Exhibit 24	DC	Default value spaces.
22	258-260	Extra Service Code 2nd Service	N(3)	Extra Service code as defined by USPS. See Pub. 401, Exhibit 24	INS	Default value spaces.
23	261-263	Extra Service Code 3rd Service	N(3)	Extra Service code as defined by USPS. See Pub. 401, Exhibit 24	RR	Default value spaces.
24	264-264	Priority Mail Commercial Indicator	A(1)	1 character code to identify the Priority Mail Commercial rate claimed.	B or P	Mandatory when claiming Priority Commercial rate. B is for Commercial Base and P is for Commercial Plus.
25	265-300	Filler	A(36)	Filler for future use	Must be spaces	Must be spaces.

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FIELD SEQUENCE NUMBER	RECORD POSITION	FIELD NAME	FORMAT (SIZE)	DESCRIPTION	EXAMPLE	CONTENT RULES AND LIMITATIONS
1	001-009	Piece Id	N(9)	Unique number that is assigned to each mailpiece	387521547	The manifest must list pieces in ascending order by identification number.
2	010-049	Firm or Resident	A(40)	Name of addressee	JOHN MAILER	Default value spaces. Required for accountable mail and international mail.
3	050-113	Delivery Address	A(64)	Delivery address in destination address	1234 MAIN	Default value spaces. Required for accountable mail and international mail.
4	114-141	City Name	A(28)	City name in destination address	MEMPHIS	Valid 5-digit ZIP Code required.
5	142-143	State Code	A(2)	2-letter USPS code to identify state in destination address	TN	Required for accountable mail.
6	144-148	Destination ZIP Code	N(5)	5-digit ZIP Code destination of the delivery address on the mailpiece	38103	Valid 5-digit ZIP Code required.
7	149-152	Destination ZIP + 4	N(4)	4-digit destination add-on corresponding to domestic 5-digit ZIP code	2804	Default value zeros for domestic mail.
8	153-154	Country Code	A(2)	2-character International Standards Organization (ISO) country code. Required for international pieces	UK	Default value spaces for domestic mail.

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9	155-159	Origin ZIP Code	N(5)	5-digit Origin ZIP Code	66101	Required for all records and must match what was provided in the original test file.
10	160-161	Zone	A(2)	Individual mailpiece zones valid for mailpiece	03	00 = Not Applicable LC = Local Zone 01 - 08 = Zones 1 thru 8
11	162-165	Class of Mail	A(4)	Code used to identify mail class. See Pub. 401, Exhibit 24	BP, PDN, PIL, BBR, BIM	Rate code for domestic or international class of mail.
12	166-172	Piece Weight	N(7)	Actual mailpiece weight. Physical weight, not rate weight, must be used	14.3257 pounds Entered as: 0143257 1 ounce Entered as: 0010000	Weight represents actual physical weight. Leading zeros required. In unit of measure and rounded off to 4 positions. First-Class Mail weights should always be reported in ounces. All other mail classes should be reported in pounds.
13	173-178	Piece Length	N(6)	Mailpiece length measured in inches, rounded off to a whole inch if dimensional weight required	50.30 inches Entered as: 005100	Default value spaces. Required if PDR or PDN mail class and zone is 5-8. Must be > 0 and a whole number. Not required for any other parcel mail, including Balloon rate and Oversized rate pieces.

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FIELD SEQUENCE NUMBER	RECORD POSITION	FIELD NAME	FORMAT (SIZE)	DESCRIPTION	EXAMPLE	CONTENT RULES AND LIMITATIONS
14	179-184	Piece Width (or Girth)	N(6)	Mailpiece width measured in inches, rounded off to a whole inch if dimensional weight required	20.80 inches Entered as: 002100	Default value spaces. Required if PDR or PDN mail class and zone is 5-8. Must be > 0 and a whole number. Not required for any other parcel mail, including Balloon rate and Oversized rate pieces.
15	185-190	Piece Height	N(6)	Mailpiece height measured in inches, rounded off to a whole inch if dimensional weight required	5.5 inches Entered as: 000600	Default value spaces. Required if PDR or PDN mail class and zone is 5-8. Must be > 0 and a whole number. Not required for any other parcel mail, including Balloon rate and Oversized rate pieces.
16	191-196	Dimensional Weight	N(6)	Postage for Priority Mail parcels for zones 5 thru 8 and exceeding 1 cubic foot (1,728 inches) is based on actual weight or dimensional weight, whichever is greater.	Rectangular Example: 32.47 pounds Entered as: 003300 Non-rectangular 25.49 Entered as: 002600	Default value spaces. Required if PDR or PDN mail class.

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FIELD SEQUENCE NUMBER	RECORD POSITION	FIELD NAME	FORMAT (SIZE)	DESCRIPTION	EXAMPLE	CONTENT RULES AND LIMITATIONS
17	197-205	Declared Value for Registered Mailpieces	N(9)	Regardless of any insurance that may cover the article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing	\$250.00 Entered as: 000025000	Default value zeros. Mandatory if Registered included as an Extra Service.
18	206-214	Value of Article if Insured	N(9)	Wholesale cost of article	\$250.00 Entered as: 000025000	Default value zeros. Mandatory if Insurance included as an Extra Service.
19	215-221	COD Amount for Fee Calculation	N(7)	Dollar amount to be collected or Insurance coverage desired, whichever is higher	\$206.00 Entered as: 20600	Default value zeros. Required if parcel COD.
20	222-224	Extra Service Code 1st Service	A(3)	Extra Service code as defined by USPS. See Pub. 401, Exhibit 24	COD	Default value spaces.
21	225-229	Extra Service Fee 1st Service	N(5)	Fee for 1st Extra Service	Example 1: \$0.251 Entered as 00025 Example 2: \$0.256 Entered as 00026	Default value zeroes.
22	230-232	Extra Service Code 2nd Service	A(3)	Extra Service code as defined by USPS. See Pub. 401, Exhibit 24	INS	Default value spaces.

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23	233-237	Extra Service Fee 2nd Service	N(5)	Fee for 2nd Extra Service	Example 1: \$0.251 Entered as 00025 Example 2: \$0.256 Entered as 00026	Default value zeroes.
24	238-240	Extra Service Code 3rd Service	A(3)	Extra Service code as defined by USPS. See Pub. 401, Exhibit 24	SC	Default value spaces.
25	241-245	Extra Service Fee 3rd Service	N(5)	Fee for 3rd Extra Service	Example 1: \$0.251 Entered as 00025 Example 2: \$0.256 Entered as 00026	Default value zeroes.
26	246-252	Postage	N(7)	Postage amount excludes: Extra Service fee amounts and Discounts/Surcharges	Example 1: \$1.6411 Entered at 0001641 Example 2: \$1.6451 Entered as 0001642	Discount are not to be included in postage. Leading zeroes required in unit of dollars and rounded off to 3 decimal positions.
27	253-259	Discount or Surcharge Amount	N(7)	Discount or surcharge in unit of dollars and rounded off to 3 decimals. Discounts and surcharges are not to be incorporated into the postage amount. Discounts are considered subtractions when computing total postage and reduce total postage.	Example 1: \$0.2423 Entered as 0000242 Example 2: \$0.2426 Entered as 0000243	Leading zero required. Default value zeroes for nonapplicable products.

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FIELD SEQUENCE NUMBER	RECORD POSITION	FIELD NAME	FORMAT (SIZE)	DESCRIPTION	EXAMPLE	CONTENT RULES AND LIMITATIONS
28	260-268	Total Postage	N(9)	Total postage amount includes: Extra Service fee amounts and Discounts/Surcharges	Example 1: \$1.6411 Entered at 0001641 Example 2: \$1.6451 Entered as 0001642	Leading zeroes required in unit of dollars and rounded off to 3 decimal positions.
29	269-269	Priority Mail Commercial Indicator	A(1)	1 character code to identify the Priority Mail Commercial rate claimed.	B or P	Mandatory when claiming Priority Commercial rate. B is for Commercial Base and P is for Commercial Plus.
30	270-300	Filler	A(29)	Filler for future use	Must be spaces	Must be spaces.