

PAVE/MAC Batch Cycle Q Advisory

Q-001

Date: January 6, 2015
To: PAVE/MAC Batch Software Vendors
Subject: Certification Cycle Q Schedule

The USPS plans to implement the following Certification Cycle Q Release Schedule given below. This certification cycle will begin February 23, 2015 and will end July 3, 2015. Due to no pricing or preparation changes impacting PAVE/MAC Batch on January 25, 2015, the following guidelines will apply:

A small nucleus of tests will be administered to Cycle P certified vendors.

- Vendors whose products will retain Cycle P version numbers with no product updates **should not** submit a Cycle Q Order Form. We ask that vendors notify the PAVE Certification Group if any products will fall into this category to ensure these products continue to appear on the Cycle Q Certified Products List (CPL).
- Products supporting preparations relating to FSS/FSF, pallet reallocation and advanced merging will be tested. Other preparations will be tested based on a random sampling determined by each product's Cycle P or newly submitted Cycle Q Order Form.
- Only new vendors seeking certification will be subject to a full range of testing.

Certification Cycle Q Release Schedule

PAVE/MAC Batch Certification Cycle Q Advisory Calendar

February 23, 2015	Begin accepting PAVE/MAC Batch Order Forms
March 2, 2015	Begin Cycle Q Testing
April 30, 2015	Cycle P Certification expires
May 4, 2015	Activate Late Orders and Testing Fees
July 3, 2015	Cycle Q Testing ends
April 30, 2016	Cycle Q Certification expire

Certification Cycle Policy

The PAVE Certification Group will accept Cycle Q Order Forms starting February 23, 2015. Please use the PAVE On-Line Order Form on RIBBS for your electronic submission. However, if you have problems accessing the order form, please contact us at pave.ncsc@usps.gov

PAVE/MAC Batch Cycle Q Advisory

The PAVE Certification Group will:

1. Allow certifying vendors that submitted Cycle Q Order Forms by July 3 to appear on the Cycle Q CPL after July 3. **The BMAC group reserves the right to adjust this allowance as USPS directs.**
2. Ensure new order forms for PAVE Certification testing will not be accepted between the published test end date for Cycle Q and the start of the next scheduled test cycle.
 - ❖ **EXCEPTION: *Certification requests for mail preparations requiring PAVE Certified documentation will be accepted at any time.***
3. Remove all other vendors and their products at the end-of-certification-cycle date (April 30) from the RIBBS PAVE/MAC Batch CPL

Vendors requesting extensions regarding required 2015 documentation should direct their correspondence to:

Pricing and Classification Service Center
90 Church Street, Suite 3100
New York, NY 10007-2951
212-330-5300

For certification processing questions or concerns, please contact the PAVE Certification Group by e-mail at pave.ncsc@usps.gov or call 800-238-3150, option 0 and ask for the PAVE Certification Group.

Regards,

BMA Certification – PAVE Group
800-238-3150