

# **MAC Batch**<sup>TM</sup>

**(Manifest Analysis Certification)**

**Cycle K**

**2009**

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## MAC Batch™ Purpose

The Manifest Analysis and Certification Batch (MAC Batch™) program is a process designed in cooperation with the mailing industry to evaluate presort/manifest software for accuracy in sorting address files according to *Domestic Mail Manual* (DMM®), and *Guide to the Manifest Mailing System* (Publication 401), standards for varying sized pieces, accuracy of calculated postage for identical and/or non-identical pieces, and utilizing permit imprints. MAC Batch is available only to software developers, i.e., companies that develop presort/manifest software for resale or internal use. Participation in the program is purely voluntary. Although this program evaluates and validates presort/manifest products manufactured by software developers, MAC Batch **does not guarantee acceptance** of mail prepared using MAC Batch certified software. MAC Batch does provide national approval of computer generated facsimiles of United States Postal Service® (USPS®) postage statements, standardized documentation, and other presort/manifest documentation.

## MAC Batch Overview

The United States Postal Service defines a MAC Batch certified software product as a presort/manifesting product specifically written to operate on a particular platform or operating system and assigned a specific version number. Many products use different language compilers to process files within different operating systems or on different hardware platforms. Therefore, to maintain the highest quality standards, MAC Batch will certify a software developer's product that operates on a particular platform at the current version number. The software developer may submit all platforms, or as many as are desired, for certification. MAC Batch will evaluate each presort/manifest product platform on its own merits and will issue a specific certification for that platform if warranted.

At this time MAC Batch will only be testing and certifying First Class Mail® Auto Letters and First Class Mail® Auto Flats (tray-based), utilizing Permit Imprint only. Other presort categories will be added in the future.

Note: Throughout this manual, any reference to a "presort/manifest product" implies a product written for a specific hardware/software platform at the current version number.

Example:

Software developer	Presort/Manifest Product	Platforms	Version
Presort R Us	FASTsort	Win XP	1.2

## MAC Batch Certification

Presort/manifest products that participate in MAC Batch certification must return both electronic and hardcopy documentation together for each test. Electronic testing allows tracking and verification of every mailpiece within a test file. Software developers must append each test address record with the specific presort/manifest information as described in “MAC Batch Test File Description” (see Appendices A & B).

MAC Batch provides the following benefits for software products seeking certification:

1. All MAC Batch certified presort/manifest products will be listed in the MAC Batch Certified Products List (<http://ribbs.usps.gov/index.cfm?page=macbatch>)
2. All certificates issued to presort/manifest products will indicate that they have received MAC Batch certification.
3. Testing is available at no cost. Re-testing fees are assessed after three free electronic/hardcopy attempts (hardcopy tests will be submitted simultaneously with the electronic file).

## Version Number Policy

All MAC Batch certifications are awarded to specific versions of presort/manifest products. To receive MAC Batch certification, these guidelines must be followed:

- If all submitted tests are completed without the need for any corrections or changes, the original version number of the presort/manifest product submitted will be certified.
- If corrections or changes to the presort/manifest logic are required for any of the test categories, a new version number will be specified by the software developer of the presort/manifest products after all corrections and modifications are successfully completed.
- Upon completion of testing, the developer will provide the Business Mail Acceptance (BMA) Certification group with an estimated release date for the certified version.
- Changing a MAC Batch certified product’s version number requires notification to the BMA Certification department to determine if testing is necessary for recertification of the product at the new version number.

The components of the version number are as follows:

<b>Field A</b>	<b>Field B</b>	<b>Field C</b>	<b>Field D</b>
Version No.	Revision No.	MAC Batch Cycle	Manufacturer No.
<b>2.</b>	<b>.03</b>	<b>K</b>	<b>.03.09</b>

**Field A** contains the software version number assigned by the software developer. The number left of the decimal point represents the major release number, and the number to the right of the decimal point represents the version of the presort/manifest logic code. Any change to an existing software product's presort/manifest logic must be reported in writing to the BMA Certification department before release. The change will be evaluated to determine whether the product requires a new certification.

**Field B** contains the software revision number representing any non-presort/manifest logic change to the software product. A change in the revision number would be enacted by, but not limited to, an update of postage rates, labeling lists or zone charts, enhancements to the user interface, updates to print drivers, or other types of revisions or updates.

**Field C** contains the MAC Batch cycle indicator assigned by the BMA Certification department.

**Field D** contains the manufacturer number, which may be used by the manufacturer to indicate other internal tracking information such as monthly or quarterly database releases.

Note: If Field D is used to indicate database release dates, the USPS® recommends using a 2-byte number to indicate the year followed by a decimal and another 2-byte number to indicate the month of the database.

## Reporting of Product and Version Number

For the purpose of MAC Batch certification, the USPS® **requires** software developers to indicate the product name and version number at the bottom of postage statement facsimiles and in the header portion of the USPS® Manifest Report. Doing so will facilitate efficient resolution of errors or problems encountered when the presorted/manifested mail is presented for acceptance.

## Multiple Products with Same Presort Engine

It is recommended that all presort/manifest products that produce a manifest mailing sortation under various environments be tested for MAC Batch certification.

However, It is recognized that within the same business entity/development group, the same manifest/presort engine can be used for a variety of manifest/presort products. In some instances, this covers multiple versions of the same manifest/presort product that are designed to run on different operating systems. It may also apply to a manifest/presort engine that is bundled with other software enhancements, such as address matching software, resulting in a new product line.

In the situations described above, the software developer may elect to submit one product for full certification testing. It is required this be the product that incorporates the full set of supported options. Upon successful completion of certification of the primary product, MAC Batch will reserve the right to perform sample testing on the latest product, provided the same manifest/presort engine is utilized without any additional code alterations or modifications added.

A statement attesting to the fact that the manifest/presort engine has not been altered will be required. The number of additional tests needed may vary between software developers, dependent on the stated capabilities of the additional product versions being tested.

## Licensing Certified Products

If the MAC Batch certified software is licensed to or from another company, the BMA Certification department must be notified in writing by both parties and the requirements of MAC Batch certification testing will be similar to that described for "Multiple Products with Same Presort Engine".

If a certified product is licensed, repackaged and sold by another company as a different product but without any modifications being made, other than graphic changes to accommodate the new company and software information, then MAC Batch certification can be extended to the second product without the need for additional testing. Certification for the original product must be completed before the second product can receive certification. MAC Batch will reserve the right to perform sample testing on the newly packaged product prior to certification being extended. Any substantiated deficiencies that are subsequently reported from field activities would, if not corrected, adversely affect the certifications of both products.

When a manifest/presort engine is licensed to another company and the second company builds its own user interface around the manifest/presort code in order to market a new product line, full testing of the new product will have to be performed before that product can be MAC Batch certified.

## MAC Batch Phraseology and Advertising Policy

MAC Batch certified software developers may use the “MAC Batch™ -Certified” on marketing materials, packaging, advertisements and other user documentation if it corresponds to and identifies a **specific** presort/manifest category for which the product is certified. In other words, if you advertise that your product is “MAC Batch™ - Certified”, you must list all the presort/manifest categories for which your product is certified. If there are space constraints to the advertisement, you must state “Certified for ## presort/manifest categories. See our (website, users’ manual, certificate etc.) for details”. When an advertisement directs a customer to Web sites, user manuals, certificates etc. for additional information, the informative material must plainly state each presort/manifest category certified. On web sites all references to MAC Batch™ should link to the list of presort/manifest categories for which the product is certified.

## Violation Consequences

Any examples of misrepresentation of MAC Batch™ certification will be turned over to Postal Legal Department and the U. S. Postal Inspection Service.

**1<sup>st</sup> Offense** warrants a “cease and desist” letter from the National Customer Support Center. Postal Inspection Service and Legal Department will be notified.

**2<sup>nd</sup> Offense** warrants a temporary suspension of certification (removal from PAVE certified list on the USPS® website) until correction can be made.

**3<sup>rd</sup> Offense** warrants a suspension of certification privileges for a period of time to be determined depending on the severity of the infraction (decided upon by NCSC Management).

## Examples of Corrective Actions

1. Retraction
2. Withholding advertising or marketing literature
3. Postponement of product catalog mailings
4. Removal of MAC Batch certified from exhibitor displays
5. Removal of any MAC Batch reference from website

## Field Error Detection and Resolution

It is the BMA Certification department’s goal to assist software developers in achieving the highest quality presort/manifest product possible. The field error detection and resolution policy is used by both the BMA Certification department and the software

developers to ensure presort/manifest product quality. Regardless of cycle schedules, quality assurance remains an ongoing part of the MAC Batch certification program. Occasionally, presort/manifest errors are detected and reported by USPS<sup>®</sup> field personnel or mailers after a MAC Batch certified product has been distributed to customers. If this situation occurs, the following protocol is followed to resolve the problem:

1. The BMA Certification department starts an incident report file for the product and version number.
2. The BMA Certification department works to determine if the problem is a presort/manifest error or some other problem such as a user setup issue.
3. The BMA Certification department alerts the software developer to the existence of a possible problem.
4. The BMA Certification department and the software developer collaborate in determining a reasonable time frame in which to correct the problem. If the time frame is exceeded, MAC Batch certification may be revoked or suspended.
5. The BMA Certification department will keep all appropriate parties informed of the status and progress.
6. The BMA Certification department reserves the right to request that the software developer retest any applicable test files before release of corrected software.
7. When the BMA Certification department determines that the problem has been corrected, the software developer must release a patch to all customers.

## **Selection Rationale**

The BMA Certification department evaluates the accuracy of presort/manifest products by testing a variety of presort/manifest scenarios each certification cycle. The USPS<sup>®</sup> selects different scenarios based upon, but not limited to, three key factors:

1. Presort/manifest categories most often used by different mailers (to cover the widest range of presorted/manifested mailings).
2. Presort/manifest categories in which significant errors are being detected by Business Mail Entry Units (BMEUs).
3. Presort/manifest categories that are relatively new.

Upon successful completion of the MAC Batch testing process, each product is awarded a certificate specifying each presort/manifest category for which MAC Batch certification is awarded.

## MAC Batch Cycle K Calendar

April 9, 2009	Cycle K testing begins
May 11, 2009	Cycle J certifications expire
July 6, 2009	Testing fees take effect
October 9, 2009	Cycle K testing ends
May 11, 2010	Cycle K certifications expire

## Out-of-Cycle and Retesting Fees

The MAC Batch certification program is free-of-charge, for the first 90 days of a cycle. However, a fee is charged for:

- Any software developer initiating testing in the MAC Batch program after the initial 90-day free of charge period
- Any product that has failed the combined electronic/hard copy testing three times in any one test category

This fee is assessed as follows:

- Minimum fee for first out of cycle or retest is \$250.00 – the initial evaluation fee of \$200 and initial test (file generation) fee of \$50.00.
- Additional tests have a fee of \$35.00 each – evaluation fee of \$25.00 and test file generation of \$10.00.
- **Example 1:** If you are taking one out of cycle/retest the charge is \$250.00, as explained above.
- **Example 2:** If you are taking three out of cycle/retests the charge is \$320.00 – \$250.00 for the initial testing fee and \$70.00 for the additional 2 tests.

**Note: No new orders for testing will be accepted after the Cycle K testing ends on October 9, 2009.**

## Data Products Available

The NCSC has a variety of data products and services available for software developers to utilize in creating a comprehensive presort/manifest product. For information regarding the availability, applicable costs, etc. of these items, contact the USPS® at 800-238-3150 and request a free copy of The Products, Services & Publications (PS&P) CD.

Products and Services include, but are not limited to:

- Carrier Route Product
- City State Product
- Delivery Statistics Product
- Enhanced Line of Travel (eLOT™) Product
- Labeling List
- Zone Chart
- ZIP + 4® Product

## The MAC Batch Certification Process

The software developer has the choice of testing in any or all of the available categories. Due to the complexity of programming presort/manifest software products, the USPS® requests that all files (i.e., a suite) which the software developer intends to certify be submitted together. All software developers are required to complete and return their test files (electronic and hardcopy) within 30 calendar days of the date on the cover sheet.

MAC Batch software developers attempting certification must successfully complete both the electronic and hardcopy testing process. Failure to return the test within the 30 calendar day window will result in a failure grade for that test.

Electronic files should be submitted zipped. The preferred method for returning files is via the PAVE File Transfer Protocol (FTP) site <https://ribbs.usps.gov/files/pave/customers/upload/>. If desired, files can be submitted via an emailed zip file or CD-ROM. When using the FTP the developer should e-mail the BMA Certification department at *mac.batch.ncsc@usps.gov* to inform them that the file has been uploaded to the FTP site. Developers utilizing their own labeling must ensure the phrase “Deliver Immediately, MAC Batch Tests Enclosed” is posted conspicuously on the outside of the mailing container and return all test files and hardcopy documentation to:

BMA CERTIFICATION DEPARTMENT  
ATTENTION: MAC BATCH DEPARTMENT  
UNITED STATES POSTAL SERVICE  
NATIONAL CUSTOMER SUPPORT CENTER  
6060 PRIMACY PKWY STE 101  
MEMPHIS TN 38188-0001

Test data is provided in the form of address files. Each presort/manifest scenario has its own address file and has specific characteristics and attributes, such as mailpiece dimensions, specific entry point, sortation levels allowed, processing category, etc. Each file is processed as a specific presort/manifest job with explicit parameters. MAC Batch is a certification standard of excellence; therefore, we will certify and list your product's required and optional mail preparation standards for each presort/manifest category.

Note: In pursuing certification, it is imperative that software developers follow all rules and parameters stated in "General Testing Instructions" (see page 11) to achieve certification. Failure to do so will warrant an outright rejection of your test submission before any actual grading of presort/manifest. Furthermore, this will count toward one of the three free evaluations given.

The following presort test categories are available for Cycle K:

- First-Class Automation Mail
  - Letters
  - Flats (Tray-Based)

Each file is graded individually for accuracy of presort/manifest and compliance with the current *DMM*<sup>®</sup> and *Publication 401* regulations. The evaluation includes inspection of standardized documentation; tray tags, computer-generated postage statement facsimiles, and other presort/manifest documentation. If the electronic file and/or documentation presented is deemed 100% accurate and in compliance with the current *DMM*<sup>®</sup> and *Publication 401* regulations, certification is awarded for the specific presort/manifest category tested. If any errors preventing certification are detected, an evaluation report identifying the specific violations and their appropriate *DMM*<sup>®</sup> or *Publication 401* references will be provided to the software developer. After the proper changes and/or adjustments are made to the software, the software developer is responsible for ordering a new test file. Reprocessing the original test is prohibited. In some instances, the BMA Certification department may request that a product be retested in certain categories if a failure or modification affects another category.

Software products that have completed all intended tests and have been certified for any or all presort/manifest categories receive an official MAC Batch certificate and will have their company name, address, and presort/manifest product name and version

number included in the list of MAC Batch certified software at <http://ribbs.usps.gov/index.cfm?page=macbatch>.

## **Naming of Files**

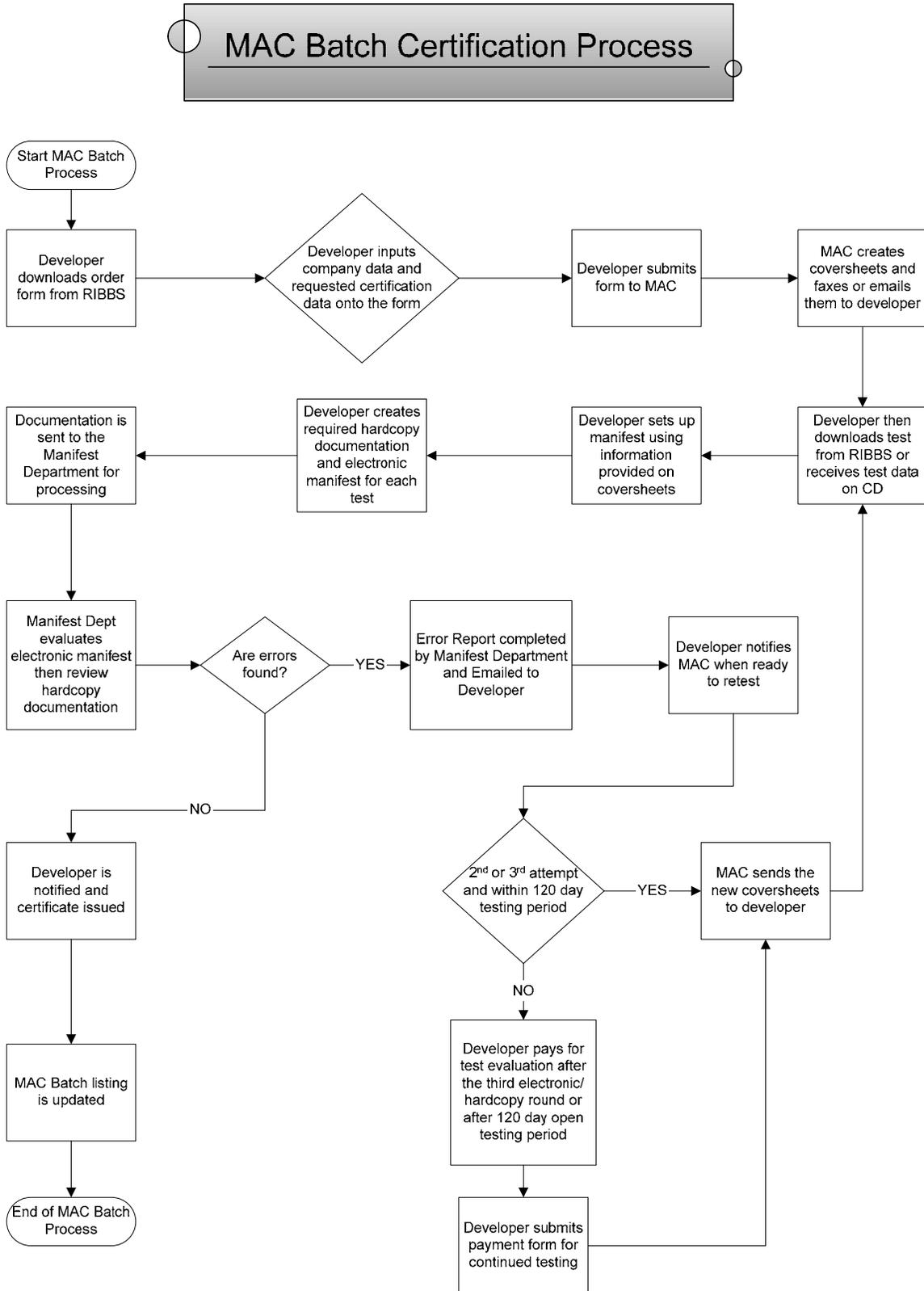
In Cycle K, a two-character field in the test file name will be used as the Set Identifier. A four character Test Identification Number will follow the Identifier. (ex. EAK602 will break down to Set AA, Cycle K, and Test 602). All test files will end in a .set suffix. When software developers processes the files they are to be saved as a .tst file. Text files that are generated by MAC Batch as a result of electronic grading will be in an .htm format with a specific Mail Split Stream Indicator attached to the end of the File number.

## **Products Attempting Certification**

After processing the test, the software developer returns (within 30 calendar days, of the date on the cover sheet) the appended electronic and hardcopy test file. The test file will be processed through the MAC Batch electronic grading program. The computerized grading program is designed to search for specific violations of presort/manifest rules and USPS<sup>®</sup> regulations. If any errors are discovered, the software developer is notified and asked to retest. The new test will count towards one of the three free attempts.

The software developer will provide a complete set of hardcopy documentation from a newly assigned test series at the same time as the electronic copy. That documentation is then reviewed and graded in the same manner. If passed, the software product becomes certified; otherwise, the software developer will be asked to retest the product.

Figure 1. MAC Batch™ Certification Process



## List of Presort/Manifest Scenarios

For MAC Batch Cycle K, the USPS offers the following presort/manifest categories for testing:

**Table 1: Presort Scenarios**  
**PRESORT CATEGORY**

PRESORT CATEGORY	DMM Ref.	TEST #
<b>PREREQUISITE TESTS</b> (Required for Products Not Previously Certified in Cycle I)		
1. First-Class Mail Letters or Flats	235, 335	600
<b>FIRST-CLASS MAIL TESTS</b>		
2. First-Class Automation Letters	235.6	602
3. First-Class Automation Flats–Tray Based Option	335.6.6	607

*\*Note: Process any applicable prerequisite test or required test only once.*

## General Testing Instructions

To achieve MAC Batch certification, the following instructions, guidelines, and parameters must be followed explicitly:

**Step 1:** Complete MAC Batch order form located at the following URL:  
<http://ribbs.usps.gov/index.cfm?page=macbatch>

**Step 2:** Fax or email the order form to the BMA Certification department.

Fax: 901-821-6206  
 Email: mac.batch.ncsc@usps.gov

**Step 3:** After order form has been received and processed, a coversheet will be faxed or emailed to the software developer. The software developer will review the coversheet and return it with approval and/or changes.

**Step 4:** Download the applicable test files and data tools from RIBBS at the following URL: [http://ribbs.usps.gov/macbatch/documents/tech\\_guides/tstfilesanddatatools/](http://ribbs.usps.gov/macbatch/documents/tech_guides/tstfilesanddatatools/)

**Step 5:** Process the test files and produce the required documentation. Electronic files should be submitted zipped. The preferred method for returning files is via the PAVE File Transfer Protocol (FTP) site. However, email is acceptable to mac.batch.ncsc@usps.gov.

**Step 6:** The BMA Certification department will verify that the files have been received and contact the software developer with test results. Please allow two weeks for results.

**Step 7:** If the software developer has questions regarding their test results, they should be emailed to [mac.batch.ncsc@usps.gov](mailto:mac.batch.ncsc@usps.gov). Once the questions have been answered, a conference call will be scheduled if necessary. The BMA Certification department will verify with the software developer which test sets are required for further testing.

**Step 8:** If there are no questions and there is a PASS, a signoff sheet will be emailed to the software developer. Once it is approved, the certified product will be posted to RIBBS.

## MAC Batch Test Files

Many presort/manifest categories require successful completion of multiple tests to achieve certification. If you choose to test in more than one scenario, the required tests only need to be processed once. Below is the testing structure for Cycle K.

### **File 600**

A prerequisite test, for certification in any First-Class Mail<sup>®</sup> presort/manifest category along with any applicable First-Class Mail<sup>®</sup> test(s) (602, 607) of your choice. (If you choose to take more than one First-Class Mail<sup>®</sup> test, process File 600 only once).

### **Files 602 and 607**

First-Class Mail<sup>®</sup> tests include automation and presort/manifested categories. Tests will cover the processing categories of letters and flats.

Appendix A (the Universal File Format), and Appendix B (Universal Name / Address Record) show the fields and formats required in the electronic exams. Returned electronic test files must adhere to this format and structure in order to be evaluated. These documents can be found at [http://ribbs.usps.gov/macbatch/documents/tech\\_guides/tstfilesanddatatools/](http://ribbs.usps.gov/macbatch/documents/tech_guides/tstfilesanddatatools/).

Modification of any of the data provided on the shaded area of the header record (Appendix A) will result in a failure for the test.

## Documentation

An integral requirement of the MAC Batch certification process is the manual review of hard copy documentation. This review is performed for all testing. After processing the presort/manifest scenario, all software developers must return a USPS<sup>®</sup> Manifest Report and Rate Summary with each test. As an added benefit of the MAC Batch program, the BMA Certification department will also examine any additional presort/manifest documentation generated by the software, as well as tray tags and computer generated facsimiles. To determine which, if any, of the additional documentation is necessary for any given test, consult the specific cover sheet provided by MAC Batch for the test.

## HARDCOPY OUTPUT REQUIRED

HARDCOPY OUTPUT	REQUIRED
USPS Manifest Report including Rate Summary	Each Test
Job Setup Parameter Report (JSP)	Each Test if the report follows the required format found starting on page 15
MAC Batch Cover Sheet	ONLY if no JSP is provided
Completed Postage Statement Facsimile	ONLY if produced by software AND indicated as necessary on the MAC Batch cover sheet
Barcoded Tray and Sack Tags	ONLY if produced by software AND indicated as necessary on the MAC Batch cover sheet
Additional User Documentation	ONLY if produced by software AND indicated as necessary on the MAC Batch cover sheet

### MAC Batch Cover Sheet

Each test ordered includes an individualized cover sheet. The cover sheet indicates any necessary optional processes (electronic and/or hardcopy testing) and/or documentation requirements (hardcopy testing) for that specific test. If the software developer uses these parameters exactly, indicate this by checking the boxes beside the measurement used in the space provided. If the parameters are not used exactly, the software developer must provide the measurements used. Additional parameters are needed for accurate grading. The software developer must fill in all remaining information. It is crucial to the process to have the cover sheet completed in full. The cover sheet also includes vital information concerning your company and product. This information will be reported directly on the MAC Batch Certified Products List, when certification is awarded. You are responsible for confirming the accuracy of your listing on each cover sheet. It is imperative that you review each listing carefully.

### Job Setup Parameter Report (JSP)

Presort/manifest products that produce a Job Setup Parameter (JSP) report are exempt from returning the completed MAC Batch coversheet if the following components are included, and easily identified, in the JSP:

- Class of mail, *DMM*<sup>®</sup> or *Publication 401* reference
- Mailpiece height, length, thickness, and weight for all pieces within the mailing

- Container Type
- Max Pieces per Container
- Entry Point
- Product Name and Version Number
- Total Pieces Processed
- Full Tray Default Setting
- Full Tray Default set by
- Maximum Package Width

Attach the JSP or cover sheet to your hardcopy results and return it with the other required hardcopy output for each test. Remember that upon successful completion of product testing, the information on the cover sheet will be used for your listing on the MAC Batch Certified Software List. Regardless if the presort/manifest product supports the JSP format or utilizes the MAC Batch coversheet, the software developer is responsible for confirming all company and product information.

### **Postage Statement Facsimile**

MAC Batch reviews all computer-generated postage statement facsimiles for form and content. Software developers must submit hardcopy facsimiles when indicated by the MAC Batch coversheet. For the purpose of MAC Batch certification, each postage statement facsimile is required to have “Facsimile” on the bottom of each page next to the form number. Software developers are also required to include the product name and version number on each facsimile. Within Cycle K, the MAC Batch Certification process will include the verification of postage calculations on any and all submitted postage statement facsimiles.

### **Tray Tags**

The MAC Batch certification process includes analysis of barcoded tray tags. If your presort/manifest product produces tray tags, they should be returned when indicated by the MAC Batch coversheet with any other required documentation for review. The BMA Certification department will examine tray tags for correct usage of labeling list tables and formatting of line 1 (destination), line 2 (contents), and line 3 (office of mailing or mailer information) based on *DMM*<sup>®</sup> standards.

### **Standardized Documentation**

Standardized documentation (i.e., USPS<sup>®</sup> Manifest Report) must meet the USPS<sup>®</sup> standards set forth in *Publication 401* and *DMM*<sup>®</sup> 708.1.2. The following is a brief description of the requirements of the USPS<sup>®</sup> Manifest Report with callouts and steps for preparing the report. Numbers 1-10 describe the header information required on the top of each page of the standardized documentation. Examples can be found at [http://ribbs.usps.gov/macbatch/documents/tech\\_guides/tstfilesanddatatools/](http://ribbs.usps.gov/macbatch/documents/tech_guides/tstfilesanddatatools/), and below in Figures 3 and 4.

**Figure 2: Fields and Descriptions**

<b>Field #</b>	<b>Field</b>	<b>Descriptions</b>
1	<b>Mailer's Name and Address</b>	Company Name and Address
2	<b>Post Office™ of Mailing</b>	Memphis TN 38115 (5-digit ZIP Code™ where your mail is being entered)
3	<b>Entry Facility (PVDS)</b>	Show this number on summaries, postage statement(s), Form(s) 8125 for plant-verified drop shipments (PVDS) mailings and on Form 3877 when extra services are used for pieces reported on the manifest.
4	<b>Permit Number</b>	Company's Permit Number for this Post Office™.
5	<b>Software Name and Version</b>	Product name and version number of MAC Batch certified software.
6	<b>Date of Manifest</b>	Date that the mailing is deposited.
7	<b>Class of Mail</b>	List class of mail.
8	<b>Processing Category</b>	Presort/Manifest category and DMM® reference
9	<b>Manifesting Sequence #</b>	This is a mailer-selected number shown on each MMS (Manifest Mailing System) document to relate to a specific manifest mailing.
10	<b>Page Number</b>	Page number of document.
11	<b>Tray#</b>	Numbers the containers for verification.
12	<b>Tray Size</b>	Indicate 1', 2' or EMM trays.
13	<b>Tray Level</b>	Sortation level (Informs acceptance clerk of contents of the container; may be found in DMM® 708.1.2 and 708.1.3)
14	<b>Tray ZIP</b>	Container destination, according to the labeling list
15	<b>Piece ID#</b>	Assign a unique identification number before or after producing the piece. The ID number is required to reconcile individual mailpieces to a manifest to ensure that postage was calculated correctly and all pieces are listed.
16	<b>Prices</b>	Actual names of the price level or corresponding abbreviations can be found in DMM® 708. Codes that inform the clerk of the rate claimed within the container: 5B (5-digit Bar-coded), 3B (3-digit Bar-coded), and AB (AADC Automated).
17	<b>Totals</b>	Total pieces by rate.
18	<b>Batch Postage</b>	The total postage for the batch.
19	<b>Cumulative Postage</b>	The total postage for each batch and cumulative postage totals are also listed.
20	<b>Rate Summary</b>	The summary consolidates the detailed information about the mailing.

Figure 3: Sample First-Class Mail Automation Letters Manifest with Rate Summary

Floating Batch Manifest											
First-Class Mail (Automation)											
Presorted Letters/Cards											
Mailer's Name and Address				Post Office of Mailing				Date of Manifest			
				Entry Facility (PVDS)				Class of Mail			
				Permit Number				Processing Cat: LTRS DMM 235.6.02			
				MAC Ver# (or Software Ver #)				Manifest Sequence #			
	Tray		Tray	Group					Batch	Cum	
Tray #	Size	Tray Level	Zip	Dest	Piece ID	5B	3B	AB	MB	Postage	Postage
1	2	5DG	01603	01603	001-250	250				78.310	78.310
2	2	5DG	01703	01703	251-650	400				124.800	203.110
3	2	5DG	75601	75601	651-1127	477				148.824	351.934
4	2	3DG	012	012	1128-1604		477			165.042	516.976
5	1	3DG	012	012	1605-1627		23			7.958	524.934
6	2	3DGS	110	110	1628-1677		50			17.300	542.234
				113	1678-1727		50			17.300	559.534
				114	1728-1792		65			22.490	582.024
				116	1793-2067		275			95.150	677.174
7	2	3DG	405	405	2068-2544		477			165.042	842.216
8	1	3DG	405	405	2545-2567		23			7.958	850.174
9	1	3DG	756*	75601	2568-2712	145				46.980	897.154
				756	2713-2772		60			20.760	917.914
10	1	3DG	404	404	2773-2787			15		5.265	923.179
11	2	AADC	403	407	2788-2874			87		30.537	953.716
				411	2875-2973			99		34.749	988.465
				412	2974-3122			149		52.299	1040.764
12	2	MAAD	403	A270	3123-3223				100	36.900	1077.664
				A630	3224-3324				100	36.900	1114.564
						1272	1500	350	200		
<b>Rate Summary</b>											
Rate	Pieces	Postage									
5DG	1272	\$ 398.91									
3DG	1500	\$ 524.27									
AB	350	\$ 117.59									
MB	200	\$ 73.80									
		<u>3322</u>	<u>\$ 1,114.56</u>								

\*May not reflect current prices.

## MAC Batch Preferred Standardized Documentation Guidelines

Below is a list of MAC Batch preferred guidelines for standardized documentation. Adherence to these standards is NOT mandatory. The provisions and rules contained within the *DMM*<sup>®</sup> and *Publication 401* **remain** the ruling guidelines that determine if a software product achieves MAC Batch certification.

The minimum MAC Batch *Preferred* guidelines for standardized documentation are:

- 1) (MAC Batch *Preferred*) Container sortation level and by ZIP Code<sup>™</sup> destination within each container, or;
- 2) ZIP Code<sup>™</sup> destination and, within each ZIP Code<sup>™</sup>, by container sortation level.

Whichever format is selected by the software developer, the reporting of the mail pieces must be consistent. If reporting containers by ZIP Code<sup>™</sup> destination within sortation level, the pieces within the containers should be also reported by ZIP Code<sup>™</sup> destination within sortation level. For example, an ADC tray may hold 5-digit, 3-digit and ADC packages. Within that tray, the 5-digit packages would be reported in ZIP Code<sup>™</sup> sequence followed by the 3-digit packages (in sequence) and, finally, the ADC package(s).