

**Discussion:**

Opened the meeting and followed a document containing current practices for Optional Procedure, Manifest, MLOCR, and ePayment spoilage and shortage reporting.

**Inkjet reordering for Standard Mail Flats**

Several people were familiar with the process. Accounting for pieces is captured by line, by job and reported monthly or quarterly.

Q. Does all reorder at one time

A. No

- Keep track by job
- Pay at end of the month
- Report by job
- Do not translate in finalizing job

Q. Is the Inkjet Reorder with in scope of workgroup

A. Yes. It is in the OP Agreement and within scope for ePostage payment

- Don't translate in finalizing job
- Existing accounting process
- If you do not have automated reorder this will apply

*Reorder for Standard flat sized pieces ONLY*

Q. Is 1% allowed over scale when calculating tare and piece weight?

A. Yes

- It could get out of hand with large mailing guideline with reorder
- 1% tolerance for flats w/controller software technology

Q. Why is the criterion different with pieces over 1%?

Is this OP?

A. Do not do backend

- Do after submitted
- Do not process statement by day
- Do not know where spoilage is until job is complete
- Reconsider option after ready to pay postage
- It is finalized immediately
- Take care of it at end of month after finalization

Q. If able to reprint or insert pieces will it no longer be considered spoilage?

Q. Does the USPS need to know?

A. Yes the Postal Service need to know.

- 1% tolerance must be tracked

Verification is done by the clerk that takes the bundle and they will ask if it is missing.

Q. If place back into reordering what difference does it make.

A. It is in place because there are some doubts

Excel spreadsheet list the postage

Track Star Methods

Get them back in right sequence

In place because there is some doubts

Q. If doing logical tray does it apply

A. No. For Flats ONLY

Mailing 100% insert in right place requires additional scrutiny.

Attempting additional step

If you manually put in place it has to be reviewed

It matters to tell who is accepting the mail

Q. May resort be place back into same sack?

A. Suppose to pack by itself. If you have two sacks place in second sack

### **Postage Payment**

Q. Paper or ePayment

A. No ePayments – Adjustment

a. Initiated by Postal clerk

Q. Can be electronic

A. Yes, it can be done. It comes out of particular permit type

a. Do transaction

b. Give spreadsheet additional amount

### **OP Agreement**

Q. Do they pay postage twice

A. Yes. Pay for piece for presort

Paying higher rate postage so it does not have to go back

Subscription Mailing or compliance mailings 100% of pieces are accounted for.

Article 20 in every OP agreement refers to flats only.

Some flats may be placed in trays

Some are not given the 1%

Agreement for the 1% with local BMS customers

Q. Is there a 1% variance

A. No. There is a 1% spoilage on reported spoilage

Weight verification – accept 1%

Don't weigh Optional Procedure

Automatically take off top  
No longer do anymore  
Should not be allowed to take off top  
Full service must account for every piece  
No additional postage where pieces are spoiled as long as the number is less than tolerance – it is honored.  
Deduct postage for piece at lowest level of mailing  
Clerk can request verification

#### Mailer 1

Q. Do you pay for spoilage pieces less 1% tolerance?

A. Yes when mailing 100%.

If the number of pieces is less than required for a new presort, we place full rate FCM stamps on the reprinted spoiled pieces

Q. Do you have to pay in presort?

A. Yes, to keep the qualification of the other pieces in the presort valid, we have to pay for the spoiled pieces, and pay postage for them again in either a new presort, or use full rate FCM stamps on the reproduced pieces.

Q. Do they report on original statement?

a. Yes

b. They pay or rerun a new presort

1% assumes original presort maintained less than 1% - varies by mailer according to their process, but should it?

Postal justification will give tolerance otherwise can't keep track of what is being done

**Meeting Attendance:** 31 out of 58

#### **Next Meeting:**

Next Meeting will be held Tuesday, November 16, 2010 – 11:00am at Headquarters Room 1P609. The entire roster will be given to security for access to USPS Headquarters.

Note: Please be sure you have a copy of the Hand Outs.