

“Spoilage & Shortage Reporting and Postage Reconciliation”**Minutes****Tuesday, October 19, 2010****11:00 PM – 12:00 PM****Agenda Items**

Reviewed workgroup issue statement.

Discussed need to identify current policy and reporting procedures

Desired Results

Recommend verification

Recommend Postage payment proper reporting

Recommend postal policy 8125 completion and review

Resources*USPS® - A Guide to Intelligent Mail for Letters and Flats – 10/15/2010*

3.6 Manifest Mailing

3.7 Spoilage and Shortage

Optional Procedure Mailing System

3626 Application Form

Pub 407 (currently being revised)

*Pub 401 Guide to the Manifest Mailing System – May 2008***Discussion****USPS would like to understand what is not working for you and what we need to do to make a change for PostalOne!****Q&A**

Q. Is the barcode spoilage mail and bar code change within the scope of this discussion?

A. Yes

8125 – Currently report pieces in pounds.

Q. What should be on report net amount, gross or both?

A. Need to review and discuss

Q. What does the clerk do for entry of PAR or PDR?

A. MERLIN verification

Q. Can we have a leeway for May workgroup completion date?

A. If we still need time to complete the workgroup efforts, we will discuss.

200 piece eligibility (*it was noted that there are other minimum eligibility standards that might be affected, such as 150 pieces per presort tray level*)

Q. What do we do when we cannot identify the spoilage?

A. Deduct from lowest presort price for the mail.

Discussion

Identify what percentage should be reported

Reporting spoilage by percentage does make a difference

eDoc (PAR)

PDR – Will it change rate on tray of mail?

“Spoilage & Shortage Reporting and Postage Reconciliation”

Is the percentage not the same rate change?
 How to report barcode?
 Does the new mailing have to presort?

Past practice

Required proof of pieces being spoiled and documented in detail
 Generally show pieces in spoilage
 Count for percentage
 Identify number of pieces but not which pieces
 Formula of rate of spoilage (average + weight – amount)

PAR does not provide the necessary detail information to show spoilage at the piece level
 PDR provides piece level information

OP agreement list percentage
 Take off lowest rate (need proof)

The percentage count and machine count of spoilage will require a report be submitted when applicable. (eDoc)

Action Items

Look at OP and pull out what it says about spoilage and shortage
 Manifest Mailers – Send email reference handling spoilage procedure
 CPP Periodical Mailers – Do you report spoilage? If yes, email procedures
 MLOCR Mailers – What is your practice with spoilage?
 Comprise a definitions list

Meeting Attendance:

28 out of 55 attended the meeting

Next Meetings

Tuesday, November 2, 2010 – 11:00am to 12:00pm Conference Call (Same number as below)

Tuesday, November 16, 2010 – 11:00am

Location: USPS Headquarters

Room: 1P609

(Note: Entire workgroup roster will be provided to USPS security for access)

Dial in number (for those not attending in person):

From a phone, dial: 866 567-8049

Meeting ID: 4225279

TO ATTEND THE WEB CONFERENCE AND JOIN WITH AUDIO:

Important: The link below can only be used to Attend your meeting(s). Not to make changes.

- 1) Browse to: <http://meetingplace3.usps.gov/join.asp?4225279>
- 2) After the MeetingPlace window is open, click the Phone icon (under the Participant List or in the upper right-hand corner).
- 3) Click Connect Me, validate or update your phone number and click Connect Me again.
- 4) When the system calls you press 1 to join.