

MTAC Workgroup 162 – Multiple Periodicals in a Wrapper (AKA “Poly Wrap”) Workaround Procedures

Here is a description of a semi-electronic workaround that can be accomplished NOW.

Follow these instructions:

- Presort the job using combined weight and thickness, and ad%, title, and publication parameters of host. Full-Service STID can be used.
- Copy maildat to produce a maildat for each title. Adjust job names in each accordingly.
- For host maildat, adjust weight and thickness to that of host plus wrap. Submit to PostalOne as usual.
- For guest title, adjust weight, thickness, ad%, title, and publication parameters. In segment record, specify payment of bundle/container charges by third party. Use post-presort software to print out a postage statement, or better yet, save it to a pdf. It should include
- Using a manual method (marking up hard copy or Adobe Acrobat to edit the pdf), make necessary adjustments to the postage, including:

Modification of the piece section (Section C) to show only 1 firm bundle with the total copy count. This is not a proper charge, but is required for the USPS acceptance employee to input the job in PostalOne!. [This is another item that should be corrected - perhaps with a way for the employee to override the restriction by confirming that the multiple Periodical scenario is in play.]

- ✓ Recalculate line C38 (Nonadvertising %) to reflect the correct calculation for the one piece - calculate new total (C39) and correct value on page 1 of the statement.
 - ✓ If a register page is included, remove or mark out any postage values. If a preferred price discount applies, recalculate it based on the total of line B19 and the revised Part C total.
 - ✓ Revise the subtotals and totals accordingly.
- Submit the hard copy statement along with a printout of the Excel worksheet (to follow) describing the dual Periodical situation and the job number of the host piece.

The editing of the secondary title's statement is tedious work involving complex calculations and may create concern with some vendors regarding possible liability for making inadvertent errors. To minimize risk, a template will be built in to the worksheet, which will do the calculations. It would need to be updated at the time of price changes.