

## MTAC Task Team #20 Final Recommendations

### Prerequisites to Implementation:

Earliest possible date for implementation of IMpb ACS Shipper Paid Services is July 2013. Prerequisites:

1. PTS 2 release and eVS Shipping File v1.7 or v2.0 is needed for Shipper Paid Return Services.
2. Programming changes must be made to the systems at CFS to allow them to capture BPRS and pass it to ACS. Otherwise the USPS would have to depend on the mailer to use the same MID ONLY on BPRS mail.
3. Programming must be added to ACS to charge for BPRS correctly.
4. Program to return the keyline (from the shipper's manifest file) back to the shipper in the ACS notice.
5. Programming to invoice for "exceptions" (see below).
6. Training of CFS personnel must be conducted and at Postage Due units for Shipper Paid Return label recognition.
7. ACS billing process must be modified to have new codes to identify IMpb parcels (vs. traditional ACS parcels).
8. A significant amount of testing must be conducted by ACS.
9. The Shipper Paid Forwarding User Guide which has been in draft form for over two years should be posted to RIBBS /published.
10. Create and publish an IMpb ACS Shipper Paid Services User Guide (includes both SP Forwarding and SP Return).

### Recommended Business Rules for Invoicing "Exceptions":

The plan is to piggyback off of how eVS handles similar situations.

1. If the weight of a parcel on the variance report is different than the weight in the manifest file → the weight on the variance report will be used.
2. If there is no record for a parcel in the manifest file (therefore actual parcel weight is unavailable) → use the average weight for that mail class in the last 30 day ACS billing period using the shipping file information. For forwarding, the zoning to a COA will apply; for returns, the zoning to the return address (from the Shipping File or the MID IMpb ACS profile) will apply.
3. If an IMpb can't be read, there will be no ACS invoicing.
  - a. For Address Service Requested, any forwarding will be charged to the addressee; for returns, the parcel will go back to the shipper as postage-due.
  - b. For Change Service Requested, the parcel will be discarded; a hardcopy notice will be sent.
  - c. For Return Service Requested, the parcels will go back to the shipper as postage-due.
  - d. For Electronic Service Requested the parcel will be treated based on the default handling for unendorsed parcels for the mail class.

- i. Package Services/Parcel Select – Treated as if endorsed “Forwarding Service Requested”. Forwarded or returned as Postage Due, no address correction provided
- ii. STD Mail/Parcel Select Lightweight/Bound Printed Matter – Discarded as unendorsed, no address corrections provided.

**Suggested Announcement of the IMpb ACS Product:**

1. PCC News
2. DMM Advisory
3. Presentation at MTAC Visibility & Performance Focus Group Session for Parcels
4. MailPro

**Potential Barriers to Use:**

1. **The IMpb ACS profile for a given MID dictates what endorsement service is desired. This may require a shipper to request several additional MIDs which can be very cumbersome to coordinate across the USPS, parcel consolidator and shipper.** A unique MID would be required for every combination of:
  - a) Ancillary Service Endorsement -e.g. Address Service Requested, Change Service Requested, Return Service Requested, Electronic Service Requested, and,
  - b) Version -e.g. ACS Only, Shipper Paid Forwarding, Shipper Paid Returns, and ,
  - c) Parcel category - there are two distinctions: (1) parcels that used to be considered 3<sup>rd</sup> Class : Parcel Select Lightweight and Standard Mail parcels, and (2) parcels that used to be considered 4<sup>th</sup> Class : Parcel Select and Package Services including Library, Media and BPM.

Consider using Service Type Code in the IMpb for mail class rather than a separate MID to allow more flexibility.

Consider using the ancillary service code in the shipping file to determine the proper handling of the piece and to allow more flexibility.

**Scenarios to Emphasize in Internal USPS Reference Materials:**

1. Delivery / Retail units can not apply UAA stickers or rubber stamps over the IMpb. (Respect the Clear Zone training).
2. Return Postage Due sites need to recognize the Shipper Paid Return labels so that the returns are not double charged.

**Scenarios to Emphasize in Shipper Reference Materials:**

1. The shipper needs to set up additional MIDs/IMpb ACS profiles for each “version” of ancillary service endorsement desired (e.g. ACS, or Shipper Paid Forwarding, or Shipper Paid Returns) since those distinctions aren’t reflected in the printed endorsement.

2. Shippers that want to use IMpb ACS with Shipper Paid Services need to coordinate the MID and eVS file content with their consolidator. Some new data fields need to be populated and passed from the shipper, through the consolidator, and on to the USPS. USPS to specify which fields are required and which are optional for IMpb Shipper Paid Forwarding, and, IMpb Shipper Paid Returns (see page 3).
3. On ACS invoices, the quantity for electronic fees and for forwarding or returns will match what was reported on the shipping notices during that billing cycle. If exceptions are made and need to be adjusted, a separate report will be provided with the fulfillment file as soon as the adjustment is determined and the adjustment will be included on the following invoice. The concept is similar to the "Full Service Chargeback" report that is provided with SingleSource ACS accounts; however the information reported will be regarding forwarding or return postage adjustments.
4. For IMpb Shipper Paid Returns, shippers will receive both ACS Nixie notices and the physical return product when not forwardable. Change Service Requested will only provide ACS notices on non-forwardable parcels.

DETAIL RECORD 1 - Shipping Services File Record Version 2.0 Layout						
RATE / PAYMENT INFORMATION						
Record Position	Required Field	Field Name	Format (Size)	Description	Example	Content Rules and Limitations
79	None (see rules)	Ancillary Service Endorsement	Alphanumeric(3)	Address Correction service Code and option. (see below *)	'B'	<sup>1</sup> Optional for IMpb ACS with or without Shipper Paid Services
80	None (see rules)	Address Service Participant Code	Alphanumeric(9)	6 or 9 digit Mailer ID or a 7 digit Alphanumeric code.	BZSXXXX	<sup>2</sup> Optional for IMpb ACS with or without Shipper Paid Services
81	None (see rules)	Key Line	Alphanumeric(16)	The Mailer/Shipper's identification to the recipient.	125D449DS14928	<sup>3</sup> Optional for IMpb ACS with or without Shipper Paid Services
82	None (see rules)	Return Address	Alphanumeric(48)	Address of Sender.	123 MAIN ST	Required for IMpb ACS with Shipper Paid <u>Return</u> Services
83	None (see rules)	Return Address City	Alphanumeric(28)	City name of Sender address	Reston	Required for IMpb ACS with Shipper Paid <u>Return</u> Services
84	None (see rules)	Return Address State	Alphanumeric(2)	Two character state code of the sender address	VA	Required for IMpb ACS with Shipper Paid <u>Return</u> Services
85	None (see rules)	Return Address ZIP Code	Numeric(5)	5 digit ZIP code for sender address.	22201	Required for IMpb ACS with Shipper Paid <u>Return</u>

<sup>1</sup> The Ancillary Service Code and option will also be contained in the MID IMpb ACS Mailer profile maintained by the USPS. The value for this field will be provided by the ACS Department and must match the mailer profile.

<sup>2</sup> The ACS Participant ID will be returned in the IMpb ACS notice if this field is populated.

<sup>3</sup> The Keyline will be returned in the IMpb ACS notice if this field is populated.

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\* Valid Ancillary Service Endorsement codes for Record Position 79 (also see footnote 1).