

Collect on Delivery- Electronic Funds Transfer Webinar

Start Time: 11:00 AM ET

United States Postal Service

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To listen to a recording of this presentation: [Click here](#)

Tuesday, April 28, 2015

Collect on Delivery

Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid, and have its price and the cost of postage collected from the recipient. Today, mailers receive collect on delivery remittances by mail in the form of a USPS Money Order or check.

The recipient can pay the COD charges using cash, pin-based debit card, personal check, or money order.

- Only one form of payment may be used for a single mail piece.
- If the recipient pays the amount due by check or money order payable to the mailer, the USPS forwards their check or money order to the mailer.

COD Mail Class:

Priority Mail Express

Priority Mail

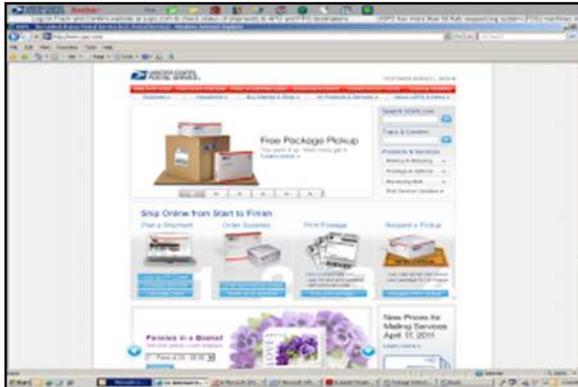
First-Class Mail Package Services

Parcel Select Nonpresort





Post Office locations (Priority Mail Express only)



USPS.com



Online (PC Postage Vendors)



**Commercial Customers
through USPS Webtools API**

Hold For Pickup (HFPU) can be designated for COD when submitting Shipping Services Files using these options.

Hold For Pickup

Priority
Mail
Express

Priority
Mail

First-Class
Package
Services

Parcel
Select
Nonpresort

Hold for Pickup Notifications

- Automated notifications sent to customers
- Type of notifications
 - Arrival at Post Office
 - Reminder: day 3* or 5**
 - Return to Sender: day 5* or 15**



Mail Class	Phone	E-mail	Text
Priority Mail Express	Yes	Yes	Yes
Priority Mail	No	Yes	Yes
First-Class Package Service	No	Yes	Yes
Parcel Select Nonpresort	No	Yes	Yes

* Priority Mail Express

** All other available mail classes

NOTE: If a mailer has not requested Hold For Pickup (HFPU) services, the maximum hold period for COD articles is **10** days.

Extra Services Available by Mail Class

Mail Class	USPS Tracking	Insurance	Adult Signature Required	Adult Signature Restricted Delivery	Signature Confirmation
Priority Mail Express	Included	Yes	Yes	Yes	Included
Priority Mail	Included	Yes	Yes	Yes	Yes
First-Class Package Service	Included	Yes	Not Available	Not Available	Yes
Parcel Select Nonpresort	Included	Yes	Yes	Yes	Yes

Collect On Delivery Fees 2014

COLLECT ON DELIVERY (COD)			
AMOUNT TO BE COLLECTED OR INSURANCE COVERAGE DESIRED, WHICHEVER IS HIGHER ^{1,2}			FEE
\$0.01	to	\$50	\$6.95
50.01	to	100	8.60
100.01	to	200	10.30
200.01	to	300	12.00
300.01	to	400	13.70
400.01	to	500	15.40
500.01	to	600	17.10
600.01	to	700	18.80
700.01	to	800	20.50
800.01	to	900	22.20
900.01	to	1000	23.90
ADDITIONAL COD SERVICES			FEE
Restricted Delivery ³			\$5.05
Registered COD ^{3,4}			5.75

COD Collection Charge = \$5.75
Maximum amount collectible = \$1000

1. For Priority Mail Express COD shipments valued at \$100 or less, the insurance automatically provides up to \$100 merchandise insurance.
2. Priority Mail COD shipments valued at \$100 or less, may include merchandise insurance.
3. Not available with Priority Mail Express COD.
4. Maximum amount collectible is \$1,000.

Effective May 31, 2015, Collect on Delivery (COD) Electronic Funds Transfer (EFT) will allow cash or pin debit card remittances to be transferred electronically to the COD mailer's financial institution.

Cash or pin debit card remittance = EFT to designated account



OR



=



Remittances paid with money orders or checks payable to the mailer will continue to be sent directly to the mailer via First-Class Mail with a USPS Label 500 - COD Tracer.

Check or money order remittance = forward to mailer with Label 500



or



=



Label 500
COD Tracer






Place barcode directly below postage.

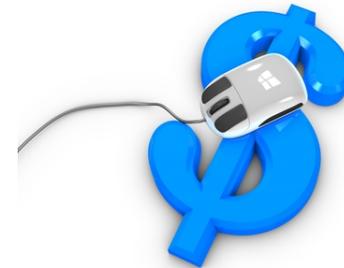
COD Tracer number: **9570 0389 9483 0000 0000 27**

Sent to: Joe Public, XYX Co.

Internal USPS use only Label 500, July 2013, PSN 7690-17-000-0348

Benefits

- Expedited payments – receipt within 2 business days
- Secure - direct to mailer's designated account at their financial institution
- Saves Money – elimination of money order fees
- Reduction in volume of COD claims for remittance not received
- Hand Held Device – audio and visual alerts



Requirement	Information and Resources
Register as a Business Customer Gateway (BCG) User	Register as a BCG user by going to: https://gateway.usps.com/eAdmin/view/signin and click the “Register for free” button.
Establish Customer Registration IDs (CRIDs) for each location and link each CRID to a CAPS account	Customer Registration ID (CRID) go to: https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAcquisitionQuickStep.pdf
Obtain access to the Mailer ID (MID) and Manage Mailing Activity business services in BCG	Mailer ID (MID) go to: https://ribbs.usps.gov/intelligentmail_mail_id_app/intelligentmail_mail_id_app_print.htm
PS Form 3881-X* USPS Supplier and Payee Electronic Funds Transfer (EFT) Enrollment	PS Form 3881-X* is available from the National Customer Support Center (NCSC), for enrollment information and form call 877-264-9693.
IRS W-9 Request for Taxpayer Identification Number and Certification.	IRS W-9 - Available from the IRS – US Treasury http://www.irs.gov/pub/irs-pdf/fw9.pdf

*PS Form 3881-X is addressed to the Accounts Payable Supplier Maintenance Group in San Mateo, CA – must be returned to the NCSC by mail or by FAX.

CONFIRMATION SERVICES
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

The NCSC FAX number is 901-681-4646

Collect On Delivery Electronic Funds Transfer (EFT) Enrollment Process

In this flow EFT replaces check or money order.

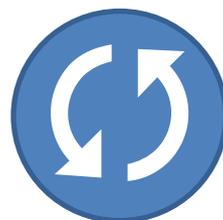
Complete necessary
COD forms (Available
from the NCSC)

Forms received from
mailer and verified at the
NCSC

San Mateo, Accounts
Payable Excellence
(APEX) confirms receipt
and sets up accounts
within 2 business days

Customer receives
product.

Cash / Debit Funds
Routed Electronically
to Merchant Account.
**(within 2 business
days)**



National Customer Support
Center (NCSC) is available for
assistance for assistance
at **877-264-9693**.

Enrollment Forms

Form available from the
National Customer
Support Center
877-264-9693

 UNITED STATES POSTAL SERVICE®			Supplier and Payee Electronic Funds Transfer (EFT) Enrollment		
A. Instructions					
You (USPS® suppliers and payees) must use this form to initiate or change Electronic Funds Transfer (EFT) payments made through the USPS Accounts Payable System. To set up EFT payments for the first time, you must bring the form to your financial institution for verification before you submit it to the USPS for processing. Follow instructions in Sections B through D of the form. Mail the completed form to:					
ACCOUNTS PAYABLE SUPPLIER MAINTENANCE GROUP SAN MATEO ACCOUNTING SERVICE CENTER UNITED STATES POSTAL SERVICE 2700 CAMPUS DR SAN MATEO CA 94497-9432					
B. USPS Information: <i>(Contacting officer, purchasing specialist, or other USPS representative completes.)</i>					
1. USPS Contact Person's Name			5. Accounts Payable Supplier Name		
2. USPS Organization Name			6. Accounts Payable Supplier Number		
3. Telephone Number (include area code)			7. Site Name(s)		
4. Mailing Address (No., street, etc., PO box no., city, state, ZIP + 4®)			8. Contract Numbers to Which Payments Referenced Here Apply (if any)		
			9. Additional Information/Instructions		
C. Supplier/Payee Information: <i>(Supplier/Payees complete and sign this section before Section D is verified.)</i>					
<small>Privacy Act Statement: Your information will be used to transmit payment data electronically to your financial institution. Collection is authorized by 39 USC 401, 404, 410, 1001, 1005, 1206, and 2008.</small>					
<small>Providing the information is voluntary, but if not provided, your payments will not be processed electronically. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; and to financial entities regarding financial transaction issues. For more information regarding our Privacy Policy visit www.usps.com.</small>					
1. Supplier/Payee Name			5. Taxpayer Identification Number		
2. Supplier Contact Person			6. Contract Number(s) to Which Payments Referenced Here Apply (Only if different from, or in addition to those listed in B8 above. Add attachment if necessary.)		
3. Contact Person Telephone Number (include area code)			7. Change All Payments Made by the USPS to you by this EFT Request?		
4. Address (No., street, etc., PO box no., city, state, ZIP + 4)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			8. Mailing Address (Only if different from C4 - no., street, etc., PO box no., city, state, ZIP + 4)		
Supplier/Payee Certification: I certify that I am entitled to receive the above described payments from the USPS. By signing this form, I authorize these payments to be transmitted to the financial institution named below, and deposited in the account number specified. The financial institution listed below has provided/verified the accuracy of the information recorded in Section D.					
9. Signature			10. Date		
D. Financial Institution Information: <i>(Complete or verify this section if completed by the requesting supplier or payee named in Section B. Return the completed form to the requestor, or mail it to the address in Section A.)</i>					
1. Financial Institution Name	2a. Branch Name	2b. Branch Routing Number			
3. Branch Address (No., street, city, state, ZIP + 4)					
4a. ACH/EFT Coordinator Name			4b. Telephone Number (include area code)		
5. Depositor Account Number <small>(Circle one) Checking Savings</small>			6. Depositor Account Name Title		
7a. Name of Authorized Official			7b. Title of Authorized Official		
8a. Financial Institution Signature			8b. Date Signed		
PS Form 3881-X, October 2005					

PS Form 3881-X requests identifying information about the mailer along with a certification of authorization from the mailer and Financial Institution.

PS Form 3881- X: Supplier and Payee Electronic Funds Transfer (EFT) Enrollment

Mailers will be required to submit a Shipping Services File (SSF) (1.7 or higher) including the following:

- The mailer's and addressee's name, address, city, state, ZIP Code information.
- The insured amount, and amount to be collected upon delivery.
- The recipient E-mail address or SMS text number for customer notifications.
- Mailer ID (links to the customers EFT remittance).
- COD article number.
- Postage based on the Class of Mail
- COD fees – Base and Insurance (if desired)

Note: There is a 1 TIN to 1 MID relationship. Mailers with multiple MIDs will have to choose one specific MID to associate with their TIN for COD EFT.

USPS Shipping Labels

Intelligent Mail® Package Barcode

Intelligent Mail Package Barcode

This page contains information about the Intelligent Mail package barcode (IMpb) the Postal Service is proposing for package products and Confirmation Services. The IMpb will provide piece-level data to enable the Postal Service to increase efficiency, add value to its package product line, and enhance its package tracking capabilities.

Intelligent Mail Package Barcode Specification

This document provides specification for generating and printing the USPS Intelligent Mail package barcode (IMpb). Additionally, this specification governs the production of "Extra Services" barcodes.

Important Links

[IMpb FAQs February 2015 New!](#)

[IMpb Fact Sheet and Certified Solutions Providers](#)

[Intelligent Mail Package Barcode Specification](#)

[Publication 199: Intelligent Mail Package Barcode \(IMpb\) Implementation Guide Updates!](#)

[Publication 199: Bulk Proof of Delivery \(BPOD\) Supplement](#)

[PTR Error/Warning Messages](#)

[Updated List: Service Type Codes for IMpb Parcel Labeling Guide](#)

[Electronic Verification System \(eVS®\)](#)

[Quick Guide to eVS](#)

[Quick Guide to IMpb Vendor Certification](#)

[Data Transfer Service Materials](#)

[Parcel Data Exchange \(PDX\) Customer Guide](#)

Hold For Pickup Shipping Label

E	<table border="1"><tr><td data-bbox="1089 358 1264 472">PRIORITY MAIL EXPRESS U.S. POSTAGE PAID COMPANY NAME eVS</td></tr></table>	PRIORITY MAIL EXPRESS U.S. POSTAGE PAID COMPANY NAME eVS
PRIORITY MAIL EXPRESS U.S. POSTAGE PAID COMPANY NAME eVS		
USPS PRIORITY MAIL EXPRESS®		
INTERNET SALES DEPT FAST AND EFFICIENT SUPPLY CO. 10474 COMMERCE BLVD DUPLEX B SILVER SPRING MD 20910-9999 SIGNATURE REQUIRED		
HOLD FOR PICKUP		
HOLD FOR: RONALD RECEIVER C/O ABC POST OFFICE 8403 LEE HIGHWAY MERRIFIELD VA 22082-9999		
USPS COD SIGNATURE TRACKING # eVS		
		
9272 0912 3456 7800 1511 16		

COD Label

Date Returned	DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery Write firmly to make all copies legible.		
	Collect the amount shown below, if customer pays by CHECK OR MONEY ORDER (MO) made payable to the mailer.	Collect the amount shown below, if customer pays by CASH (Includes MO fee or fees).	
Check/MO Amount \$	Cash Amount \$	<div style="text-align: center; font-size: 2em; font-weight: bold;">COD</div>	
<input type="checkbox"/> Registered Mail™ Service <input type="checkbox"/> Priority Mail Express™ Service			
2nd Notice	Date of Mailing	Remit COD Charges to Sender via <input type="checkbox"/> Priority Mail Express™ Service	USPSCA No.
	From:		To:
1st Notice	SAMPLE		
	Delivered By	Date Delivered	Check Number
	Date Payment Sent to Mailer	MO Number(s)	
PS Form 3816 , January 2014 PSN 7530-02-000-9062			Copy 1 - Delivery Unit
1. DO NOT allow the recipient (addressee or agent) to examine the contents before payment. 2. DO NOT deliver this article until payment is collected.			
3. If payment is by check, enter check number above. 4. Have customer sign PS Form 3849.			
◆ Follow proper scanning procedures for COD delivery and clearance.			

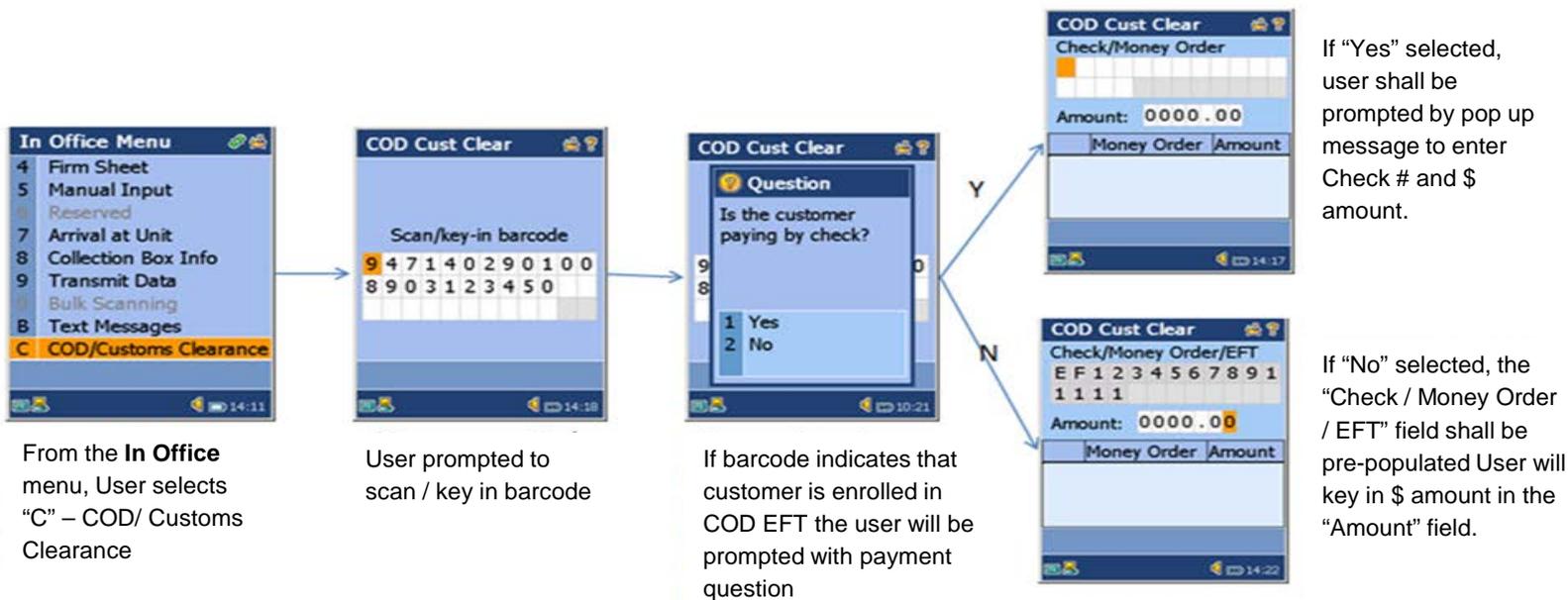
Available on USPS.COM – The Postal Store (external customers) or eBuy2 (USPS – Internal)

Hand Held Scanner – In Office

The Hand Held Scanner, in the In Office mode, displays an Electronic Funds Transfer (EFT) option to remit payment to COD mailers if they are registered with Accounts Payable Excellence (APEX).

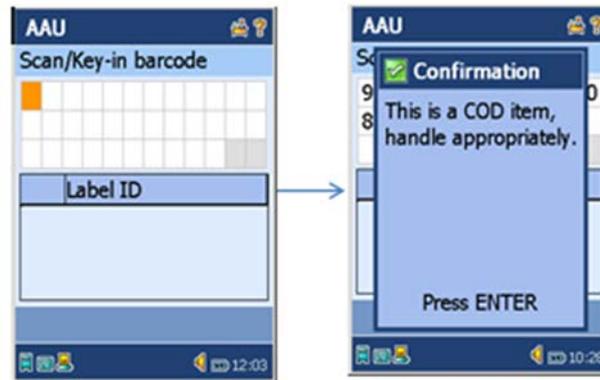
When a COD-EFT eligible mailpiece is identified, the hand held scanner:

- Notifies the user via screen message that remittance to mailer shall be EFT.
- Sends the data file that will filter the EFT records and provide to APEX for payment to the COD mailer.



Alert – In Office

- The Hand Held Scanner displays an alert message and sounds an audible beep to the user in both the In Office and On Street modes when a COD item is scanned. These alerts are also present in the Delivery Scanning System (DSS) and in the Passive Adaptive Scanning System (PASS).
- In “In Office” mode, when performing Arrival at Unit (AAU) scan, hand held scanner alerts that item is COD and should be handled appropriately.



From the In Office / AAU option, menu, user scans / keys in barcode

User receives message and audible beep

Alert – On Street

In “On Street” mode, when performing Delivery or Attempt scan, the Hand Held Scanner alerts the carrier that item is COD and payment is required.

- On Street screen flow is as follows:



From the On **Street** Menu / **Scan COD Barcode** Option, user scans / keys in barcode

Delivered event selected.

User Receives message and audible beep

Domestic Mail Manual (DMM)

- 503 Extra and Additional Services <http://pe.usps.com/text/dmm300/503.htm#1238627>
- 507 Mailer Services <http://pe.usps.gov/text/dmm300/507.htm>
- User's Guide to Collect On Delivery Electronic Funds Transfer
RIBBS <https://ribbs.usps.gov/index.cfm?page=shipproductsservices>
- Intelligent Mail package barcode (IMpb) information page on RIBBS
<https://ribbs.usps.gov/index.cfm?page=intellmailpackage>
- Notice 123, Price List <http://pe.usps.gov/text/dmm300/Notice123.htm>
- Parcel Labelling Guide
https://ribbs.usps.gov/barcode_cert/documents/tech_guides/ParcelLabelingGuide.pdf
- RIBBS <https://ribbs.usps.gov/>

To Enroll in COD EFT please contact:

**National Customer Support Center (NCSC)
Confirmation Services
Customer Support Desk
877-264-9693**

Need more information?

Contact us at Shippingservices@usps.gov

Collect on Delivery – Electronic Funds Transfer Webinar

The webinar is now concluded

RIBBS Website: <https://ribbs.usps.gov>