

Parcel Select Lightweight - Webinar

Start Time: 11:00 AM ET

United States Postal Service

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To view/listen to the recording of the presentation: [Click here](#)

Overview and Eligibility



Features and Benefits



Pricing and Payment Options



Electronic Verification System (eVS)



Resources and Questions



Parcel Select Lightweight

USPS **Parcel Select Lightweight** is:

- A great option for large and medium business customers shippers who are looking for an economical ground delivery work-share discount service offering.
- Delivery time of 2-9 days.
- Designed for packages weighing less than 1 lb.
- Used for order fulfillment, packages must be presorted and entered at either origin office or destination entry offices.

Other features included with Parcel Select Lightweight are:

- Free USPS Tracking
- Available Hold For Pickup
- Access to the USPS delivery network



Parcel Select Lightweight - Service Eligibility

- ✓ All PSLW mailpieces must bear a delivery address.
 - ❖ The delivery address on each piece must include the correct ZIP Code or ZIP+4 Code (alternative addressing formats under DMM 602.3.0 may be used).
- ✓ Each piece must bear the sender's return address.
- ✓ Postage must be paid by Permit Imprint or Meter (using postage evidencing systems according to DMM 604.4.0).
- ✓ All PSLW mailpieces must bear an Intelligent Mail package barcode (IMpb).
 - ❖ Mailpieces not meeting the requirements for use of unique IMpbs or Extra Services barcodes will be assessed an IMpb noncompliance fee.



Certain materials are not allowed to be shipped PSLW, please consult DMM for details.

Hazardous Materials

Examples:

- poisons,
- explosives
- corrosives



Restricted Materials

Examples:

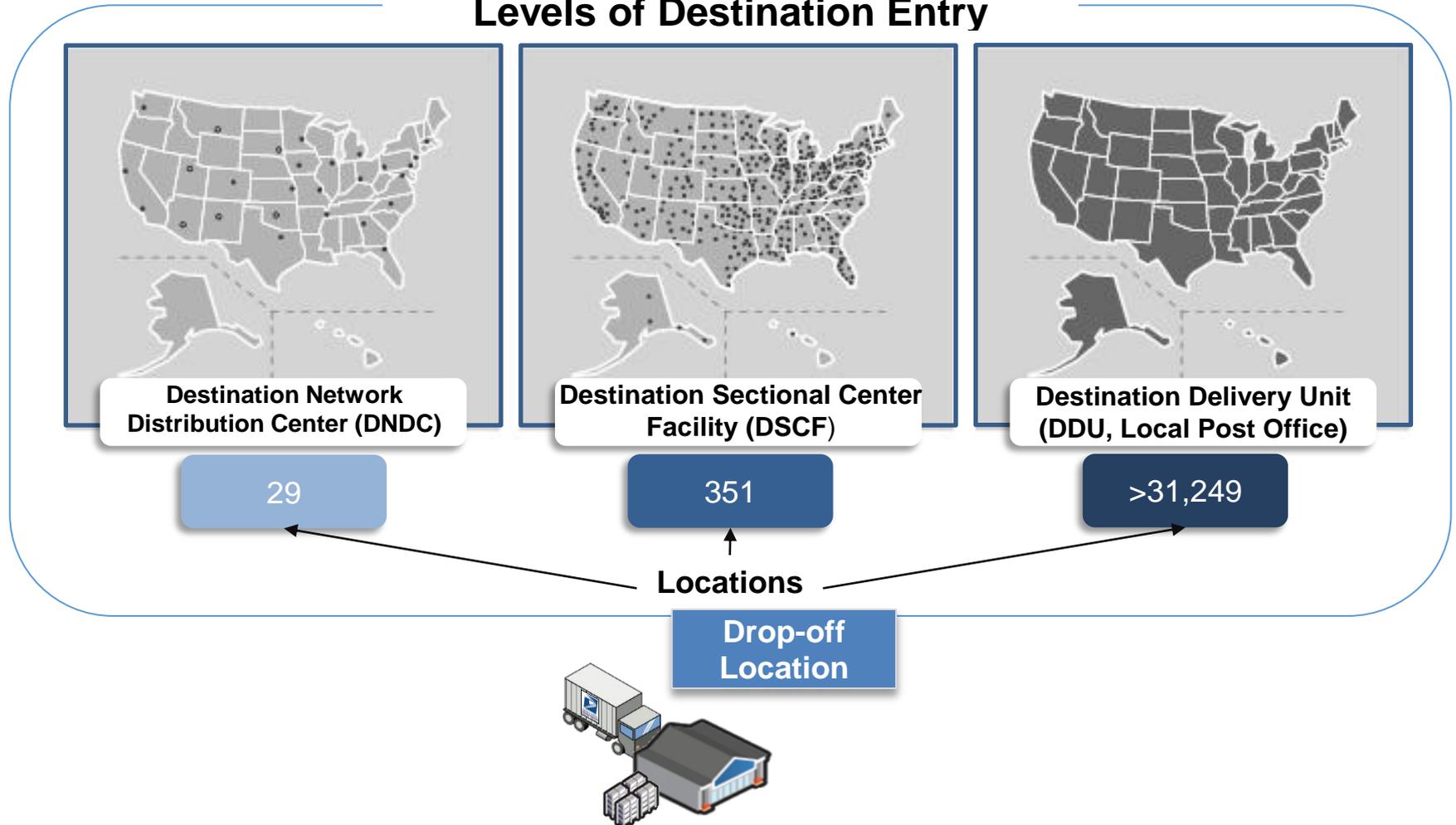
- Alcohol
- Rabbits
- Hamsters

Perishable Goods (Special Handling Required)

Examples:

- meat and produce
- live animals
- dry ice
- biological materials

Levels of Destination Entry





PSLW - Features

Leverage the Network

Combines third-party parcel consolidation options, with extensive USPS delivery network!

Find Reliability

Best combination of low cost and reliability!

Add Tracking

USPS Tracking™ included at no additional cost!

Deliver Across USA

Delivery to every domestic U.S. address including PO boxes, and military addresses!

Get the Right Price

Destination-entry pricing for large to medium volume shippers with work-share discounts.

Avoid Surcharges

No fuel, residential or Saturday surcharges!

Ship a Wide Variety

Packages can weigh up to **15.999** ounces

Parcel Select Lightweight Content Standards



Content Standards

Parcel must consist of mailable matter not required to be shipped via a different mail class or prohibited all together.



Attachments & Enclosures

An invoice may be enclosed or attached in an envelope marked "Invoice Enclosed".



Postal Inspection

Parcel Select Lightweight is NOT sealed against postal inspection.



Written Additions

Markings that have the characteristic of personal correspondence require additional postage.

Payment Method	Minimum Volume
Permit Imprint	200 pieces or 50 pounds
Metered Postage	200 pieces or 50 pounds

Consolidating Parcel Select Lightweight (PSLW) Irregular and Machinable

- There will be one category which will be Commercial Parcels with the following sortation for 1 ounce to 15.999 ounces:
 1. 5-digit (DDU, DSCF, DNDC)
 2. SCF (DSCF and DNDC)
 3. NDC (DNDC and None)
 4. Mixed (NDC/Single Piece (None))

Mail Prep and markings will remain the same.

Notice 123 Changes

- Combining PSLW Machinable and Irregular Parcels into one price chart.
 - Page 24 will no longer have two charts, there will be one chart similar to the existing irregular chart using the title "Parcel Select Lightweight Commercial".

Overview and Eligibility



Features and Benefits



Pricing and Payment Options



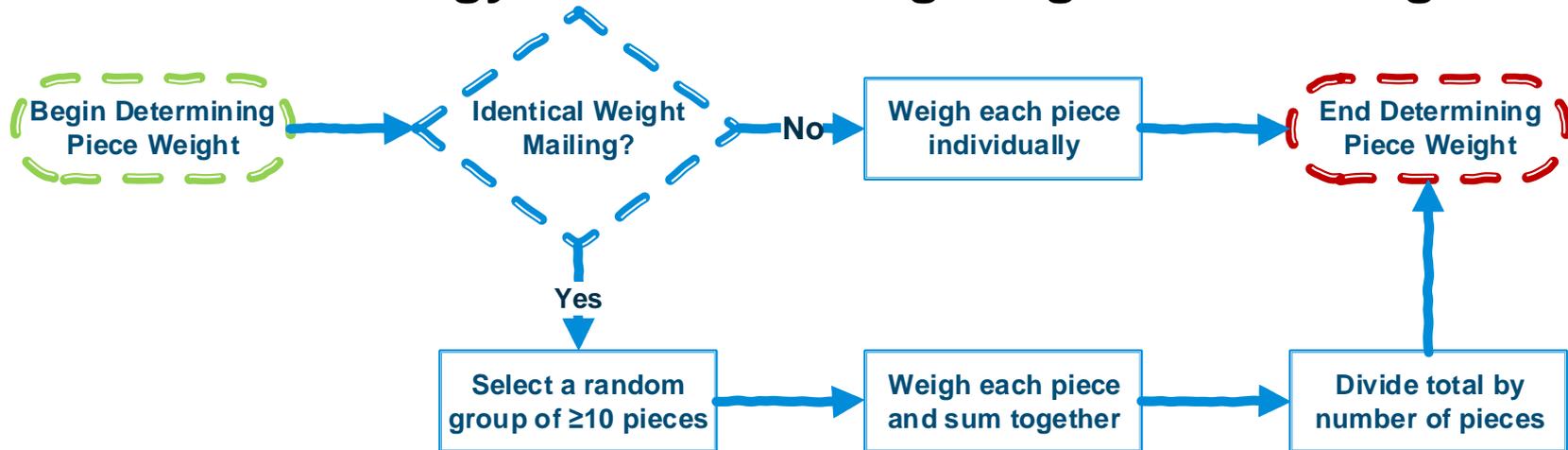
Electronic Verification System (eVS)



Resources and Questions



USPS Methodology for determining Single-Piece Weight



Mailing Method	Rounds Decimal Pounds to:
Non-eVS (Electronic Verification System)	Two decimal places
eVS (Electronic Verification System)	Four decimal places (eVS will subsequently round to the appropriate decimal place)
Manifest Mailing System	Manifest weight field must be properly completed by adhering to the rules relative to the specific manifest

Preparing Parcel Select Lightweight Basic Standards

All mailings and all pieces in each mailing at Parcel Select Lightweight machinable and irregular prices are subject to the specific preparation standards in *Preparing Machinable and Irregular Parcels for Parcel Select Lightweight*, and to the general standards outlined in [255.7.1](#).



Machinable Parcel Select Lightweight Preparation



- **Sacking** - Mailers may prepare 5-digit sacks only for parcels that will be drop-shipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Mailers may prepare ASF or NDC sacks only for parcels that will be drop-shipped to a DNDC (or ASF when claiming DNDC prices). There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU.

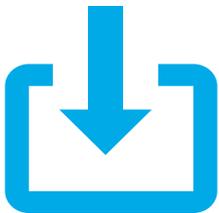


- **Sacking and Labelling** - Preparation sequence, sack size, and labeling must adhere to the standards outlined in DMM [255.7.2.2](#) .

Irregular Parcel Select Lightweight Preparation



- **Sacking** - Mailers may prepare 5-digit sacks only for parcels that will be drop-shipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. See DMM [255.7.3.3](#) for restrictions on SCF, ASF, and NDC sacks. Mailers must prepare a sack when the quantities of mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU.



- **Drop-shipment** - A mailer using Priority Mail or Priority Mail Express Open and Distribute to drop-ship Parcel Select Lightweight irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.



- **Sacking and Labelling** - Preparation sequence, sack size, and labeling must adhere to standards outlined in DMM [255.7.3.3](#).

Appointments must be made for destination entry mail as follows:

1. Appointments for deposit of destination entry mail at NDCs, ASFs, and SCFs should be scheduled at least one day in advance.
 - Same day appointments (telephone request).
 - All appointments for NDC loads must be scheduled by appropriate NDC control center.
 - Appointments may be made up to thirty (30) calendar days prior to a desired date.
 - The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance.
2. Electronic appointments may be made by mailers/agents using a USPS-issued computer logon ID.
 - Must be made at least 12 hours prior to the desired time and date.
3. DDU mail deposits: an appointment must be made contacting the DDU at least 24 hours in advance.
 - Cancellation must notify DDU at least a day in advance of a scheduled appointment.
4. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often.



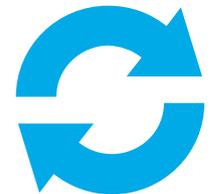
Deposit Conditions

- Deposit of your mail also is subject to these conditions:
 - a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.
 - b. The NDC may approve drop and pick procedures only for Parcel Select Lightweight mailers. The NDC specifies the time limit for vehicle retrieval.



Recurring Appointments

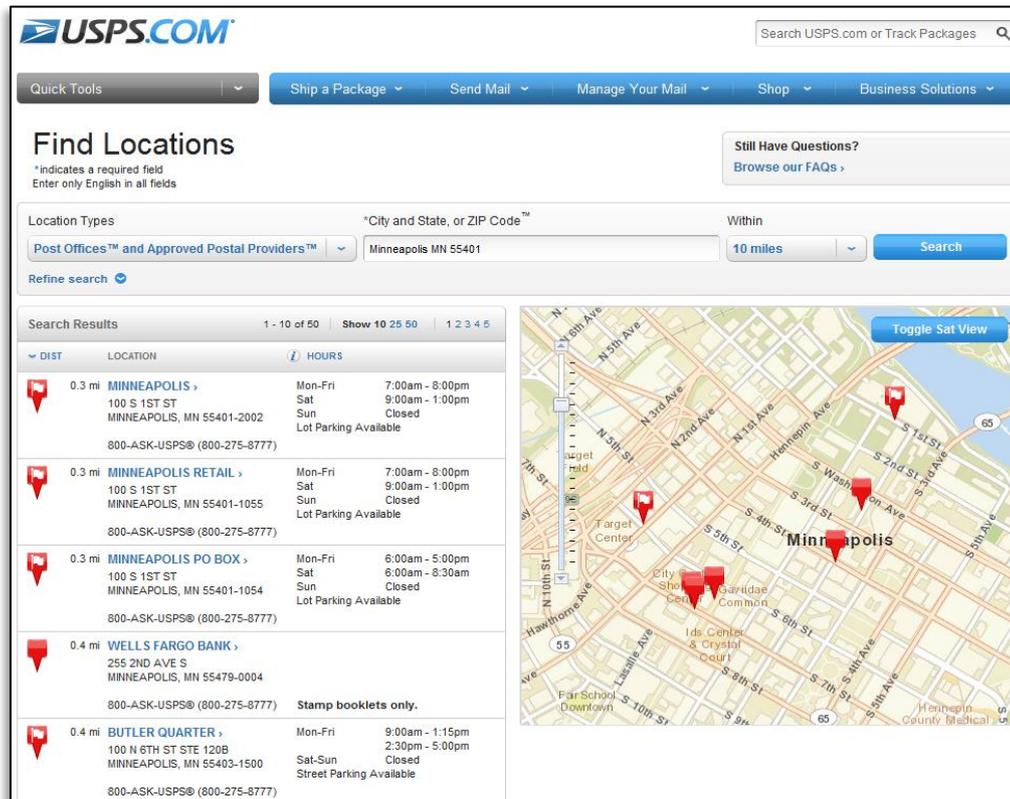
- Recurring appointments occur at least once a week on the same time and day(s). Mailings must be comparable product in terms of size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on your company letterhead to the postal facility manager/postmaster.



Finding a Post Office

- If you need to find the location of a USPS Post Office, you can use the PO Locator on USPS.com where you can view a list of Post Offices and drop boxes close to the address entered during the label generation.

<https://tools.usps.com/go/POLocatorAction.action>



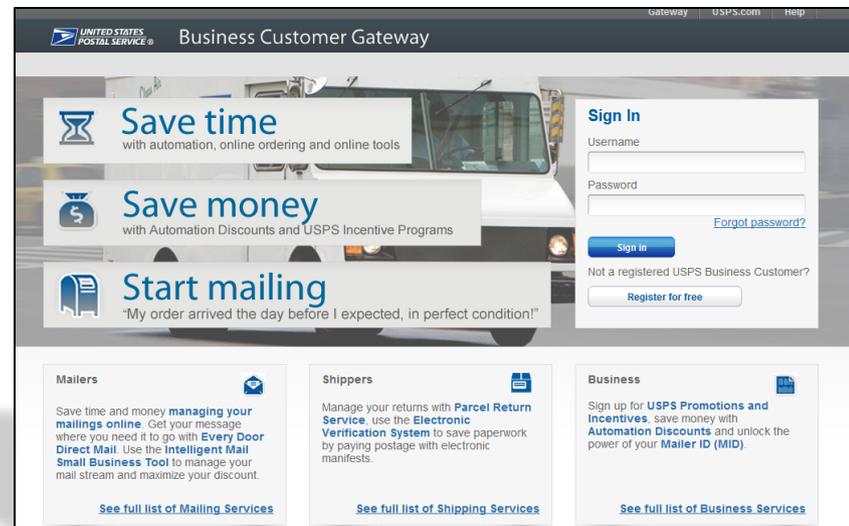
The screenshot shows the USPS.com website interface for finding post office locations. The search criteria are set to Minneapolis, MN 55401, with a 10-mile radius. The results list five locations:

DIST	LOCATION	HOURS
0.3 mi	MINNEAPOLIS 100 S 1ST ST MINNEAPOLIS, MN 55401-2002 800-ASK-USPS® (800-275-8777)	Mon-Fri 7:00am - 8:00pm Sat 9:00am - 1:00pm Sun Closed Lot Parking Available
0.3 mi	MINNEAPOLIS RETAIL 100 S 1ST ST MINNEAPOLIS, MN 55401-1055 800-ASK-USPS® (800-275-8777)	Mon-Fri 7:00am - 8:00pm Sat 9:00am - 1:00pm Sun Closed Lot Parking Available
0.3 mi	MINNEAPOLIS PO BOX 100 S 1ST ST MINNEAPOLIS, MN 55401-1054 800-ASK-USPS® (800-275-8777)	Mon-Fri 6:00am - 5:00pm Sat 6:00am - 8:30am Sun Closed Lot Parking Available
0.4 mi	WELLS FARGO BANK 255 2ND AVE S MINNEAPOLIS, MN 55479-0004 800-ASK-USPS® (800-275-8777)	Stamp booklets only.
0.4 mi	BUTLER QUARTER 100 N 6TH ST STE 120B MINNEAPOLIS, MN 55403-1500 800-ASK-USPS® (800-275-8777)	Mon-Fri 9:00am - 1:15pm 2:30pm - 5:00pm Sat-Sun Closed Street Parking Available

Business Customer Gateway (BCG)

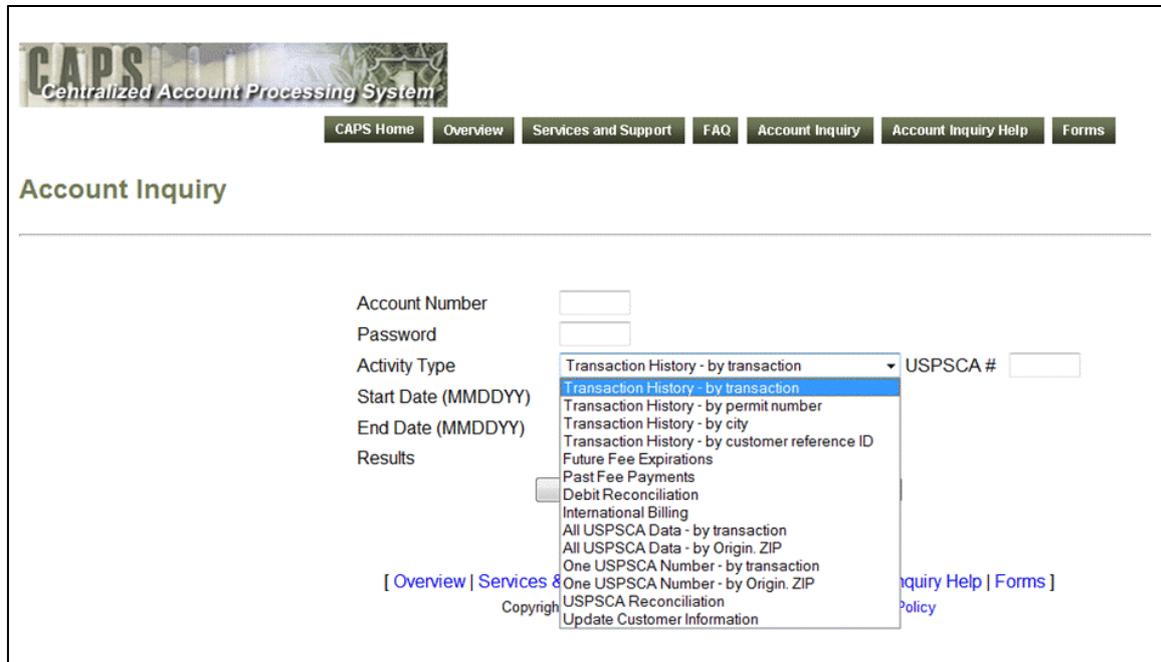
BCG is a Web portal for USPS business services and a resource for accessing postage statements, transaction receipts and account management tools. BCG provides merchants easy access to all Postal Service online business offerings — all with a single user name and password.

In addition to providing access to postage statements and transaction receipts, [BCG](#) allows you, as a merchant, to view company information, manage Mailer IDs and electronic data exchange, schedule mailing appointments and track and confirm their mailings.



CAPS Reports

- Reports are accessible using the CAPS account number and password. The Account Inquiry page contains reports that allow the merchant to manage their account and transactions.
- The screen shot below shows the types of reports available.

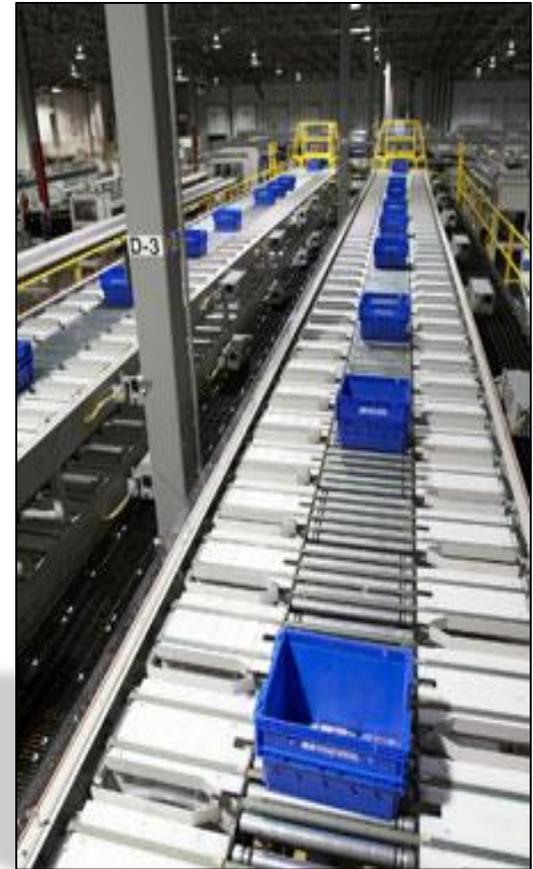


The screenshot displays the CAPS (Centralized Account Processing System) Account Inquiry page. At the top, there is a navigation bar with links: CAPS Home, Overview, Services and Support, FAQ, Account Inquiry, Account Inquiry Help, and Forms. Below this is the 'Account Inquiry' section. It contains several input fields: Account Number, Password, Start Date (MMDDYY), End Date (MMDDYY), and Results. A dropdown menu for 'Activity Type' is open, showing a list of report options. The 'Transaction History - by transaction' option is highlighted. To the right of the dropdown is a 'USPSCA #' input field. At the bottom of the page, there are links for [Overview | Services & Support | Account Inquiry Help | Forms] and a 'Copyright' notice.

Mailer Identification (MID) and Customer Registration Identification (CRID)

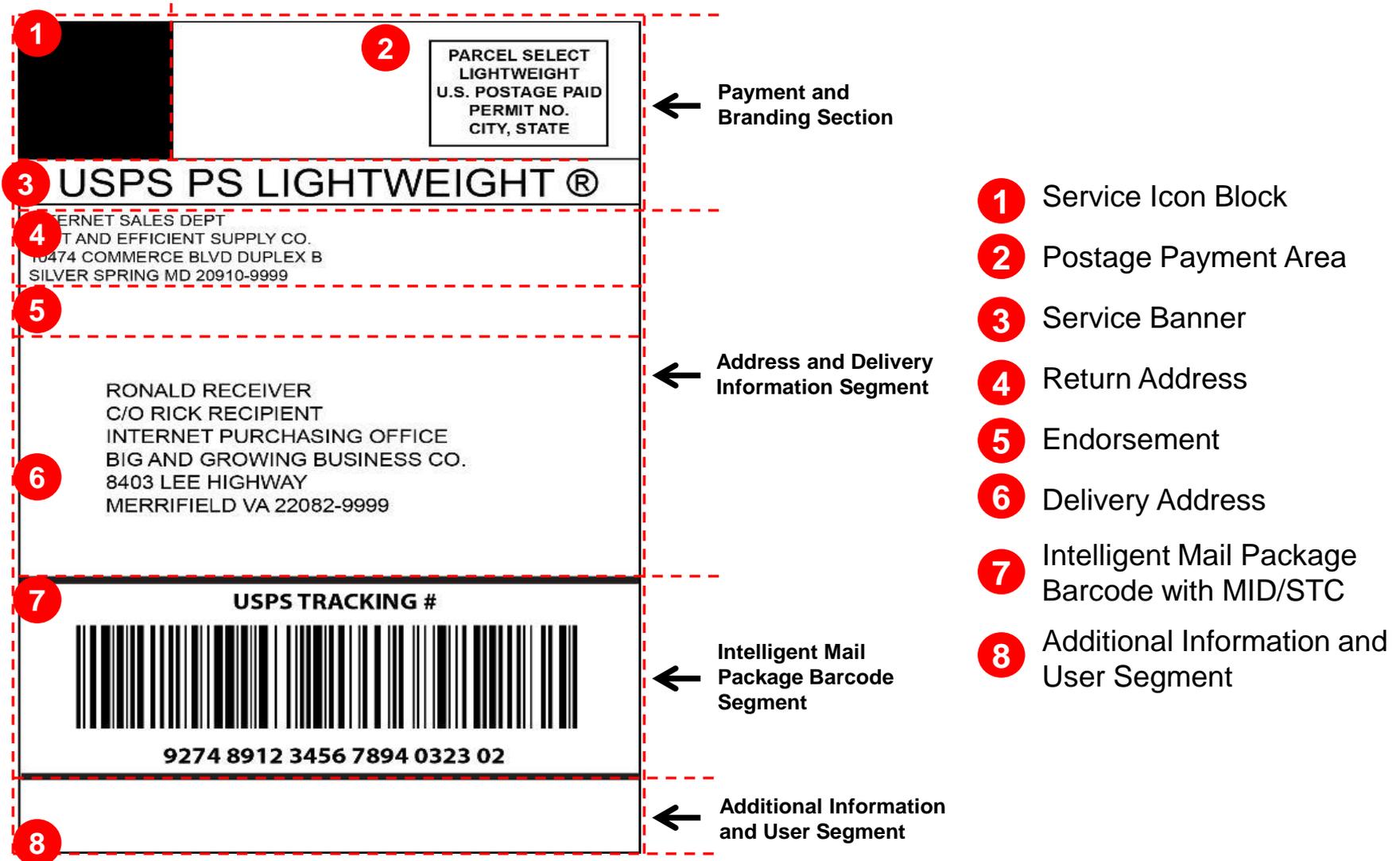
A MID is a numeric identification number used in the suite of Intelligent Mail (IM) barcodes to identify the mail owner, mailing agent or other service provider.

- The MID is a six- or nine-digit number assigned by the Postal Service.
- A nine-digit MID will support most merchants if the serial number remains unique for 120 days.
- A six-digit MID is for high-volume merchants that require longer serial numbers to ensure its uniqueness for 120 days.
- A CRID is a number created by the Business Customer Gateway (BCG) merchant registration system to uniquely identify a USPS merchant at a location. It connects a company's information at a physical address across USPS applications.



PSLW Extra Services

<ul style="list-style-type: none"> • Adult Signature Required 	<p>Requires the signature of anyone 21 years of age or older at the recipient's address.</p>
<ul style="list-style-type: none"> • Adult Signature Restricted Delivery 	<p>Requires the signature of the addressee only (or authorized agent), who must be 21 years of age or older.</p>
<ul style="list-style-type: none"> • Insurance • Insurance Restricted Delivery 	<p>Provides up to \$5,000 indemnity coverage for articles that are lost, damaged or have missing contents.</p>
<ul style="list-style-type: none"> • Certificate of Bulk Mailing 	<p>Provides evidence that mail has been presented to USPS for mailing.</p>
<ul style="list-style-type: none"> • Return Receipt 	<p>Provides mailer with evidence of delivery, along with information about recipient's actual delivery address.</p>
<ul style="list-style-type: none"> • Signature Confirmation • Signature Confirmation Restricted Delivery 	<p>Provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt.</p>



STC	Description	Banner Text
137	Parcel Select Lightweight: Insurance > \$500, Hold for Pickup	USPS SIGNATURE TRACKING#
138	Parcel Select Lightweight: Insurance < = \$500, Hold for Pickup	USPS TRACKING#
142	Parcel Select Lightweight: Hold for Pickup	USPS TRACKING#
743	Parcel Select Lightweight: Insurance > \$500 Restricted Delivery	USPS SIGNATURE TRACKING#
746	Parcel Select Lightweight: Insurance <=\$500	USPS TRACKING#
748	Parcel Select Lightweight: USPS Tracking	USPS TRACKING#
784	Parcel Select Lightweight: Insurance > \$500 Restricted Delivery Return Receipt	USPS SIGNATURE TRACKING#
835	Parcel Select Lightweight: Signature Confirmation	USPS SIGNATURE TRACKING#
946	Parcel Select Lightweight: Adult Signature Required	USPS ADULT SIGNATURE #
947	Parcel Select Lightweight: Adult Signature Required, Insurance <= \$500	USPS ADULT SIGNATURE #
948	Parcel Select Lightweight: Adult Signature Required, Insurance > \$500	USPS ADULT SIGNATURE #
949	Parcel Select Lightweight: Adult Signature Required, Return Receipt	USPS ADULT SIGNATURE #
950	Parcel Select Lightweight: Adult Signature Required, Restricted Delivery	USPS ADULT SIGNATURE #
951	Parcel Select Lightweight: Adult Signature Restricted Delivery, Insurance <= \$500	USPS ADULT SIGNATURE #
952	Parcel Select Lightweight: Adult Signature Restricted Delivery, Insurance > \$500	USPS ADULT SIGNATURE #
953	Parcel Select Lightweight: Adult Signature Required, Insurance > \$500, Return Receipt	USPS ADULT SIGNATURE #
954	Parcel Select Lightweight: Adult Signature Restricted Delivery, Insurance > \$500, Return Receipt	USPS ADULT SIGNATURE #
955	Parcel Select Lightweight: Signature Confirmation, Insurance <= \$500	USPS ADULT SIGNATURE #
956	Parcel Select Lightweight: Adult Signature Restricted Delivery, Return Receipt	USPS ADULT SIGNATURE #
979	Parcel Select Lightweight: Signature Confirmation Restricted Delivery	USPS ADULT SIGNATURE #
980	Parcel Select Lightweight: Signature Confirmation Restricted Delivery Return Receipt	USPS ADULT SIGNATURE #

Overview and Eligibility



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Resources and Questions





Postage	Actions
<p>Affixed Postage</p>	<ul style="list-style-type: none"> • For each parcel, affix correct postage for the weight (including any surcharges) and, if applicable, the zone to which the parcel is addressed. • To calculate the total postage for the mailing, add all of the affixed postage amounts for each parcel.
<p>Permit Imprint</p>	<ul style="list-style-type: none"> • To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. • Round each product off to four decimal places. • Add the products and round up the total postage to the nearest whole cent.

Payment Method	Minimum Volume
Permit Imprint	200 pieces or 50 pounds
Metered Postage	200 pieces or 50 pounds

Prices and Fees

The price categories for Parcel Select Lightweight are as follows:

- 5-Digit (DNDC, DSCF and DDU)
- SCF (DSCF, DNDC)
- NDC (DNDC, None)
- Mixed NDC/Single Piece

Annual Mailing Fee: Customers are required to pay an annual mailing fee for Parcel Select Lightweight mailings. Fee must be paid once each 12-months period at each Post Office of mailing.

All USPS prices are available online in USPS Notice 123 – Price List



**UNITED STATES
POSTAL SERVICE.**

Price List

Notice 123 • Effective May 31, 2015

UPDATED

7-13-15

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Postal Explorer® pe.usps.com

RETAIL

First-Class Mail—Single Piece

Letters ¹ (Stamped)		Large Envelopes (Flats) ²		Parcels ³	
Weight Not Over (ounces)		Weight Not Over (ounces)		Weight Not Over (ounces)	
1	\$0.40	1	\$0.06	1	\$0.54
2	0.71	2	1.20	2	2.54
3	0.93	3	1.42	3	2.54
3.5 ⁴	1.15	4	1.54	4	2.74
		5	1.86	5	2.94
		6	2.08	6	3.14
		7	2.20	7	3.24
		8	2.52	8	3.54
		9	2.74	9	3.74
		10	2.96	10	3.94
		11	3.18	11	4.14
		12	3.40	12	4.34
		13	3.62	13	4.54
Postcard ⁵	\$0.35				

EDDM - Retail⁶

Flats up to 3.3 oz.	\$0.163
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Semi-Postal Stamps

Breast Cancer Research, etc.	\$0.60
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1. Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the \$0.22 nonmachinable surcharge.
2. Large envelope-sized pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.
3. For keys and identification devices, add \$0.85, if more than 13 ounces, see Priority Mail (footnote #4) on page 3.
4. For weights over 3.5 ounces, see Large Envelopes prices.
5. The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.
6. EDDM-Retail: Standard Mail EDDM Flats accepted at retail (see DMM 140).

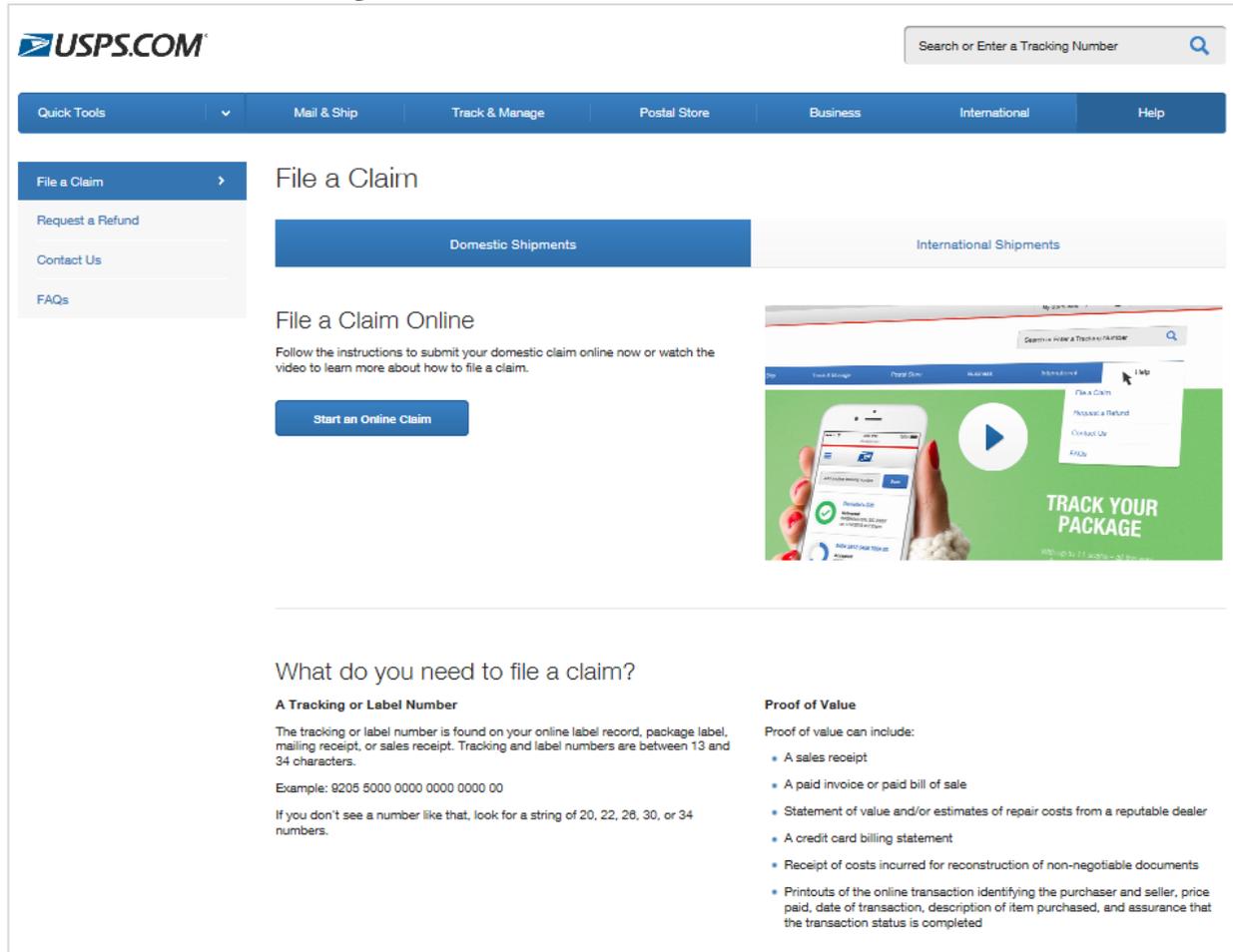
See page [69] for postcard, letter, large envelope, and parcel dimensions.

United States Postal Service • Price List (Notice 123) • Effective May 31, 2015

<http://pe.usps.com>

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Insurance Claims may be filed online at USPS.com



The screenshot shows the USPS.com website interface. At the top left is the USPS.COM logo. To the right is a search bar with the placeholder text "Search or Enter a Tracking Number". Below the logo is a navigation menu with tabs for "Quick Tools", "Mail & Ship", "Track & Manage", "Postal Store", "Business", "International", and "Help". On the left side, there is a sidebar menu with options: "File a Claim", "Request a Refund", "Contact Us", and "FAQs". The main content area is titled "File a Claim" and features two buttons: "Domestic Shipments" and "International Shipments". Below this, there is a section titled "File a Claim Online" with the text: "Follow the instructions to submit your domestic claim online now or watch the video to learn more about how to file a claim." and a "Start an Online Claim" button. To the right of this text is a video player showing a hand holding a smartphone displaying the USPS app interface, with a play button overlay and the text "TRACK YOUR PACKAGE". Below the video player, there is a section titled "What do you need to file a claim?" which is divided into two columns: "A Tracking or Label Number" and "Proof of Value".

What do you need to file a claim?

A Tracking or Label Number

The tracking or label number is found on your online label record, package label, mailing receipt, or sales receipt. Tracking and label numbers are between 13 and 34 characters.

Example: 9205 5000 0000 0000 0000 00

If you don't see a number like that, look for a string of 20, 22, 26, 30, or 34 numbers.

Proof of Value

Proof of value can include:

- A sales receipt
- A paid invoice or paid bill of sale
- Statement of value and/or estimates of repair costs from a reputable dealer
- A credit card billing statement
- Receipt of costs incurred for reconstruction of non-negotiable documents
- Printouts of the online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed

Claims Filed by Mail

- Customers may file a claim by completing a Form 1000 and mailing the original copy to the address indicated on the form, accompanied by proof of value.
- Obtain Form 1000 by calling 1-800-332-0317, option 9. For pieces with multiple extra services, the customer must provide original receipts for all services purchased. Upon request by the USPS, the customer must submit proof of damage under DMM [2.0](#) for damaged items or missing contents.

www.usps.com/domestic-claims

UNITED STATES POSTAL SERVICE®		Please file domestic claims online at www.usps.com/domestic-claims			Domestic or International Claim <small>(Includes Inquiry for Domestic Registered Mail with No Declared Value)</small>			
What is the problem? My item is: <input type="checkbox"/> Lost <input type="checkbox"/> All Contents Damaged or Missing <input type="checkbox"/> Some Contents Damaged or Missing								
<input type="checkbox"/> No COD remittance received - amount to be remitted to mailer \$								
<input type="checkbox"/> Delayed Priority Mail Express™ <small>(non- negotiable documents - domestic only)</small>								
Mailing Receipt/Label Number: <small>(Number from mailing receipt/label - include all letters and numbers)</small>								
Case Number <small>(International only)</small>								
COD #				Date of Mailing <small>(MMDD/YYYY)</small>				
Mail Category <small>Select only one category.</small>	<input type="checkbox"/> First-Class Mail®	<input type="checkbox"/> Priority Mail Express™	<input type="checkbox"/> Priority Mail Express COD	<input type="checkbox"/> Bound Printed Matter Parcels				
	<input type="checkbox"/> Priority Mail®	<input type="checkbox"/> Collect on Delivery (COD)	<input type="checkbox"/> First-Class™ Package Services	<input type="checkbox"/> Standard Mail® <small>(bulk insurance only)</small>				
	<input type="checkbox"/> Standard Post	<input type="checkbox"/> Library Mail	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Ordinary <small>(uninsured)</small> Parcels <small>(International items only)</small>				
	<input type="checkbox"/> Media Mail®	<input type="checkbox"/> Critical Mail®	<input type="checkbox"/> Parcel Select Lightweight® <small>(bulk insurance only)</small>					
<input type="checkbox"/> International Insured								
Mailer Name and Address Information				Addressee Name and Address Information				
First Name		MI	Last Name		First Name			
					MI			
					Last Name			
Business Name <small>(Use only if the mailer is a company)</small>				Business Name <small>(Use only if the addressee is a company)</small>				
Address 1 <small>(Number, Street)</small>				Address 1 <small>(Number, Street)</small>				
Address 2 <small>(Suite / Apartment Number)</small>				Address 2 <small>(Suite / Apartment Number)</small>				
City				City				
State		Province <small>(As applicable)</small>		ZIP+4® or Postal Code		State		
						Province <small>(As applicable)</small>		
						ZIP+4 or Postal Code		
Urbanization <small>(Puerto Rico only)</small> or Country		Telephone Number <small>(Optional)</small> <small>(Include Area Code)</small>		Urbanization <small>(Puerto Rico only)</small> or Country		Telephone Number <small>(Optional)</small> <small>(Include Area Code)</small>		
E-mail Address <small>(Optional)</small>				E-mail Address <small>(Optional)</small>				
Description of Lost, Damaged or Missing Contents	Item Codes	01 Cash, Gift Cards/ Certificates	03 Clothing/ Home Products	05 Media, Music/ Video	07 Computers	10 Liquor/Wine	13 Firearms	15 Other
		02 Jewelry	04 Arts/Crafts	06 Electronics	08 Collectibles	11 Animals	14 Hazardous Material	16 Event Tickets
Describe Contents and Select the Lost (L) or Damaged (D) box for each item listed. <small>(List one item per line)</small>		Item Code <small>(See list above)</small>		Purchase Date <small>(MMDD/YYYY)</small>		Value or Repair Cost \$		
List one item per line.	1	L <input type="checkbox"/>		D <input type="checkbox"/>				
	2	L <input type="checkbox"/>		D <input type="checkbox"/>				
Add extra pages as needed.	3	L <input type="checkbox"/>		D <input type="checkbox"/>				
Total Amount Claimed for Items Listed Above <small>(Do not include postage or fees.)</small> \$								
Fees Paid	Postage \$	Insurance \$	Registered \$	COD \$	Other \$			
Weight	Total weight of shipment lb. oz. <small>(International items only)</small>							
Payment	<input type="checkbox"/> Pay the Mailer <input type="checkbox"/> Pay the Addressee <small>(In some cases, payment may be limited to the mailer or to the addressee)</small>							
Supporting Documents	Read WHAT YOU NEED ™ on page 2 for required attachments. Did you attach a copy of your proof of value and/or estimate of repair for the items listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you attach your original mailing receipt? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Certification	I certify that all information furnished on this form is accurate, truthful, and complete, and that I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.							
	Customer Submitting Claim: <input type="checkbox"/> Mailer <input type="checkbox"/> Addressee							
	Signature of U.S. Customer Filing the Claim		Date Signed <small>(MMDD/YYYY)</small>		Telephone Number <small>(Optional)</small> <small>(Include Area Code)</small>			
PS Form 1000, July 2013 <small>(Page 1 of 2)</small> PSN 7530-02-000-9931				See our Privacy Act Statement on Page 2				

Overview and Eligibility



Features and Benefits



Pricing and Payment Options



Electronic Verification System (eVS)



Resources and Questions



What is eVS®?

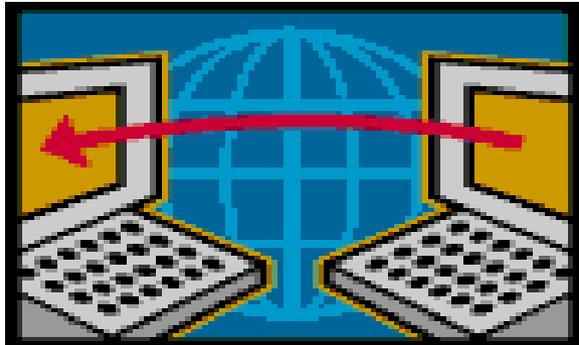
eVS® is the electronic Verification System. This is the seamless solution for package mailers, some benefits include:

- Reduces/eliminates hard-copy paperwork
- Allows deposit of mailings anywhere (with appointments)
- Enables simplified payment
- Offers options for account monitoring
- Facilitates IMpb compliance

eVS reduces/eliminates paperwork

- No paper manifests
- No PS Form 8125s
- No paper postage statements
- No register of mailings

Electronic Manifest File Submission for payment of packages



eVS allows deposit of mailings anywhere

- Origin mailings – entered locally (full USPS network packages)
- Destination entry mailings – entered closer to the destination of the package

FAST appointments online as needed for deposit locations:

- Destination Delivery Unit (DDU)
- Sectional Center Facility (SCF)
- Network Distribution Center (NDC)

eVS enables simplified payment:

- National permit
- One or multiple permits available
- No application fee for eVS (first) permit
- Company permit imprint style preferred

One Account for all entry points

**Priority Mail
US Postage Paid
WORLD CLASS
SHIPPER
eVS**

eVS options for account monitoring

- Data mining capabilities through Electronic Data Extract files
 - Detailed data on manifested packages
 - Detailed data for reconciliation
- Online reporting
 - Postage Information
 - Reports to support any additional postage



eVS facilitates IMpb compliance

- Measurements for compliance
 - Intelligent Mail Package Barcodes
 - Shipping Services File version 1.6 or higher
 - Destination Delivery Address or 11-digit DPV Code
 - Timeliness

USPS TRACKING # EVS



9205 5123 4567 8901 2345 6789 09

eVS offers monthly reconciliation

- Manifest at or before mail entry
- Sampling and scans measure manifest accuracy
- Visibility into manifest quality
 - Package attributes
 - Entry facilities
- Monthly reconciliation if needed for disparities
- Adjustments attributed to each mail class

eVS: Monthly reconciliation

- Allows mailers to monitor quality and make adjustments as needed
- Report Access 24/7
- Monthly reconciliation extracts
- Available for any pending adjustments
- Provided to customers through PTR:
 - 1st of the month
 - 11th of the month
 - 21st of the month

eVS: Monthly reconciliation

eVS mailers are expected to accurately pay postage for each package. Reconciliation is required when package discrepancies are identified.

- Single piece eVS mailers
 - Manifest Accuracy (1.5% tolerance)
 - Un-manifested Packages
 - Manifest Errors
 - Duplicate Packages
 - IMpb Non-compliance Assessment
 - Incorrect Packaging Assessment
- Additional for Presort eVS mailers
 - Mis-shipped DDU Packages
 - Presort Eligibility
 - Content Eligibility
 - Destination Entry Validation

Monthly Reconciliation July Postage Adjustments

A u g u s t				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

- Mailers have until the 10th of the following month
 - To provide files to pay for any manifest errors or unmanifested packages
 - To dispute any pending adjustments for the previous month
- Adjustments are scheduled to be performed on the 21st of the month for the previous month

eVS: Visibility

- Account Management in eVS
 - Online Access
 - ✓ Manifest Data
 - ✓ Sample Data
 - ✓ Electronic Mailing Data
 - Reports that include piece level data:
 - ✓ Sampling
 - ✓ Un-manifested packages
 - ✓ Duplicate packages
 - ✓ Packages with Manifest errors
 - ✓ Packages with Destination Entry Conflicts
 - ✓ Mis-shipped DDU packages
 - ✓ Packages with IMpb non-compliance
 - ✓ Packages that do not meet presort eligibility



eVS: Visibility

- Account Management in eVS
 - Extract Data
 - ✓ Data pushed back to the customer with details of mailing
 - Postage payment extracts (Appendix K, Pub 205)
 - Reconciliation extracts (Appendix L, Pub 205)
 - National Account/CAPs Account
 - ✓ Single account for payment
 - ✓ Can have multiple payment accounts (if needed)



eVS: Mail Entry

- National permit for eVS
- Permit not required at each office
- One or multiple permits as needed
- No Permit application fee
- Mailings deposited at any post office - “Mail Anywhere”
- Payment based on office of entry - NDC, SCF, DDU, origin
- No paper necessary for drop-shipments – like “eInduction”
- Packages may be sampled throughout the USPS network

eVS: Mail Entry

- Postage statements are created from electronic manifests
- *PostalOne!* payment account is debited for postage
- Origin Entry mail is accepted at first Postal Facility or the Mailer's Facility
- Destination Entry Mail
 - No PS Form 8125s needed
 - Acceptance at Destination Postal Facility
 - Acceptance at Mailer's Facility
 - Mailer uses FAST to schedule appointments for other than Destination Delivery Units (DDU)

Non-eVS: Mail Entry



PI #1 –
Las Vegas, NV



PI #2 –
Chicago, IL



PI #3–
New York, NY

- Permits are established at each office of mailing
- Applicable annual mailing fees paid at each office
- Mailing is presented at Business Mail Entry Unit (BMEU) or at a mailer's facility in a Detached Mail Unit (DMU)
- Paperwork required to be presented at each office

eVS: Mail Entry



Permit # 99
Wash DC



Las Vegas, NV



Chicago, IL

- National Permit
- Mail entered at destination entry Post Offices
- No hard copy paperwork required
- Fast Appointments
- Electronic Files for payment



New York, NY

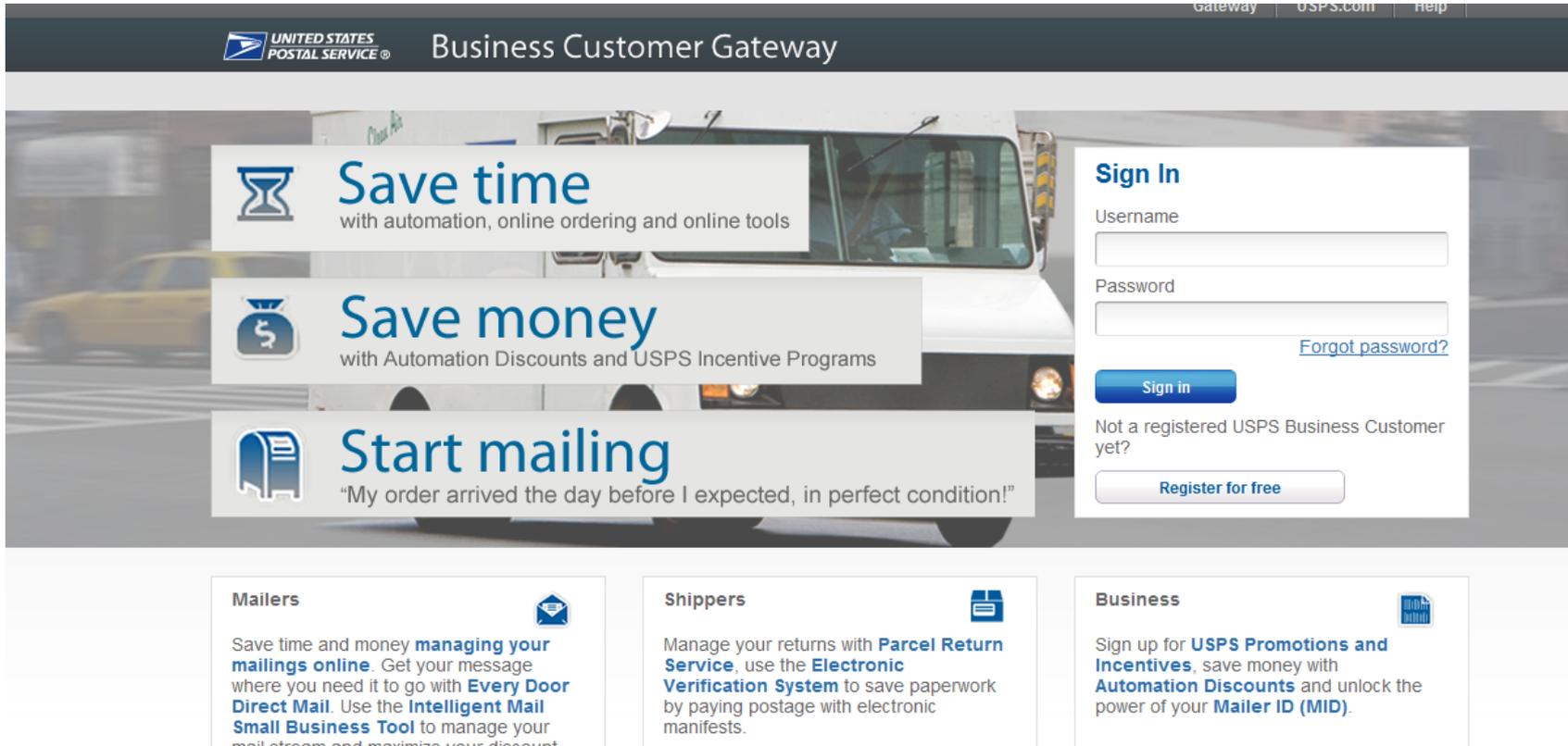
Changing the way you do business

Non-eVS	eVS®
Each mailing 1.5% accuracy	Mailings aggregated for the month - 1.5% accuracy
Each mailing must be presented for acceptance at the BMEU where the permit is held	Mailings are deposited at the applicable origin or destination entry facilities based on appointments
Permits - each office of mailing Postage Statements - each mail class Itemized manifests - each mailing PS Form 8125s - each destination drop FAST appointments	National Permit Corporate Account Electronic Manifest Files FAST appointments

Setting up an eVS Account

In order to mail packages through eVS, mailers must...

- Register for eVS participation
- Establish an account
- Submit the eVS application (BCG online enrollment)
- Complete the certification process
- Begin mailing eVS



The screenshot shows the USPS Business Customer Gateway website. At the top, there is a navigation bar with the USPS logo, the text "Business Customer Gateway", and links for "Gateway", "USPS.com", and "Help". Below the navigation bar, there are three main promotional banners:

- Save time**: with automation, online ordering and online tools. Icon: hourglass.
- Save money**: with Automation Discounts and USPS Incentive Programs. Icon: money bag.
- Start mailing**: "My order arrived the day before I expected, in perfect condition!". Icon: mail envelope.

To the right of these banners is a "Sign In" form with the following elements:

- Section header: **Sign In**
- Username input field
- Password input field
- Link: [Forgot password?](#)
- Sign in button
- Text: "Not a registered USPS Business Customer yet?"
- Register for free button

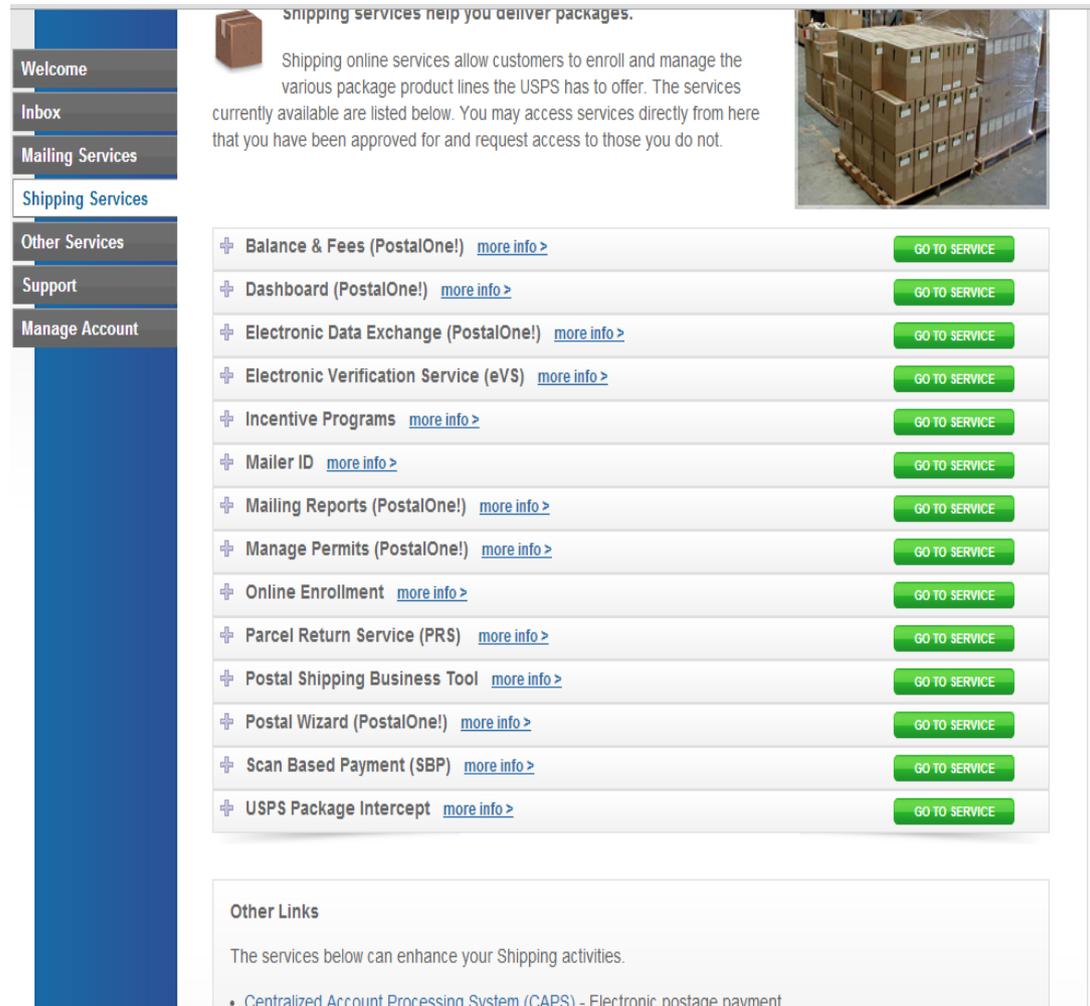
Below the main content area, there are three columns of service information:

- Mailers**: Save time and money **managing your mailings online**. Get your message where you need it to go with **Every Door Direct Mail**. Use the **Intelligent Mail Small Business Tool** to manage your mail stream and maximize your discount. Icon: envelope.
- Shippers**: Manage your returns with **Parcel Return Service**, use the **Electronic Verification System** to save paperwork by paying postage with electronic manifests. Icon: document.
- Business**: Sign up for **USPS Promotions and Incentives**, save money with **Automation Discounts** and unlock the power of your **Mailer ID (MID)**. Icon: document.

All users who wish to participate in Electronic Verification System eVS must navigate to <https://gateway.usps.com> to sign into or create a new account.

Register for eVS participation

- Log onto the Business Customer
 - After the eVS account is configured for your company, eVS reports will be available under Shipping Services > Electronic Verification Service (eVS)
- Establish a Business Service Administrator (BSA) for eVS
 - Additional users can request the “Manage Electronic Verification Activity (eVS)”
- Request MID for eVS usage by selecting “Mailer ID”



The screenshot shows the USPS Business Customer portal interface. On the left is a navigation menu with the following items: Welcome, Inbox, Mailing Services, Shipping Services (highlighted), Other Services, Support, and Manage Account. The main content area features a heading "Shipping services help you deliver packages." followed by a paragraph: "Shipping online services allow customers to enroll and manage the various package product lines the USPS has to offer. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not." To the right of this text is an image of stacked cardboard boxes on a pallet. Below the text is a list of services, each with a plus icon, a name, a "more info" link, and a green "GO TO SERVICE" button:

+ Balance & Fees (PostalOne!) more info >	GO TO SERVICE
+ Dashboard (PostalOne!) more info >	GO TO SERVICE
+ Electronic Data Exchange (PostalOne!) more info >	GO TO SERVICE
+ Electronic Verification Service (eVS) more info >	GO TO SERVICE
+ Incentive Programs more info >	GO TO SERVICE
+ Mailer ID more info >	GO TO SERVICE
+ Mailing Reports (PostalOne!) more info >	GO TO SERVICE
+ Manage Permits (PostalOne!) more info >	GO TO SERVICE
+ Online Enrollment more info >	GO TO SERVICE
+ Parcel Return Service (PRS) more info >	GO TO SERVICE
+ Postal Shipping Business Tool more info >	GO TO SERVICE
+ Postal Wizard (PostalOne!) more info >	GO TO SERVICE
+ Scan Based Payment (SBP) more info >	GO TO SERVICE
+ USPS Package Intercept more info >	GO TO SERVICE

Below the list is an "Other Links" section with the text: "The services below can enhance your Shipping activities." and a bullet point: "Centralized Account Processing System (CAPS) - Electronic postage payment."

Overview and Eligibility



Features and Benefits



Pricing and Payment Options



Electronic Verification System (eVS)



Resources and Questions



Resources

Domestic Mail Manual (DMM) <http://pe.usps.gov/text/dmm300/505.htm>

Electronic Verification Service (eVS) Business and Technical Guide
https://ribbs.usps.gov/evs/documents/tech_guides/pubs/Pub205.PDF

Intelligent Mail package bar code (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>

Publication 199, Intelligent Mail Package Barcode (IMpb) Implementation Guide
https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf

Parcel Labeling Guide

https://ribbs.usps.gov/barcode_cert/documents/tech_guides/ParcelLabelingGuide.pdf

PS Forms available on PolicyNet [and USPS.com](#)

- <http://blue.usps.gov/formmgmt/forms.htm> (for postal employees only)
- <http://about.usps.com/forms/all-forms.htm>

Parcel Select Lightweight- Webinar Question and Answer Session

United States Postal Service

Karen Ward
Product Development Specialist, Sr.

Henry Chau
Information System Support Specialist, Senior

Parcel Select Lightweight- Webinar

The webinar is now concluded

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