

# LICENSING ANNOUNCEMENT

## JULY 1, 2011

### Reminder on the Suite<sup>Link®</sup> Reporting Requirement and Other Reporting Changes

**Primary Audience:** NCOA<sup>Link®</sup> Software Developers, Full and Limited Service Providers and End Users

**What:** As a reminder, beginning October 1, 2011, Suite<sup>Link</sup> reporting will be required for all levels of production NCOA<sup>Link</sup> processing. This reporting requirement includes all ZIP + 4<sup>®</sup>, DPV<sup>®</sup> and LACS<sup>Link®</sup> counts.

Additionally, below are the new reporting requirements for the Customer Service Log (CSL) and Processing Acknowledgement Form (PAF) Log.

- In the CSL Detail Record, Full Service Providers will be required to populate the literal 'I' in field 2782 when processing internal databases.
- In the PAF Detail Record, Full and Limited Service Providers will be required to populate the literal 'C' when the list owner is part of a cooperative database.

These changes were announced during the 2010 Partnership in Tomorrow (PIT) meeting held March 2010. The reporting file layouts have been updated in the following documents: Software Developer Software Performance Requirements (SPR) for Service Providers and End Users; Full Service, Limited Service and End User Licensee Performance Requirements.

The required information to include in the NCOA<sup>Link</sup> Processing Summary Report was also updated in the Full Service (9.9); Limited Service (8.9); and End User (8.4) Licensee Performance Requirements; and the SPR for Service Providers (10.8) and End Users (10.5).

Attached is a summary of the required changes.

**When:** These reporting changes are required and must be implemented no later than October 1, 2011.

**Impact:** Regarding the Suite<sup>Link</sup> reporting requirement, mailers are not required to include the secondary (suite) number returned from the Suite<sup>Link</sup> process on mailpieces to qualify for automation discounts. The flow charts below illustrate the Suite<sup>Link</sup> process. These flow charts are also included in the Suite<sup>Link</sup> Interface Developer and Suite<sup>Link</sup> Interface and Data Distributor Licensee Performance Requirements (LPR) as Exhibit C.

**What you need to do:** Make sure these changes are implemented no later than October 1, 2011. Please share this information with all pertinent contacts at your company.

If you have any questions regarding this announcement, please submit them via email to [ncoalink@usps.gov](mailto:ncoalink@usps.gov).

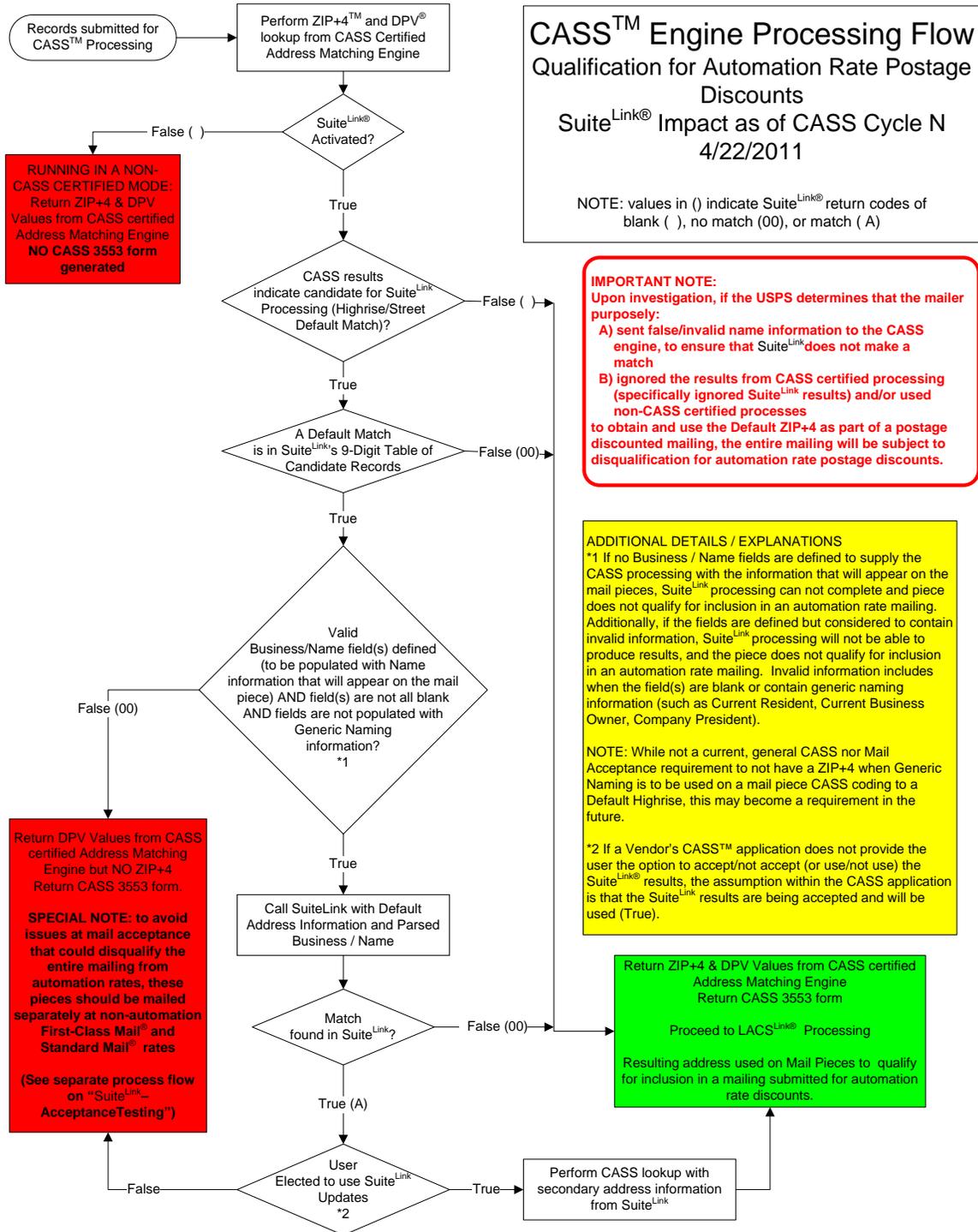
# CASS™ Engine Processing Flow

## Qualification for Automation Rate Postage Discounts

### Suite<sup>Link</sup>® Impact as of CASS Cycle N

#### 4/22/2011

NOTE: values in ( ) indicate Suite<sup>Link</sup>® return codes of blank ( ), no match (00), or match (A)



# MAIL ACCEPTANCE TESTING

Qualification for Automation Rate

Postage Discounts

Suite<sup>Link</sup>® Impact as of CASS<sup>TM</sup> Cycle N

4/22/2011

**IMPORTANT NOTE:**  
 Upon investigation, if the USPS determines that the mailer purposely:  
 A) sent false/invalid name information to the CASS engine, to ensure that Suite<sup>Link</sup> does not make a match  
 B) ignored the results from CASS Certified processing (specifically ignored Suite<sup>Link</sup> results) and/or used non-CASS Certified processes  
 to obtain and use the Default ZIP+4 as part of a postage discounted mailing, the entire mailing will be subject to disqualification for automation rate postage discounts.

**POTENTIAL FUTURE CHANGES:**  
 \*1 While not currently checked, at some point in the future, may also check:  
 A) If no Business/Name information present on the mailpiece, that the address / barcode reflects the 5-digit ZIP<sup>TM</sup> only.  
 B) If the name information scanned reflects Generic Naming only (i.e. Current Resident, Current Business Owner), that the address / barcode reflect the 5-digit ZIP only.

